



**Office of Educator Effectiveness and Licensure  
Process for Online Initial Teaching  
Applications  
(Form 20T)**

# **Applicant User Guide**

Last Updated 4/21/2016

This user guide has been created by The West Virginia Department of Education, Office of Educator Effectiveness and Licensure, in conjunction with West Virginia Interactive for your reference.

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## 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 screenshot shows the Certification Portal home page. At the top, there is a dark blue header with the West Virginia Department of Education logo on the left and the EducateWV logo on the right. The main content area is white and features the title "Certification Portal" in bold. Below the title, there are two buttons: "LOGIN" and "REGISTER". At the bottom, there is contact information for the West Virginia Department of Education, including the address "1900 Kanawha Boulevard East, Charleston, WV 25305" and links for "Staff Phone and Email by Name" and "School Directory". There is also a note about contacting the webmaster for suggestions and a link to read disclaimers.

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="button" value="Submit"/>	
<a href="#">Forgot user name and/or password?</a>	

## Applicant Dashboard

Applications					
3 Active Applications.					
Application Type	Date Submitted ^	Date Resolved ^	Status	Holds	
Form 20T Original Teacher	07/20/2016		<div><div>1</div><div></div></div> Send Back	<div>⚠</div>	<a href="#">View</a>
Form 20T Original Teacher	08/18/2016		<div><div>1</div><div>2</div></div> Pending Institution	<div>⚠</div>	<a href="#">View</a>
Form 20T Original Teacher	10/21/2016		<div><div>1</div><div>2</div></div> Pending Institution	<div>⚠</div>	<a href="#">View</a>
<a href="#">View Recent Application History</a>			<a href="#">Create New Application</a>		

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 [Renew](#) 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.”

## Applications

2 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds	
Form 20T Original Teacher	07/20/2016		1 <input type="text"/> Send Back		<button>View</button>
Form 20T Original Teacher	08/18/2016		1 <input type="text"/> 2 <input type="text"/> Pending Institution		<button>View</button>

View Recent Application HistoryCreate New Application

:



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:

## Application for Licensure

Please choose license type

I wish to apply for...

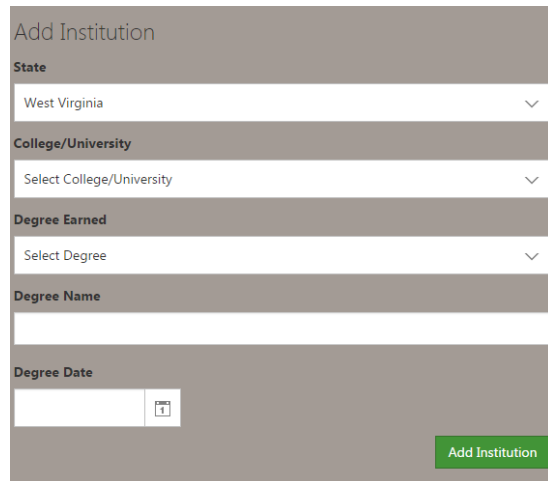
I am applying...

### Initial Teaching Certificate

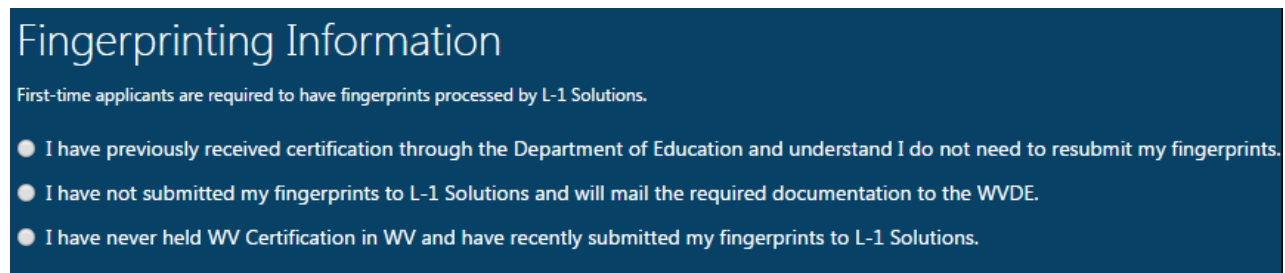
Use this form when applying for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in West Virginia.

[Download Applicant Consent/Release of Background Results](#)

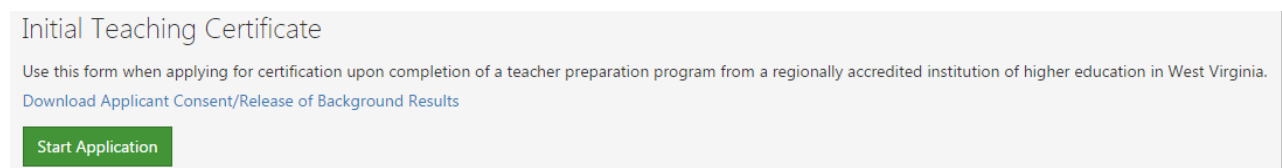
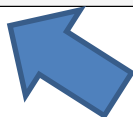
The next step is to add your institution where you completed your degree and certification.

