Office of Certification
Electronic Application Processing
(Form 20A)

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.
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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) which is pending County approval in most cases.
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>08/08/2016</td>
<td>08/08/2016</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Signature - Signature of Designated College Official</td>
<td>08/08/2016</td>
<td>08/08/2016</td>
<td>08/08/2016</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Tommy</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>TSM13430023S</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:tommy@test.takarsh.com">tommy@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.

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 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]

WVDE Electronic Application Processing
Application Information

Information regarding the application is located below the legal disclosures.

---

**Figure 7**

<table>
<thead>
<tr>
<th>Institution List</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/University</td>
</tr>
<tr>
<td>Sample College</td>
</tr>
</tbody>
</table>

**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
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 vocationally qualified to perform the duties of a teacher. I recommend that the applicant be granted certification.

This application has been:

- [ ] Approved
- [ ] Rejected
- [ ] 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 applicant’s transcript under Supporting Documents. 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.

- **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 NOE 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.
The next section will be used to reflect the student teaching and 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.

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):

<table>
<thead>
<tr>
<th>Endorsement</th>
<th>Grade Level</th>
<th>County</th>
<th>School</th>
<th>Specialization</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

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.

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.

![Save and Close Complete Review](image)

*Figure 14*

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