west virginia

West Virginia DEPARTMENT OF EDUCATION

Office of Certification and Professional Preparation Process for the Initial and Renewal of Coaching, Limited Football Trainer, and Athletic Trainer Authorizations

Applicant User Guide

Last Updated July 17, 2017

The West Virginia Department of Education, Office of Certification and Professional Preparation have created this user guide, in conjunction with West Virginia Interactive for your reference.

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Introduction

The WVDE Coaching Renewal Application enables coaches needing to renew their coaching 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.

Coaches are able to submit their renewal application (Form 39) to their respective county using the new West Virginia Electronic Application Processing (WVEAP) System. Once reviewed and approved by the county, the coach is notified to pay all applicable fees. After payment has been processed, the renewal application is then sent to the WVDE for final approval.

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.
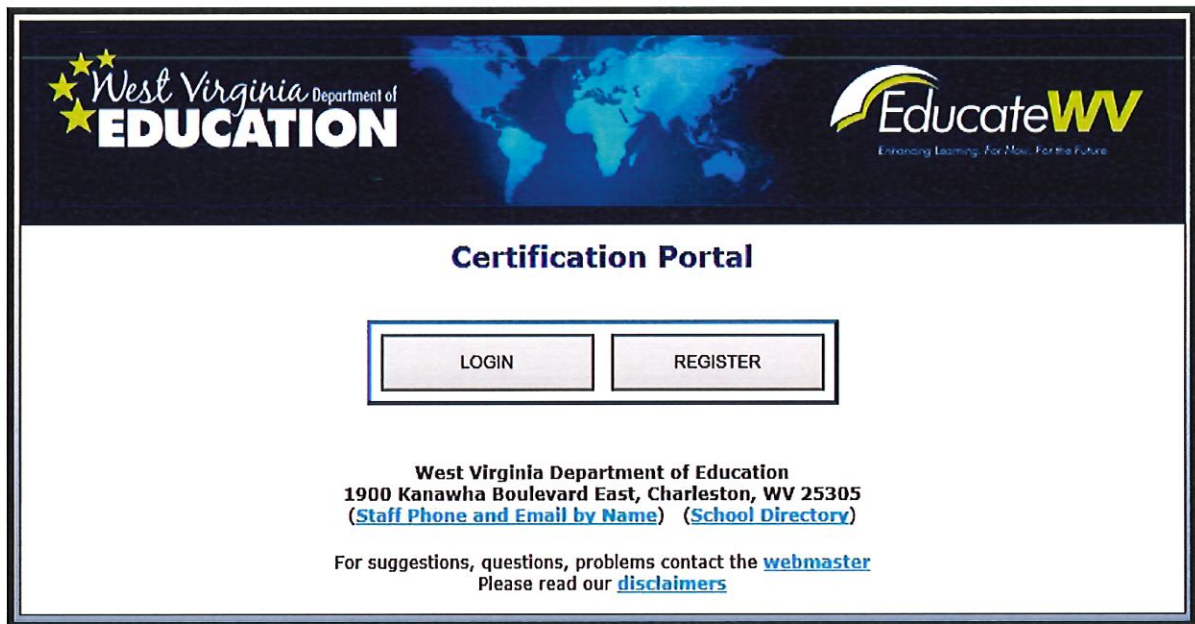
Certification Registration

Each applicant must first register with the Certification Portal to connect their certification records with their Single Signon Account (SSO)/Webtop Account. A Webtop account (SSO) is assigned to all full-time county school employees. If you are not a full-time employee, please follow the steps below to create one.

For applicants whom do not have a SSO account:

The registration process will assist you in creating your SSO account. A valid email address is required when creating a SSO account. Applicants who are currently employed in a WV School System should already have a SSO account/Webtop account through their district. Applicants will need the SSO username and password to register and log in.

From the Certification Portal home page (https://wveis.k12.wv.us/certportal/), click the "Register" button to start the certification portal registration process.

