



West Virginia DEPARTMENT OF  
**EDUCATION**

**Office of Certification County Approval Process  
for Teaching, Student Support, and  
Administrative Renewals**

**Institution  
Approval Guide**

Last Updated July 29, 2019

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/>.

# Institution Dashboard

The screenshot shows the 'Applications' section of a dashboard. It features search filters for 'First Name', 'Last Name', 'Application Status' (set to 'Pending County Approval'), and 'Date Resolved' (with 'From' and 'To' date pickers). A 'Search' button is located below the filters. Below the filters, it indicates '1 Pending Application' and displays a table with the following data:

| Applicant Name ^ | Application Type                | Date Submitted | Date Resolved | Status  | Hold  |
|------------------|---------------------------------|----------------|---------------|---|---|
| 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<br><div style="display: inline-block; width: 10px; height: 10px; background-color: orange; border: 1px solid black; margin-right: 5px;"></div> 2<br>Pending County | <div style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black; text-align: center; line-height: 15px;">▲</div> <a href="#">View</a> |

**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

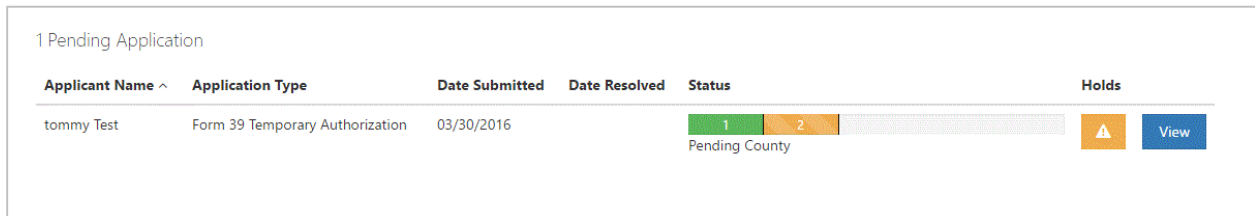
The date the application was submitted for approval.

### 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





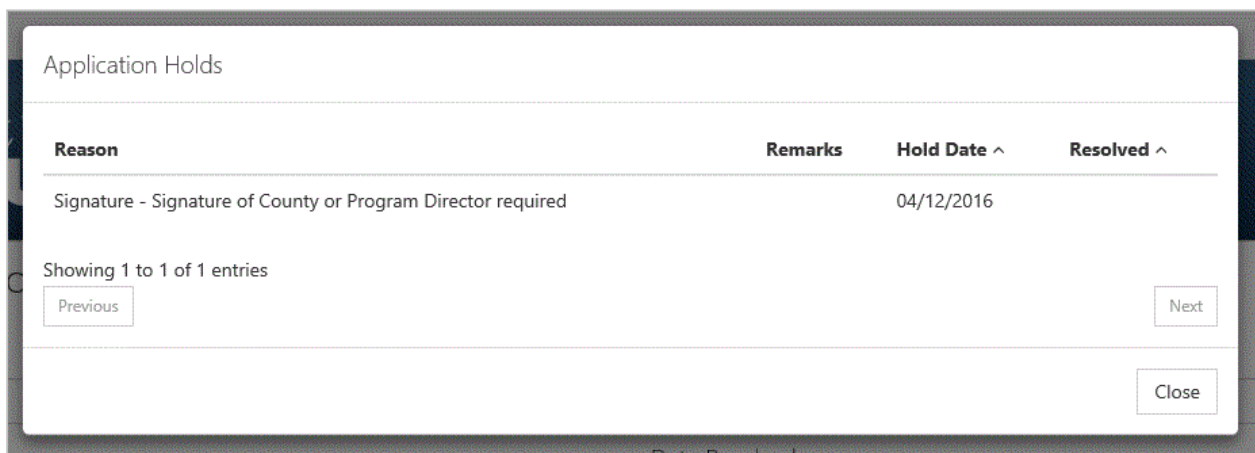
| Applicant Name ^ | Application Type                | Date Submitted | Date Resolved | Status   | Hold  |
|------------------|---------------------------------|----------------|---------------|--|---|
| tommy Test       | Form 39 Temporary Authorization | 03/30/2016     |               | <div style="display: 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: lightgray; margin-left: 5px;"></div></div><br>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

