



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

- 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:

Betty Test	PSU139800133	Form 8R Add Endorsement/Degree (Out-Of-State)	04/20/2020	Cabell	1 2	Pending County		View
Brad Test	T3B140400141	Form 8 Add Endorsement/Degree	04/20/2020	Cabell	1 2 3	Pending County		View
Brad Test	T3B140400141	Form 8C Add Endorsement/Degree (Praxis II Only)	04/20/2020	Cabell	1 2	Pending County		View
Brad Test	T3B140400141	Form 8A Add Endorsement/Degree (Autism)	04/20/2020	Cabell	1 2	Pending County		View

- 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.

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

- Choose One
- Approved
- Rejected
- Sent Back

****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.**

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

WVBE Required Tests

Please verify completion of the following

Praxis II Content Test

- Applicant has completed Praxis II Content Test
- Praxis II Content Test Not Required

Approved Program

- The program the applicant completed is state-approved and leads to certification in the state in which the institution is located.

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

Add Endorsement & Field Experience

Add Endorsements

Certificate Type:
Choose One...

Endorsement:
Choose One...

Grade Level(s):
Choose One...

Assessed in Following Settings

State:
Select One

Name of Public School:

Grade Level(s):

Add

Cert Type ^	Endorsement	Grade Level	State	County	School	Specialization	Grade Level
No data available in table							

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

Add Endorsement & Field Experience

Add Endorsements

Certificate Type:
Choose One...

Endorsement:
Choose One...

Grade Level(s):
Choose One...

Assessed in Following Settings

State:

Name of Public School:

Grade Level(s):

Add

Cert Type ^	Endorsement	Grade Level	State	County	School	Specialization	Grade Level
21-1 Professional Teaching Certificate	Agricultural Education (0201)	05-AD	West Virginia	Cabell	Huntington High	Agricultural Education (0201) (05-AD)	9-12

- 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.

Supporting Documents

No Supporting Documents

Add New File

Document Type

Choose One...

- Choose One...
- Driving Record and License (Drivers Ed Applicants Only)
- Praxis Scores
- Transcript
- Name Change Documentation

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

