



West Virginia DEPARTMENT OF  
**EDUCATION**

## Certification Services

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### Process for Adding Professional Certificate Degree/Advanced Salary Classification

(Form 12)

# Applicant User Guide

Last Updated May 17, 2023

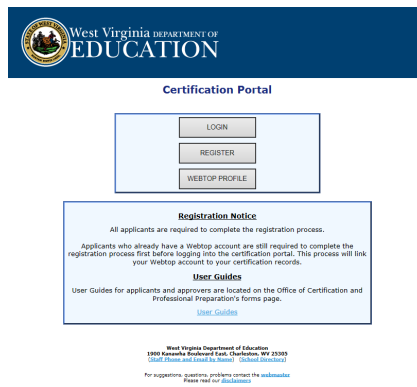
The West Virginia Department of Education, Certification Services have created this user guide, in conjunction with West Virginia Interactive for your reference.

## 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.

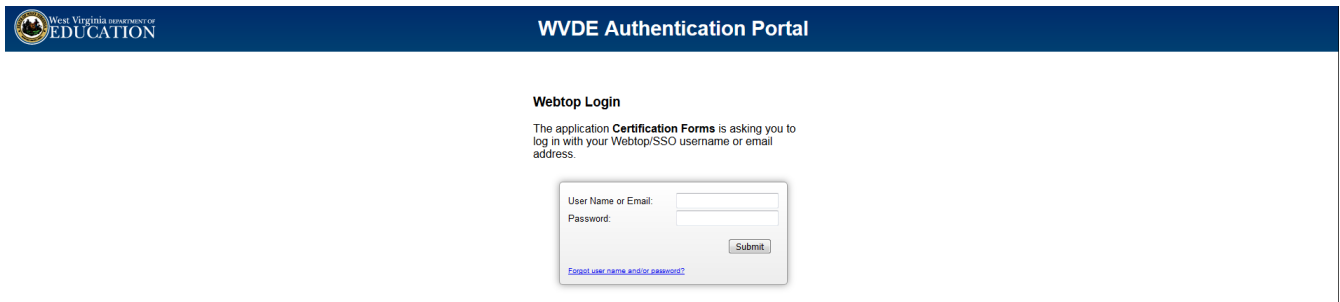


The screenshot shows the 'Certification Portal' interface. At the top is the West Virginia Department of Education logo. Below it, the title 'Certification Portal' is centered. A central box contains three buttons: 'LOGIN', 'REGISTER', and 'WEBTOP PROFILE'. Below this is a 'Registration Notice' section with text explaining the registration process for applicants with and without Webtop accounts. A 'User Guides' section follows, with a link to 'User Guides'. At the bottom, contact information for the West Virginia Department of Education is provided, including the address '1000 Kanawha Boulevard East, Charleston, WV 25305' and a link to 'Contact Us and Local Agencies'.

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.

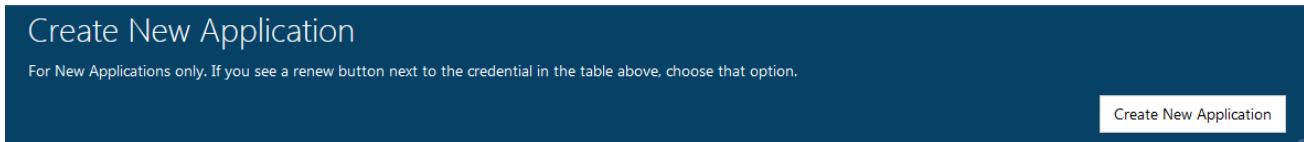
Once you have completed the registration process you can log into the Certification Portal and submit your application.



The screenshot shows the 'WVDE Authentication Portal' with a 'Webtop Login' section. 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:'. A 'Submit' button is located to the right of the password field. At the bottom of the form, there is a link: 'Forgot user name and/or password?'

## Beginning the Application

1. Click "CREATE NEW APPLICATION."



Create New Application

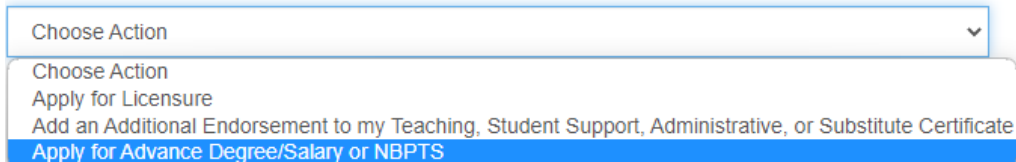
For New Applications only. If you see a renew button next to the credential in the table above, choose that option.

Create New Application

*(A blue arrow points to the 'Create New Application' button.)*

2. Click "Apply for Advance Degree/Salary or NBPTS"

I want to...



