Office of Certification and Professional Preparation

Electronic Application Processing for the Initial Administrative Certificate (Form 19 or Form 19A)

College/University Approval Guide

Last Updated November 29, 2018

The West Virginia Department of Education, Office of Certification and Professional Preparation 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.
Institution Dashboard

Once logged in to your dashboard, you will be presented with search options along with a list of all pending application(s) that require approval. Detailed information regarding specific aspects of the dashboard are listed below.

**Search Filters**
Users may search for current or past applications by using the filters provided. Users may use one or more of the search options to locate specific application. When logging into the dashboard, new approval request(s) are listed by default.

**Pending Application**

**Application Name**
The name of the person who is requesting Institution approval.

**Application Type**
Type of application submitted. Additional application types will be shown as they become available online.

**Date Submitted**
The date the application was submitted for approval.

**Date Resolved**
The date the application was resolved by the WVDE. This date will remain blank until the application is officially approved or denied by the WVDE.

**Status**
The status bar is updated every time the application moves to the next step in the approval process. Once approved by the Institution, the status bar moves to step (3) three which is pending County approval in most cases.
Holds

Clicking the warning icon ![Warning Icon] allows the Institution to view any holds that may have been placed on the application. For example, you can see in Figure 3 that two holds are currently listed. Once all holds have been resolved, the warning icon will be replaced with a new icon ![Checkmark] signaling that no additional actions are required. As mentioned previously, the resolved column will be populated once the application has been approved by the Institution.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Remarks</th>
<th>Hold Date</th>
<th>Resolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature - Signature of County or Program Director required</td>
<td></td>
<td>08/08/2016</td>
<td></td>
</tr>
<tr>
<td>Signature - Signature of Designated College Official</td>
<td></td>
<td>08/08/2016</td>
<td></td>
</tr>
</tbody>
</table>

View Application Details.

Clicking the ![View Icon] icon allows the user to view the application details and complete the approval process.

The application will open up and you will be able to see the information that the applicant has currently provided and this does not need any action on your part. The institution approval section starts when you scroll down to the section REVIEW APPLICATION.
Completing the Application

Once all legal disclosures have been marked as reviewed, you are ready to compete the approval process. Institutions have three options when completing the process. The following section details options under each heading for processing.

1. Approved
2. Rejected
3. Sent Back

Figure 4

If Application Can Be Approved

Institutions must provide information for WVBE required tests,

WVBE Required Tests
Refer to WVBE Licensure and Testing Directory

Praxis II Content Test

- Yes
- No

Figure 5
The next section will be used to reflect the endorsement that is being recommended. The list of endorsements and grade levels are based on WVBE Policy 5202 for the available endorsements in West Virginia. If the applicant completed more than one placement, each one must be included to recommend for the license.

**Figure 6**

The supporting document section allows an institution to upload any necessary supporting files to assist the applicant including transcripts.

**Figure 7**
If The Application Must Be Rejected
When rejecting an application, the Institution must select one of the rejection reason provided.

If The Application Must Be Sent Back
The Institution has the option to send back an application if they feel the applicant has not provided the correct information. Please include a send back reason. The reason should include the reason the application has been sent back and what the applicant must do to resolve the send back.
Application Completed

Clicking the Complete Review icon processes the application and automatically notifies the applicant of the status change. You have the ability to follow the approval process by accessing the application using the search functionality.

![Figure 10](image)

When all pending applications are completed, your dashboard will show you have no pending applications.