



west virginia



West Virginia DEPARTMENT OF  
**EDUCATION**

## Certification Services

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### Professional Certificate Degree/Advanced Salary Classification (Form 12)

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# 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.

8 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Brad Test	T3B140400141	Form 04 Teacher Renewal - Permanent	05/02/2023		Cabell	<div style="display: flex; gap: 5px;"><div style="width: 10px; height: 10px; background-color: green;"></div> 1 <div style="width: 10px; height: 10px; background-color: orange;"></div> 2</div> Pending County	<div style="display: flex; gap: 5px;"><div style="width: 20px; height: 20px; border: 1px solid gray; border-radius: 50%;"></div> <a href="#">View</a></div>
Brad Test	T3B140400141	Form 08S Add Endorsement – Superintendent	05/16/2023		Cabell	<div style="display: flex; gap: 5px;"><div style="width: 10px; height: 10px; background-color: green;"></div> 1 <div style="width: 10px; height: 10px; background-color: orange;"></div> 2</div> Pending County	<div style="display: flex; gap: 5px;"><div style="width: 20px; height: 20px; border: 1px solid gray; border-radius: 50%;"></div> <a href="#">View</a></div>
Brad Test	T3B140400141	Form 12 Advanced Degree/Salary Class	05/17/2023		Cabell	<div style="display: flex; gap: 5px;"><div style="width: 10px; height: 10px; background-color: green;"></div> 1 <div style="width: 10px; height: 10px; background-color: orange;"></div> 2</div> Pending County	<div style="display: flex; gap: 5px;"><div style="width: 20px; height: 20px; border: 1px solid gray; border-radius: 50%;"></div> <a href="#">View</a></div>



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.

### 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.**

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

### Supporting Documents

Add New File

**Document Type**

Choose One...

Choose One...

Name Change Documentation

Transcripts



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

### Comments (For Internal Use Only)

Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close

Complete Review



