Institution Approval Guide

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This user guide has been created by The West Virginia Department of Education, Office of Certification, in conjunction with West Virginia Interactive for your reference. This document provides detailed instructions on how to process pending applications for renewals of the teaching, student support, and administrative certificates.
# Online Certification System Approval Guide

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Introduction
The WVDE Renewal Application enables individuals needing to renew their professional teaching, student support, or administrative credential to do so online without having to go through the manual process previously required to obtain approvals from the County Superintendent and the West Virginia Department of Education.

Individuals are able to submit their renewal application Form 4T, 4S, 4A) to their respective county using the new WVEAP Application. Once reviewed and approved by the county, the applicant is notified to pay all applicable fees. After payment has been processed, the renewal application is then sent to the WVDE for final approval. The entire approval process, including holds placed by the WVDE, are able to be tracked by the county.

*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.
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/.
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 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) which is pending payment.

![Pending Application Table](image1)

Figure 2

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 in Figure 3 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 County has approved the application.

![Application Holds Table](image2)

Figure 3

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 renewal application. The top of the page shows the applicant’s name, license and contact information. The Form number and description will appear at the top of the screen.

![Form 39 Temporary Authorization](image)

**Figure 4**
Completing the Application For An Individual Completing a Master’s Degree or Additional Endorsement at the College/University.

The approver at the college/university will scroll down through the application to the part where it says REVIEW APPLICATION and Users have three options when completing the process.

1. Approved
2. Rejected
3. Sent Back

![Figure 10](image1.png)

**Approved**

The next section will be to approve, reject, or send back the application by selecting the correct option on the drop-down list.

![Figure 11](image2.png)

Following the approval of the application, the next step will ask the approver to insert the date the teacher completed the Beginning Educator Internship. It is the responsibility of the approver to verify the date of the completion of the internship or another exemption that the applicant submitted. If the applicant submitted an incorrect answer above about the Beginning Educator Internship, the application will need to be changed to SENT BACK and it will return to the applicant to correct the error. The approver now has the option to type comments back to the applicant as to why the application was sent back (if needed).
Once the application has been approved, you have another box that will appear for supporting documents if you need to upload any of the documents or you can just leave this blank and you will be asked to upload any supporting documents you have for this application (Form7, Transcript, PRAXIS Scores).

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.
Figure 13
Application Completed
Clicking the 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.

![Figure 14](image)

Take note in Figure 14 that the status has been updated from “Pending Institution” to “Pending County” or “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.

![Figure 15](image)