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

   ![Screen capture of Certification Portal with applications]

2. Scroll Down to Review Application
   Please select Approved or Rejected if the applicant is currently employed in your county as a Substitute Teacher.

   ![Screen capture of Review Application]

   **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.

   ![Screen capture of County Employment Verification]

   County Approval Guide (Renewal Form 2LR, 2SR)
4. 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 5 if you do not have any documents to upload.

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