



west virginia



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification**

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**Clinical Teacher of Record Permit  
(Form 3)**

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# **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

1. 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 full-time while Student Teaching and Click on VIEW.

Form 02AR Restricted Short-Term Substitute Permit (Renewal) - 3yr Renewal	11/16/2020		1 2 3	Pending Payment	✓	Pay Now
Form 03 Teacher-in-Residence Permit	11/16/2020		1 2	Pending Institution	⚠	View
Form 02A Restricted Short-Term Substitute Permit (Initial)	09/24/2020	10/19/2020	1 2	County Denied	✓	View
Form 02AR Restricted Short-Term Substitute Permit (Renewal) - 3yr Renewal	09/24/2020	10/19/2020	1 2	County Denied	✓	View
Form 02L Long-Term Substitute (Initial)	09/24/2020	10/19/2020	1 2	County Denied	✓	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.

### 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. 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.

### 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.

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

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  

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

Endorsements

Endorsements Completed

**Endorsement:**

**Grade Level(s):**

**School:**

Endorsement ^	Grade Level	County	School
No data available in table			

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

Endorsements


Endorsements Completed

**Endorsement:**

**Grade Level(s):**

**School:**

Endorsement ^	Grade Level	County	School
No data available in table			



The endorsement will then be displayed that you selected.

Endorsements

Endorsements Completed

**Endorsement:**  
Choose One...

**Grade Level(s):**  
Choose One...

**School:**  
[Empty]

Add

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

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.

Supporting Documents

Add New File

No Supporting Documents

**Document Type**

Choose One...

Choose One...

Name Change Documentation

Form 7

Praxis Scores

Transcript

Basic Skills Exam Exemptions

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

Comments (For Internal Use Only)

Internal Comments can be seen by County, Institution, and WVDE Approvers.

Save and Close Complete Review

