



West Virginia DEPARTMENT OF
EDUCATION

Certification Services

**Process for Adding a Superintendent
Endorsement after completion of the Aspiring
Superintendent Cohort**

(Forms 8S)

Applicant User Guide

Last Updated May 16, 2023

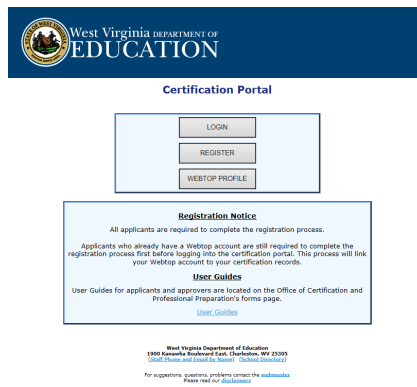
The West Virginia Department of Education, Certification Services have created this user guide, in conjunction with West Virginia Interactive for your reference.

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.

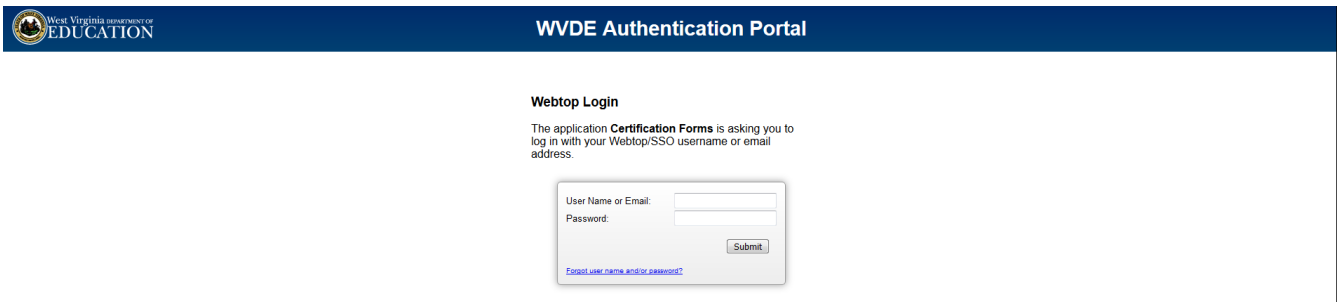


The screenshot shows the 'Certification Portal' interface. At the top is the West Virginia Department of Education logo. Below it, the title 'Certification Portal' is centered. A central box contains three buttons: 'LOGIN', 'REGISTER', and 'WEBTOP PROFILE'. Below this is a 'Registration Notice' section with text explaining the registration process for existing and new users, and a link to 'User Guides'. At the bottom, contact information for the West Virginia Department of Education is provided, including the address '1000 Kanawha Boulevard East, Charleston, WV 25305' and a link to 'Contact Us and Local Agencies'.

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.

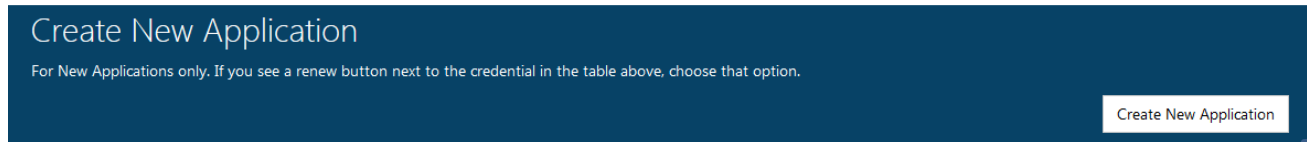
Once you have completed the registration process you can log into the Certification Portal and submit your application.



The screenshot shows the 'WVDE Authentication Portal' header with the West Virginia Department of Education logo. Below the header, the section is titled 'Webtop Login'. A message states: 'The application Certification Forms is asking you to log in with your WebtopSSO username or email address.' Below this is a login form with two input fields: 'User Name or Email:' and 'Password:'. A 'Submit' button is located to the right of the password field. At the bottom of the form, there is a link: 'Forgot user name and/or password?'.

Beginning the Application

1. Click "CREATE NEW APPLICATION."

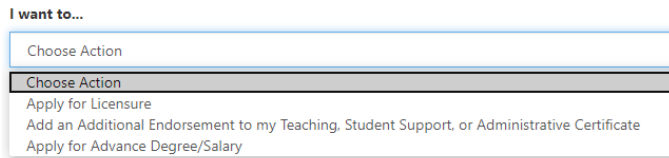


Create New Application

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 "Add an Additional Endorsement to my Teaching, Student Support or Administrative Certificate."



