Office of Certification

County Approval Process for Initial Administrative Licensure Applications

(Forms 19, 19A, 19R)

User Guide

Last Updated July 29, 2019

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 initial administrative certificates.

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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 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 19 Initial Administrative Certificate

Applicant Information

First Name	Brad	Primary Phone	304-558-7010
Last Name	Test	Secondary Phone	
Middle Initial		Email	bfittro@k12.wv.us
Previous Last Name		Street Address	1900 Kanawha Blvd. East
Gender	M	Street Address 2	
US Citizen	Yes	City	Charleston
Certification ID	T3B140400141	State	WV
US Veteran	No	Zip Code	25305
		Country	United States

Legal Disclosures

The applicant is required to answer all legal disclosure questions when completing the 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 [View] icon for Question 1, you will see all of the information submitted for that
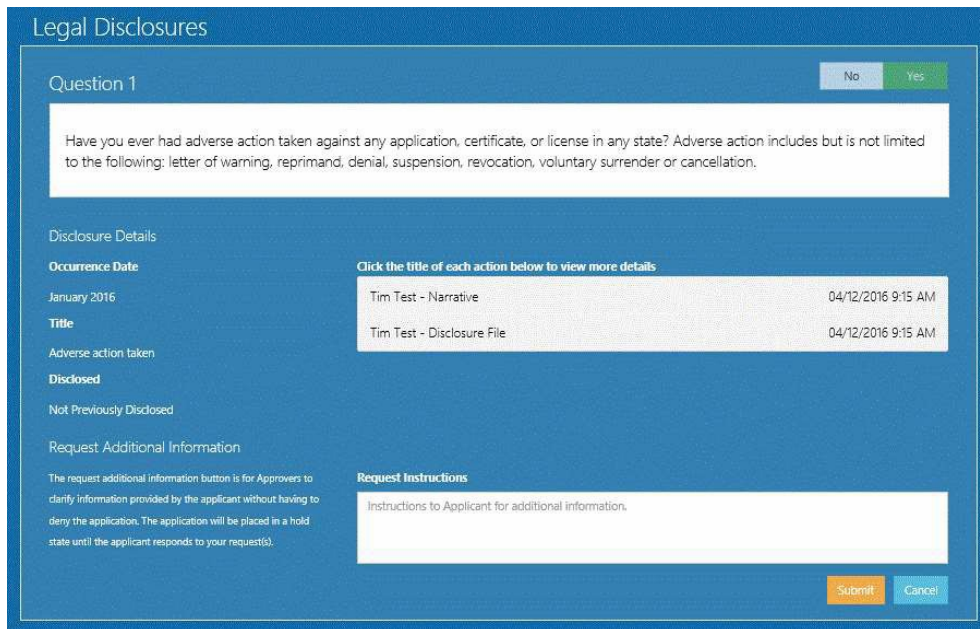
disclosure. Clicking on "Tim Test – Narrative"or" Tim Test – Disclosure File enables, the user to view the narrative provided by the applicant and download any additional documentation provided.
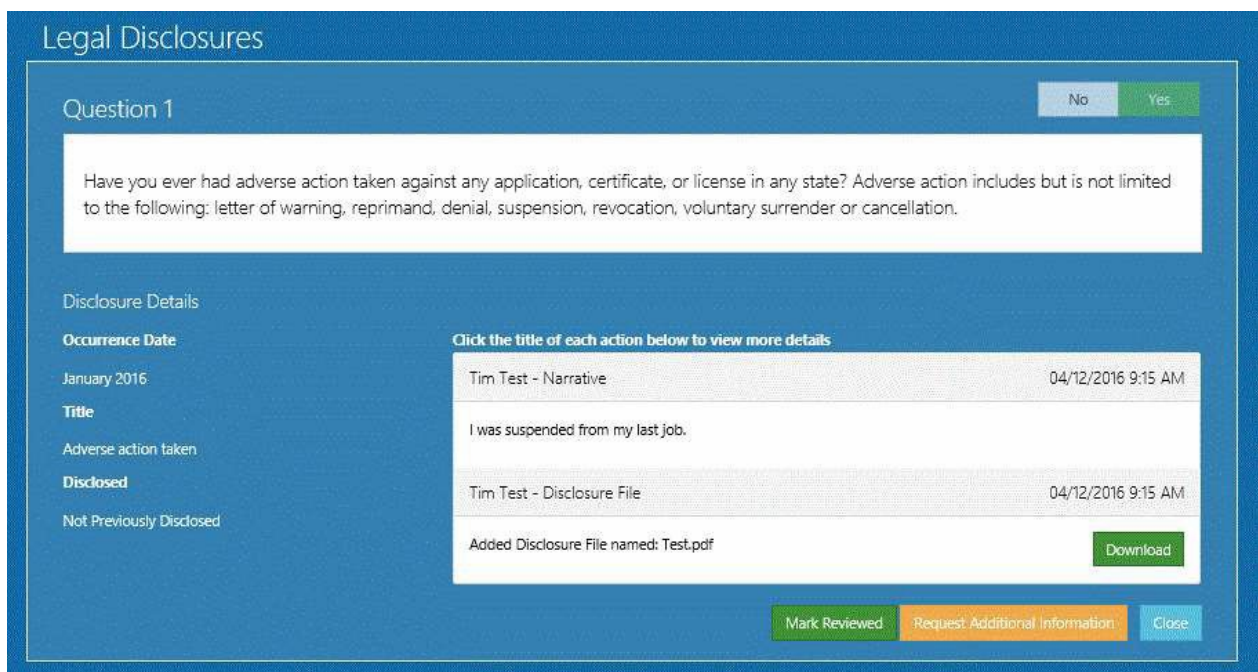
The user may at this time request additional information about the legal disclosure or mark as reviewed.

