



# West Virginia DEPARTMENT OF EDUCATION

## 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.

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

Betty Test	PSU139800133	Form 8R Add Endorsement/Degree (Out-Of-State)	04/20/2020	Cabell	<span style="background-color: green; color: white; padding: 2px;">1</span> <span style="background-color: orange; color: white; padding: 2px;">2</span>	Pending County		<a href="#">View</a>
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	<span style="background-color: green; color: white; padding: 2px;">1</span> <span style="background-color: orange; color: white; padding: 2px;">2</span> <span style="background-color: red; color: white; padding: 2px;">3</span>	Pending County		<a href="#">View</a>
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	<span style="background-color: green; color: white; padding: 2px;">1</span> <span style="background-color: orange; color: white; padding: 2px;">2</span>	Pending County		<a href="#">View</a>
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	<span style="background-color: green; color: white; padding: 2px;">1</span> <span style="background-color: orange; color: white; padding: 2px;">2</span>	Pending County		<a href="#">View</a>

## 2. Scroll Down to Review Application

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

### Review 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 physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

**This application has been:**

Choose One ▼

Choose One

Approved

Rejected

Sent Back

**\*\*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.**

- 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.

### County Employment Verification

Employment Start Date

Substitute Training

Completed Substitute Training

Training Date

Successful completion of a Student Teaching/C... in a West Virginia county school system within the past 12 months from a West Virginia Institution of Higher Education (official transcripts attached).

Valid or Expired teaching certificate

Expired Certificate cannot be expired for over five years and cannot be a temporary certificate or a permit.

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.**

The screenshot shows the 'Endorsements' section of a web application. On the left, under 'Add Endorsements', there are three dropdown menus labeled 'Certificate:', 'Endorsement:', and 'Grade Level(s):', each with a 'Choose One...' option. An 'Add' button is located below these menus. On the right, under 'Endorsement List', there is a table with headers 'Certificate ^', 'Endorsement', 'Grade Level(s)', and 'DNQ'. The table content is empty, with the text 'No data available in table' below the headers.

This screenshot shows the same 'Endorsements' form as above, but with specific values entered in the dropdown menus. The 'Certificate:' dropdown is set to '90- Long Term Substitute Permit', the 'Endorsement:' dropdown is set to 'Art (0300)', and the 'Grade Level(s):' dropdown is set to 'PK-AD'. The 'Add' button remains visible below the menus. The 'Endorsement List' table on the right is still empty with the text 'No data available in table'.

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.**

This screenshot shows the 'Endorsements' form with the 'Add' button highlighted by a red arrow. The 'Endorsement List' table now contains one row of data: '90- Long Term Substitute Permit' under 'Certificate ^', 'Art (0300)' under 'Endorsement', 'PK-AD' under 'Grade Level(s)', and a red square under 'DNQ'. A red trash icon is visible in the 'DNQ' column.

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

Document Type

Choose One...

Choose One...

Transcript

Name Change Documentation

Out-Of-State License

Substitute Training Certificate

Form 7

Nursing Certificate

No Supporting Documents

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

