



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

**Adding an Endorsement to a Long-Term Substitute
Permit (Certificate 90)
(Form 8L)**

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 (Form 8L to Add Endorsements to a Long-Term Substitute Permit)

- 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	<div style="display: flex; gap: 5px;"><div style="width: 10px; height: 10px; background-color: green;"></div><div style="width: 10px; 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: 10px; height: 10px; background-color: green;"></div><div style="width: 10px; height: 10px; background-color: orange;"></div><div style="width: 10px; height: 10px; background-color: red;"></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: 10px; height: 10px; background-color: green;"></div><div style="width: 10px; 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: 10px; height: 10px; background-color: green;"></div><div style="width: 10px; 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.**

- You will now decide the endorsement and grade level you are requesting for the individual.

Endorsements

Add Endorsements

Certificate:

Endorsement:

Grade Level(s):

[Add](#)

Endorsement List

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

Endorsements

Add Endorsements

Certificate:

Endorsement:

Grade Level(s):

[Add](#)

Endorsement List

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

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.**

Endorsements

Add Endorsements

Certificate: Choose One...

Endorsement: Choose One...

Grade Level(s): Choose One...

Add

Endorsement List

Certificate ^	Endorsement	Grade Level(s)	DNQ
90- Long Term Substitute Permit	Art (0300)	PK-AD	<input type="checkbox"/>

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.

Supporting Documents

Add New File

Document Type

Choose One...

Choose One...

Transcript

Name Change Documentation

Out-Of-State License

Substitute Training Certificate

Form 7

Coll Nursing Certificate

No Supporting Documents

7. 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

