



Office of Certification County Approval Process for Initial and Renewal of Coaching, Limited Football Trainer, and Athletic Trainer Authorizations (Form 39)

County Approver 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 for coaching, limited football trainer, and athletic trainer renewals.

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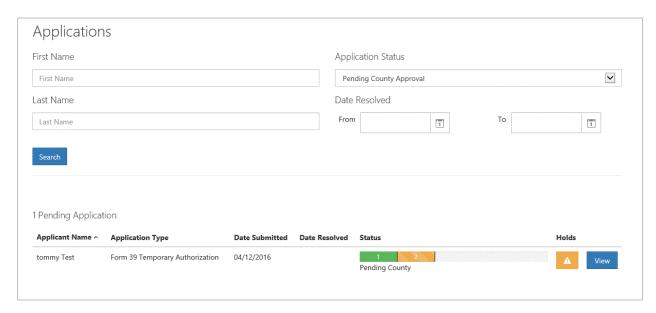
Update Profile

The system requires the use of your Webtop credentials. The system will only email you to the primary email address on file. If the email address is not updated (old Access account or private email) you may not receive notifications. To access and update your email, please visit

https://wvde.state.wv.us/apps/profile/. Here you may update your email and user information. Please use your work (K12) email address as the primary address.

Once you verify your user information and email are correct, you may access the Certification System via https://wveis.k12.wv.us/certportal/.

County 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 County Superintendent approval.

Application Type

Type of application submitted. Additional application types will be shown as they become available online.

Date Submitted

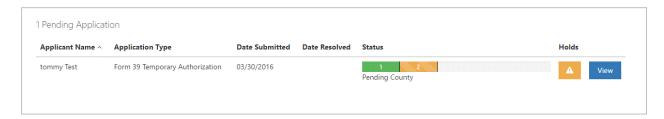
The date the application was submitted for approval.

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. To view the County approval date, please click on the hold for that application and view the resolved date for the "Waiting on County approval" hold. Information on how to view holds is provided later in the user guide.

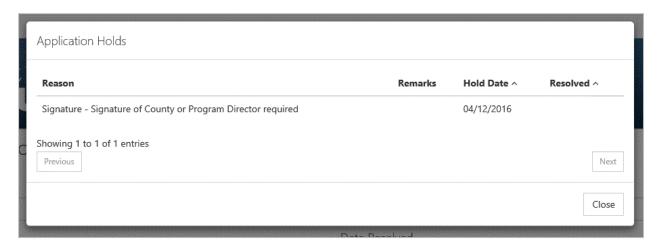
Status

The status bar is updated every time the application moves to the next step in the approval process. Once approved by the County, the status bar moves to step (3) three which is pending payment.



Holds

Clicking the warning icon allows the user to view any holds that may have been placed on the application. For example, you can see below the only hold currently listed is for county approval. 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 County.

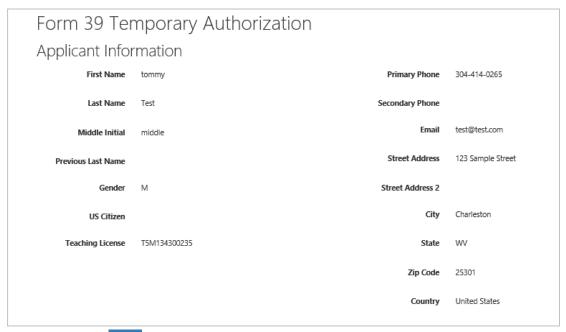


View Application Details.

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

Application Details

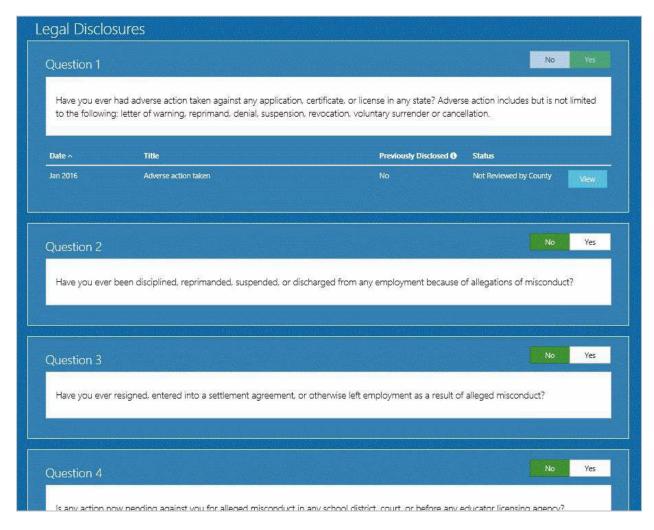
Applicant Information



After clicking the view icon, you will now see details for the coaching renewal application. The top of the page shows the applicant's name, license and contact information.

