



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Short-Term, Restricted Short-Term and Long-Term Substitute Permit Renewal (Form 2LR, 2SR, 2AR)





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	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County		View
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> <div style="width: 20px; height: 10px; background-color: yellow;"></div> </div> Pending County		View
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County		View
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County		View

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 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 Employment



Substitute Training

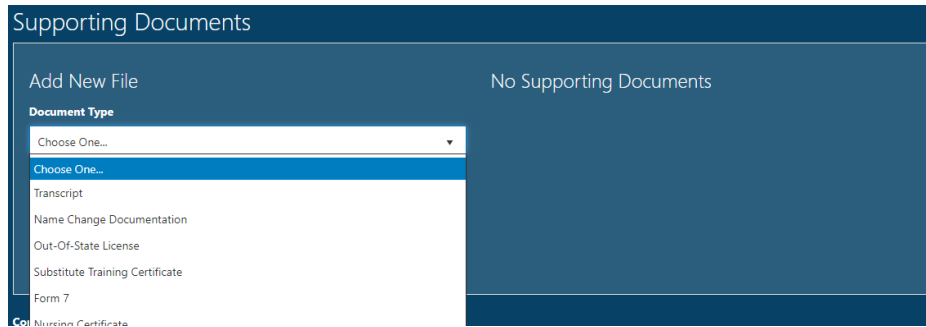
Completed Substitute Training
The applicant has completed 12 clock hours of training. Must be last date of training if completed over more than one day.

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 since the issuance of the permit being renewed and cannot be over 5-years old (official transcript required).

4. 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 5 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

Call Nurse Certification

No Supporting Documents

5. 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



