



west virginia



West Virginia DEPARTMENT OF
EDUCATION

Office of Certification

Clinical Teacher of Record

(Form 3)

County Approval Guide

Last Updated June 10, 2021

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

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

3 Pending Applications

Name ^	License	Type	Submitted	Resolved	Entity	Status	Holds
Applicant1 Test	A8L140200254	Form 03 Teacher-in-Residence Permit	11/06/2020		Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 33px; height: 10px; background-color: green;"></div> <div style="width: 33px; height: 10px; background-color: orange;"></div> <div style="width: 33px; height: 10px; background-color: gray;"></div> </div> Pending County	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 20px; background-color: #007bff; border-radius: 50%; text-align: center; line-height: 20px;">↻</div> <div style="width: 40px; height: 20px; background-color: #007bff; border-radius: 5px; text-align: center; line-height: 20px;">View</div> </div>
Brad Test	T3B140400141	Form 03 Teacher-in-Residence Permit	11/17/2020		Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 33px; height: 10px; background-color: green;"></div> <div style="width: 33px; height: 10px; background-color: orange;"></div> <div style="width: 33px; height: 10px; background-color: gray;"></div> </div> Pending County	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 20px; background-color: #007bff; border-radius: 50%; text-align: center; line-height: 20px;">↻</div> <div style="width: 40px; height: 20px; background-color: #007bff; border-radius: 5px; text-align: center; line-height: 20px;">View</div> </div>
Muttley Test	M3U144200169	Form 08L Add Endorsement Long-Term Substitute Permit	11/16/2020		Cabell	<div style="display: flex; gap: 5px;"> <div style="width: 33px; height: 10px; background-color: green;"></div> <div style="width: 33px; height: 10px; background-color: orange;"></div> <div style="width: 33px; height: 10px; background-color: gray;"></div> </div> Pending County	<div style="display: flex; gap: 5px;"> <div style="width: 20px; height: 20px; background-color: #007bff; border-radius: 50%; text-align: center; line-height: 20px;">↻</div> <div style="width: 40px; height: 20px; background-color: #007bff; border-radius: 5px; text-align: center; line-height: 20px;">View</div> </div>

- 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

Teacher-In-Residence Institutional Supervisor's Telephone Number

Teacher-In-Residence Institutional Supervisor's Email

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

End Date

Clinical Experiences, Student Teaching & Performance Assessment

Endorsement ^	Grade Level	County	School
Elementary Education	0K-06	Cabell	Highlawn Elementary

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.

Review Application

I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have included documentation verifying this information. I have reviewed the disclosure of background information, and, to the best of my knowledge, the applicant is of good moral character and is physically, mentally, and emotionally qualified to perform the duties of a teacher. I recommend that s/he be granted certification.

This application has been:

Choose One

Choose One

Approved

Rejected

Sent Back

****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.

County Information

Job Postings

The position to be filled by a Teacher-In-Residence (TIR) been posted and no other teacher fully certified 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.

Supporting Documents

Add New File

No Supporting Documents

Document Type

Choose One...

Choose One...

Job Posting

Name Change Documentation

Form 7

Praxis Scores

Transcript

Basic Skills Exam Exemptions

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

Comments (For Internal Use Only)
Internal Comments can be seen by County, Institution, and WVDE Approvers.



