



## Office of Certification

## Additional Endorsement Electronic Processing (Form 8, 8A, 8C, 8R)

## County 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.

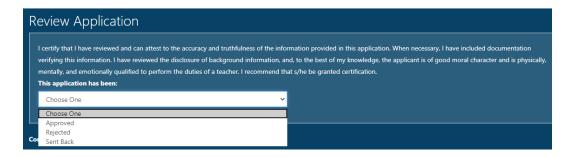
## **Institution Dashboard**

- 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:
  - A. Form 8: Coursework Completed at a college/university.
  - B. Form 8A: Six Hours of Coursework in Autism
  - C. Form 8C: PRAXIS II Content Test
  - D. Form 8R: An endorsement on a valid out-of-state certificate that does not appear on the current West Virginia professional certificate.



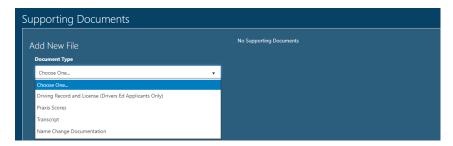
2. Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county or if they have been employed in the past twelve months.



- \*\*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. If you have any Supporting Documents, please upload the document(s) in this section. Please skip to Step 4 if you do not have any documents to upload.



4. Click Complete Review and the application will move to the to payment.