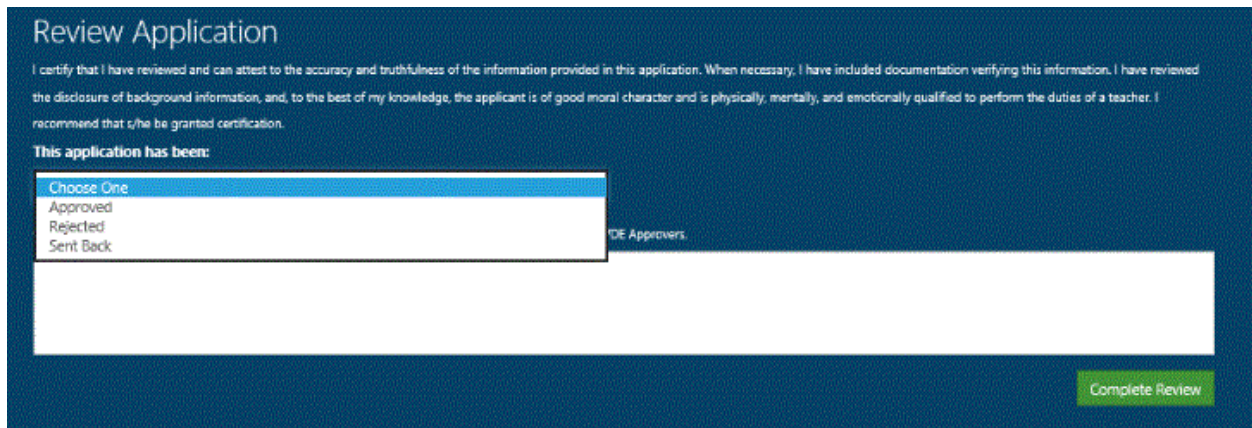
|                           |              |                         |                   |
|---------------------------|--------------|-------------------------|-------------------|
| <b>First Name</b>         | tommy        | <b>Primary Phone</b>    | 304-414-0265      |
| <b>Last Name</b>         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

**Figure 4**

## Completing the Application For An Individual Completing a Master’s Degree or Additional Endorsement at the College/University.

The approver at the college/university will scroll down through the application to the part where it says REVIEW APPLICATION and Users have three options when completing the process.

1. Approved
2. Rejected
3. Sent Back

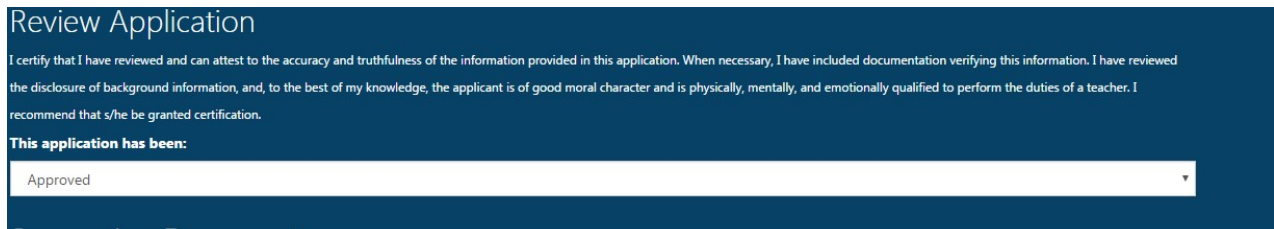


The screenshot shows a 'Review Application' form on a dark blue background. At the top, there is a title 'Review Application' and a paragraph of text: 'I certify that I have reviewed and can attest to the accuracy and truthfulness of the information provided in this application. When necessary, I have 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.' Below this text is the label 'This application has been:' followed by a dropdown menu. The dropdown menu is open, showing four options: 'Choose One', 'Approved', 'Rejected', and 'Sent Back'. To the right of the dropdown menu, the text 'DE Approvers.' is visible. Below the dropdown menu is a large white rectangular area for comments. In the bottom right corner of the form, there is a green button labeled 'Complete Review'.

