



West Virginia DEPARTMENT OF EDUCATION

Office of Certification

County Approval Process for Teaching, Student Support, and Administrative Renewals

User Guide

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This user guide has been created by The West Virginia Department of Education, Office of Certification, in conjunction with West Virginia Interactive for your reference. This document provides detailed instructions on how to process pending applications for renewals of the teaching, student support, and administrative certificates.

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Introduction

The WVDE Renewal Application enables individuals needing to renew their professional teaching, student support, or administrative credential to do so online without having to go through the manual process previously required to obtain approvals from the County Superintendent and the West Virginia Department of Education.

Individuals are able to submit their renewal application (Form 4T, 4S, 4A) to their respective county using the new WVEAP Application. Once reviewed and approved by the county, the applicant is notified to pay all applicable fees. After payment has been processed, the renewal application is then sent to the WVDE for final approval. The entire approval process, including holds placed by the WVDE, are able to be tracked by the county.

**Note – Please use the most up-to-date versions of popular browsers to access the system. The system has been tested in Internet Explorer, Chrome, Safari, and FireFox. In addition, the system has been optimized for operation on a mobile device. The menus and field on system screens are “responsive” and will arrange appropriately based on the size of your browser window or device screen.*

Update Profile

The system requires the use of your Webtop credentials. The system will only email you to the primary email address on file. If the email address is not updated (old Access account or private email) you may not receive notifications. To access and update your email, please visit

<https://wvde.state.wv.us/apps/profile/>. Here you may update your email and user information. Please use your work (K12) email address as the primary address.

Once you verify your user information and email are correct, you may access the Certification System via <https://wveis.k12.wv.us/certportal/>.

County Dashboard

Applications

First Name

Last Name

Application Status

Date Resolved From To

1 Pending Application

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
tommy Test	Form 39 Temporary Authorization	04/12/2016		<div style="display: inline-block; width: 10px; height: 10px; background-color: green; border: 1px solid black; margin-right: 5px;"></div> 1 <div style="display: inline-block; width: 10px; height: 10px; background-color: orange; border: 1px solid black; margin-right: 5px;"></div> 2 <div style="display: inline-block; width: 10px; height: 10px; background-color: gray; border: 1px solid black; margin-right: 5px;"></div> 1 Pending County	<input type="button" value="Hold"/> <input type="button" value="View"/>

Figure 1

Once logged in to your dashboard, you will be presented with search options along with a list of all pending application(s) that require approval. Detailed information regarding specific aspects of the dashboard are listed below.

Search Filters

Users may search for current or past applications by using the filters provided. Users may use one or more of the search options to locate specific application. When logging into the dashboard, new approval request(s) are listed by default.

Pending Application

Application Name

The name of the person who is requesting County Superintendent approval.

Application Type

Type of application submitted. Additional application types will be shown as they become available online.

Date Submitted

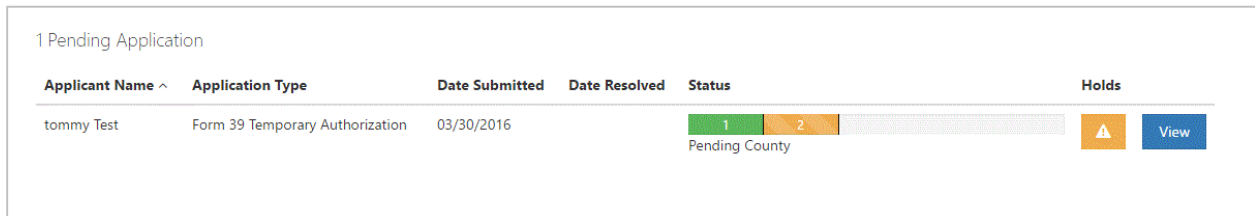
The date the application was submitted for approval.

Date Resolved

The date the application was resolved by the WVDE. This date will remain blank until the application is officially approved or denied by the WVDE. To view the County approval date, please click on the hold for that application and view the resolved date for the “Waiting on County approval” hold. Information on how to view holds is provided later in the user guide.

Status

The status bar is updated every time the application moves to the next step in the approval process. Once approved by the County, the status bar moves to step (3) three which is pending payment.



