



## Office of Certification

Long-Term Substitute Permit Renewal and Add New Endorsements at Simultaneously.

(Form 2LE)

## County Approval Guide

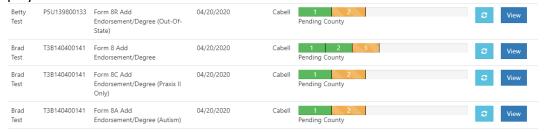
Last Updated October 20, 2020

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.

County Approval Guide (Renew and Add New Endorsements to a Long-Term Substitute Permit)

1. Once logged in to the on-line Certification Portal, applications awaiting approval will be displayed.



2. Scroll Down to Review Application

Please select Approved or Rejected if the applicant is currently employed in your county as a Substitute Teacher.

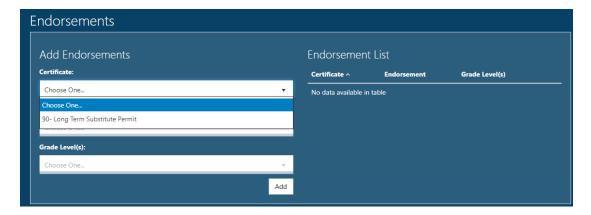


- \*\*If the application cannot be approved, please select Rejected and then select the reason for the Reject.

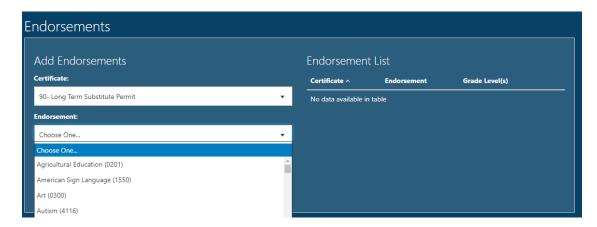
  Do not use Sent Back as the applicant cannot make any changes.
- 3. Select the radio button next to the method the individual used to renew the Substitute Teacher Permit, Enter the date the applicant will begin employment and the date the training was completed.



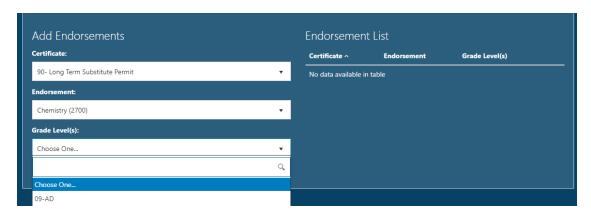
4. Select the Certificate of the Long-Term Substitute Permit to begin the process to add the new endorsements that do not currently appear on the applicant's certification.



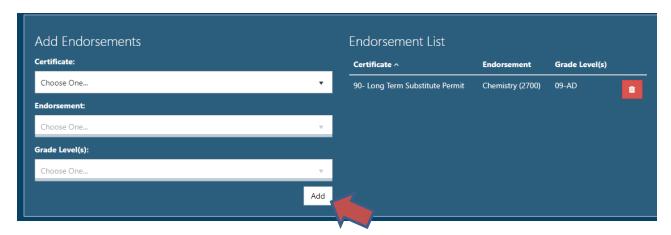
5. Select the Endorsement that is being requested to be added to the Long-Term Substitute Permit as per Appendix A of WVBE Policy 5202.



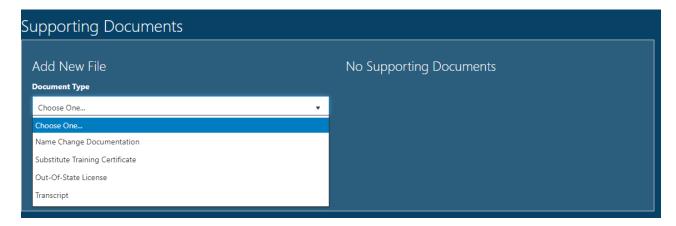
6. Select the Grade Range as per Appendix A of WVBE Policy 5202.



7. Click Add to display the first new endorsement being requested. Repeat steps 4, 5, and 6 along with this step for any other new endorsements being requested.



8. If you have any Supporting Documents, please upload the document(s) that have been saved on a computer in this section. Please skip to Step 9 if you do not have any documents to upload.



9. Click Complete Review and the application will move to the individual for payment.