The registration process will ask you several questions to determine if you have a West Virginia Department of Education certification record. If you are not in the system, the process will assist you in creating your certification record. If the system locates certification records for you, it will display basic account information for verification.

The last step in the registration process is to either create a SSO user account or locate your current SSO account.

Once you have completed the registration process you can log into the Certification Portal and submit your application.

Certification Portal Registration

Congratulations, Registration Completed!!!

You have successfully complete registering for a Certification Portal Account.

Reminder : If during your registration process you were required to create a webtop account, an email has been sent to your email address that requires you to click on the activation link in the email to complete the webtop verification process. This must be done before you can log into the certification portal.

[Login]

West Virginia Department of Education
1900 Kanawha Boulevard East, Charleston, WV 25305
(**Staff Phone and Email by Name**)   (**School Directory**)

For suggestions, questions, problems contact the **webmaster**
Please read our **disclaimers**

WVDE Authentication Portal

Webtop Login

The application **Certification Portal** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:	[ ]
Password:	[ ]

[Submit]

Forgot user name and/or password?

Applicant Dashboard

Certificate	Endorsement	Assigned Grades	Effective	Endorsed	Expiration ^	
Temporary Authorization	2213 - Coach	PK-AD	01/15/2015	01/15/2015	06/30/2015	Renew

The applicant dashboard consists of two sections, Applications and Credentials.

Applications

Pending Applications
Displays all pending coaching renewal applications submitted by the user. As you can see in *Figure 1*, no pending application(s) currently exist.

View Recent Application History
View previously submitted applications.

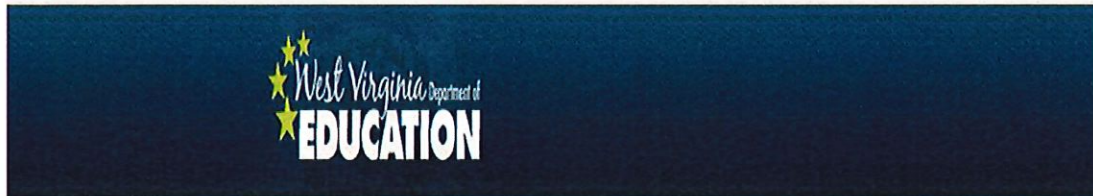## Credentials

Certificates

Displays the credentials the user currently has on file with the WVDE. All credentials that have the Renew button beside it may be renewed using the new online process.

Applying for an Initial Authorization for Coach, Limited Football Trainer, or Athletic Trainer

Start by Selecting Create New Application under Applications

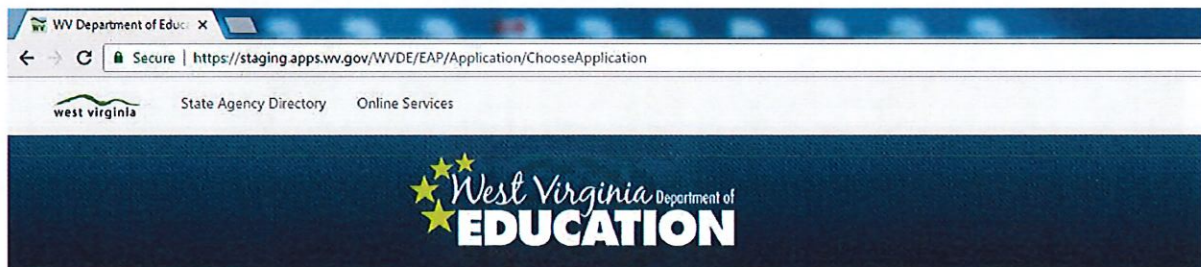Next, you will select the license type and you will select **Coach or Athletic Trainer**

Next, you will select **Initial Form 39 Temporary Authorization**

Next, you will answer your U.S. Citizenship question

U.S. Citizenship
Are you a U.S. Citizen? ● Yes ○ No

Next, is the section asking about Educational Degree History and **this information is not required for this application and can be skipped.**

Educational Degree(s) History
List the institutions from which a degree has been earned

Institution List

College/University ∧	Degree Earned	Degree N
No Educational Degree(s) History found.		