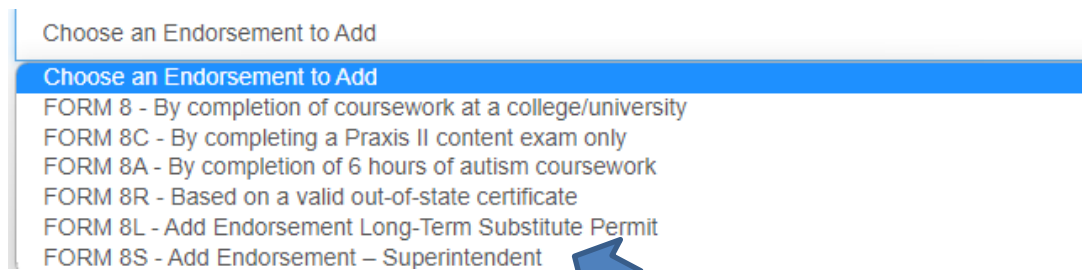
I want to...

Choose Action

Choose Action

- Apply for Licensure
- Add an Additional Endorsement to my Teaching, Student Support, or Administrative Certificate
- Apply for Advance Degree/Salary

3. Select the Option you are using to add the endorsement:



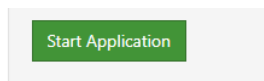
Choose an Endorsement to Add

Choose an Endorsement to Add

- FORM 8 - By completion of coursework at a college/university
- FORM 8C - By completing a Praxis II content exam only
- FORM 8A - By completion of 6 hours of autism coursework
- FORM 8R - Based on a valid out-of-state certificate
- FORM 8L - Add Endorsement Long-Term Substitute Permit
- FORM 8S - Add Endorsement - Superintendent

***Form 8S is selected to add the Superintendent endorsement after completion of the Aspiring Superintendent's cohort program.**

4. Click Start Application



Start Application

5. Click "Edit" on the Application Information Section.

Form 8 Add Endorsement/Degree

Applicant Information

First Name Brad *Primary Phone 3045587010

Last Name Test Secondary Phone



6. 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

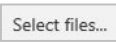
Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.


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  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  button to add the legal disclosure.

- 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 WVDE in which you are currently employed or have been employed within the past months. 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 months.

County

Select County

- Answer the following questions about the PRAXIS and program completion.

Requirements

I have completed all required Praxis II exams
(Scores must be on file with WVDE or upload with this application)

Yes No

I have completed the WVDE New and Aspiring Superintendent Leadership Training
(Proof of completion must be submitted with this application)

Yes No

9. Please enter the experience as an administrator

Verification of Experience

Please upload in the support document section verification letter(s) from your employer to verify years' experience and job title for Out-Of-State Educational Experience.
Do you have a minimum of 10 years of administrative experience at a county or school level?

Yes No

Type	Start	End	State	District	Employer	Assignment Position	Grade	Last Action	Verified
No Work Experience Found									

[Add Work Experience](#)

10. Upload the Certificate of Completion for the Aspiring Superintendent's Cohort.

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.

Add New File No Supporting Documents

Document Type

- Choose One...
- Choose One...
- Form 4B
- Praxis Scores
- Name Change Documentation
- Work Experience Documentation
- Certificate of Completion

11. 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](#)

12. 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](#)

13. 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.

The screenshot shows the Applicant Dashboard for Brad Test. At the top left is the West Virginia Department of Education logo. The user's name, location (Huntington, WV), and certification ID (T3B140400141) are listed. To the right, the Salary Rank is shown as Salary, with a Salary Effective Date of 05/13/2016. Below that, the Degree is listed as Masters Degree plus 45 hours, with a Degree Effective Date of 05/13/2016. A section titled 'Applications' shows 1 Active Application. A table lists the application: Form 8 Add Endorsement/Degree, submitted on 04/20/2020, with a status of 'Pending Institution'. The status bar shows two steps: step 1 is complete (green), and step 2 is pending (orange). A 'View' button is present next to the application, and a blue arrow points to it from the right.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 8 Add Endorsement/Degree	04/20/2020		<div style="display: flex; align-items: center;"><div style="width: 20px; height: 10px; background-color: green; margin-right: 5px;"></div><div style="width: 20px; height: 10px; background-color: orange; margin-right: 5px;"></div><div style="border: 1px solid gray; padding: 2px;">Pending Institution</div></div>	<div style="display: flex; align-items: center;"><div style="width: 20px; height: 10px; background-color: orange; margin-right: 5px;"></div><div style="border: 1px solid gray; padding: 2px;">View</div></div>

- 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.