![West Virginia logo]

![West Virginia Department of Education logo with State of West Virginia seal]

Office of Certification

Process for Renewing and Adding Additional Endorsements to a Long-Term Substitute Permit Simultaneously

(Forms 2LE)

Applicant User Guide
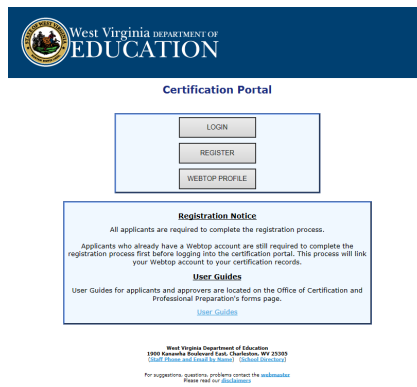
Last Updated October 20, 2020

The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

On-Line Certification System First-Time User Registration

Certification Portal Website: https://wveis.k12.wv.us/certportal/

If you have previously registered with the on-line certification portal, please proceed to log-in to begin your application.

From the Certification Portal home page (https://wveis.k12.wv.us/certportal/), click the "Register" button to start the certification portal registration process.

The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will display basic account information for verification.

The last step in the registration process is to either create a Webtop account or locate your current Webtop Account.
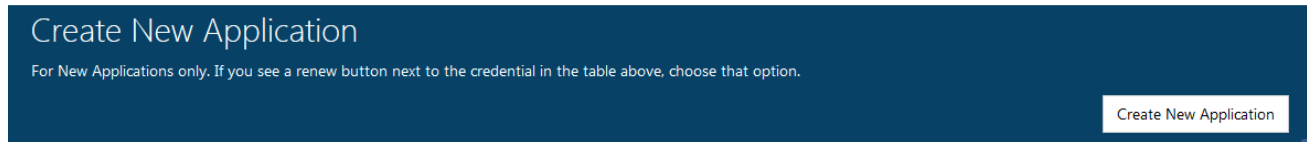
Once you have completed the registration process you can log into the Certification Portal and submit your application.


Form 2LE Applicant User Guide Renewal and Adding Endorsements to Long-Term Substitute Permits Simultaneously

Beginning the Application

1. Click "CREATE NEW APPLICATION."

Create New Application

For New Applications only. If you see a renew button next to the credential in the table above, choose that option.

Create New Application

2. Click "Renew my Long-Term Substitute certification that has been issued for three years and add new endorsements to my certificate (Form 2LE). If you are just renewing your certificate, please select the first option.

I want to...

○ Renew my Long-Term Substitute certification that has been issues for three (3) years. (Form 2LR)

● Renew my Long-Term Substitute certification that has been issues for three (3) years and add new endorsements to my certificate. (Form 2LE)
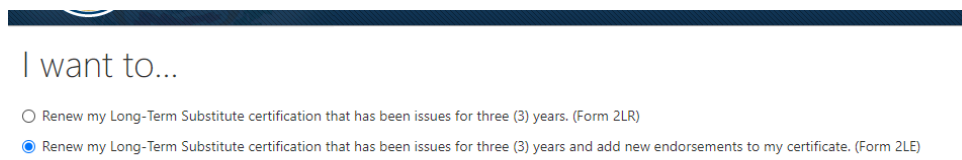
3. Click Start Application
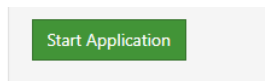
Start Application

4. Click "Edit" on the Application Information Section.

Form 8 Add Endorsement/Degree

Applicant Information   Edit

First Name   Brad   *Primary Phone   3045587010

Last Name   Test   Secondary Phone

5. The next section will have you answer the Legal Disclosures
Applicants are required to report all background information even if the disclosure was submitted to the WVDE as part of a previous submission. Please select **"Yes"** or **"No"** to every question.

Question 1	No	Yes
Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.		

Question 2	No	Yes
Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?		

If you answered **YES** to any of the questions above, you are required to complete a series of questions regarding the legal disclosure that **MUST** include The Occurrence Date, Title, Narrative, Previously
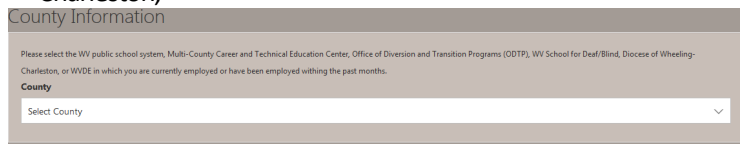
Reported and Supporting Files are required for to add the disclosure.

