



west virginia



West Virginia DEPARTMENT OF
EDUCATION

**Office of Certification Process for Online
Initial Out-of-State Teaching Applications
(Form 20A, 20R)**

Applicant User Guide

Last Updated July 29, 2019

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

Table of Contents

Introduction	3
Certification Registration	4
Applicant Dashboard	6
Applications.....	6
Pending Applications	6
View Recent Application History	6
Credentials	6
Certificates	6
Renewing a Credential.....	7
Applicant Information.....	7
Legal Disclosures	8
Selecting County.....	10
Reviewing Application	11
Approval Process.....	12
Approved.....	13
Add to Cart	13
Payment Process.....	13
Denied.....	14
Sent Back.....	14

Introduction

The WVDE Initial Teaching Application enables applicants needing to obtain their initial professional teaching certification to do so online without having to go through the manual process previously required to obtain approvals from the County Superintendent and the West Virginia Department of Education.

Applicants are able to submit their initial application (Form 20T) to their respective institution of higher education using the new West Virginia Electronic Application Processing (WVEAP) System. Once reviewed and approved by the institution of higher education and/or their county board of education (if employed), the applicant is notified to pay all applicable fees. After payment has been processed, the initial application is then sent to the WVDE for final approval.

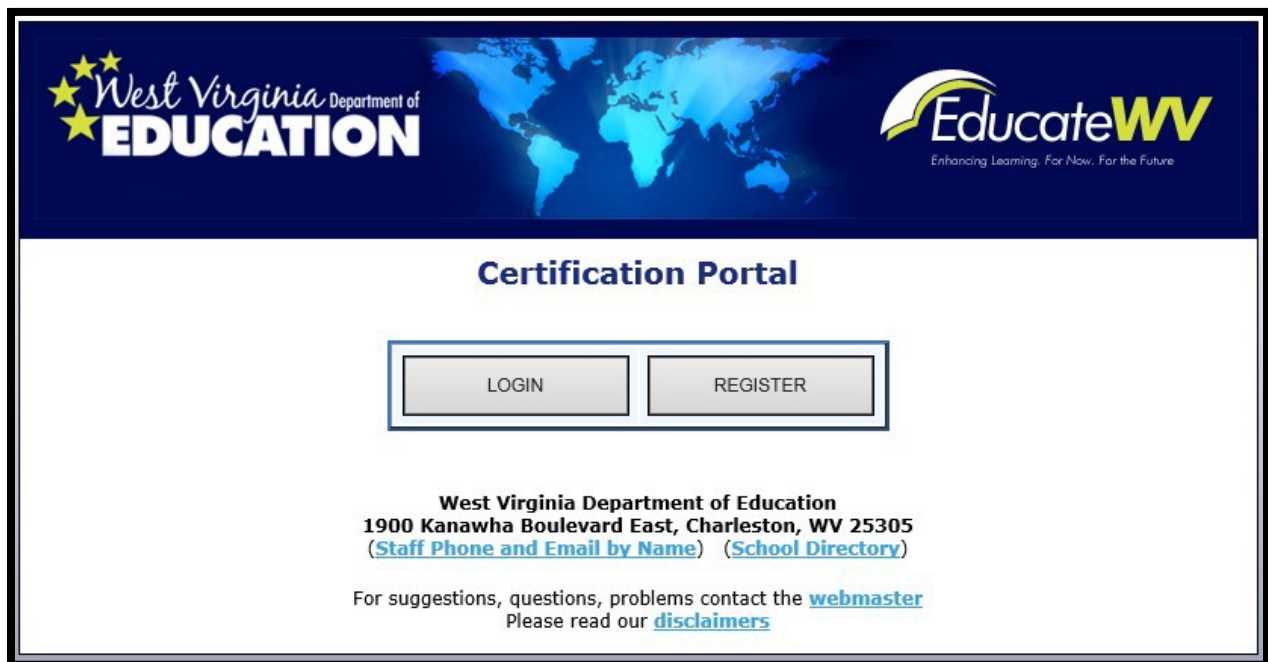
**Note – Please use the most up-to-date versions of popular browsers to access the system. The system has been tested in Internet Explorer, Chrome, Safari, and FireFox. In addition, the system has been optimized for operation on a mobile device. The menus and field on system screens are “responsive” and will arrange appropriately based on the size of your browser window or device screen.*

Certification Registration

Each applicant must first register with the Certification Portal to connect their certification records with their Single Signon Account (SSO)/Webtop Account. A Webtop account (SSO) is assigned to all full-time county school employees. If you are not a full-time employee, please follow the steps below to create one.

