



# West Virginia DEPARTMENT OF EDUCATION

## Certification Services

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### **Additional Endorsement for Superintendent after Completion of the WVDE Aspiring Superintendent Cohort (Form 8S)**

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# County Approval 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.

This document provides detailed instructions on how to process pending applications submitted through the WVEAP online system.

## County Dashboard

- Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 8S: Add Endorsement-Superintendent for an individual wishing to add an endorsement for Superintendent to a valid certificate after completion of:

A.

Betty Test	P5U139800133	Form 8R Add Endorsement/Degree (Out-Of-State)	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County	<input type="button" value="Refresh"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> <div style="width: 20px; height: 10px; background-color: yellow;"></div> </div> Pending County	<input type="button" value="Refresh"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County	<input type="button" value="Refresh"/> <input type="button" value="View"/>
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 10px; background-color: green;"></div> <div style="width: 20px; height: 10px; background-color: orange;"></div> </div> Pending County	<input type="button" value="Refresh"/> <input type="button" value="View"/>

- Review the Requirements Section the Candidate has selected.

### Requirements

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

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

- Verify the Work Experience in Administration for the Candidate or edit the Work Experience if it incorrect and then click Verify.

### 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**

Type ^	Start	End	State	District	Employer	Assignment Position	Grade	Last Action	Verified
Education	07/01/2013	06/30/2023	West Virginia	Cabell		Assistant Principal	K-12	Submitted by Brad Test	<input type="button" value="Edit"/> <input checked="" type="button" value="Verify"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>

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#### Verify Work Experience in Education

<b>Experience Type</b> Education	<b>Specific Assignment</b> Assistant Principal
<b>Start Date</b> 07/01/2013	<b>Grade Level Assignment</b> K-12
<b>End Date</b> 06/30/2023	<b>State</b> West Virginia
	<b>Employing District</b> Cabell

Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county or if s County Approval Guide (Form 8S for Aspiring Superintendents Cohort)

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, please upload the document(s) in this section. Please skip to Step 4 if you do not have any documents to upload.

**Supporting Documents**

Add New File

**Document Type**

Choose One...

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

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



