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 Dashboard**

1. Once logged-in to the on-line Certification Portal, an application will be listed displaying Form 03 Teacher-In-Residence for an individual completing their teacher preparation program being hired in a full-time position as a Teacher-In-Residence and click on VIEW:

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
<th>Type</th>
<th>Submitted</th>
<th>Resolved</th>
<th>Entity</th>
<th>Status</th>
<th>Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARL40200254</td>
<td></td>
<td>Form 03 Teacher-in-Residence Permit</td>
<td>11/06/2020</td>
<td></td>
<td>Cabell</td>
<td>Pending County</td>
<td>View</td>
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<tr>
<td>T316000161</td>
<td></td>
<td>Form 03 Teacher-in-Residence Permit</td>
<td>11/17/2020</td>
<td></td>
<td>Cabell</td>
<td>Pending County</td>
<td>View</td>
</tr>
<tr>
<td>M3U44200169</td>
<td></td>
<td>Form 06L Add Endorsement Long-Term Substitute Permit</td>
<td>11/16/2020</td>
<td></td>
<td>Cabell</td>
<td>Pending County</td>
<td>View</td>
</tr>
</tbody>
</table>

2. Scroll Down to Review Application sections that the IHE has previously completed. If any of the information is wrong, please REJECT the application in the next section.

**Institution Review - Approved**

**Institutional Information**

- Teacher-In-Residence Institutional Supervisor
  - John Doe

- Teacher-In-Residence Institutional Supervisor’s Telephone Number
  - 304-696-1234

- Teacher-In-Residence Institutional Supervisor’s Email
  - jdoe@marshall.edu

- The institution has a current Teacher-In-Residence (TIR) agreement with the above-mentioned WV County Board of Education and is a WVBE approved TIR program.

**Candidate Information**

- State-Approved Program
  - The candidate is enrolled in a state-approved program and is in good standing.

- Basic Skill Exams
  - Applicant has completed basic skills exams as required by WVBE Policy.
  - Applicant qualifies for basic skills exams exemption as listed in WVBE Policy. **(Documentation required)**.

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

- Applicant GPA
  - GPA is 3.0 or higher.

- Residency Date
  - Start Date: 11/17/2020
  - End Date: 12/31/2021
Select Approved if the applicant has been employed as a TIR in your school system or select Rejected if the applicant is not currently employed in your county as a TIR or if the information provided by the IHE is incorrect.

**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. Click the checkbox that your position is to be filled by a TIR where a position has been posted and no other teacher fully certificated for the position has been employed.

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