



west virginia



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification**

---

**Long-Term Substitute Permit Renewal and Add New  
Endorsements at Simultaneously.**

**(Form 2LE)**

---

# **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 (Renew and Add New Endorsements to a Long-Term Substitute Permit)

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

Betty Test	P5U139800133	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.**

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

### County Employment Verification

Date of Re-employment

Substitute Training

Completed Substitute Training  
The applicant has completed 12 clock hours of training. Must be last date of training if completed over more than one day.

Training Date

The applicant has completed 6 semester hours of coursework from an accredited institution of higher education that is related to the public-school program. The hours must have been completed subsequent to the issuance of the permit being renewed and within a 5-year period immediately preceding the date of application. (official transcript required)

The applicant holds a VALID WV Professional Certificate in another area of endorsement.

4. Select the Certificate of the Long-Term Substitute Permit to begin the process to add the new endorsements that do not currently appear on the applicant’s certification.

**Endorsements**

**Add Endorsements**

**Certificate:**  
Choose One...  
Choose One...  
90- Long Term Substitute Permit

**Grade Level(s):**  
Choose One...

Add

**Endorsement List**

Certificate ^	Endorsement	Grade Level(s)
No data available in table		

5. Select the Endorsement that is being requested to be added to the Long-Term Substitute Permit as per Appendix A of WVBE Policy 5202.

**Endorsements**

**Add Endorsements**

**Certificate:**  
90- Long Term Substitute Permit

**Endorsement:**  
Choose One...  
Choose One...  
Agricultural Education (0201)  
American Sign Language (1550)  
Art (0300)  
Autism (4116)

**Endorsement List**

Certificate ^	Endorsement	Grade Level(s)
No data available in table		

6. Select the Grade Range as per Appendix A of WVBE Policy 5202.

**Endorsements**

**Add Endorsements**

**Certificate:**  
90- Long Term Substitute Permit

**Endorsement:**  
Chemistry (2700)

**Grade Level(s):**  
Choose One...  
Choose One...  
09-AD

**Endorsement List**

Certificate ^	Endorsement	Grade Level(s)
No data available in table		

7. Click Add to display the first new endorsement being requested. Repeat steps 4, 5, and 6 along with this step for any other new endorsements being requested.

Certificate ^	Endorsement	Grade Level(s)
90- Long Term Substitute Permit	Chemistry (2700)	09-AD

8. 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 9 if you do not have any documents to upload.

No Supporting Documents

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

Save and Close Complete Review