Legal Disclosures

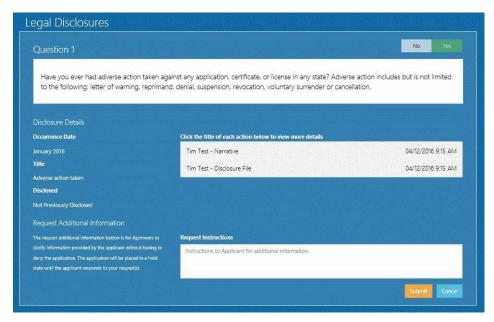
The applicant is required to answer all legal disclosure questions when completing the coaching renewal application. Questions answered as "Yes" will include additional information regarding the disclosure.



The example legal disclosure above 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.

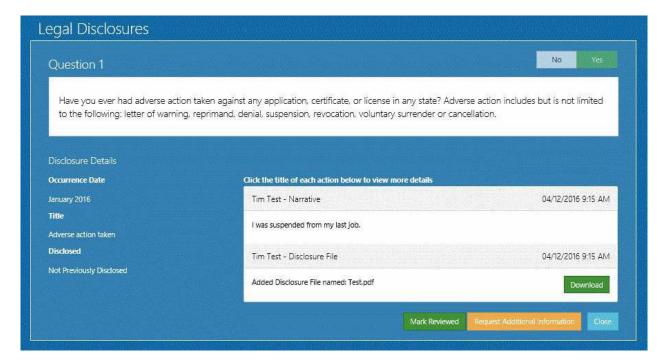
The previously disclosed column signifies if the disclosure was previously reported to the WVDE during a prior renewal. Applicants are required to report all legal disclosures the first time renewing through the online system, but are not required to provide additional documentation if the disclosure 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 icon for Question 1, you will see all of the information submitted for that disclosure. Clicking on "Tim 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.



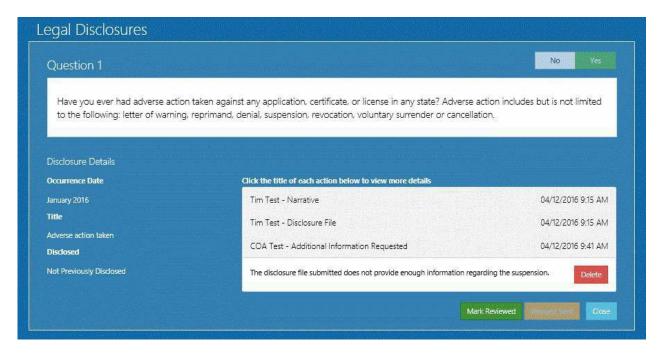
The approver may at this time request additional information about the legal disclosure or mark as reviewed.

Request Additional Information

There may be times you unable approve or reject the application due to needing more information about the legal disclosure. Users have the option to click the send back process. Send backs will be explained in further detail later in the user guide.

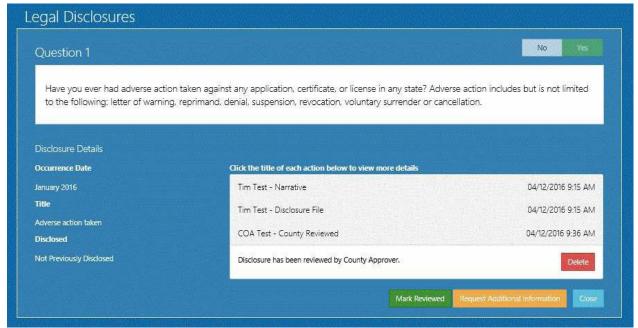
The picture above shows an example of the "Request Instructions" comment box that appears when needing additional information about the disclosure. User should provide instructions for the applicant to follow and then click the submit button when finished.