The registration process will assist you in creating your SSO account. A valid email address is required when creating a SSO account. Applicants who are currently employed in a WV School System should already have a SSO account/Webtop account through their district. Applicants will need the SSO username and password to register and log in.

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 SSO user account or locate your current SSO Account.

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



Certification Portal Registration

Congratulations, Registration Completed!!!

You have successfully complete registering for a Certification Portal Account.

Reminder : If during your registration process you were required to create a webtop account, an email has been sent to your email address that requires you to click on the activation link in the email to complete the webtop verification process. This must be done before you can log into the certification portal.

Login

West Virginia Department of Education
1900 Kanawha Boulevard East, Charleston, WV 25305
([Staff Phone and Email by Name](#)) ([School Directory](#))

For suggestions, questions, problems contact the [webmaster](#)
Please read our [disclaimers](#)



WVDE Authentication Portal

Webtop Login

The application **Certification Portal** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:	<input type="text"/>
Password:	<input type="password"/>
	<input type="submit" value="Submit"/>
Forgot user name and/or password?	

Applicant Dashboard

Form 20A Original Teacher (Out-Of-State)	02/27/2017	<div style="display: inline-block; width: 15px; height: 15px; background-color: green; text-align: center; line-height: 15px;">1</div> <div style="display: inline-block; width: 15px; height: 15px; background-color: orange; text-align: center; line-height: 15px;">2</div> <input type="text"/>		View
Form 20A Original Teacher (Out-Of-State)	02/27/2017	<div style="display: inline-block; width: 15px; height: 15px; background-color: green; text-align: center; line-height: 15px;">1</div> <div style="display: inline-block; width: 15px; height: 15px; background-color: green; text-align: center; line-height: 15px;">2</div> <div style="display: inline-block; width: 15px; height: 15px; background-color: orange; text-align: center; line-height: 15px;">3</div> <input type="text"/>		Pay Now

The Applicant Dashboard consists of two sections, Applications and Credentials.

Applications

Pending Applications


Displays all pending initial teaching certificate applications submitted by the user. As you can see in *Figure 1*, no pending application(s) currently exist.

View Recent Application History

View previously submitted applications.

Credentials

Certificates

Displays the credentials the user currently has on file with the WVDE. All credentials that have the  button beside it may be renewed using the new online process.

To begin the application process, you will see the following screen and you will select “CREATE NEW APPLICATION.”

The screenshot shows a dashboard titled "Applications" with the subtitle "2 Active Applications." Below this is a table with the following columns: "Application Type", "Date Submitted ^", "Date Resolved ^", "Status", and "Holds".

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 20T Original Teacher	07/20/2016		1 [redacted] Send Back	[Warning Icon] [View]
Form 20T Original Teacher	08/18/2016		1 [redacted] 2 [redacted] Pending Institution	[Warning Icon] [View]

At the bottom of the dashboard, there are two buttons: "View Recent Application History" on the left and "Create New Application" on the right.

:



The Next Screen will ask you to Choose License Type and you will select TEACHER

Application for Licensure

Please choose license type

The menu will then ask what you want to apply for and you will respond with Initial Teaching Certificate.

Application for Licensure

Please choose license type

I wish to apply for...

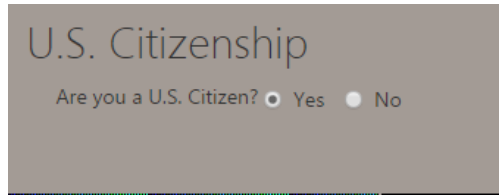
The program will then ask where you are applying from and you will select the following:

Option 1: If you are applying through the recommendation from a college/university, you will select “For Certification upon Completion of a Teacher Preparation Program from a Regionally Accredited Institution of Higher Education in a State Other Than West Virginia.”

