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West Virginia DEPARTMENT OF EDUCATION

Office of Certification and Professional Preparation
Electronic Application Processing

User Guide

Last Updated 8/14/2017

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

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.

Figure 2

Holds

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 currenlty 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 previoulsy, the resolved column will be populated once the application has been approved by the Institution.

Figure 3

View Application Details.

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

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.

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 compete the approval process. Institutions have three options when completeing the process.

1. Approved
2. Rejected
3. Sent Back

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

Figure 9

Figure 10

Figure 11

Rejected

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

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.

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.