1 Pending Application





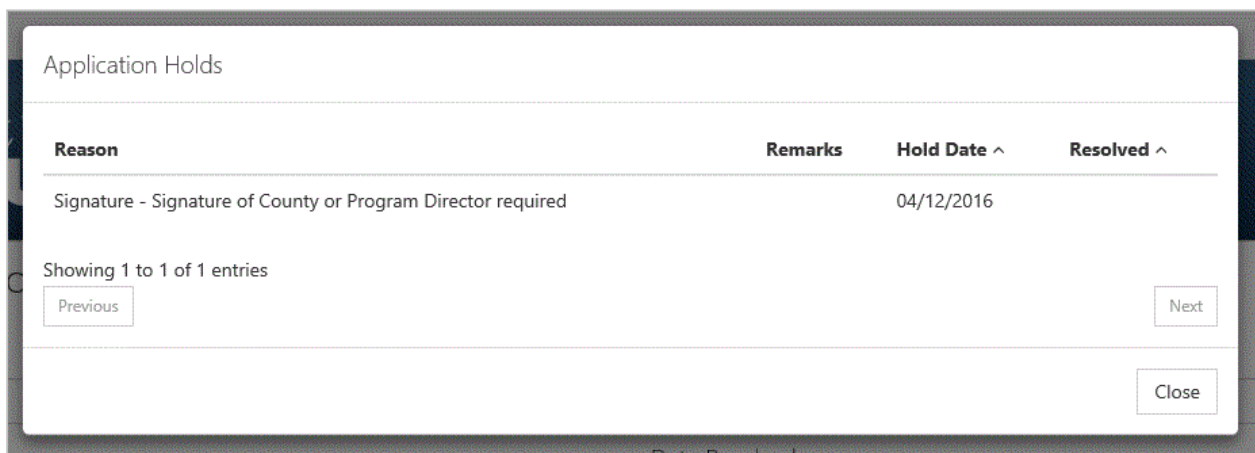
Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Hold
tommy Test	Form 39 Temporary Authorization	03/30/2016		<div style="display: flex; align-items: center;"><div style="width: 20px; height: 10px; background-color: green; margin-right: 5px;">1</div><div style="width: 20px; height: 10px; background-color: orange; margin-right: 5px;">2</div><div style="width: 100px; height: 10px; background-color: lightgrey; margin-right: 5px;"></div></div> Pending County	 

Figure 2

Hold

Clicking the warning icon  allows the user to view any holds that may have been placed on the application. For example, you can see in Figure 3 the only hold currently listed is for county approval. Once all holds have been resolved, the warning icon will be replaced with a new icon  signaling that no additional actions are required. As mentioned previously, the resolved column will be populated once the County has approved the application.




Application Holds

Reason	Remarks	Hold Date ^	Resolved ^
Signature - Signature of County or Program Director required		04/12/2016	

Showing 1 to 1 of 1 entries

Figure 3

View Application Details.

Clicking the  icon allows the user to view the application details and complete the approval process.

Application Details

Applicant Information

After clicking the [View](#) icon, you will now see details for the renewal application. The top of the page shows the applicant's name, license and contact information. The Form number and description will appear at the top of the screen.

Form 39 Temporary Authorization

Applicant Information

First Name	tommy	Primary Phone	304-414-0265
Last Name	Test	Secondary Phone	
Middle Initial	middle	Email	test@test.com
Previous Last Name		Street Address	123 Sample Street
Gender	M	Street Address 2	
US Citizen		City	Charleston
Teaching License	T5M134300235	State	WV
		Zip Code	25301
		Country	United States

Figure 4

Legal Disclosures

The applicant is required to answer all legal disclosure questions when completing the renewal application. Questions answered as “Yes” will include additional information regarding the disclosure.

Legal Disclosures

Question 1 No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Date ^	Title	Previously Disclosed ⓘ	Status
Jan 2016	Adverse action taken	No	Not Reviewed by County View

Question 2 No Yes

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

Question 3 No Yes

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

Question 4 No Yes

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

Figure 5

The example legal disclosure in Figure 5 shows that the applicant answered “Yes” to Question 1. The Date, Title, Previously Disclosed and Status are listed for each disclosure along with the ability to view disclosure details.

The previously disclosed column signifies if the disclosure was previously reported to the WVDE during a prior renewal. Applicants are required to report all legal disclosures the first time renewing through the online system, but are not required to provide additional documentation if the disclosure was previously processed by the WVDE. Please contact the Office of Certification if you have questions regarding previously disclosed legal disclosures.