Option 2: If you are transferring a valid out-of-state license through Reciprocity, you will select “For Certification Based On Reciprocity (Possession of a Valid Out-Of-State License).”

The screenshot shows the 'Application for Licensure' page on the West Virginia Department of Education website. The page has a dark blue header with the department's logo and navigation links like 'Applicant Dashboard', 'Cart (1)', 'Help', and 'Logout'. Below the header, the title 'Application for Licensure' is displayed. The form contains three main sections: 'Please choose license type' with a dropdown menu set to 'Teacher'; 'I wish to apply for...' with a dropdown menu set to 'Initial Teaching Certificate'; and 'I am applying...' with a dropdown menu showing three options: 'Choose Certification Status' (highlighted in blue), 'for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in West Virginia.', and 'for certification based on reciprocity (possession of a valid out of state license)'. A 'Home' button is located at the bottom right of the form area.

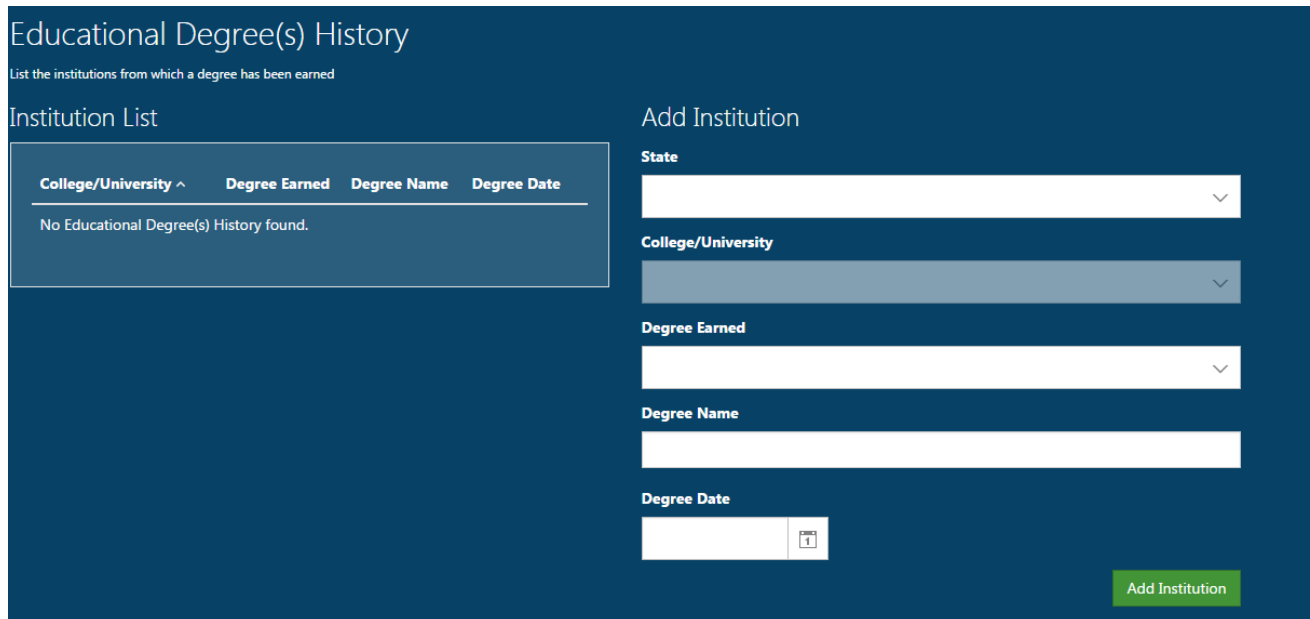
Next, you will be asked if you are United States Citizen and you will select Yes or No.



U.S. Citizenship

Are you a U.S. Citizen? Yes No

The next step is to add your institution where you completed your degree and certification. If you have not made any other on-line applications with the Office of Certification, this section will be blank and you will be required to complete the necessary Educational Degree(s) History.



Educational Degree(s) History

List the institutions from which a degree has been earned

Institution List

College/University ^	Degree Earned	Degree Name	Degree Date
No Educational Degree(s) History found.			