Add Ins...

State
West Virginia

College/University
...ct College/University

...ed
Se

Degree N...

Degree Date

Add Institution

Next, the applicant will answer the question about Fingerprinting

Fingerprinting Information
First-time applicants are required to have fingerprints processed by L-1 Solutions.

○ I have previously received certification through the Department of Education and understand I do not need to resubmit my fingerprints.

◉ I have not submitted my fingerprints to L-1 Solutions and will mail the required documentation to the WVDE.

○ I have never held WV Certification in WV and have recently submitted my fingerprints to L-1 Solutions.

Next, the applicant will click Start Application

Initial Form 39 Temporary Authorization

Use this form to apply for an Authorization endorsed as a coach, athletic trainer, or limited football trainer.

Start Application

Legal Disclosures

Applicants are required to report all background information even if the disclosure was mailed to the WVDE as part of a previous submission. Please select **"Yes"** or **"No"** to every question.

	No	Yes
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.		

	No	Yes
Question 2		
Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?		

	No	Yes
Question 3		
Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?		

	No	Yes
Question 4		
Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?		

	No	Yes
Question 5		
Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?		

	No	Yes
Question 6		
In addition to your past disclosure, have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *		

Next, the applicant will select the county that is going to employ them as a coach, limited football trainer, or athletic trainer.
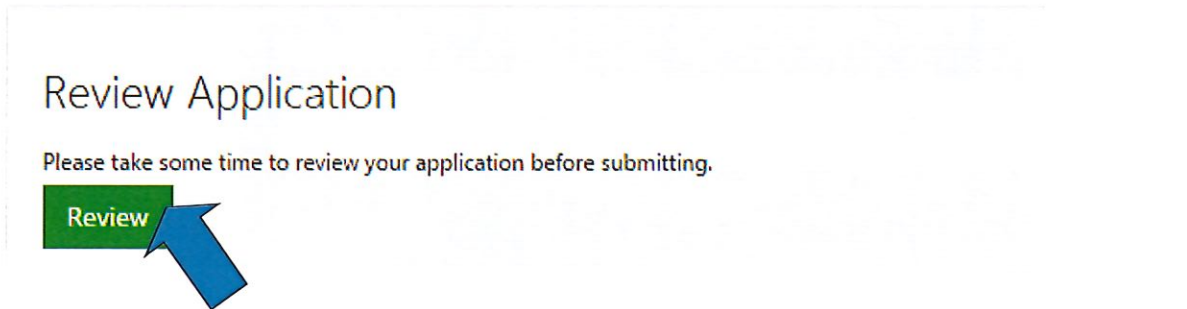
Application Information

Initial Form 39 Temporary Authorization
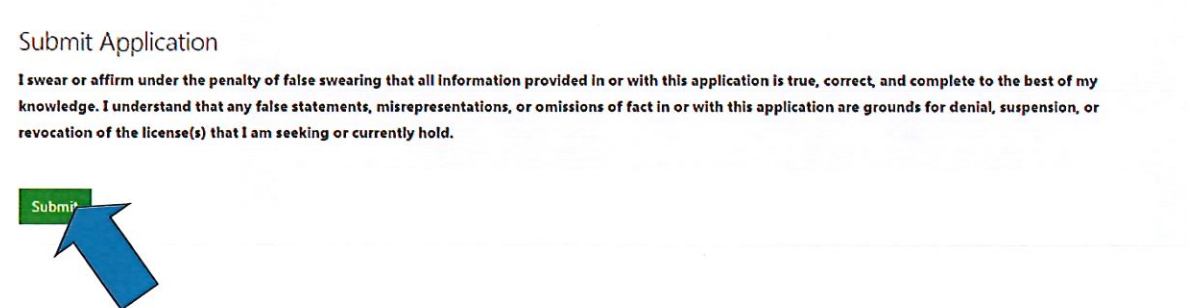
Please provide the county in which you are applying to

County	Select County	∨

The applicant is now asked to click Review Application and read the information that is being submitted on the application.