Clicking the [View](#) icon enables the user to view disclosure details.

Legal Disclosure Details

After clicking the [View](#) icon for Question 1, you will see all of the information submitted for that disclosure. Clicking on “Tim Test – Narrative” or “Tim Test – Disclosure File enables, the user to view the narrative provided by the applicant and download any additional documentation provided.

The screenshot shows a web interface titled "Legal Disclosures". At the top, "Question 1" is displayed with "No" and "Yes" buttons. Below this is a text box containing the question: "Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation." Underneath, there is a "Disclosure Details" section. On the left, it lists "Occurrence Date" as "January 2016", "Title" as "Adverse action taken", and "Disclosed" as "Not Previously Disclosed". On the right, a table lists two entries: "Tim Test - Narrative" and "Tim Test - Disclosure File", both dated "04/12/2016 9:15 AM". The narrative entry includes the text "I was suspended from my last job." The disclosure file entry includes "Added Disclosure File named: Test.pdf" and a "Download" button. At the bottom of the interface are three buttons: "Mark Reviewed", "Request Additional Information", and "Close".

Figure 6

The user may at this time request additional information about the legal disclosure or mark as reviewed.

Request Additional Information

There may be times you unable approve or reject the application due to needing more information about the legal disclosure. Users have the option to click the [Request Additional Information](#) icon, which will start the send back process. Send backs will be explained in further detail later in the user guide.

The screenshot shows a web interface titled "Legal Disclosures". At the top right, there are "No" and "Yes" buttons. Below this is a question box: "Question 1: Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation." Below the question is a "Disclosure Details" section with a table. The table has columns for "Occurrence Date", "Title", and "Adverse action taken". The first row shows "January 2016", "Tim Test - Narrative", and "04/12/2016 9:15 AM". The second row shows "Adverse action taken", "Tim Test - Disclosure File", and "04/12/2016 9:15 AM". Below the table is a "Request Additional Information" section with a "Request Instructions" text box containing the text "Instructions to Applicant for additional information." At the bottom right, there are "Submit" and "Cancel" buttons.

Occurrence Date	Title	Adverse action taken
January 2016	Tim Test - Narrative	04/12/2016 9:15 AM
	Tim Test - Disclosure File	04/12/2016 9:15 AM

Figure 7

Figure 7 shows an example of the “Request Instructions” comment box that appears when needing additional information about the disclosure. User should provide instructions for the applicant to follow and then click the submit button when finished.

Figure 8 shows the request for additional information being logged within the disclosure history. The County User may delete the request prior to sending back.

Legal Disclosures

Question 1 No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Disclosure Details

Occurrence Date	Click the title of each action below to view more details	
January 2016	Tim Test - Narrative	04/12/2016 9:15 AM
Title	Tim Test - Disclosure File	04/12/2016 9:15 AM
Adverse action taken	COA Test - Additional Information Requested	04/12/2016 9:41 AM
Disclosed	The disclosure file submitted does not provide enough information regarding the suspension. Delete	
Not Previously Disclosed		

Mark Reviewed Request Additional Information Close

Figure 8

Mark Reviewed

Users are required to click the Mark Reviewed icon before they can approve or reject the application. This tells the WVDE that your review is complete and the county has no issues with the disclosure. You are not required to mark as reviewed when requesting additional information. The example in Figure 9 shows the history after the disclosure has been marked as reviewed.

Legal Disclosures

Question 1 No Yes

Have you ever had adverse action taken against any application, certificate, or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender or cancellation.

Disclosure Details

Occurrence Date	Click the title of each action below to view more details	
January 2016	Tim Test - Narrative	04/12/2016 9:15 AM
Title	Tim Test - Disclosure File	04/12/2016 9:15 AM
Adverse action taken	COA Test - County Reviewed	04/12/2016 9:36 AM
Disclosed	Disclosure has been reviewed by County Approver. Delete	
Not Previously Disclosed		

Mark Reviewed Request Additional Information Close

Figure 9

Completing the Application For a Three-Year or Five-Year Renewal

Once all legal disclosures have been marked as reviewed, you are ready to compete the approval process. Users have three options when completing the process.

