



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

**Process for the Clinical Teacher of Record
Certification**

(Forms 3)

Applicant User Guide

Last Updated June 10, 2021

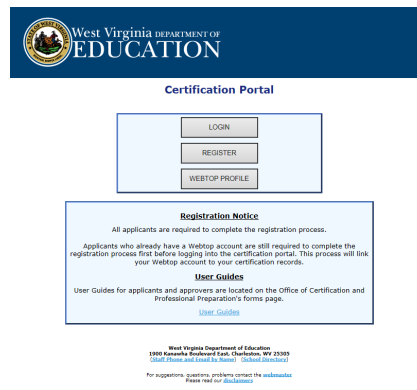
The West Virginia Department of Education, Office of Certification have created this user guide, in conjunction with West Virginia Interactive for your reference.

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.

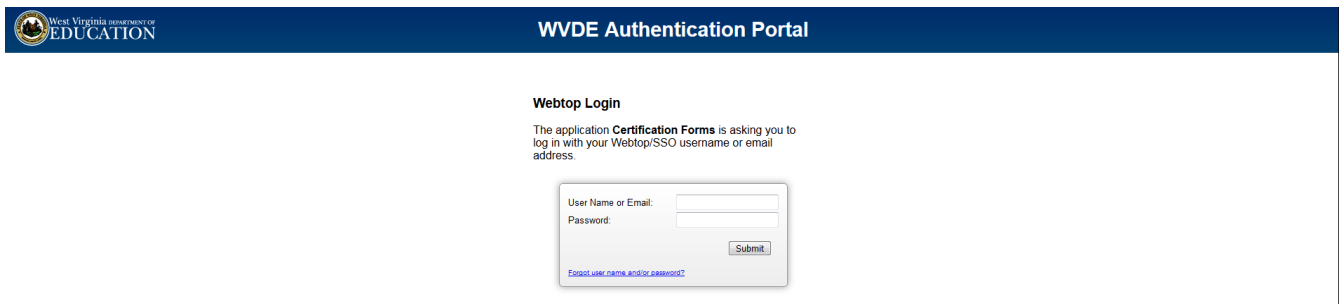


The screenshot shows the West Virginia Department of Education Certification Portal. At the top is the WVDE logo and the text "West Virginia DEPARTMENT OF EDUCATION". Below this is the title "Certification Portal". There are three buttons: "LOGIN", "REGISTER", and "WEBTOP PROFILE". Below the buttons is a "Registration Notice" box containing text about the registration process and a link to "User Guides". At the bottom of the page is contact information for the West Virginia Department of Education, including the address "1500 Kanawha Boulevard East, Charleston, WV 25309" and a note to contact the webmaster for suggestions, questions, or problems.

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.

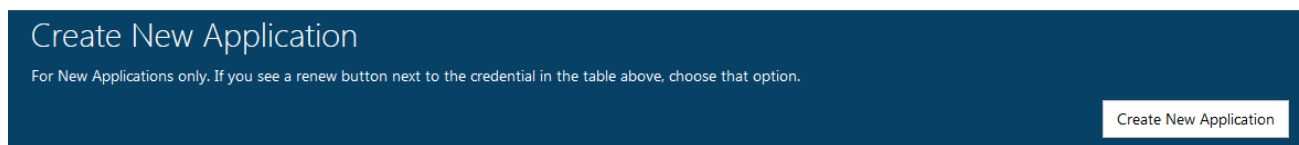
Once you have completed the registration process you can log into the Certification Portal and submit your application.



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 heading "Webtop Login". The text reads: "The application Certification Forms is asking you to log in with your Webtop/SSO username or email address." Below this is a login form with two input fields: "User Name or Email:" and "Password:". There is a "Submit" button to the right of the password field. At the bottom of the form is a link: "Forgot user name and/or password?".

Beginning the Application

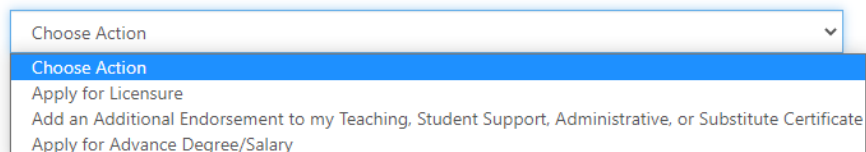
1. Click "CREATE NEW APPLICATION."



2. Click "Apply for Licensure"

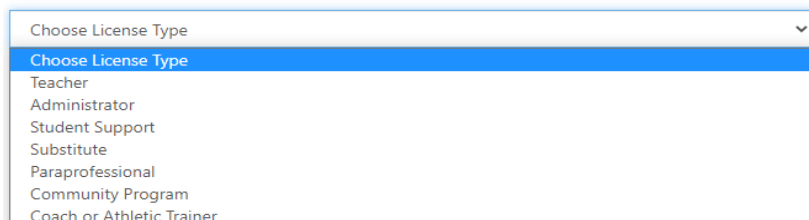
Choose Your Application

I want to...



3. Select the **TEACHER** License Type:

Please choose license type

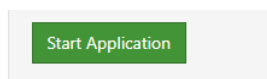


4. Select the Clinical Teacher of Record under Credential Type:

I wish to apply for...



5. Click Start Application



6. 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

Edit



7. 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.

8. Please select the county that is employing you as a Clinical Teacher of Record.

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 within the past months.

County

Select County ▼

- Please select the West Virginia IHE where you are completing your teacher preparation program under Institution Information.
- 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.

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

Review

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

- 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.