



Office of Certification

Initial Short-Term, Restricted Short-Term, and Long-Term Substitute Permit

(Form 2L, 2S, 2A)

County Approval Guide

Last Updated October 20, 2020

The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference. This document provides detailed instructions on how to process pending applications submitted through the WVEAP online system.

County Approval Guide (Form 8)

1. Once logged in to the on-line Certification Portal, applications awaiting approval will be displayed.

1						
Betty Test	P5U139800133	Form 8R Add Endorsement/Degree (Out-Of- State)	04/20/2020	Cabell	1 2 Pending County	2 View
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	1 2 3 Pending County	2 View
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	1 2 Pending County	3 View
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	1 2 Pending County	C View

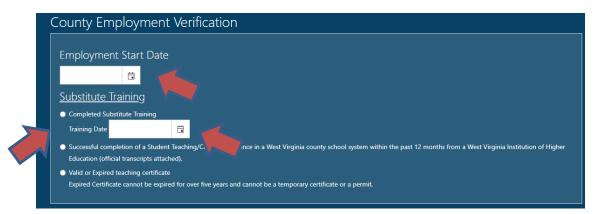
2. Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county as a Substitute Teacher.

	eview Application						
	I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation						
	verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physic						
	ten juig and motionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.						
1	This application has been:						
	This application has been:						
Ī		~ -					
	Choose One						
	Choose One Choose One						

If the application cannot be approved, please select Rejected and then select the reason for the Reject. **Do not use Sent Back as the applicant cannot make any changes.

3. Select the radio button next to the method the individual used to obtain the Substitute Teacher Permit, Enter the date the applicant will begin employment and the date the training was completed.



4. For the **Long-Term Substitute Permit ONLY**, you will now decide the endorsement and grade level you are requesting for the individual.

***For a Short-Term or the Restricted Substitute Permit please move to STEP 6.

Endorsements					
Add Endorsements	Endorsement List				
Certificate:		Certificate ^	Endorsement	Grade Level(s)	DNQ
Choose One	•	No data available	in table		
Endorsement:					
Choose One	v				
Grade Level(s):					
Choose One	v.				
dorsements	Add				
	Add	Endorsemer	nt l ist	_	
dorsements .dd Endorsements ertificate:	Add	Endorsemer		Grade Level(c)	DNQ
dd Endorsements artificate:	Add	Endorsemer Certificate ^ No data available	Endorsement	Grade Level(s)	DNQ
dd Endorsements		Certificate ^	Endorsement	Grade Level(s)	DNQ
udd Endorsements ertificate: 90- Long Term Substitute Permit		Certificate ^	Endorsement	Grade Level(s)	DNQ
add Endorsements ortificate: 90- Long Term Substitute Permit adorsement:		Certificate ^	Endorsement	Grade Level(s)	DNQ
udd Endorsements ertificate: 90- Long Term Substitute Permit adorsement: Art (0300)		Certificate ^	Endorsement	Grade Level(s)	DNQ

5. Please ensure you click the word ADD after every endorsement if you are requesting multiple endorsements. Once the endorsement is added, you will see the requested endorsement on the right side.

**If the WVDE determines that the individual is not eligible for an endorsement, the DNQ box will be marked to indicate the requirement was not fulfilled.

Add Endorsements		Endorsement List			
Certificate:		Certificate ^	Endorsement	Grade Level(s)	DNQ
Choose One	•	90- Long Term Substitute Permit	Art (0300)	PK-AD	
Endorsement:					
Choose One	Ψ				
Grade Level(s):					
Choose One	v				
	Add				

6. If you have any Supporting Documents, please upload the document(s) that have been saved on a computer in this section. Please skip to Step 4 if you do not have any documents to upload.

Supporting Documents	
Add New File	No Supporting Documents
Document Type	
Choose One 🔻	
Choose One	
Transcript	
Name Change Documentation	
Out-Of-State License	
Substitute Training Certificate	
Form 7	
Col Nursing Cartificate	

7. Click Complete Review and the application will move to the individual for payment.

Comments (For Internal Use Only)		
Internal Comments can be seen by County, Institution, and WVDE Approvers.		
	Save and Close Complete Review	