



Office of Certification

Clinical Teacher of Record Permit (Form 3)

IHE Approval Guide

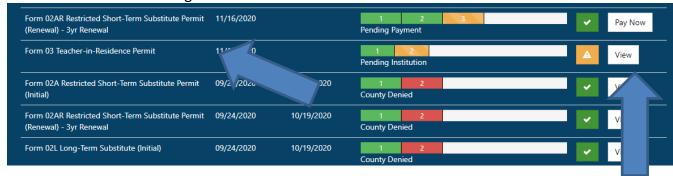
Last Updated June 10, 2021

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.

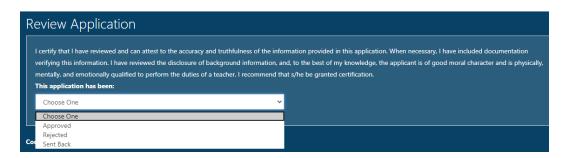
Institution Dashboard

Once logged-in to the on-line Certification Portal, an application will be listed displaying
Form 3 Clinical Teacher of Record for an individual who has been hired to fill a position fulltime while Student Teaching and Click on VIEW.



2. Scroll Down to Review Application

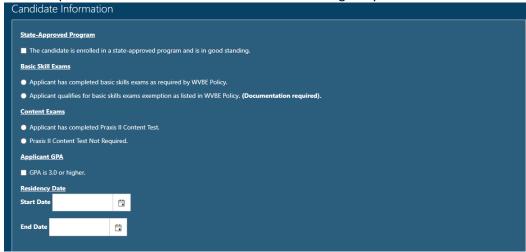
Please select Approved if the applicant completed coursework to add an additional endorsement to a valid professional certificate at your college/university.



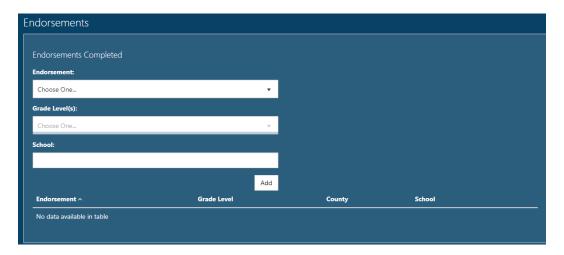
- **If the application cannot be approved, please select <u>Rejected</u> and then select the reason for the Reject. **Do not use Sent Back as the applicant cannot make any changes.**
- 3. Provide the Institutional Information for the IHE Supervisor and mark that your IHE does in fact have a TIR Agreement with the West Virginia County of Placement.



4. Complete the information about the Candidate's Eligibility for the TIR.



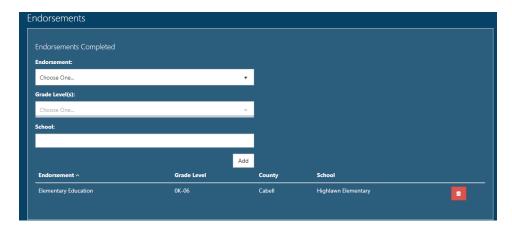
5. Select the Endorsement(s) the Candidate is to receive on the TIR for the placement they will teach.



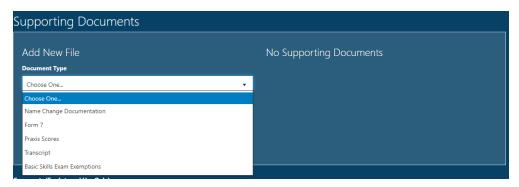
***Once the endorsement(s) are selected, click ADD, the display window will then show the added endorsement.



The endorsement will then be displayed that you selected.



6. If you have any Supporting Documents, please upload the document(s) in this section. Please skip to Step 6 if you do not have any documents to upload.



7. Click Complete Review and the application will move to the county.

