



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

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

College/University Approval Guide

Last Updated July 29, 2019

The West Virginia Department of Education, Office of Certification 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.

College/University Administrative Approval Guide (Form 19/ 19A)

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 (set to 'Pending Institution Approval'), and Date Resolved (From and To). A 'Search' button is located below the filters. The table below shows one pending application for Steve Test, with a status bar indicating the current step in the approval process.

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
Steve Test	Form 20T Original Teacher	08/08/2016		<div style="display: flex; justify-content: space-between;"><div style="width: 20%; background-color: green; color: white; text-align: center;">1</div><div style="width: 20%; background-color: orange; color: white; text-align: center;">2</div><div style="width: 60%; background-color: lightgray;"></div></div> Pending Institution	<div style="display: flex; align-items: center;"><div style="background-color: orange; color: white; padding: 2px 5px;">▲</div><div style="margin-left: 10px;">View</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; justify-content: space-between;"> 1 2 </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.

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

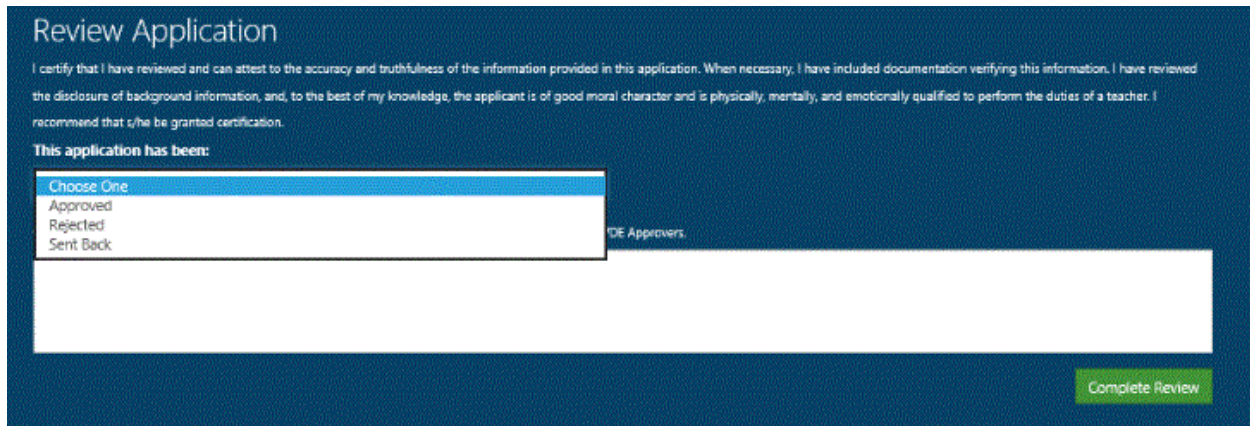


Figure 4

If Application Can Be Approved

Institutions must provide information for WVBE required tests,

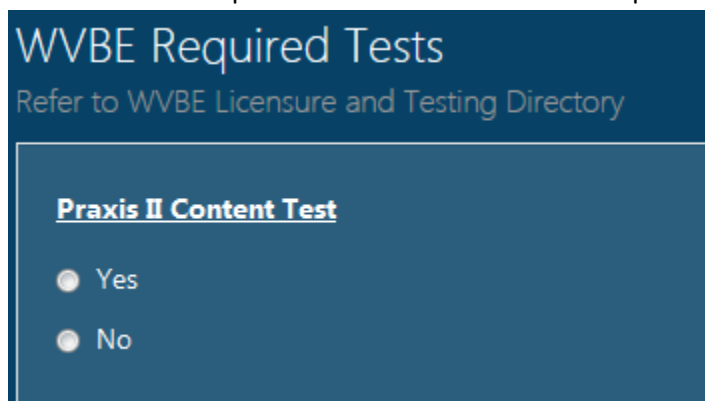


Figure 5

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.

Institutional Recommendation

Endorsements Completed

Endorsement:

Choose One... ^

Choose One...

Supervisor General Instruction

Principal

Superintendent

Endorsement ^ **Grade Level**

No data available in table

Figure 6

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

Supporting Documents

Add New File

Document Type

Select one v

Upload Document

File Size must be less than 5 MB

Select files...

Comments (For Internal Use Only)