1. Approved
2. Rejected
3. Sent Back

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

- Approved
- Rejected
- Sent Back

OE Approvers

Complete Review

Figure 10

Completing the Application For a Conversion to a Five-Year or Permanent Teaching, Student Support, or Administrative Certificate

The first item that the approver must verify is the experience that the applicant has listed. The approver can edit the experience, approve it, mark it not verified if you do not have those records, or you can delete the experience if you have not given the applicant credit for the experience.

For a Permanent Certificate: If the applicant currently holds a Five-Year Professional Teaching Certificate, Student Support, or Administrative Certificate, the Education Experience will show as verified and the initials of the individual who approved the experience. However, the new approver does have the authority to go in and edit the information, undo the verification, or delete the Education Experience.

Education Experience

Do you have two (2) years of educational experience with at least one (1) of those years full time in West Virginia? Yes No

Start Date ^	End Date	State	Employing District	Employer	Specific Assignment	Grade Level	Last Action	Verified
08/31/2010	06/01/2014	Kentucky	Out of State	Fayette County Schools	Henry Clay High School	9-12	Submitted by Brad Test	<input checked="" type="checkbox"/>
08/31/2014	01/11/2017	West Virginia	Cabell		Business Education	9-12	Submitted by Brad Test	<input checked="" type="checkbox"/>

Add Educational Experience


Once you click the verify button, another screen displays and asks you to click VERIFY the experience.

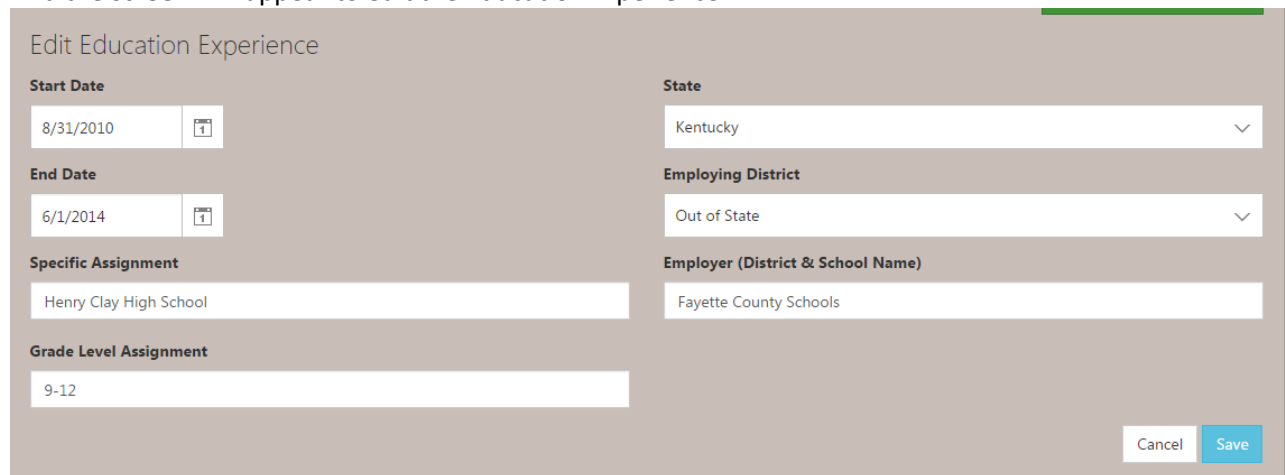


Verify Education Experience

Start Date 08/31/2010	State Kentucky
End Date 06/01/2014	Employing District Out of State
Specific Assignment Henry Clay High School	Employer (District & School Name)
Grade Level Assignment 9-12	

Cancel Verify


If the approver discovers they need to edit the experience verification, select the edit button  And the screen will appear to edit the Education Experience.

