west virginia

West Virginia DEPARTMENT OF EDUCATION

Certification Services

Recognition of NBPTS certification, or application for NBPTS state salary supplement, based on employment and position held in WV Public Schools

(Form 45)

Applicant

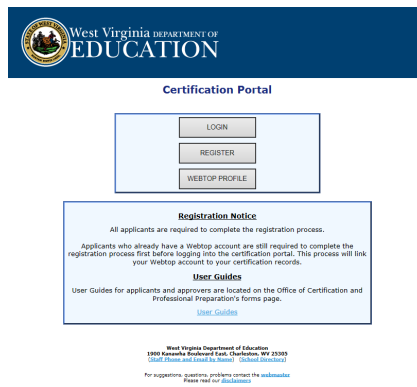# User Guide

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.
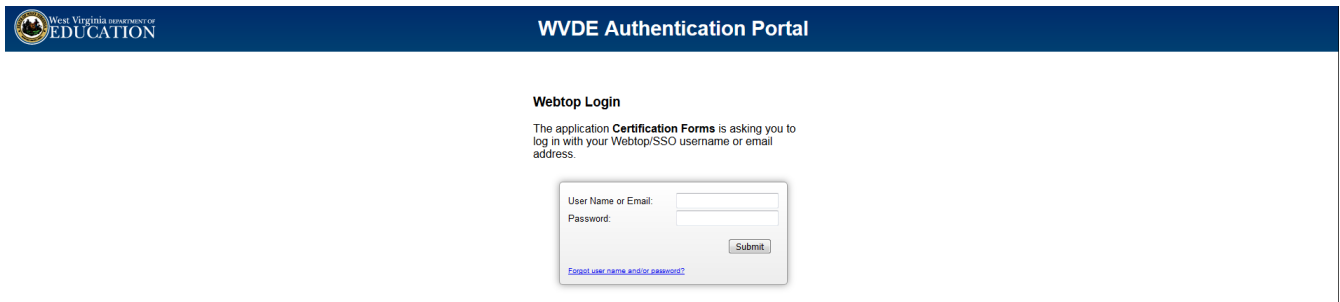
The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will 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.
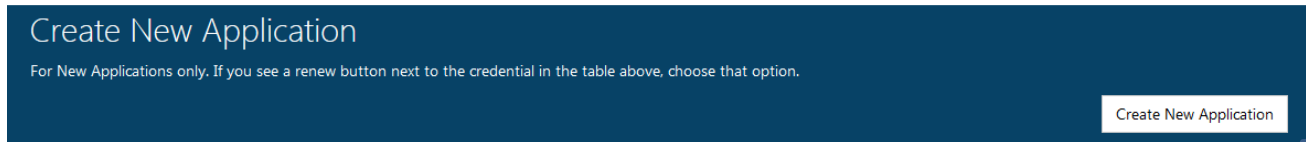
Once you have completed the registration process you can log into the Certification Portal and submit your application.

Beginning the Application
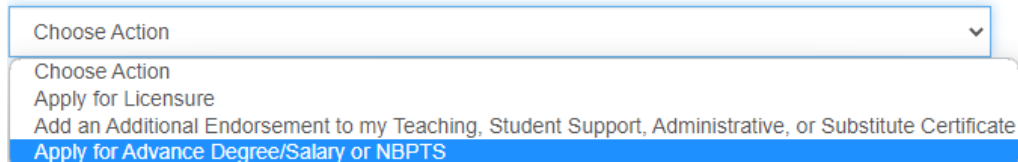
1. Click "CREATE NEW APPLICATION."

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

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

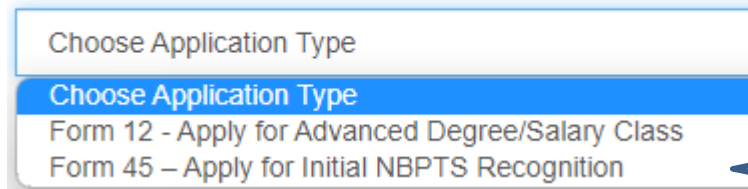**I want to...**

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

3. Select Form 45: Apply for Initial NBPTS

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
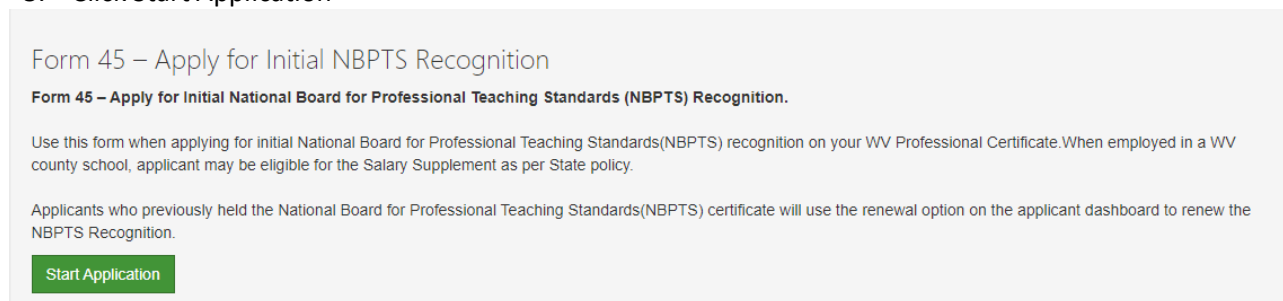
4. Answer the U.S. Citizen question.

U.S. Citizenship

Are you a U.S. Citizen? ● Yes ○ No

5. Click Start Application

Form 45 – Apply for Initial NBPTS Recognition

Form 45 – Apply for Initial National Board for Professional Teaching Standards (NBPTS) Recognition.

Use this form when applying for initial National Board for Professional Teaching Standards(NBPTS) recognition on your WV Professional Certificate.When employed in a WV county school, applicant may be eligible for the Salary Supplement as per State policy.

Applicants who previously held the National Board for Professional Teaching Standards(NBPTS) certificate will use the renewal option on the applicant dashboard to renew the NBPTS Recognition.

Start Application

6. 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

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

☐ Request Name Change

6a. 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 Brad   **Middle** Middle Name   **Last** Test   **Suffix** ⌄

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

Supporting Documents

Not all supporting documents listed are required for every application. For example, if you are being recommended by a county school system, college/university, or other entity of employment, you are not required to submit a form 4B.
If transcripts are a requirement for this application, transcripts may be sent to the county certification officer to be uploaded with your application or sent to WVDE Certification Services from the college or university. If the college/university provides the option of e-scripts, your transcripts can be electronically sent to cert.transcripts.wvde@k12.wv.us. Original seal-bearing transcripts are to be mailed directly or e-scripted to WVDE Certification Services or submitted to the county/entity of employment to be uploaded with your application.
Please upload only those documents that are required to process your application.

Document Type

Choose One	▾

Upload Document
File Size must be less than 5 MB

Select files...

No Supporting Documents

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

Review

Review Application

Please take some time to review your application before submitting.

Review

11. 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 Certification Services at 304-558-7010.