A form titled "Add Institution" with a brown header. It contains five sections: "State" with a dropdown menu showing "West Virginia"; "College/University" with a dropdown menu showing "Select College/University"; "Degree Earned" with a dropdown menu showing "Select Degree"; "Degree Name" with a text input field; and "Degree Date" with a date picker showing "1". A green "Add Institution" button is at the bottom right.

The next section will ask you to select a radio button about your fingerprinting. Please note if you have held any other certification issued by the State Department of Education in West Virginia other than a Student Teaching Permit, you do not need to be fingerprinted again.

A dark blue section titled "Fingerprinting Information". Below the title, it says "First-time applicants are required to have fingerprints processed by L-1 Solutions." There are three radio button options: "I have previously received certification through the Department of Education and understand I do not need to resubmit my fingerprints.", "I have not submitted my fingerprints to L-1 Solutions and will mail the required documentation to the WVDE.", and "I have never held WV Certification in WV and have recently submitted my fingerprints to L-1 Solutions."

Now, you will select Start Application

A light gray section titled "Initial Teaching Certificate". It contains the text "Use this form when applying for certification upon completion of a teacher preparation program from a regionally accredited institution of higher education in West Virginia." and a link "Download Applicant Consent/Release of Background Results". At the bottom is a green "Start Application" button.



## The next section will have you answer the Legal Disclosures

Applicants are required to report all background information even if the disclosure was mailed 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?		
Question 3	No	Yes
Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?		
Question 4	No	Yes
Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?		
Question 5	No	Yes
Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?		
Question 6	No	Yes
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. *		

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, a white text box contains 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 this, the form has a blue background with the text "Add New Disclosure". Under "Add New Disclosure", there are three sections: "Occurrence Date" with a date picker, "Title" with a text input field, and "Narrative" with a large text area. Below these 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 the checkbox is the "Supporting Files" section, which includes 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 which 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?

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?

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

[Add New Disclosure](#)

[Edit](#) [Delete](#)

## Selecting County

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

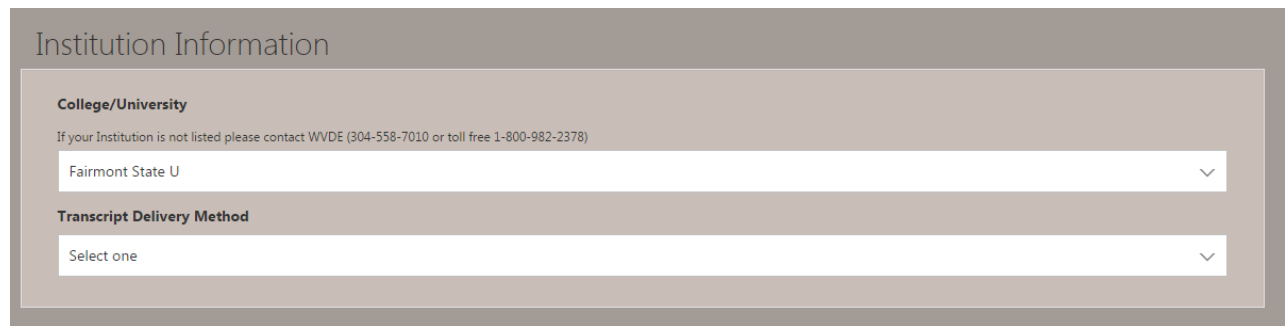
County Information

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

**County**

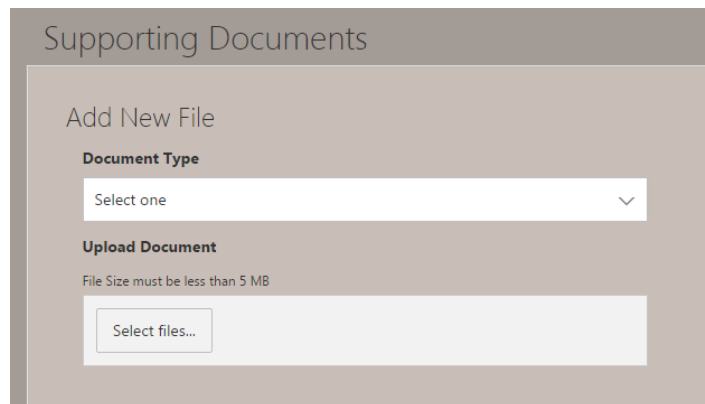
Select County

The next step will ask you to select the institution that will be recommending you for the teaching certificate:



The 'Institution Information' form is a light gray rectangular box with a darker gray header. The header contains the title 'Institution Information' in a dark gray font. Below the header, the form is divided into two sections. The first section is titled 'College/University' in bold. Below this title is a line of text: 'If your Institution is not listed please contact WVDE (304-558-7010 or toll free 1-800-982-2378)'. Below this text is a white dropdown menu with the text 'Fairmont State U' and a small downward arrow on the right. The second section is titled 'Transcript Delivery Method' in bold. Below this title is a white dropdown menu with the text 'Select one' and a small downward arrow on the right.

