



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification and Professional Preparation  
Electronic Application Processing**

# **User Guide**

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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.

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## Introduction

The WVDE Electronic Application Processing System (WVEAP) enables teachers, administration and support staff to submit applications for certification and have them approved by their respective Institutions, County Superintendents Office and the West Virginia Department of Education.

Institutions have the ability to login to the WVEAP system and view pending applications requiring their approval. Detailed information regarding the application along with supporting documentation are assessable through the system. Institutions may approve, reject or send back an application. Approving an application pushes the application forward in the approval process. Applicants have the ability to pay all fees prior to being submitted to the Office of Certification and Professional Preparation 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.*

# Institution Dashboard

The screenshot shows a dashboard with search filters and a table of pending applications. The filters include First Name, Last Name, Application Status (a dropdown menu), and Date Resolved (From and To date pickers). A Search button is located below the filters. Below the filters, it indicates '1 Pending Application'. The table below has columns for Applicant Name, Application Type, Date Submitted, Date Resolved, Status, and Holds. The status bar for the application is shown with steps 1 and 2, and the current status is 'Pending Institution'. There are also 'Holds' and 'View' buttons for the application.

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
Steve Test	Form 20T Original Teacher	08/08/2016		<div style="display: flex; align-items: center;"><div style="width: 25px; height: 10px; background-color: green; margin-right: 2px;"></div><div style="width: 25px; height: 10px; background-color: orange; margin-right: 2px;"></div><div style="width: 100px; height: 10px; background-color: lightgray; margin-right: 2px;"></div></div> Pending Institution	<div style="display: flex; align-items: center;"><div style="width: 20px; height: 20px; background-color: orange; margin-right: 5px;"></div><div style="width: 20px; height: 20px; background-color: blue; margin-right: 5px;"></div></div>

**Figure 1**

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.

1 Pending Application						
Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds	
Steve Test	Form 20T Original Teacher	08/08/2016		<div style="display: flex; align-items: center;"> <div style="background-color: #28a745; width: 15px; height: 15px; margin-right: 5px; display: flex; align-items: center; justify-content: center; font-size: 8px;">1</div> <div style="background-color: #ffc107; width: 15px; height: 15px; margin-right: 5px; display: flex; align-items: center; justify-content: center; font-size: 8px;">2</div> <div style="flex-grow: 1; background-color: #d3d3d3; border: 1px solid #ccc;"></div> </div> Pending Institution		<input type="button" value="View"/>

**Figure 2**

## Hold

Clicking the 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  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.

Application Holds			
Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		08/08/2016	
Signature - Signature of Designated College Official		08/08/2016	

Showing 1 to 2 of 2 entries

**Figure 3**

## View Application Details.

Clicking the  icon allows the user to view the application details and complete the approval process.

## Application Details

### Applicant Information

After clicking the [View](#) icon, you will now see details for the application. The top of the page shows the applicant's name, license and contact information.

#### Applicant Information

<b>First Name</b>	tommy	<b>*Primary Phone</b>	555-555-5555
<b>Last Name</b>	Test	<b>Secondary Phone</b>	
<b>Middle Initial</b>	middle	<b>*Email</b>	tommy@test.takarsh.com
<b>Previous Last Name</b>		<b>*Street Address</b>	123 main street
<b>Gender</b>	M	<b>Street Address 2</b>	
<b>US Citizen</b>		<b>*City</b>	charleston
<b>Certification ID</b>	T5M134300235	<b>*State</b>	wv
		<b>*Zip Code</b>	25213
		<b>*Country</b>	United States

Figure 4

## Legal Disclosures

The applicant is required to answer all legal disclosure questions when completing an application. Questions answered as “Yes” will include additional information regarding the disclosure.

**Legal Disclosures**

**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.

Date ^	Title	Previously Disclosed	Status
Feb.2016	Adverse Action Taken	No	Not Reviewed by Institution <a href="#">View</a>

**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?

**Figure 5**

The example legal disclosure in Figure 5 shows that the applicant answered “Yes” to Question 1. The Date, Title, Previously Disclosed and Status are listed for each disclosure along with the ability to view disclosure details.

The previously disclosed column signifies if the disclosure was previously reported to the WVDE during a prior renewal. Applicants are required to report all legal disclosures the first time renewing through the online system, but are not required to provide additional documentation if the disclosure was previously processed by the WVDE. Please contact the Office of Certification and Professional Preparation if you have questions regarding previously disclosed legal disclosures.

Clicking the [View](#) icon enables the user to view disclosure details.