The picture below shows the request for additional information being logged within the disclosure history. The County User may delete the request prior to sending back.



Mark Reviewed

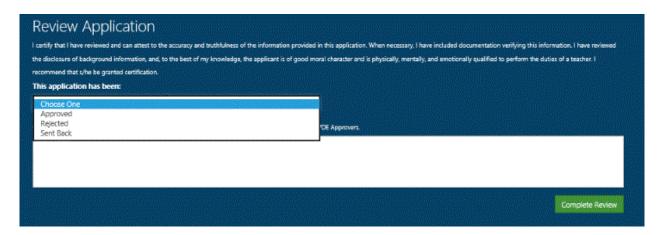
Users are required to click the Mark Reviewed icon before they can approve or reject the application. This tells the WVDE that your review is compete and the county has no issues with the disclosure. You are not required to mark as reviewed when requesting additional information. The example below shows the history after the disclosure has been marked as reviewed.



Completing the Application

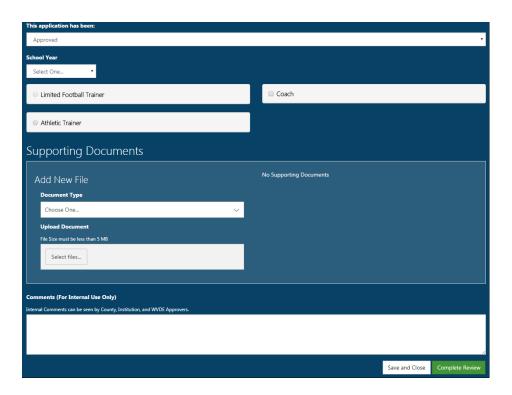
Once all legal disclosures have been marked as reviewed, you are ready to compete the approval process. Users have three options when completing the process.

- 1. Approved
- 2. Rejected
- 3. Sent Back

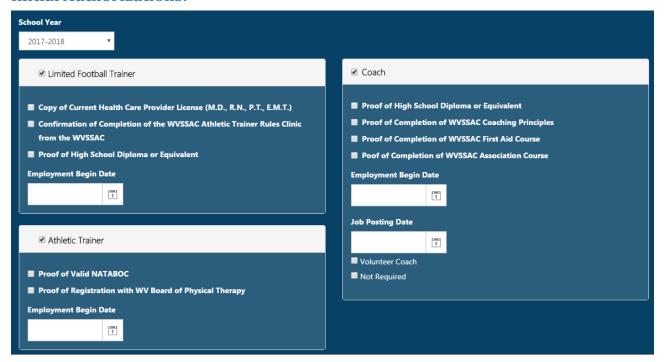


Approved

Approvers will now make the selection for the authorization that the individual has requested. It is important to remember that even though an individual may have had additional certifications in the past, if you are not employing them for the additional certifications, **DO NOT** complete the additional section. (I.E. if someone has a coach and a trainer certificate in the past and you are not employing them as a trainer, do not select the trainer option.)



Initial Authorizations:



Limited Football Trainer

- Step 1: Select the School Year the applicant will be employed
- Step 2: Verify that you have all three documents to upload to the system. If you do not have one of the documents and you cannot check all three pieces of information, the application cannot move forward.
- Step 3: Select the Employment Begin Date for the applicant.
- Step 4: Upload the Supporting Documents under Coach/Trainer Documentation in the Supporting Documents drop-down list
- Step 5: Click Complete Review

