west virginia

West Virginia DEPARTMENT OF EDUCATION

Certification Services

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

(Form 45R)
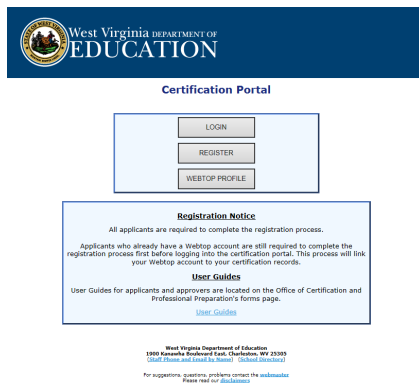
Applicant User Guide

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.

Form 45R: Renewal of NBPTS

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.
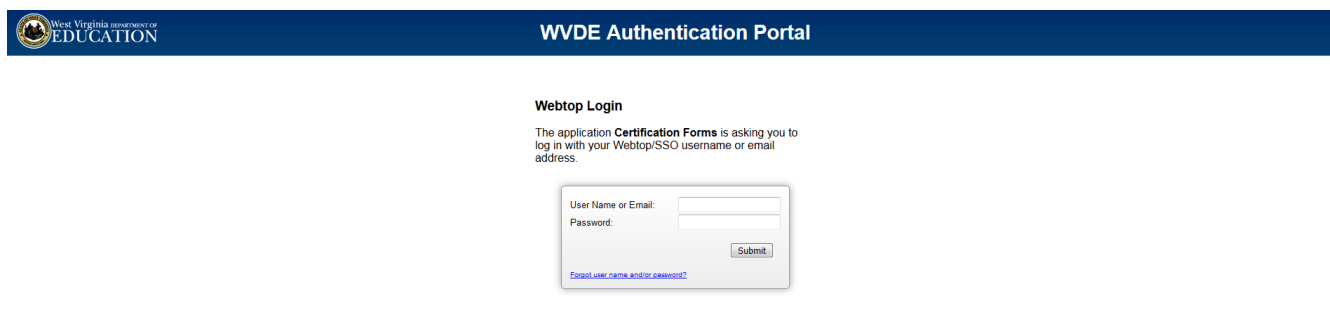
The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will 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.

Form 45R: Renewal of NBPTS

Beginning the Application

1. Click "Renew" beside the NB-1 under the Credentials section

Credentials

Certificate	
▸ 02-1 Professional Administrative Certificate	
▸ 22-1 Professional Teaching Certificate	Application Pending
▸ 32-1 Professional Student Support Certificate	Renew
▸ NB-1 National Board	Renew

2. Click the radio button beside Form 45R under I want to . . .

I want to...

○ Form 45R - Renew my National Board For Professional Teaching Standards (NBPTS) Certificate.

Answer the U.S. Citizen question.

U.S. Citizenship
Are you a U.S. Citizen? ◉ Yes ○ No

3. Click Start Application

Start Application

National Board for Professional Teaching Standards (NBPTS) Recognition Renewal Form
Renew my National Board for Professional Teaching Standards (NBPTS) Recognition (Form 45R)

Start Application

4. 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

a. 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.

5. 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.

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.

6. 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.

7. 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.
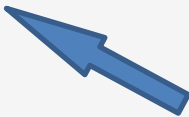
Document Type

Choose One ▼

Upload Document

File Size must be less than 5 MB

Select files...

No Supporting Documents

8. 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

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

Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.

WVDE Certification Services cannot process an incomplete application. Your application is considered complete when ALL required documentation is received. The Office of Certification cannot be responsible for delays that result from incomplete submissions or paperwork that is not received. I understand that all funds associated with an application are non-refundable whether or not an application is approved or denied and a certificate is issued.

Submit

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.