Add Institution

State:

College/University:

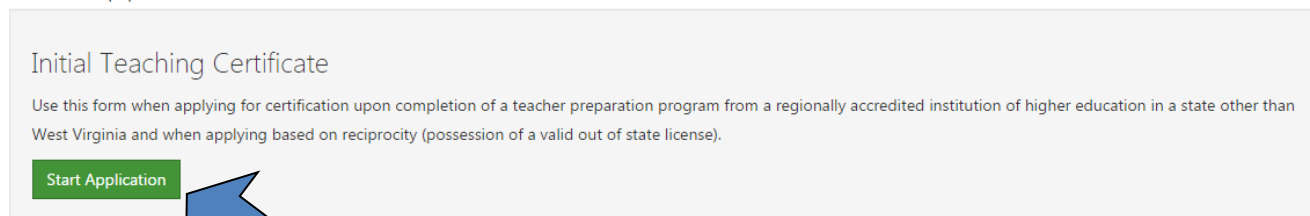
Degree Earned:

Degree Name:

Degree Date:

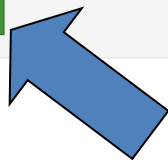
Now, you will click Start Application

Start Application



Initial Teaching Certificate

Use this form when applying for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in a state other than West Virginia and when applying based on reciprocity (possession of a valid out of state license).



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.

<p>Question 1</p> <p>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.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Question 2</p> <p>Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Question 3</p> <p>Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Question 4</p> <p>Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Question 5</p> <p>Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Question 6</p> <p>In addition to your past disclosure, have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Selecting “Yes” requires you, the applicant, to complete a series of questions regarding the legal disclosure.

The screenshot shows a web form titled "Question 1" with a blue header. In the top right corner, there are two buttons: "No" (white) and "Yes" (green). Below the header is a white text box containing the question: "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." Below the question is a section titled "Add New Disclosure". It contains several fields: "Occurrence Date" with a date picker, "Title" with a text input field, and "Narrative" with a large text area. Below these fields is a checkbox with the text "Please check box if this legal disclosure was previously reported using a paper form and mailed to the WVDE." Underneath is a "Supporting Files" section with a "Select files..." button. At the bottom right of the form is a green "Add Disclosure" button.

The example legal disclosure in *Figure 5* shows **Yes** for Question 1. The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required for in order 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.

Once added, you will see the [View Disclosure Details](#) button allowing you to view and edit the legal disclosure prior to submitting for approval.




Question 1 Why can't I change my answer? 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.

[View Disclosure Details](#)

Please note, you may not edit or delete a legal disclosure once it has been submitted for approval.



Question 1 Why can't I change my answer? 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.

[View Disclosure Details](#)

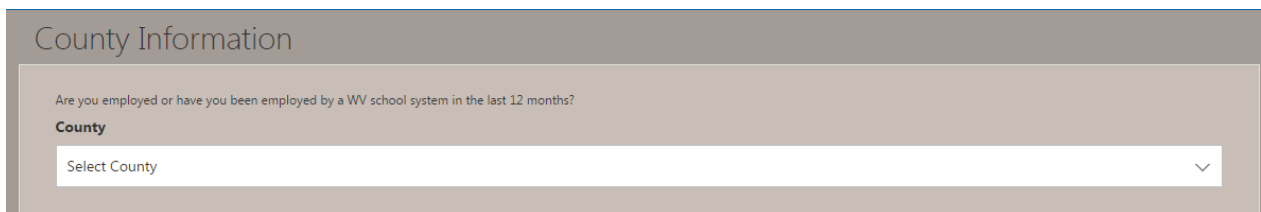
Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Short description of adverse action goes here	No	No Edit Delete

[Add New Disclosure](#)

Selecting County

Please select from the dropdown list the county where you are currently employed. If you are not currently employed including as a substitute, please select the first option in the selection list.

If you are employed by a RESA, OIEP, WVSDDB, or a CTE Center, please select that entity from the dropdown list and not the county where you live or where the entity is located.



County Information

Are you employed or have you been employed by a WV school system in the last 12 months?

County

Select County

The next step will ask you to select the institution that will be recommending you for the teaching certificate if you have selected the option of : Applying for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in West Virginia. If you selected the Reciprocity option with a valid out-of-state certificate please move on to the Supporting Documents Section.