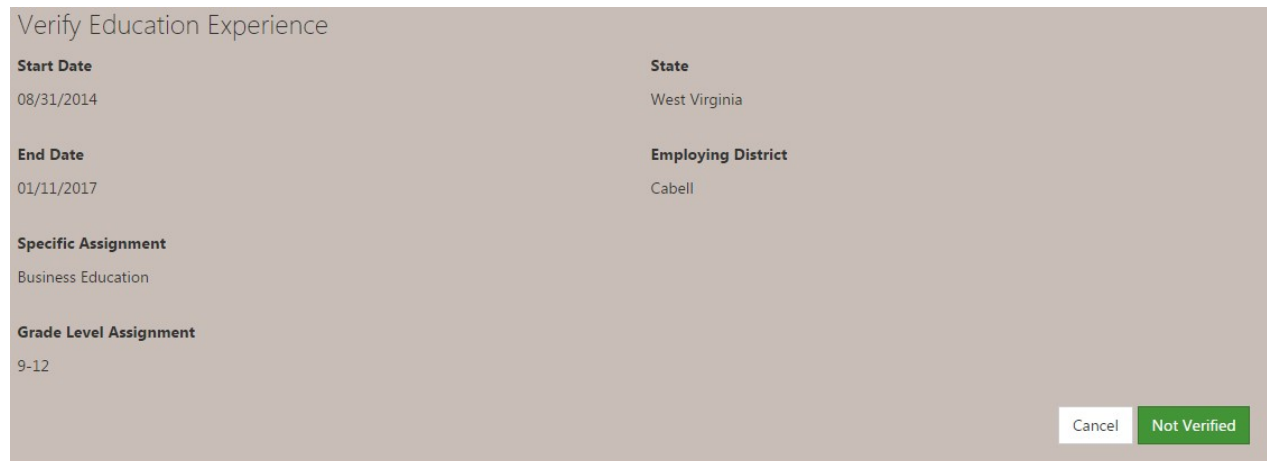


Edit Education Experience

Start Date 8/31/2010	State Kentucky
End Date 6/1/2014	Employing District Out of State
Specific Assignment Henry Clay High School	Employer (District & School Name) Fayette County Schools
Grade Level Assignment 9-12	

Cancel Save


If the approver is not able to verify the experience, you will select the experience as Not Verified by selecting the  button and then at the bottom of the screen mark NOT VERIFIED.

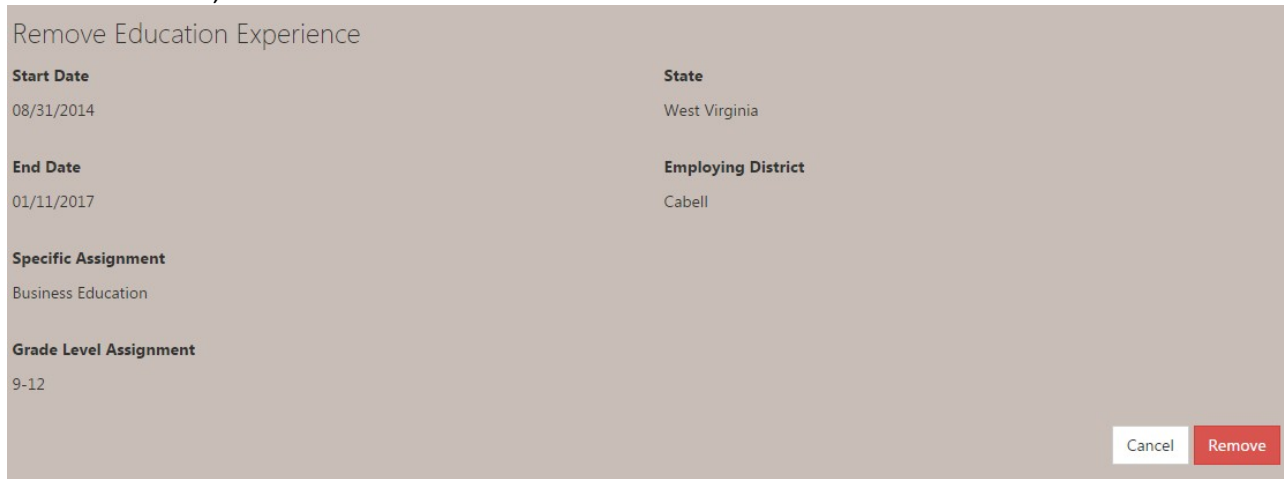


Verify Education Experience

Start Date 08/31/2014	State West Virginia
End Date 01/11/2017	Employing District Cabell
Specific Assignment Business Education	
Grade Level Assignment 9-12	

Cancel Not Verified

If the approver needs to remove the experience that the applicant has selected, the approver will select the  button, and then select the REMOVE button at the bottom of the section.