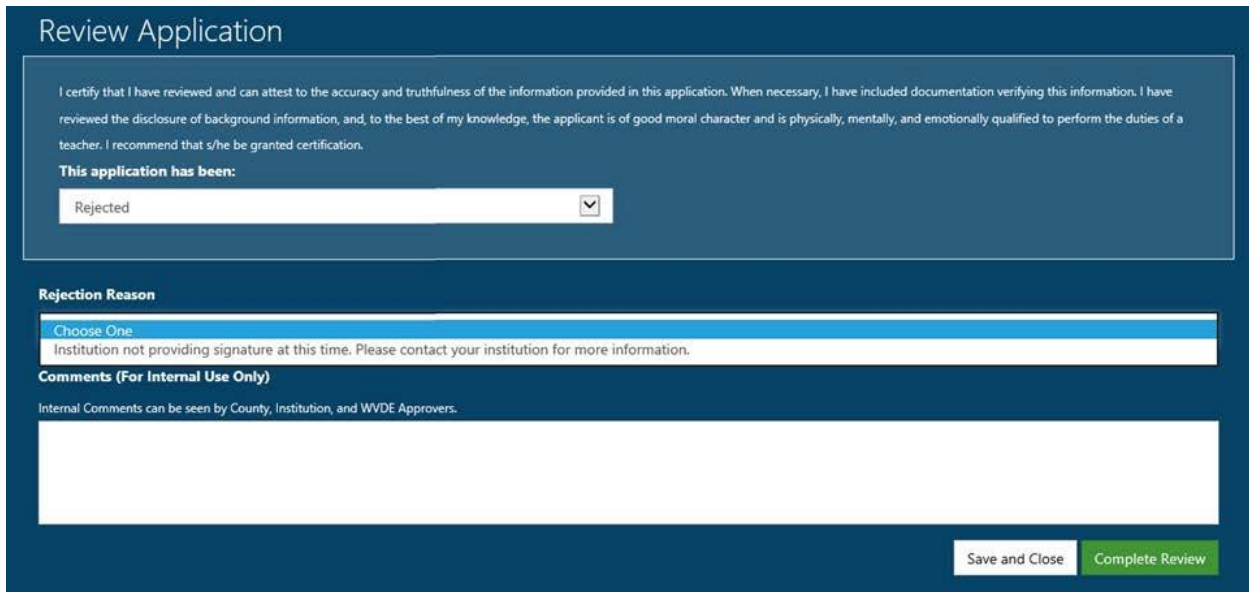
Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close Complete Review

Figure 7

If The Application Must Be Rejected

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

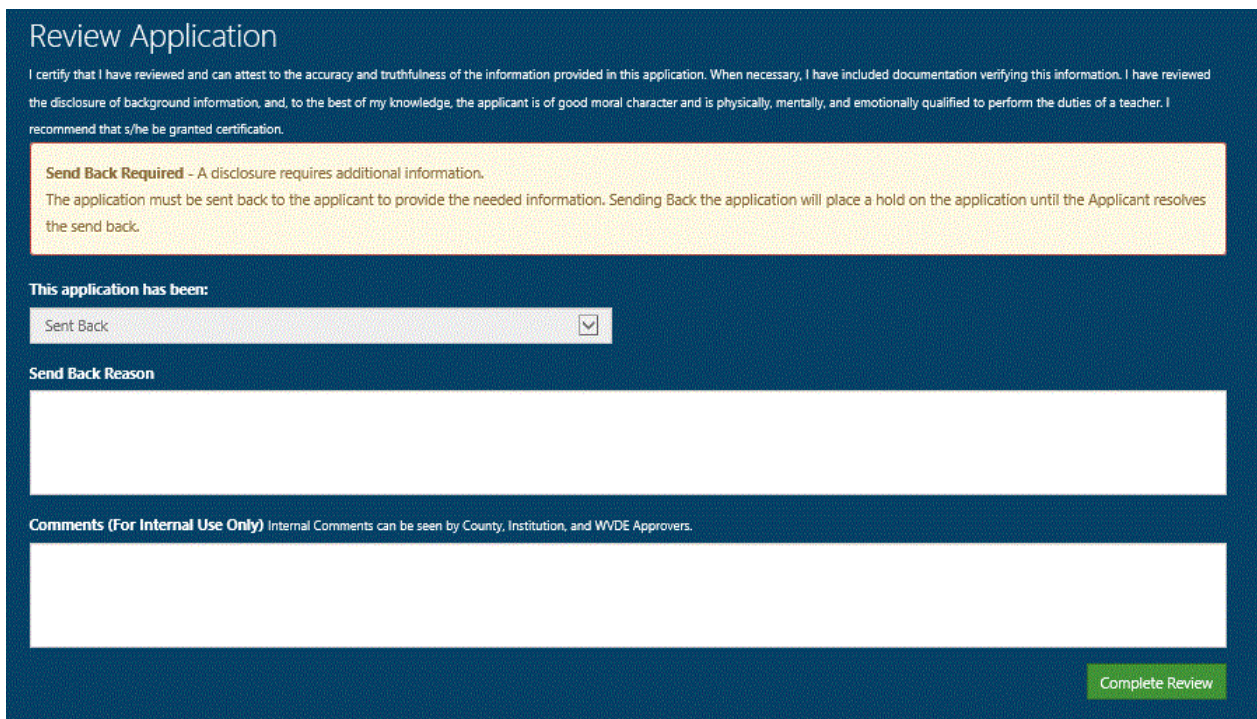


The screenshot shows a 'Review Application' form with a dark blue header. Below the header is a white box containing a certification statement: 'I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included 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 dropdown menu labeled 'This application has been:' with 'Rejected' selected. Underneath is a 'Rejection Reason' section with a dropdown menu showing '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 8

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.



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 dropdown menu labeled 'This application has been:' with 'Sent Back' selected. 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 9

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.

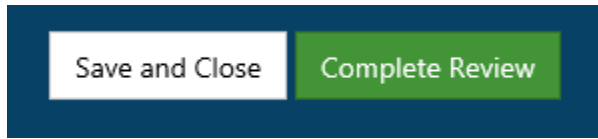


Figure 10

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