The screenshot shows a form titled "Institution Information" with three main sections, each containing a dropdown menu:

- State:** A dropdown menu with the text "Select One" and a downward arrow.
- College/University:** A dropdown menu with the text "Select College/University" and a downward arrow. Below this menu is a note: "If your Institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2378)".
- Transcript Delivery Method:** A dropdown menu with the text "Select one" and a downward arrow.

The next step will ask you to upload any supporting documents (Form 7, PRAXIS Score Report, or Driving Record). Please note: The driving record is only required if you are being recommended for or currently possess a Driver's Education endorsement.

The screenshot shows a form titled "Supporting Documents" with the following elements:

- Add New File:** A section header.
- Document Type:** A dropdown menu with the text "Select one" and a downward arrow.
- Upload Document:** A section header.
- File Size must be less than 5 MB:** A note below the upload section.
- Select files...:** A button for uploading documents.

The List of Options available for the Supporting Documents are only a list and not every document is required. For example, when transferring a valid license from out-of-state, you will not need to provide PRAXIS Exam Scores.

Reviewing Application

Once all of the required information has been entered, click the **Review** button to review your application and make any needed changes prior to submitting for approval.

Review

Review Application

Please take some time to review your application before submitting.

Review

If all the information is correct, click the **Submit** to submit to your county superintendent for approval.

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.

Submit

Approval Process


Once you have submitted your initial teaching certificate application to the county superintendent for approval, you will notice that your status has changed from “Not Submitted” to “Pending Institution” and you also have the addition of a “Holds” button.

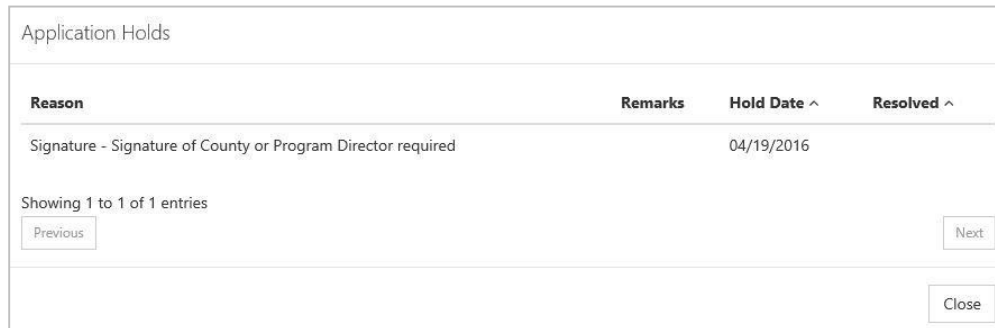


The screenshot shows a dashboard titled "Applications" with a sub-header "1 Active Applications:". Below this is a table with columns: "Application Type", "Date Submitted ^", "Date Resolved ^", "Status", and "Holds". The table contains one row for "Form 39 Temporary Authorization" submitted on "04/19/2016". The status is "Pending County" with a progress bar showing 1 green segment and 2 orange segments. A "Holds" button with a warning icon and a "View" button are visible. A "View Recent Application History" button is located below the table.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 39 Temporary Authorization	04/19/2016		Pending County	View

[View Recent Application History](#)

Clicking the  button allows you to view any holds placed on the application. You will notice in the figure below that a hold has been placed on the application letting you know it is pending county superintendent approval.



The screenshot shows a dialog box titled "Application Holds". It contains a table with columns: "Reason", "Remarks", "Hold Date ^", and "Resolved ^". The table has one entry: "Signature - Signature of County or Program Director required" with a "Hold Date" of "04/19/2016". Below the table, it says "Showing 1 to 1 of 1 entries". There are "Previous", "Next", and "Close" buttons.

Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		04/19/2016	

Showing 1 to 1 of 1 entries

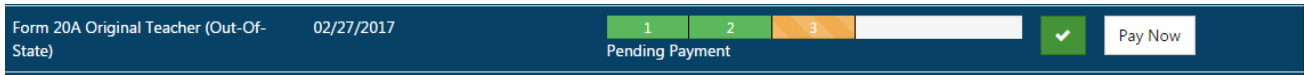
[Previous](#) [Next](#) [Close](#)

The “Hold Date” column states when the hold was placed on the application and the “Resolved” column lets you know when the hold was removed. Clicking the [View](#) allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

Now that you have submitted your initial teaching certificate application for approval, the application can either be approved, denied or sent back by the approving county.

