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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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) three which is pending County approval in most cases.
Holds

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.

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 icon, you will now see details for the application. The top of the page shows the applicant’s name, license and contact information.
Applicant Information

First Name  Tommy  *Primary Phone  555-555-5555
Last Name  Test  Secondary Phone
Middle Initial  Middle  *Email  tommy@test.takarsh.com
Previous Last Name
Gender  M  *Street Address  123 main street
US Citizen
Certification ID  TSM134300235  *City  charleston
*State  wv
*Zip Code  25213  *Country  United States

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.
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.
Application Information

Information regarding the application is located below the legal disclosures.

Figure 7
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

**Figure 8**

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 documentation. The User may include comments at this time which can only be seen by the Institution, County and WVDE.

**Figure 9**
Figure 10

Figure 11
Rejected
When rejecting an application, the Institution must select one of the rejection reason provided.

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.
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.

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