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 a Driver's Education endorsement.



The 'Supporting Documents' form is a light gray rectangular box with a darker gray header. The header contains the title 'Supporting Documents' in a dark gray font. Below the header, the form is divided into two sections. The first section is titled 'Add New File' in a dark gray font. Below this title is a section titled 'Document Type' in bold. Below this title is a white dropdown menu with the text 'Select one' and a small downward arrow on the right. The second section is titled 'Upload Document' in bold. Below this title is a line of text: 'File Size must be less than 5 MB'. Below this text is a white button with the text 'Select files...' and a small downward arrow on the right.

## 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.

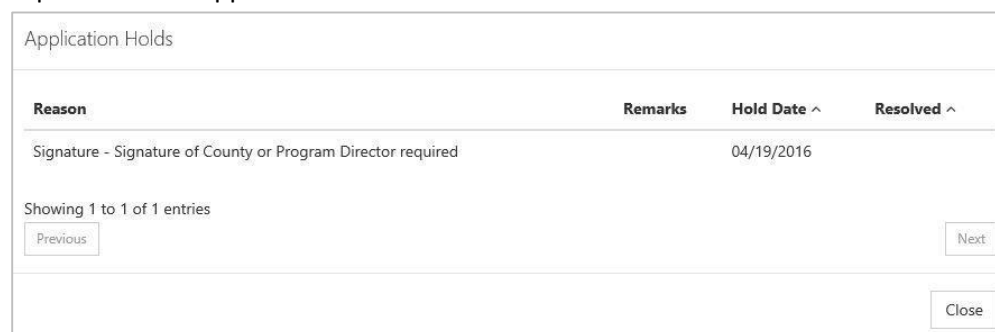


The screenshot shows a dashboard titled "Applications" with a sub-header "1 Active Applications:". Below this is a table with columns: Application Type, Date Submitted ^, Date Resolved ^, Status, and Holds. The first row shows "Form 39 Temporary Authorization" submitted on "04/19/2016". The status is "Pending County", indicated by a progress bar with a green segment labeled "1" and an orange segment labeled "2". In the "Holds" column, there is an orange button with a warning icon and a "View" button. At the bottom left, there is a button labeled "View Recent Application History".

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 modal window titled "Application Holds". It contains a table with columns: Reason, Remarks, Hold Date ^, and Resolved ^. The first row shows the reason "Signature - Signature of County or Program Director required" and the hold date "04/19/2016". Below the table, it says "Showing 1 to 1 of 1 entries". There are "Previous" and "Next" buttons on either side, and a "Close" button at the bottom right.

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 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.

### Applications

1 Active Applications.

Application Type	Date Submitted ^	Date Resolved ^	Status	Holds
Form 39 Temporary Authorization	04/19/2016		<div><div>1</div><div>2</div><div>3</div><div></div></div> <div>Pending Payment</div>	<div><div>✓</div></div> <div>Add to Cart</div>

View Recent Application History

## Add to Cart

Clicking the [Add to Cart](#) 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.

### Application Cart

Application Type ^	Date Submitted	Fee Amount
Form 39 Temporary Authorization	04/19/2016	\$35.00

Remove

Total: \$35.00

Add Additional Application

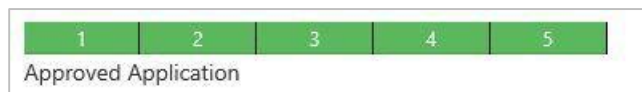
Checkout

Click the [Checkout](#) 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.

Form 39 Temporary Authorization	4/19/2016	<div><div>1</div><div>2</div><div>3</div><div>4</div><div></div></div> <div>WVDE Pending</div>	<div><div>⚠</div></div> <div>View</div>
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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”.



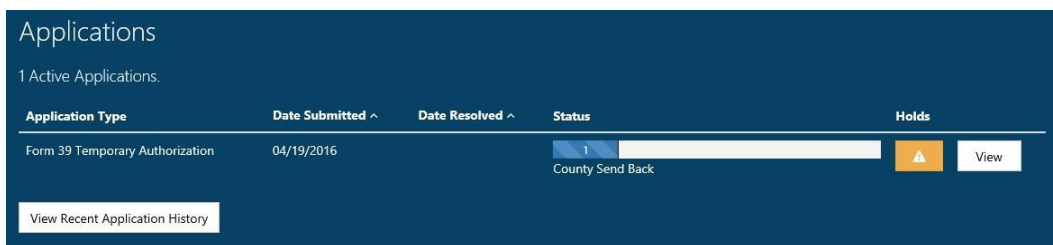
## Denied

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. All applications that have been sent back can now be edited by the applicant to allow you to make the necessary changes requested. 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  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	<div><div>✎</div><div>Additional Information Requested</div><div><div>Provide Additional Information</div><div>Edit</div><div></div></div></div>

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 Educator Effectiveness and Licensure at 304-558-7010.