



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Process for the Renewal of the Short-Term, Restricted Short-Term, and Long-Term Substitute Permits

(Forms 2S, 2L, 2AR)

Applicant User Guide

Last Updated October 20, 2020

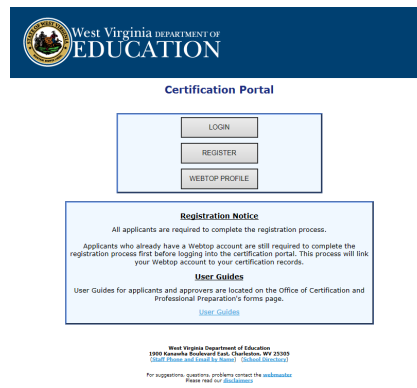
The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

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.

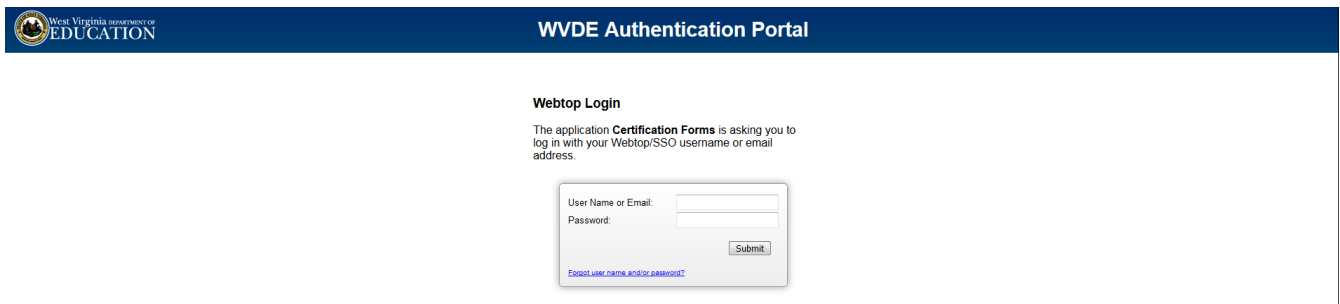


The screenshot shows the West Virginia Department of Education Certification Portal. At the top is the WVDE logo and the text "West Virginia DEPARTMENT OF EDUCATION". Below this is the title "Certification Portal". A central box contains three buttons: "LOGIN", "REGISTER", and "WEBTOP PROFILE". Below the buttons is a "Registration Notice" section with the following text: "All applicants are required to complete the registration process. Applicants who already have a Webtop account are still required to complete the registration process first before logging into the certification portal. This process will link your Webtop account to your certification records." Below the notice is a "User Guides" section with the text: "User Guides for applicants and approvers are located on the Office of Certification and Professional Preparation's forms page." At the bottom of the page, there is contact information for the West Virginia Department of Education: "1500 Kanawha Boulevard East, Charleston, WV 25309" and "Chief Information Officer: David L. Spivey, Director of Information Services". A footer note says: "For suggestions, questions, problems contact the webmaster Please visit our Feedback!"

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.




The screenshot shows the WVDE Authentication Portal. At the top left is the WVDE logo and the text "West Virginia DEPARTMENT OF EDUCATION". To the right is the title "WVDE Authentication Portal". Below the title is the section "Webtop Login" with the text: "The application Certification Forms is asking you to log in with your Webtop/SSO username or email address." Below this text is a login form with two input fields: "User Name or Email:" and "Password:". A "Submit" button is located to the right of the password field. Below the form is a link: "Forgot user name and/or password?"

Beginning the Renewal Application

1. Click “RENEW” beside the Credential you have been instructed to renew.

Credentials Expand all rows

Certificate															
90-1 Long Term Substitute Permit	Application Pending														
<table border="1"><thead><tr><th>Endorsement</th><th>Assigned Grades</th><th>Effective</th><th>Endorsed</th><th>Expiration</th></tr></thead><tbody><tr><td>0300 - Art</td><td>PK-AD</td><td>7/1/2017</td><td>7/1/2017</td><td>6/30/2020</td></tr></tbody></table>						Endorsement	Assigned Grades	Effective	Endorsed	Expiration	0300 - Art	PK-AD	7/1/2017	7/1/2017	6/30/2020
Endorsement	Assigned Grades	Effective	Endorsed	Expiration											
0300 - Art	PK-AD	7/1/2017	7/1/2017	6/30/2020											
99-1 Short Term Substitute Permit	Application Pending														
RS-1 Restricted Short-Term Substitute Permit					Renew										

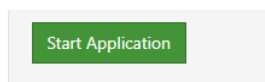


2. Click “Renew my Restricted Short-Term Substitute Certification that has been issued for three years” if you have been instructed to renew a Long-Term Substitute Permit.