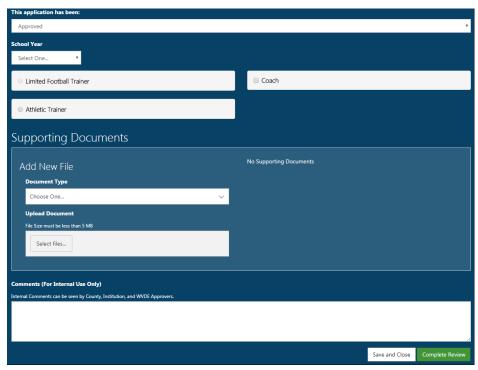
Coach

- Step 1: Select the School Year the applicant will be employed
- Step 2: Verify that you have evidence of all four pieces of documentation to upload to the system. If you do not have one of the documents and you cannot check all four pieces of information, the application cannot move forward. The "Transcript" from Human Kinetics will suffice for the three courses as long as all three courses are listed
- Step 3: Select the Employment Begin Date for the applicant.
- Step 4: Select the Job Posting Date for the applicant. If the applicant is a volunteer coach, you will select the Volunteer Coach and Not Required Boxes
- Step 5: Upload the Supporting Documents under Coach/Trainer Documentation in the Supporting Documents drop-down list
- Step 6: Click Complete Review

Athletic Trainer

- Step 1: Select Athletic Trainer
- Step 2: Verify you have the evidence of the NATABOC Certification and the Registration with the West Virginia Board of Physical Therapy and click both checkboxes. If you do not have the evidence, you will not be able to process the application until you have the materials
- Step 3: Enter the Employment Begin Date
- Step 4: Upload the verification of the NATABOC Certification and the West Virginia Board of Physical Therapy Registration
- Step 5: Click Complete Review

Renewals



Limited Football Trainer Renewal

- Step 1: Please select the school year in which the applicant will be employed
- Step 2: Select LIMITED FOOTBALL TRAINER
- Step 3: Select the Date the applicant will begin their assignment
- Step 4: Upload the verification of the valid healthcare provider license (M.D., R.N., P.T., EMT, OT, Paramedic)
- Step 5: Click on Complete Review

Coaching Renewal

Step 1: Select the Coach Radio Button

Step 2: Enter the Employment Begin Date

Step 3: Enter the Job Posting Date or if a Volunteer Select Volunteer Coach and Not

Required for Job Posting

Step 4: Click on Complete Review

Athletic Trainer Renewal

Step 1: Select Athletic Trainer

Step 2: Enter the Employment Begin Date

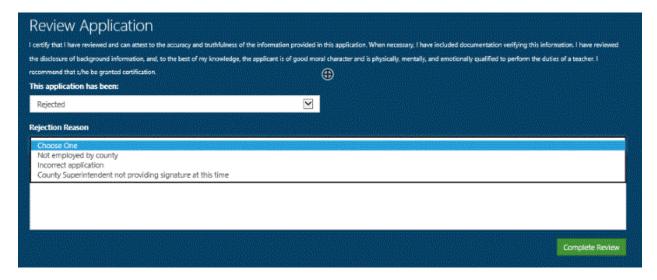
Step 3: Upload the verification of the NATABOC Certification and the West Virginia

Board of Physical Therapy Registration

Step 4: Click Complete Review

Rejected

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



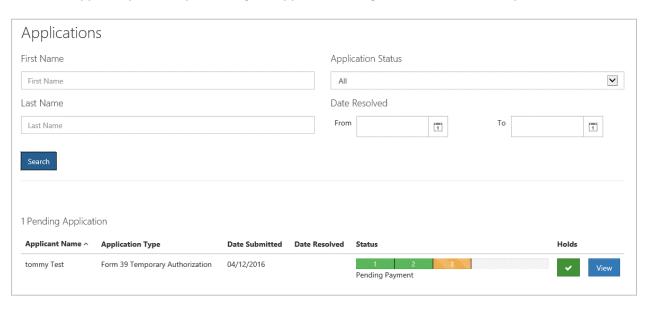
Sent Back

The User has the option to send back an application even if they have not requested additional information about a legal disclosure. If additional information was requested regarding a disclosure, the only option the User has is to do a send back. Once sent back, the applicant is now required to resolve the send back and resubmit the application.



Application Completed

Clicking the complete Review icon processes the application and automatically notifies the applicant of the status change. If approved, the applicant can now pay for all application fees. You have the ability to follow the approval process by accessing the application using the search functionality.



Take note above that the status has been updated from "Pending County" to "Pending Payment". Once the applicant makes a payment, the status will once again update to show "Pending WVDE". A status of completed signifies the application has been approved by the WVDE. Rejected applications will show a status of "Rejected".

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