## Legal Disclosure Details

After clicking the [View](#) icon for Question 1, you will see all of the information submitted for that disclosure. Clicking on “Steve Test – Narrative” or “Tim Test – Disclosure File” enables the user to view the narrative provided by the applicant and also download any additional documentation provided.

Question 2 No Yes

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

Disclosure Details

**Occurrence Date**  
February 2016

**Title**  
Inappropriate Language

**Disclosed**  
Previously Disclosed

This legal disclosure was previously reported to the West Virginia Department of Education. Supporting documentation is not required unless requested by the WVDE or other approving entity.

**Click the title of each action below to view more details**

Steve Test – Narrative	08/08/2016 2:00 PM
Use of inappropriate language in the work place.	
Steve Test – Disclosure File	08/08/2016 2:00 PM
Added Disclosure File named: Test.pdf	<a href="#">Download</a>

[Close](#)

Figure 6

## Application Information

Information regarding the application is located below the legal disclosures.

### Education History

Institution List

College/University ^	Degree Earned	Degree Name	Date
Sample College	Bachelors Degree	Information Systems	Jan 2016

### Fingerprinting Information

Applicant has previously received Certification in WV.

### County Information

County  
Sample County

### Institution Information

College/University  
Sample College

Transcript Delivery Method  
Already on file

### Supporting Documents

No Supporting Documents

**Figure 7**

## Completing the Application

Once all legal disclosures have been marked as reviewed, you are ready to complete the approval process. Institutions have three options when completing the process.

1. Approved
2. Rejected
3. Sent Back

**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  
Approved  
Rejected  
Sent Back

Comments

**Complete Review**

Figure 8

## Approved

Institutions must provide information for WVBE required tests, clinical experiences, student teaching & performance assessment and school year. The institution may also upload the applicants transcript under supporting documentation The User may include comments at this time which can only be seen by the Institution, County and WVDE

**WVBE Required Tests**

Refer to WVBE Policy 5202 Appendix B for complete listing

**Please verify completion of the following**

**Praxis Basic Skills (CASE)**

- Applicant has completed Praxis Basic Skills
- Applicant qualifies for Praxis Basic Skills exemption as stated in WVBE Policy 5202 126-136-10.1.b.3.F.1

**Praxis -- PLT**

- Applicant has completed Praxis -- PLT
- Applicant has **NOT** completed Praxis -- PLT

**Praxis II Content Test**

- Applicant has completed Praxis II Content Test
- Praxis II Content Test Not Required

**Applicant GPA**

- Applicant's GPA is 2.5 or higher.

Figure 9

### Clinical Experiences, Student Teaching & Performance Assessment

**Endorsements Completed**

**Endorsement:**  
Choose One... ▾

**Grade Level(s):**  
Choose One... ▾

**Assessed in Following Settings**

**County:**  
Choose One... ▾

**Name of Public School:**  
\_\_\_\_\_

**Grade Level(s):**  
\_\_\_\_\_

**Add**

Endorsement ^	Grade Level	County	School	Specialization	Grade Level
No data available in table					

**Figure 10**

### Supporting Documents

**Add New File**

**Document Type**  
Select one ▾

**Upload Document**  
File Size must be less than 5 MB

Select files...

**Comments (For Internal Use Only)**  
Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close
Complete Review

**Figure 11**

## Rejected

When rejecting an application, the Institution must select one of the rejection reason provided.

The screenshot shows a 'Review Application' form with a dark blue header. Below the header is a white box containing a certification statement: '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.' Below this is a section titled 'This application has been:' with a dropdown menu set to 'Rejected'. Underneath is a 'Rejection Reason' section with a dropdown menu set to 'Choose One' and a text area containing 'Institution not providing signature at this time. Please contact your institution for more information.' Below that is a 'Comments (For Internal Use Only)' section with a text area and a note: 'Internal Comments can be seen by County, Institution, and WVDE Approvers.' At the bottom right are two buttons: 'Save and Close' and 'Complete Review'.

Figure 12

## 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.

The screenshot shows a 'Review Application' form with a dark blue header. Below the header is a white box containing a certification statement: '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.' Below this is a yellow box with a red border containing the text: 'Send Back Required - A disclosure requires additional information. The application must be sent back to the applicant to provide the needed information. Sending Back the application will place a hold on the application until the Applicant resolves the send back.' Below this is a section titled 'This application has been:' with a dropdown menu set to 'Sent Back'. Underneath is a 'Send Back Reason' section with a large text area. Below that is a 'Comments (For Internal Use Only)' section with a text area and a note: 'Internal Comments can be seen by County, Institution, and WVDE Approvers.' At the bottom right is a 'Complete Review' button.

Figure 13

## Application Completed

Clicking the  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 14**

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