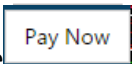
Approved

If your application has been approved, you will receive an email informing you of such and you that you must now login to your dashboard to pay for any fees associated with the application. The figure below shows an example of an application that has been approved by the county and is pending payment.



The screenshot shows a dark blue header bar. On the left, it reads 'Form 20A Original Teacher (Out-Of-State)' and '02/27/2017'. In the center, there is a progress indicator with four colored boxes: 1 (green), 2 (green), 3 (orange), and 4 (white). Below the progress indicator, it says 'Pending Payment'. On the right, there is a green checkmark icon and a white button labeled 'Pay Now'.

Pay Now


Clicking the  button adds the application to the cart and directs you to the Application Cart page.

Payment Process

The Application Cart Page includes the application type, date submitted and fee amount for the application you are making a payment for. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.



The screenshot shows the 'Application Cart' page. It features a table with the following columns: 'Application Type ^', 'Date Submitted', and 'Fee Amount'. The table contains one row: 'Form 39 Temporary Authorization', '04/19/2016', and '\$35.00'. To the right of the table is a red 'Remove' button. Below the table, the total amount is displayed as 'Total: \$35.00'. At the bottom right, there are two buttons: 'Add Additional Application' and 'Checkout'.

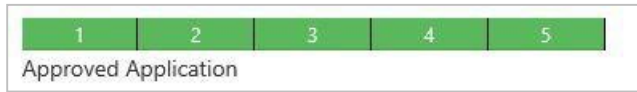
Click the  button to continue the payment process.

Once payment has been made, you will notice in the figure below that once again the status for the application has changed. Your Application has now been sent to the WVDE for approval.



The screenshot shows a dark blue header bar. On the left, it reads 'Form 39 Temporary Authorization' and '4/19/2016'. In the center, there is a progress indicator with four colored boxes: 1 (green), 2 (green), 3 (green), and 4 (orange). Below the progress indicator, it says 'WVDE Pending'. On the right, there is a yellow warning triangle icon and a white button labeled 'View'.

If approved, you will once again receive an email stating that your application has been approved by the WVDE and the renewal process is complete. The next time you access your dashboard, you will now see a status of “Approved Application”.



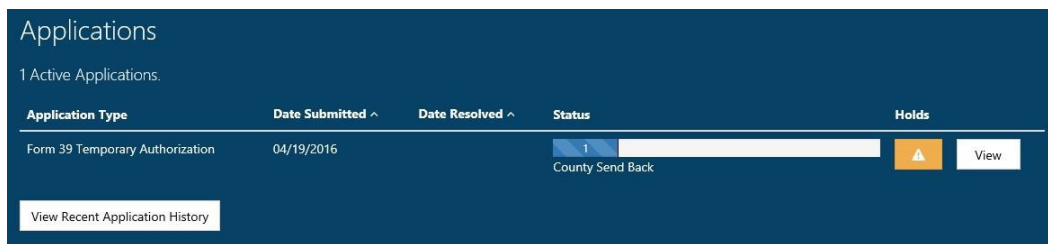
Denied

All denied applications will show a status of denied and by whom. The example below shows an application that was denied by the county.



Sent Back

There will be times where the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. The picture below shows an application that has been sent back by the county because more information is needed regarding a legal disclosure.





Click the [View](#) button to determine what changes are required.

As you can see below Question 1 of the legal disclosures, section requires more information. You may now either edit the application by clicking the [Edit](#) button and/or provide an additional narrative and upload files by clicking the [Provide Additional Information](#) button.

Question 1 Why can't I change my answer? [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.

Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Short description of adverse action goes here	No	 Additional Information Requested Provide Additional Information Edit 

[Add New Disclosure](#)

Congratulations, you now have a basic understanding of how to complete an initial teaching certificate application online. If you require further assistance, please contact the WVDE, Office of Certification at 304-558-7010.