



## Office of Certification

## Adding an Endorsement to a Long-Term Substitute Permit (Certificate 90)

(Form 8L)

## 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 (Form 8L to Add Endorsements to a Long-Term Substitute Permit)

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



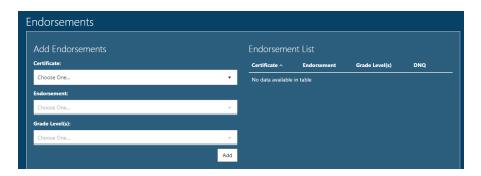
2. Scroll Down to Review Application

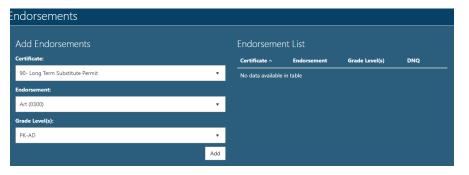
Please select Approved or Rejected if the applicant is currently employed in your county as a Substitute Teacher.



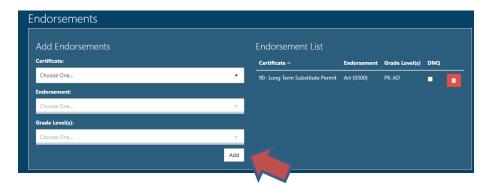
- \*\*If the application cannot be approved, please select Rejected and then select the reason for the Reject.

  Do not use Sent Back as the applicant cannot make any changes.
- 4. You will now decide the endorsement and grade level you are requesting for the individual.





- 5. Please ensure you click the word ADD after every endorsement if you are requesting multiple endorsements. Once the endorsement is added, you will see the requested endorsement on the right side.
- \*\*If the WVDE determines that the individual is not eligible for an endorsement, the DNQ box will be marked to indicate the requirement was not fulfilled.



6. 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 4 if you do not have any documents to upload.



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



