west virginia

West Virginia DEPARTMENT OF EDUCATION

Certification Services

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

(Form 45 and Form 45R)

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 Approval Guide (Form 45 and Form 45R for NBPTS)

County Dashboard

1. Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 45 or Form 45R for an individual wishing to add or renew the NBPTS click View.

Brad Test	T3B140400141	Form 45 NBPTS Recognition Initial	05/17/2023	Cabell	1 2 Pending County	⟳	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.

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   │
    └──┘

                                              [Save and Close]   [Complete Review]

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 name change documentation or the NBPTS certificate, you can upload them here.

Add New File

Document Type

    Choose One...   ▾
    ┌──┐
    │ Choose One...   │
    │ Name Change Documentation   │
    │ NBPTS Certificate   │
    └──┘

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]