I want to...

- Renew my Restricted Short-Term Substitute certification that has been issues for three (3) years. (Form 2AR)

3. Click Start Application



4. Click “Edit” on the Application Information Section and complete all information with the red asterisks.

Applicant Information

First Name	Brad	*Primary Phone	3045587010
Last Name	Test	Secondary Phone	
Middle Initial		*Email	brad.test@takarsh.com
Previous Last Name		*Street Address	One Herd Way
Gender	M	Street Address 2	
US Citizen	Yes	*City	Huntington
Certification ID	T3B140400141	*State	WV
US Veteran	No	*Zip Code	25701
		*Country	United States



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.

- Please select the county that is employing you as a Substitute, or the Office of Diversion and Transition, WV School for Deaf/Blind, or 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 ▼

- 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

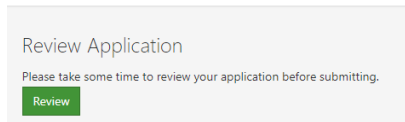
Out-Of-State License

Substitute Training Certificate

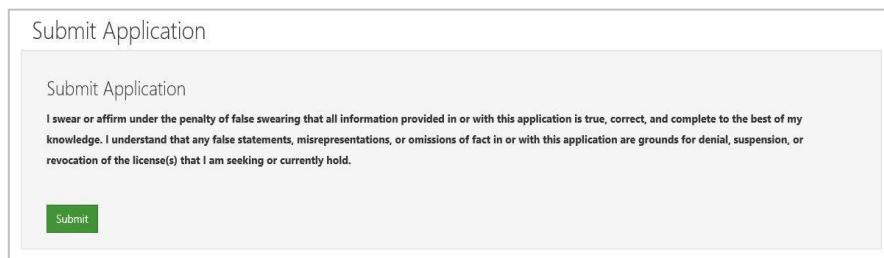
Form 7

8. Click Review Application to ensure all information submitted is correct.

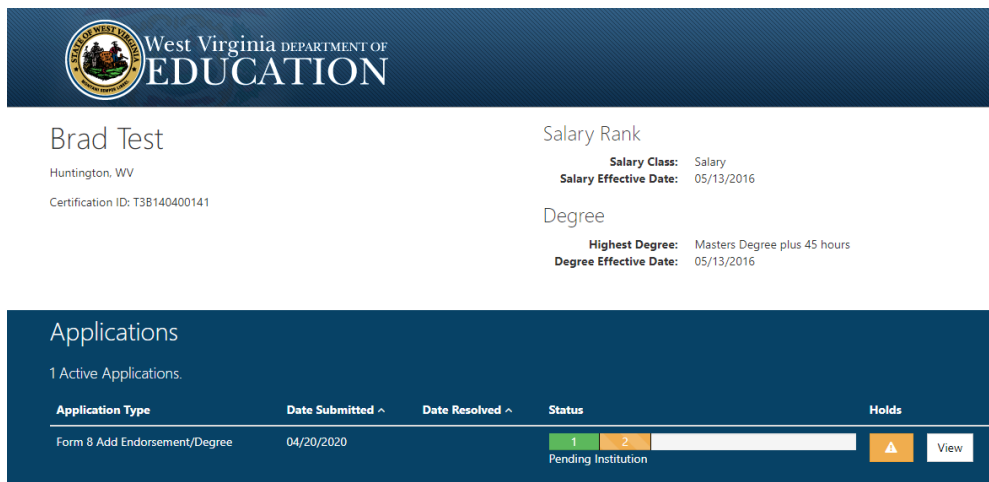
Review



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



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.



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.