You should click the checkbox if the disclosure was previously reported to the WVDE prior to the new online system becoming available. **Previously reported legal disclosures do not require supporting files to be uploaded, however, you must provide a brief narrative.** If the disclosure was not previously reported, you **MUST** upload all applicable documentation.

Clicking the [Select files...] button allows you to upload documentation that will be submitted to the WVDE along with the remainder of the application.

Once all your information has been entered and files uploaded, click the [Add Disclosure] button to add the legal disclosure.

6. Please select your county of employment if you are employed or have been employed within the past twelve months by a WV public school system, WVSDT, WV School for Deaf/Blind, Diocese of Wheeling-Charleston,
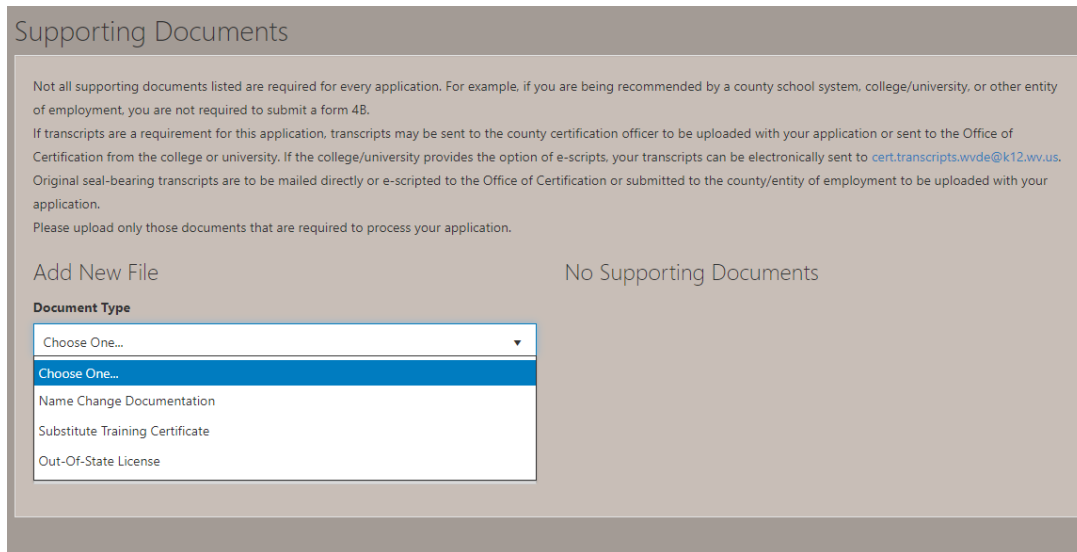
County Information

Please select the WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (ODTP), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or WVDE in which you are currently employed or have been employed withing the past months.

County

Select County

7. If there are additional documents that you must add to complete the necessary additional endorsement request, please select the document and upload them at this point. If the Supporting Documents do not apply to any information that must be provided, please skip this step.

Supporting Documents

Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form 4B.

If transcripts are a requirement for this application, transcripts may be sent to the county certification officer to be uploaded with your application or sent to the Office of Certification from the college or university. If the college/university provides the option of e-scripts, your transcripts can be electronically sent to cert.transcripts.wvde@k12.wv.us. Original seal-bearing transcripts are to be mailed directly or e-scripted to the Office of Certification or submitted to the county/entity of employment to be uploaded with your application.

Please upload only those documents that are required to process your application.

Add New File   No Supporting Documents

Document Type
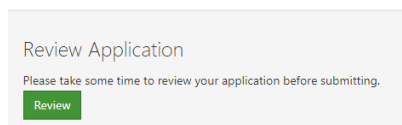
| Choose One... ▼ |
| Choose One... |
| Name Change Documentation |
| Substitute Training Certificate |
| Out-Of-State License |

8. Click Review Application to review all information submitted before final submission.

Review

Review Application

Please take some time to review your application before submitting.

Review

9. Click Submit for the application to proceed to the college/university, county, or straight to payment.

Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.

Submit

10. Please check your Applicant Dashboard for the status of your application on a regular basis if you have not received an e-mail once it has cleared the necessary approval processes.

West Virginia DEPARTMENT OF EDUCATION

Brad Test

Huntington, WV

Certification ID: T3B140400141

Salary Rank

Salary Class: Salary
Salary Effective Date: 05/13/2016

Degree

Highest Degree: Masters Degree plus 45 hours
Degree Effective Date: 05/13/2016

Applications

1 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status		Holds	
Form 8 Add Endorsement/Degree	04/20/2020		1 2 Pending Institution		⚠	View

14.. When you see PAY NOW, please click the PAY NOW button to complete the payment so the application will be sent to the Office of Certification for final review and processing.

If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.