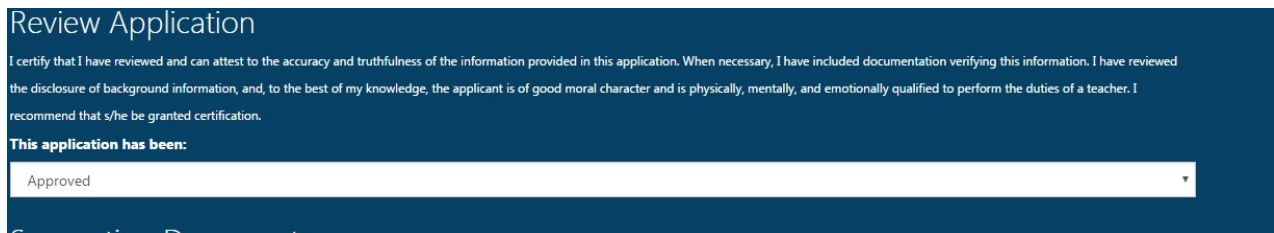
Remove Education Experience

Start Date	State
08/31/2014	West Virginia
End Date	Employing District
01/11/2017	Cabell
Specific Assignment	
Business Education	
Grade Level Assignment	
9-12	

Cancel Remove

Approved

The next section will be to approve, reject, or send back the application by selecting the correct option on the drop-down list.



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:

Approved

Remove

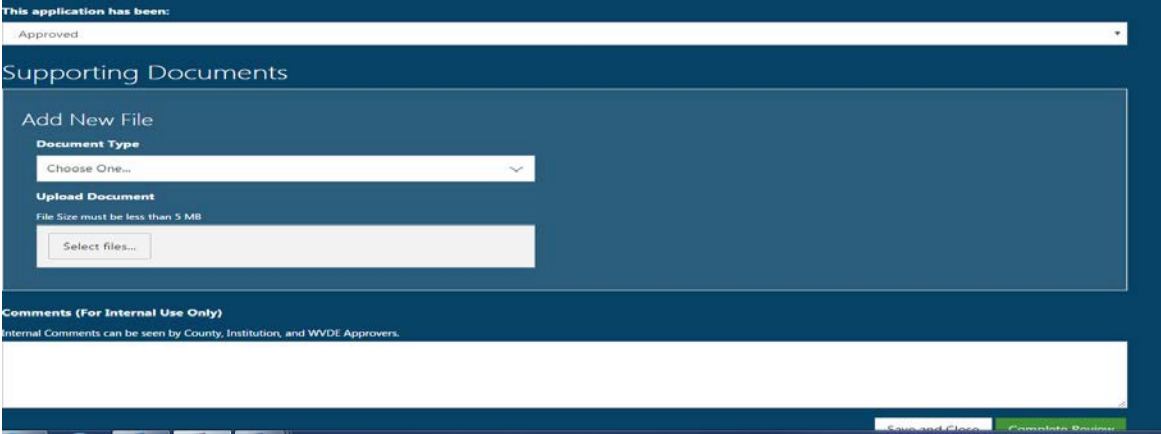
Figure 11

Following the approval of the application, the next step will ask the approver to insert the date the teacher completed the Beginning Educator Internship. It is the responsibility of the approver to verify the date of the completion of the internship or another exemption that the applicant submitted. If the applicant submitted an incorrect answer above about the Beginning Educator Internship, the application will need to be changed to SENT BACK and it will return to the applicant to correct the error. The approver now has the option to type comments back to the applicant as to why the application was sent back (if needed).

If applying for Permanent: If the applicant has previously held a Five-Year Professional Teaching Certificate, the Beginning Educator Internship/Induction or exemption will appear and no further action is required.

Please Note: If the applicant has a Student Support or Administrative Certificate, the Beginning Educator Internship/Teacher Induction Screen will not appear and you can then move to the next screen.

Once the date of the Beginning Educator Internship/Teacher Induction has been correctly entered, another box will appear for supporting documents and you will be asked to upload any supporting documents you have for this application (Form7, Transcript, PRAXIS Scores).



Rejected

When rejecting an application, the User must select one of the rejection reason provided.