Figure 10

### Approved

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



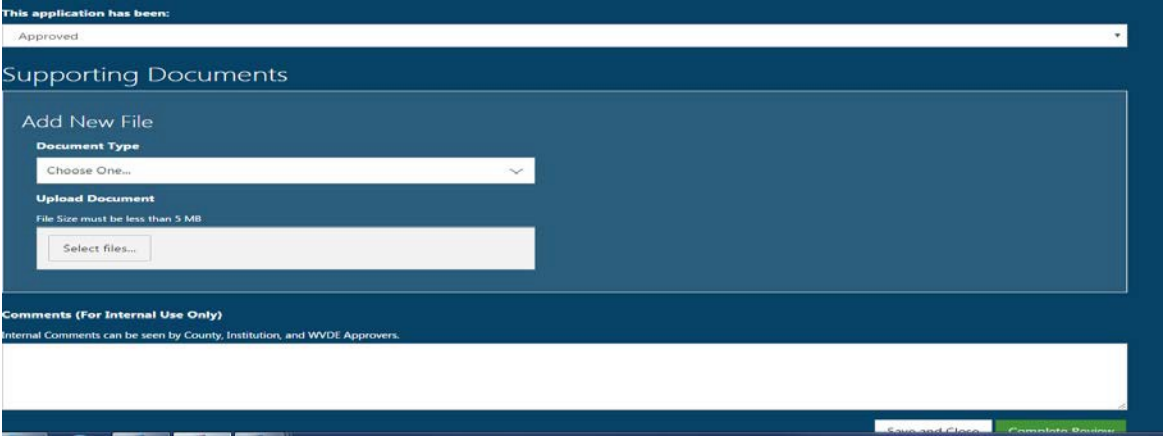
This screenshot shows the same 'Review Application' form as Figure 10, but with the dropdown menu closed and 'Approved' selected. The text 'Approved' is visible in the dropdown menu. The rest of the form, including the certification text and the 'Complete Review' button, remains the same.

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).



Once the application has been approved, you have another box that will appear for supporting documents if you need to upload any of the documents or you can just leave this blank 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.

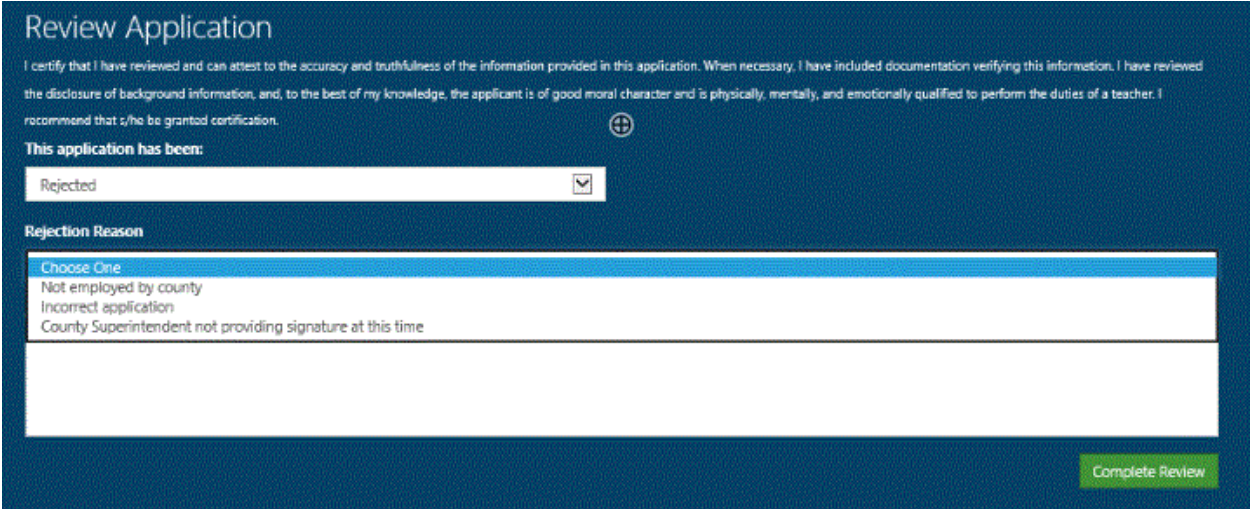


Figure 12

### 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 with search filters for First Name, Last Name, Application Status (set to 'All'), and Date Resolved (From and To). A 'Search' button is present. Below the filters, 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; gap: 5px;"><div style="width: 25px; height: 10px; background-color: green; text-align: center; line-height: 10px;">1</div><div style="width: 25px; height: 10px; background-color: green; text-align: center; line-height: 10px;">2</div><div style="width: 25px; height: 10px; background-color: orange; text-align: center; line-height: 10px;">3</div><div style="width: 25px; height: 10px; background-color: gray; text-align: center; line-height: 10px;"></div></div><br>Pending Payment | <span style="color: green;">✔</span> <a href="#">View</a> |

**Figure 14**

Take note in Figure 14 that the status has been updated from “Pending Institution” to “Pending County” or “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 search filters for First Name, Last Name, Application Status (set to 'Pending County Approval'), and Date Resolved (From and To). A 'Search' button is present. Below the filters, it displays the message: 'No Pending Applications.'

**Figure 15**