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

![Dashboard UI](image)

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.
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 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

<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 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.

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>tommys</td>
</tr>
<tr>
<td>Last Name</td>
<td>Test</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>middle</td>
</tr>
<tr>
<td>Previous Last Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>US Citizen</td>
<td></td>
</tr>
<tr>
<td>Certification ID</td>
<td>TSM134500235</td>
</tr>
<tr>
<td>*Primary Phone</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>Secondary Phone</td>
<td></td>
</tr>
<tr>
<td>*Email</td>
<td><a href="mailto:tommys@test.takarsh.com">tommys@test.takarsh.com</a></td>
</tr>
<tr>
<td>*Street Address</td>
<td>123 main street</td>
</tr>
<tr>
<td>*Street Address 2</td>
<td></td>
</tr>
<tr>
<td>*City</td>
<td>charleston</td>
</tr>
<tr>
<td>*State</td>
<td>wv</td>
</tr>
<tr>
<td>*Zip Code</td>
<td>25213</td>
</tr>
<tr>
<td>*Country</td>
<td>United States</td>
</tr>
</tbody>
</table>

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.

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 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.

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 completing the process.

1. Approved
2. Rejected
3. Sent Back

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 S202 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 S202 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.
Clinical Experiences, Student Teaching & Performance Assessment

Endorsements Completed

<table>
<thead>
<tr>
<th>Endorsement</th>
<th>Grade Level(s)</th>
<th>County</th>
<th>School</th>
<th>Specialization</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Choose One...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choose One...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessed in Following Settings

<table>
<thead>
<tr>
<th>County:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Public School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Level(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Endorsement:  | Grade Level: | County: | School: | Specialization: | Grade Level: |
---------------|--------------|---------|---------|-----------------|--------------|
|               | Choose One...|         |         |                 |             |
|               | Choose One...|         |         |                 |             |

No data available in table

Figure 10

Supporting Documents

Add New File

<table>
<thead>
<tr>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one</td>
</tr>
</tbody>
</table>

Upload Document

File size must be less than 3 MB

[Select files...]

Comments (For Internal Use Only)

Internal Comments can be seen by County, Institution, and WVDE Approvers.

[Comment field]

Save and Close  Complete Review

Figure 11
Rejected
When rejecting an application, the Institution must select one of the rejection reason provided.

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.

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