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 example 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 example 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.

Approval Process for Initial Administrative Applications

Once all legal disclosures have been marked as reviewed, you are ready to start the approval process for the Initial Administrative Certification.

Step 1. Verification of the applicant's work experience and/or Valid Management Level Experience. Please verify the information or enter new information about the applicant's work experience.

Work Experience in Education and/or Valid Management Level Experience

Reference WVBE Policy 5202

Please upload in the support document section verification letter(s) from your employer to verify years' experience and job title for Management Level Experience or Out-Of-State Educational Experience.

Do you have a minimum of three (3) years teaching experience or management level experience? ⦿ Yes ○ No

Type ^	Start	End	State	District	Employer	Assignment Position	Grade	Last Action	Verified
Education	08/01/2014	06/30/2018	West Virginia	Cabell		Teacher	5-AD	Submitted by Brad Test	

Add Work Experience

Step 2. Review Application. Review the application information and if all information is correct you can Approve the application. If the requirements are not met, you will Reject the application.

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

This application has been:

Choose One
Approved
Rejected
Sent Back

DE Approvers.

Complete Review

Step 3. Evaluation Leadership Institute and Employment. As a county approver, you will be asked to verify that the applicant has completed the Evaluation Leadership Institute (ELI) and that the applicant is employed in the capacity of a principal, supervisor of instruction, or superintendent.

WVBE Required Tests
Refer to WVBE Policy 5202 Appendix B for complete listing

Completed Evaluation Leadership Institute (ELI)

- ● Yes
- ● No

Applicant is employed in a role of a principal, supervisor of instruction, or superintendent position?

- ● Yes
- ● No

Step 4. Supporting Documents. If you as the county approver have any additional documents that need to be uploaded, you will use this section.

Supporting Documents

Add New File

No Supporting Documents

**Document Type

Choose One... ⌄

Upload Document

File Size must be less than 5 MB

Select files...

Step 5. Save and Close/Complete Review. Once all information has been completed and is ready for final approval, you will click Complete Review if you are the final approver or if someone else needs to approve the application, you will select Save and Close.

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

| Save and Close | 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.

Take note in the figure 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.