west virginia

West Virginia DEPARTMENT OF EDUCATION

Office of Certification

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

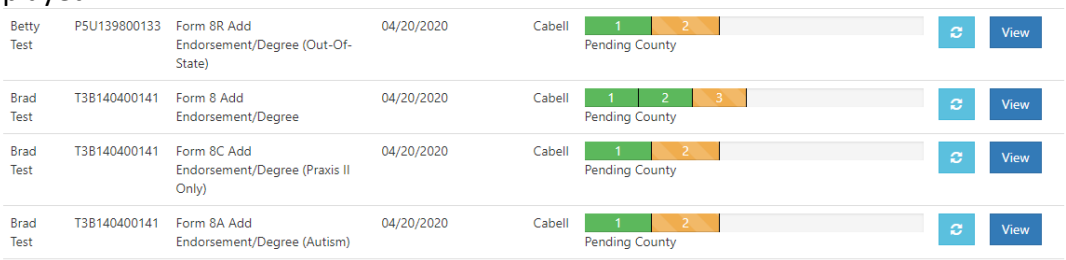
(Form 2L, 2S, 2A)

County Approval Guide

Last Updated October 20, 2020

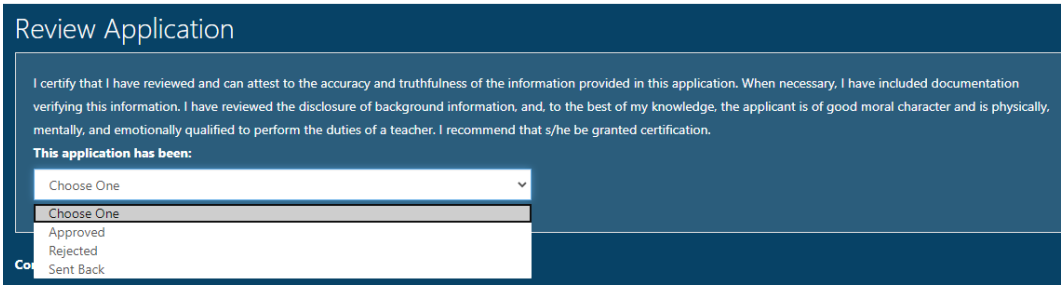
The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.
This document provides detailed instructions on how to process pending applications submitted through the WVEAP online system.

