



West Virginia DEPARTMENT OF  
**EDUCATION**

**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

### Applications

First Name

Last Name

Application Status

Date Resolved  
From  To

1 Pending Application

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
tommy Test	Form 39 Temporary Authorization	04/12/2016		<div><div>1</div><div>2</div></div> <div>Pending County</div>	<div><input type="button" value="View"/></div>

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.

1 Pending Application						
Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds	
tommy Test	Form 39 Temporary Authorization	03/30/2016		<div><div>1</div><div>2</div></div> Pending County		<a href="#">View</a>

## 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.

Application Holds			
Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		04/12/2016	
Showing 1 to 1 of 1 entries			
<a href="#">Previous</a>			<a href="#">Next</a>
<a href="#">Close</a>			

## View Application Details.

Clicking the [View](#) icon allows the user to view the application details and complete the approval process.

## Application Details

### Applicant Information

Form 39 Temporary Authorization

Applicant Information

<b>First Name</b>	tommy	<b>Primary Phone</b>	304-414-0265
<b>Last Name</b>	Test	<b>Secondary Phone</b>	
<b>Middle Initial</b>	middle	<b>Email</b>	test@test.com
<b>Previous Last Name</b>		<b>Street Address</b>	123 Sample Street
<b>Gender</b>	M	<b>Street Address 2</b>	
<b>US Citizen</b>		<b>City</b>	Charleston
<b>Teaching License</b>	T5M134300235	<b>State</b>	WV
		<b>Zip Code</b>	25301
		<b>Country</b>	United States

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.

**Legal Disclosures**

**Question 1** No **Yes**

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Adverse action taken	No	Not Reviewed by County <a href="#">View</a>

**Question 2** No **Yes**

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

**Question 3** No **Yes**

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

**Question 4** No **Yes**

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

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 Disclosures**

**Question 1** No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

**Disclosure Details**

**Occurrence Date**  
January 2016

**Title**  
Adverse action taken

**Disclosed**  
Not Previously Disclosed

**Request Additional Information**  
The request additional information button is for Approvers to clarify information provided by the applicant without having to deny the application. The application will be placed in a hold state until the applicant responds to your request(s).

**Click the title of each action below to view more details**

Tim Test - Narrative	04/12/2016 9:15 AM
Tim Test - Disclosure File	04/12/2016 9:15 AM

**Request Instructions**  
Instructions to Applicant for additional information.

Submit Cancel

## Legal Disclosure Details

After clicking the View 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.

**Legal Disclosures**

**Question 1** No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

**Disclosure Details**

**Occurrence Date**  
January 2016

**Title**  
Adverse action taken

**Disclosed**  
Not Previously Disclosed

**Click the title of each action below to view more details**

Tim Test - Narrative	04/12/2016 9:15 AM
I was suspended from my last job.	
Tim Test - Disclosure File	04/12/2016 9:15 AM
Added Disclosure File named: Test.pdf	
<span>Download</span>	

Mark Reviewed Request Additional Information Close

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 Request Additional Information icon, which will start 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.

**Legal Disclosures**

**Question 1** No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

**Disclosure Details**

**Occurrence Date**  
January 2016

**Title**  
Adverse action taken

**Disclosed**  
Not Previously Disclosed

**Click the title of each action below to view more details**

Tim Test - Narrative	04/12/2016 9:15 AM
Tim Test - Disclosure File	04/12/2016 9:15 AM
COA Test - Additional Information Requested	04/12/2016 9:41 AM

The disclosure file submitted does not provide enough information regarding the suspension. Delete

Mark Reviewed Request Additional Information Close

## 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 complete 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.

**Legal Disclosures**

**Question 1** No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

**Disclosure Details**

**Occurrence Date**  
January 2016

**Title**  
Adverse action taken

**Disclosed**  
Not Previously Disclosed

**Click the title of each action below to view more details**

Tim Test - Narrative	04/12/2016 9:15 AM
Tim Test - Disclosure File	04/12/2016 9:15 AM
COA Test - County Reviewed	04/12/2016 9:36 AM

Disclosure has been reviewed by County Approver. Delete

Mark Reviewed Request Additional Information Close



## Completing the Application

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

1. Approved
2. Rejected
3. Sent Back

The screenshot shows the 'Review Application' form. At the top, there is a 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, a section titled 'This application has been:' contains a dropdown menu with options: 'Choose One', 'Approved', 'Rejected', and 'Sent Back'. To the right of the dropdown is a text field labeled 'WDE Approver(s)'. At the bottom right of the form is a green button labeled 'Complete Review'.