Review

Review Application

Please take some time to review your application before submitting.

Review

The next step is to scroll back down the page after reviewing the information and click SUBMIT and the application will then be submitted to the county office for approval.

Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.

Submit

For the explanation of the process after you click submit, please scroll down to Page 12.

Renewing a Credential

Clicking on the **Renew** button starts the renewal process.

Applicant Information

The applicant is required to provide all information designated with a red asterisk. Click the **Edit** located on top right hand corner of the screen to add your information.

Form 39 Temporary Authorization
Applicant Information

<div style="float:right">Edit</div>

First Name	Mickey	***Primary Phone**	
Last Name	test	**Secondary Phone**	
Middle Initial		***Email**	
Previous Last Name		***Street Address**	
Gender	M	**Street Address 2**	
US Citizen		***City**	
Teaching License	T4M139200075	***State**	
		***Zip Code**	
		***Country**	United States

Once all required information has been entered, click the **Save** to continue completing the application.

	Save
***Primary Phone**	(555)-555-5555
Secondary Phone	(555)-555-5555
***Email**	Email
***Street Address**	Street Address
Street Address 2	Street Address 2
***City**	City
***State**	State
***Zip Code**	Zip Code
***Country**	United States ▾

Legal Disclosures

Applicants are required to report all background information even if the disclosure was mailed to the WVDE as part of a previous submission. Please select **"Yes"** or **"No"** to every question.
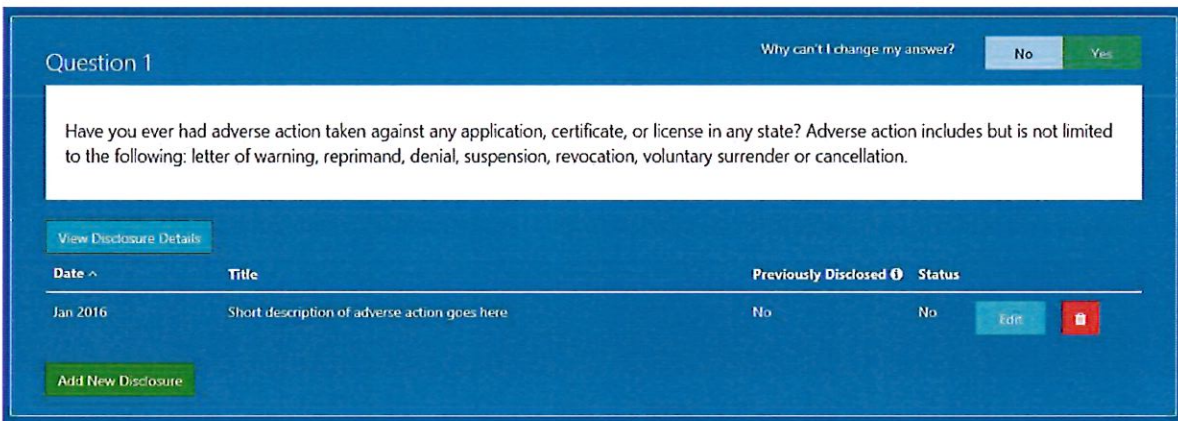
Question 1   No | Yes

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.

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?

Question 5   No | Yes

Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?

Question 6   No | Yes

In addition to your past disclosure, have you ever been arrested, charged with or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported) Charges or convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. *

Selecting **"Yes"** requires you, the applicant, to complete a series of questions regarding the legal disclosure.