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



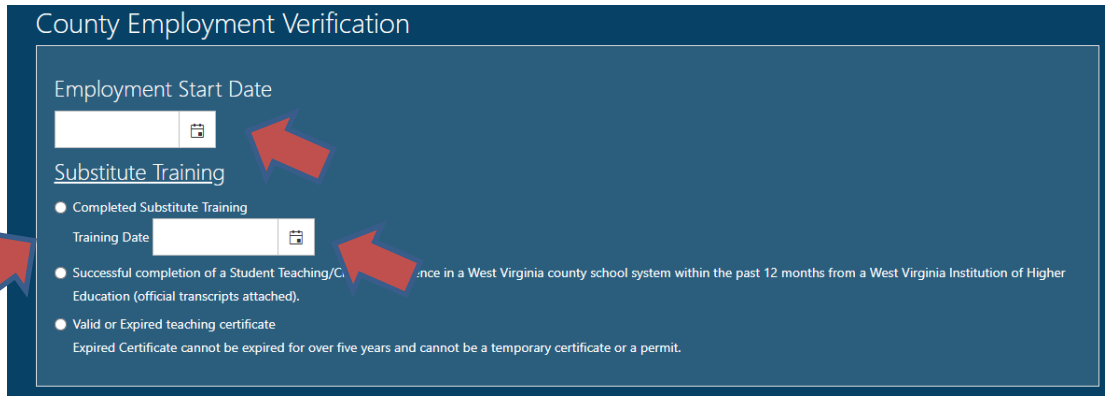
2. Scroll Down to Review Application

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



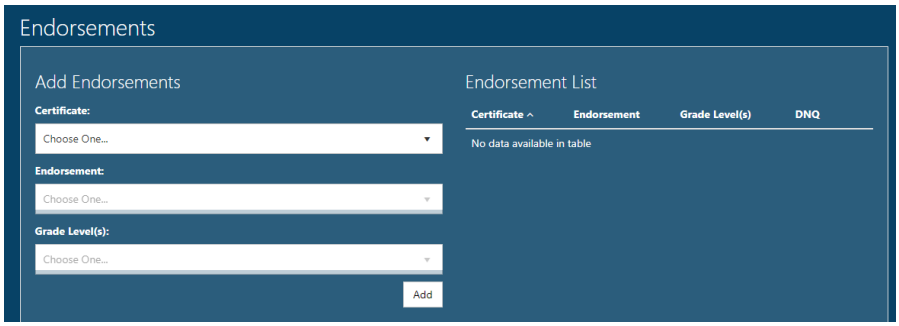
If the application cannot be approved, please select Rejected and then select the reason for the Reject. **Do not use Sent Back as the applicant cannot make any changes.

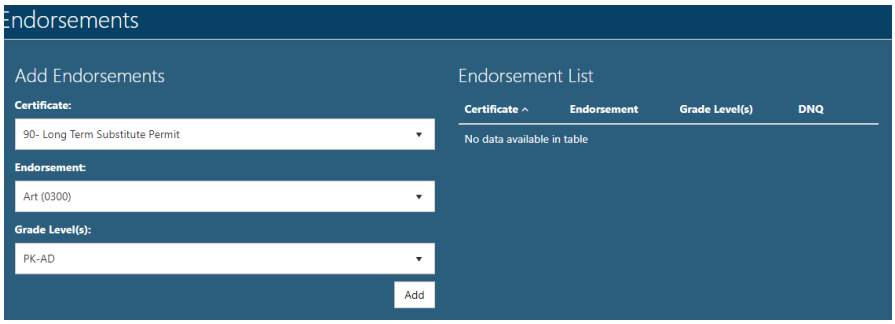
3. Select the radio button next to the method the individual used to obtain the Substitute Teacher Permit, Enter the date the applicant will begin employment and the date the training was completed.



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

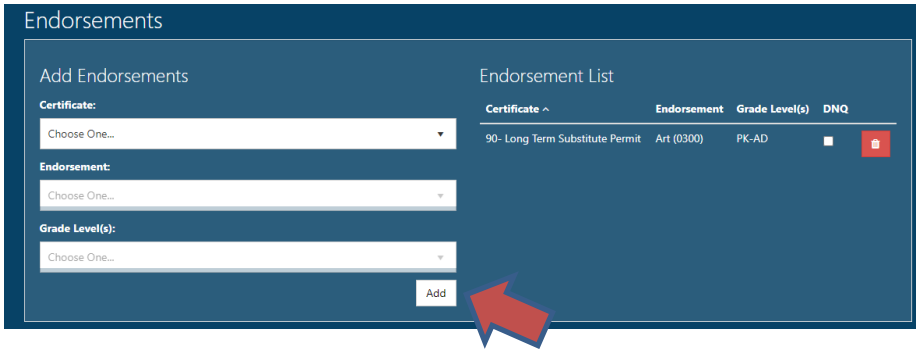
*****For a Short-Term or the Restricted Substitute Permit please move to STEP 6.**



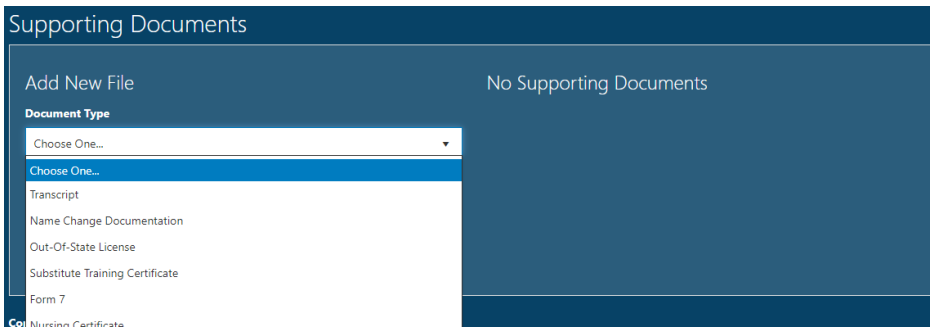


5. Please ensure you click the word ADD after every endorsement if you are requesting multiple endorsements. Once the endorsement is added, you will see the requested endorsement on the right side.

****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.**



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.



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