Choose Action

Choose Action

Apply for Licensure

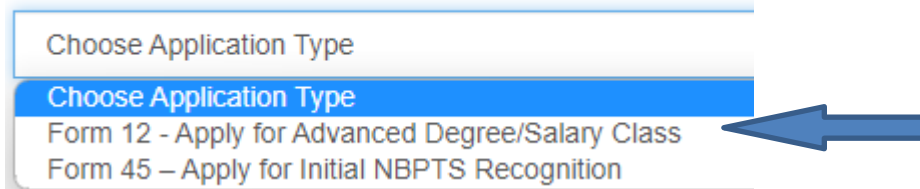
Add an Additional Endorsement to my Teaching, Student Support, Administrative, or Substitute Certificate

Apply for Advance Degree/Salary or NBPTS

*(A blue arrow points to the selected option.)*

3. Select Form 12: Apply for Advanced Degree/Salary Class

Please choose application type



Choose Application Type


Choose Application Type

Form 12 - Apply for Advanced Degree/Salary Class

Form 45 - Apply for Initial NBPTS Recognition

*(A blue arrow points to the selected option.)*

4. Answer the U.S. Citizen question.

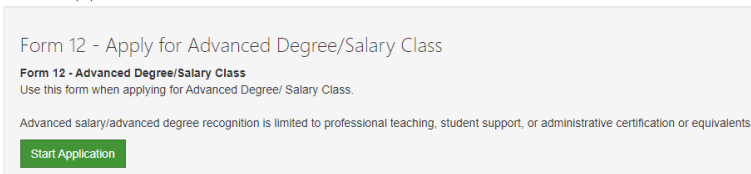


U.S. Citizenship

Are you a U.S. Citizen?  Yes  No

5. Click Start Application

Start Application



Form 12 - Apply for Advanced Degree/Salary Class

**Form 12 - Advanced Degree/Salary Class**

Use this form when applying for Advanced Degree/ Salary Class.

Advanced salary/advanced degree recognition is limited to professional teaching, student support, or administrative certification or equivalents.

Start Application

- Click "Edit" on the Application Information Section and if a name change is required, check the Request Name Change Box.

## Form 12 Advanced Degree/Salary Classification

### Applicant Information



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

Request Name Change

- If a name change is requested, enter the way the name should appear on your certificate and upload a government-issued document reflecting the name change.

Request Name Change

Attach verification documentation of a name change (copy of marriage certificate, driver's license, or government-issued ID).

**First** 
**Middle** 
**Last** 
**Suffix**

- 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  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 your county of employment if you are employed or have been employed within the past twelve months by a WV public school system, Multi-County Career and Technical Education Center, Office of Diversion and Transition Programs (WVSDT), WV School for Deaf/Blind, Diocese of Wheeling-Charleston, or the WVDE (Building 6 in Charleston Headquarters). Otherwise, select NO COUNTY in the drop-down list.

**\*\*This is not the county where you live or where the entity is located if it is not a county school system.**

### 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 12 months.

**County/District Information**

Select County ▼

### 9. Select the Advanced Salary Class Being Requested

#### Advanced Salary Classification Options

These salary classifications and the applicable coursework are defined in WVBE Policy 5202, §126-136-22.

Please check the appropriate degree or salary level:

- BA+15 (15 graduate hours or 15 undergraduate hours taken after initial WVDE Professional Certification)
- MA Degree
- MA+15 (Minimum 45 Total Hours)
- MA+30 (Minimum 60 Total Hours)
- MA+45 (Minimum 75 Total Hours)
- Doctorate Degree

- 10. Click Add Coursework to add the courses requested to advance the salary and/or degree.


### Course Work

List all courses below that are being claimed for the advanced salary level. Official seal-bearing transcripts are required for all hours being claimed for salary. If you include undergraduate level hours, please note that those hours are limited to a maximum of fifteen (15) semester hours completed after the issuance of an initial WV professional teaching, student support, or administrative certificate. All other hours claimed for salary must be appropriate graduate level semester hours.

Any coursework displayed in quarter hours from accredited institutions will be converted to semester hours at a 3:2 ratio for counting purposes, as required by WVBE Policy 5202.

\*\* Contact WVDE Certification Services if your Institution is not listed.

State ^	College	Eligible Undergrad Hours	Graduate Hours	Date Completed
No Course Work				

**Add Course Work** 

- Enter the State/Location where the coursework was completed, the name of the IHE, and then the number of graduate or number of undergraduate hours being requested and then click ADD.



- If you need to add a Character Reference Form 4B or a Name Change Documentation, upload the documents under Supporting Documents.

- Click Review Application to review all information submitted before final submission.

### Review

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

### Submit Application

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.

**West Virginia DEPARTMENT OF EDUCATION**

**Brad Test**  
Huntington, WV  
Certification ID: T38140400141

**Salary Rank**  
Salary Class: Salary  
Salary Effective Date: 05/13/2016

**Degree**  
Highest Degree: Masters Degree plus 45 hours  
Degree Effective Date: 05/13/2016

**Applications**  
1 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Hold
Form 8 Add Endorsement/Degree	04/20/2020		<div style="display: flex; justify-content: space-between;"><span>1</span><span>2</span></div> Pending Institution	<span>⚠</span> <span>View</span>

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 Certification Services at 304-558-7010.