west virginia

West Virginia DEPARTMENT OF EDUCATION

Certification Services

Professional Certificate Degree/Advanced Salary Classification

(Form 12)

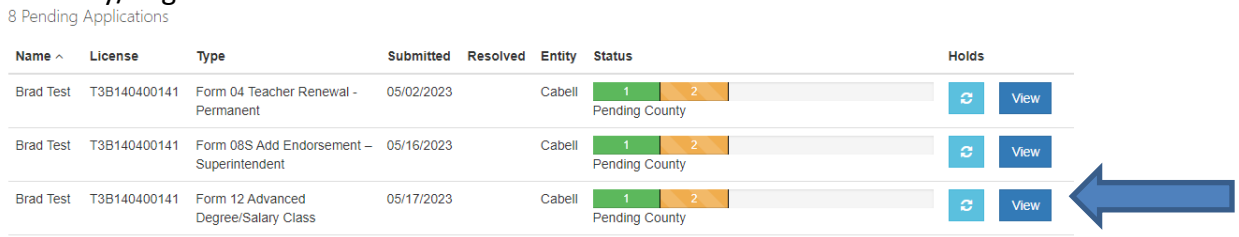
County Approval Guide

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.
This document provides detailed instructions on how to process pending applications submitted through the WVEAP online system.

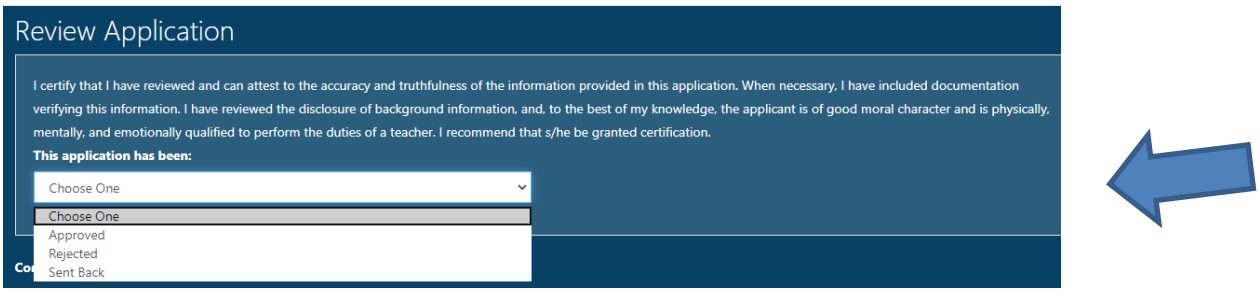
County Dashboard

1. Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 12: Advanced Salary Degree for an individual wishing to add the advanced salary/degree and click View.



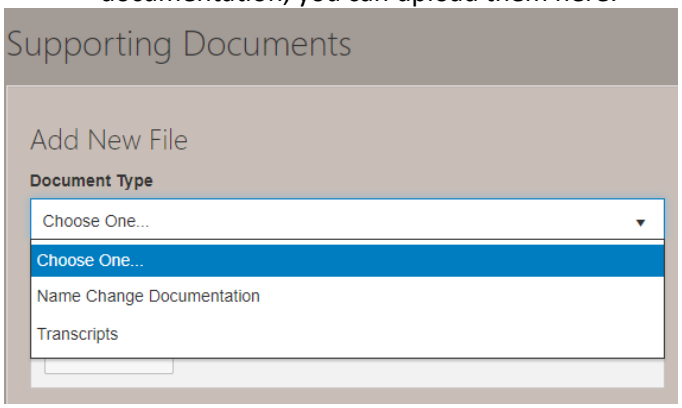
2. Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county or if they have been employed in the past twelve months.



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.

3. If you have any Supporting Documents, such as official academic transcripts or a name change documentation, you can upload them here.



4. Add any comments and Click Complete Review and the application will move to payment.