



EAPP Payment

Office of Certification

REVISED: May 6, 2026

Payment

Payments for electronic applications can be made online through the certification portal. Once your electronic application is approved in the system, you will receive an email notification for payment.

1. Log back into the Certification Portal and click **Pay Now**.



- Note: If the application is rejected, the candidate will need to contact the entity that rejected the application for the reason the application was rejected.
2. Once the Pay Now button is clicked, the screen will display the Application Cart, and the candidate will see all payments required for on-line applications through the Office of Certification.
 3. Click **check out**. The WVDE - Certification Payment screen will display to allow the candidate to enter the information for the payment.



4. Follow the prompts to enter card details and click **Pay**. A receipt will be emailed to you. Review your emailed receipt to verify payment was successful.
 - Note: If the payment is unsuccessful, your emailed receipt will indicate that, and you will need to log back in and resubmit payment.
5. Your application will be routed to the Office of Certification for processing, and the status will state **Pending Application**. Once the application has been received by our office, the status will change to **WVDE Pending**. If anything is needed, you will be notified via the email address that was entered on your application.