## 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.)

This screenshot shows the 'Approved' form. The 'This application has been:' dropdown is set to 'Approved'. Below it is the 'School Year' dropdown set to 'Select One...'. There are three radio button options for authorization: 'Limited Football Trainer', 'Athletic Trainer', and 'Coach'. The 'Supporting Documents' section includes an 'Add New File' area with a 'Document Type' dropdown (set to 'Choose One...') and an 'Upload Document' button. A note states 'File Size must be less than 5 MB'. To the right of this is a message 'No Supporting Documents'. At the bottom, there is a 'Comments (For Internal Use Only)' section with a text area and a note: 'Internal Comments can be seen by County, Institution, and WYDE Approvers.' At the very bottom are two buttons: 'Save and Close' and 'Complete Review'.

## Initial Authorizations:

The screenshot displays a web form titled "Initial Authorizations" with a dark blue header. At the top, there is a "School Year" dropdown menu set to "2017-2018". Below this, the form is divided into three main sections, each with a selection box and a list of required documents.

- Limited Football Trainer:** Includes checkboxes for "Copy of Current Health Care Provider License (M.D., R.N., P.T., E.M.T.)", "Confirmation of Completion of the WVSSAC Athletic Trainer Rules Clinic from the WVSSAC", and "Proof of High School Diploma or Equivalent". It also has an "Employment Begin Date" field with a calendar icon.
- Athletic Trainer:** Includes checkboxes for "Proof of Valid NATABOC" and "Proof of Registration with WV Board of Physical Therapy". It also has an "Employment Begin Date" field with a calendar icon.
- Coach:** Includes checkboxes for "Proof of High School Diploma or Equivalent", "Proof of Completion of WVSSAC Coaching Principles", "Proof of Completion of WVSSAC First Aid Course", and "Proof of Completion of WVSSAC Association Course". It has a "Job Posting Date" field with a calendar icon, and two checkboxes at the bottom: "Volunteer Coach" and "Not Required".

### 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

The screenshot shows a web form for renewing an application. At the top, a dropdown menu shows 'Approved'. Below it, a 'School Year' dropdown is set to 'Select One...'. There are two columns of radio button options: 'Limited Football Trainer' and 'Athletic Trainer' on the left, and 'Coach' on the right. The 'Athletic Trainer' option is selected. Below these is a 'Supporting Documents' section with a text area for 'Add New File' and a note 'No Supporting Documents'. It includes a 'Document Type' dropdown set to 'Choose One...' and an 'Upload Document' section with a file size limit of 5 MB and a 'Select files...' button. At the bottom is a 'Comments (For Internal Use Only)' section with a text area and a note that internal comments are visible to County, Institution, and WVDE Approvers. Two buttons, 'Save and Close' and 'Complete Review', are at the bottom right.

## 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.

The screenshot shows a web form titled "Review Application" on a dark blue background. At the top, there is a paragraph of text: "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 text is a small icon of a plus sign inside a circle. Underneath the icon, the text "This application has been:" is followed by a dropdown menu that currently displays "Rejected". Below the dropdown menu is a section titled "Rejection Reason" which contains a list box with the following options: "Choose One", "Not employed by county", "Incorrect application", and "County Superintendent not providing signature at this time". At the bottom right of the form, there is a green button labeled "Complete Review".

## 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.

## 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 emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

**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.

**This application has been:**

Sent Back ▼

**Send Back Reason**

**Comments (For Internal Use Only)** Internal Comments can be seen by County, Institution, and WVDE Approvers.

Complete Review

## 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.

### Applications

**First Name**

First Name

**Last Name**

Last Name

**Application Status**

All ▼

**Date Resolved**

From

1

To

1

Search

---

1 Pending Application

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
tommy Test	Form 39 Temporary Authorization	04/12/2016		<div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 33%; background-color: #28a745; color: white; text-align: center; padding: 2px;">1</div> <div style="width: 33%; background-color: #ffc107; color: white; text-align: center; padding: 2px;">2</div> <div style="width: 33%; background-color: #6c757d; color: white; text-align: center; padding: 2px;">3</div> </div> <div style="font-size: 8px; margin-top: 2px;">Pending Payment</div>	<div style="display: flex; align-items: center;"> <div style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 3px; margin-right: 5px;">✓</div> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; border-radius: 3px;">View</div> </div>

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.



## Applications

First Name

Application Status

Pending County Approval



Last Name

Date Resolved

From

To

Search

No Pending Applications.