west virginia

West Virginia DEPARTMENT OF EDUCATION

Office of Certification

Additional Endorsement Electronic Processing (Form 8)

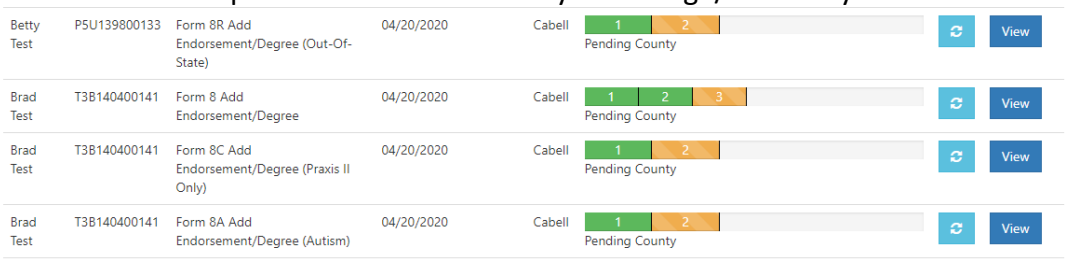
College/University Approval Guide

Last Updated April 24, 2020

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.

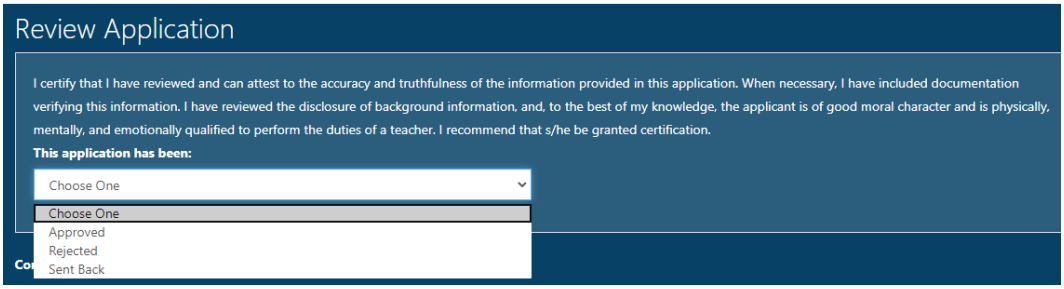
Institution Dashboard

1. Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 8: Add Endorsement/Degree for an individual wishing to add an endorsement to a valid certificate after completion of coursework at your college/university:



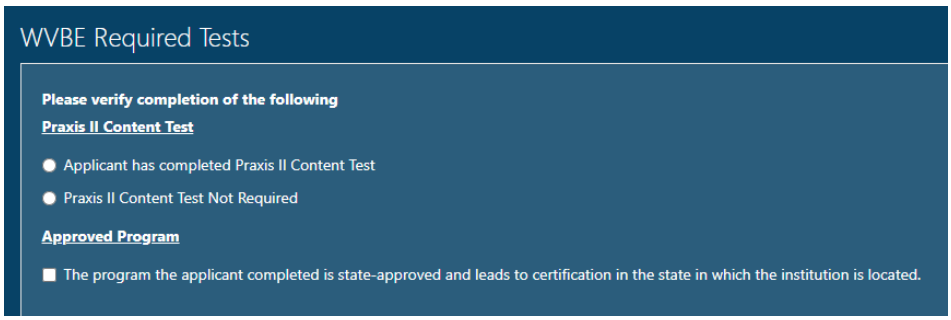
2. Scroll Down to Review Application

Please select Approved if the applicant completed coursework to add an additional endorsement to a valid professional certificate at your college/university.

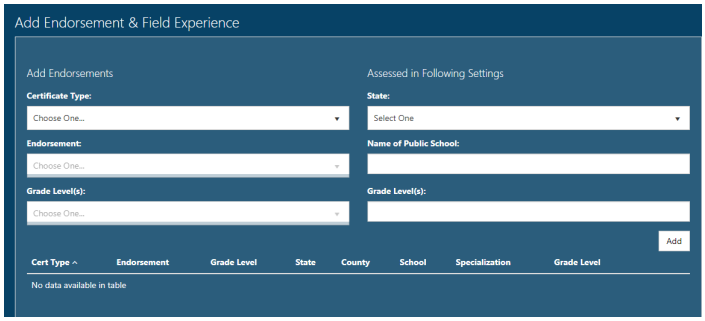


If the application cannot be approved, please select **Rejected and then select the reason for the Reject. **Do not use Sent Back as the applicant cannot make any changes.**

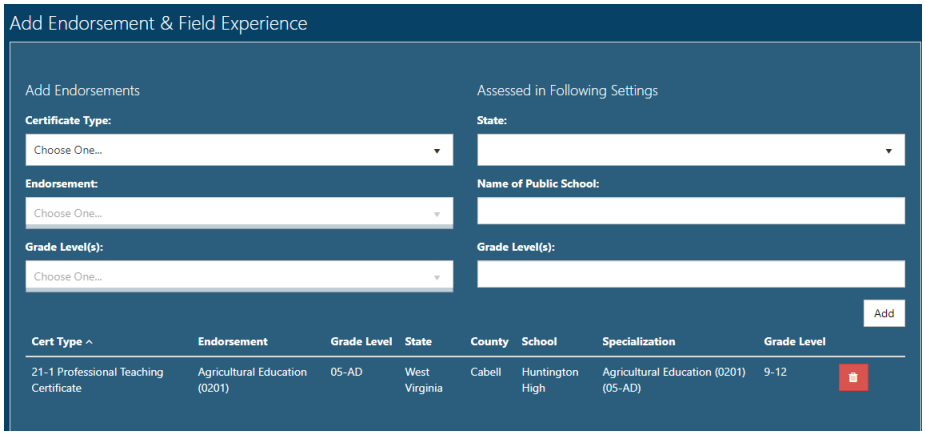
3. After selecting approved, please answer the WVBE Required Tests Questions.



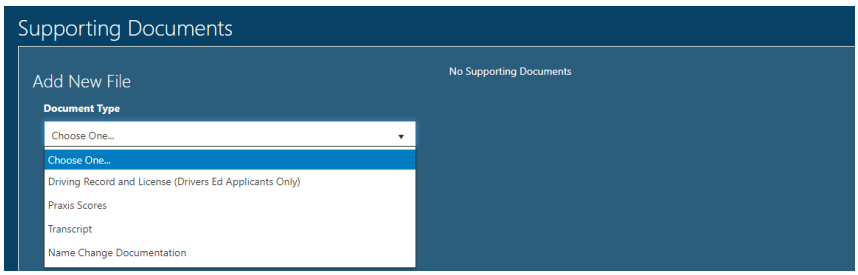
4. Please select the certificate to which the individual can add the endorsement and complete all accompanying information, then press Add.



***Once the endorsement is added, the display window will then show the added endorsement.



5. If you have any Supporting Documents, please upload the document(s) in this section. Please skip to Step 6 if you do not have any documents to upload.



6. Click Complete Review and the application will move to the county or to payment.