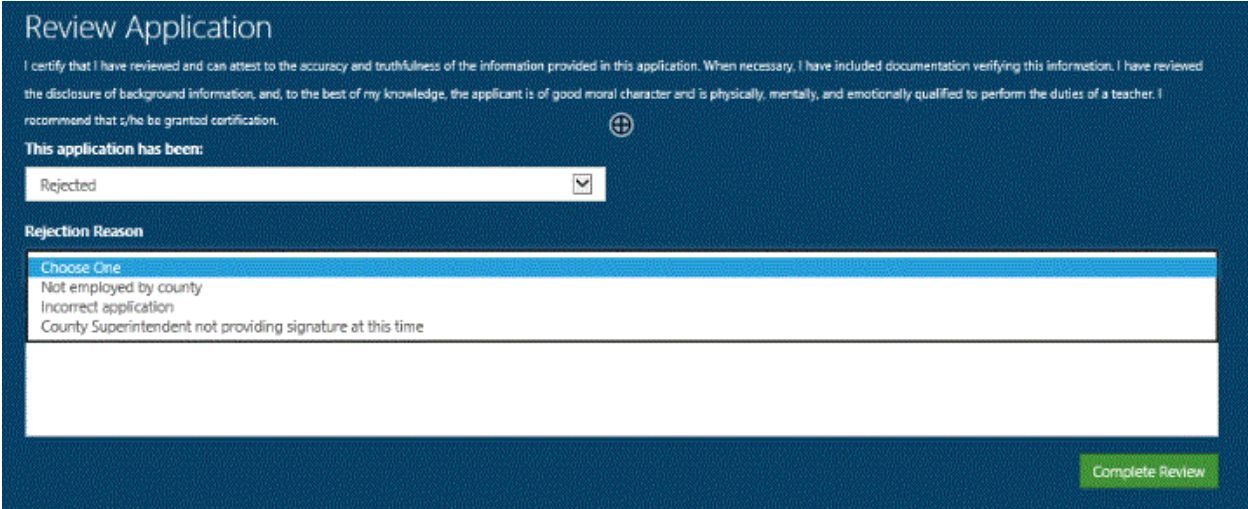


Figure 12

Sent Back

The User has the option to send back an application even if they have not requested additional information about a legal disclosure. If additional information was requested regarding a disclosure, the only option the User has is to do a send back. Once sent back, the applicant is now required to resolve the send back and resubmit the application.

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.

Send Back Required - A disclosure requires additional information.

The application must be sent back to the applicant to provide the needed information. Sending Back the application will place a hold on the application until the Applicant resolves the send back.

This application has been:

Sent Back



Send Back Reason

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

Complete Review

Figure 13

Application Completed

Clicking the **Complete Review** icon processes the application and automatically notifies the applicant of the status change. If approved, the applicant can now pay for all application fees. You have the ability to follow the approval process by accessing the application using the search functionality.

The screenshot shows the 'Applications' dashboard. At the top, there are search filters for 'First Name', 'Last Name', 'Application Status' (set to 'All'), and 'Date Resolved' (with 'From' and 'To' date pickers). A blue 'Search' button is located below the filters. Below the search area, it indicates '1 Pending Application'. A table lists the application details:

Applicant Name ^	Application Type	Date Submitted	Date Resolved	Status	Holds
tommy Test	Form 39 Temporary Authorization	04/12/2016		<div style="display: flex; justify-content: space-between;"><div style="width: 100px;"><div style="width: 100%; height: 10px; background-color: #28a745; margin-bottom: 2px;">1</div><div style="width: 100%; height: 10px; background-color: #ffc107; margin-bottom: 2px;">2</div><div style="width: 100%; height: 10px; background-color: #6c757d; margin-bottom: 2px;">3</div></div><div style="font-size: 8px;">Pending Payment</div></div>	<div style="display: flex; align-items: center;"><div style="width: 20px; height: 20px; background-color: #28a745; color: white; text-align: center; line-height: 20px; margin-right: 5px;">✓</div><div style="border: 1px solid #007bff; padding: 2px 5px; color: #007bff; text-decoration: none;">View</div></div>

Figure 14

Take note in Figure 14 that the status has been updated from “Pending County” to “Pending Payment”. Once the applicant makes a payment, the status will once again update to show “Pending WVDE”. A status of completed signifies the application has been approved by the WVDE. Rejected applications will show a status of “Rejected”.

When all pending applications are completed, your dashboard will show you have no pending applications.

The screenshot shows the 'Applications' dashboard with the same search filters as Figure 14. Below the search area, it indicates 'No Pending Applications.' The table area is empty.

Figure 15