The example legal disclosure above shows Yes for Question 1. The Occurrence Date, Title, Narrative, Previously Reported and Supporting Files are required for in order to add the disclosure.

You should click the checkbox if the disclosure was previously reported to the WVDE prior to the new online system becoming available. Previously reported legal disclosures do not require supporting files to be uploaded. You **must** upload all applicable documentation If the disclosure was not previously reported.

Clicking the Select files... button allows you to upload documentation, which will be submitted to the WVDE along with the remainder of the application.

Once all your information has been entered and files uploaded, click the Add Disclosure button to add the legal disclosure.

Once added, you will see the [View Disclosure Details] button allowing you to view and edit the legal disclosure prior to submitting for approval.

Please note, you may not edit or delete a legal disclosure once it has been submitted for approval.

Selecting County

Please select from the dropdown list the county that is employing you for the coaching or trainer authorization.

Reviewing Application

Once all of the required information has been entered, click the [Review] button to review your application and make any needed changes prior to submitting for approval.

Review

Review Application

Please take some time to review your application before submitting.

[Review]

If all the information is correct, click the [Submit] to submit to your county superintendent for approval.
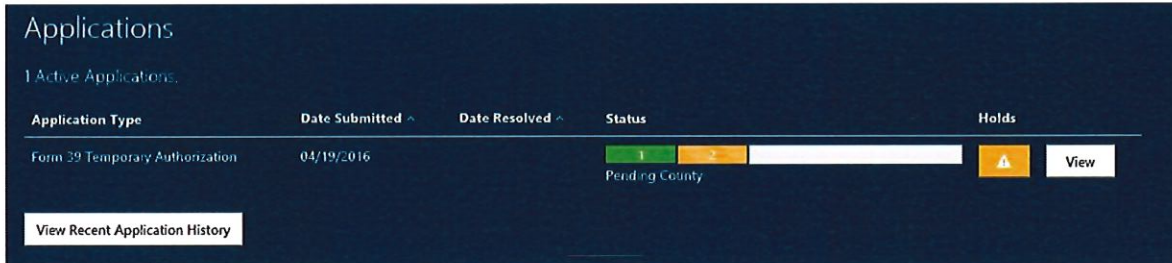
Submit Application

Submit Application

I swear or affirm under the penalty of false swearing that all information provided in or with this application is true, correct, and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions of fact in or with this application are grounds for denial, suspension, or revocation of the license(s) that I am seeking or currently hold.
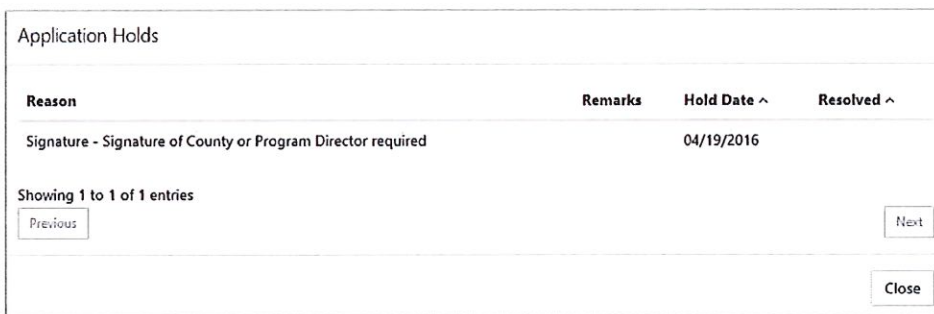
[Submit]

Approval Process

Once you have submitted your coaching renewal application to the county superintendent for approval, you will notice that your status has changed from "Not Submitted" to "Pending County" and you also have the addition of a "Holds" button.

Clicking the ⚠ button allows you to view any holds placed on the application. You will notice in the picture above that a hold has been placed on the application letting you know it is pending county superintendent approval.

The "Hold Date" column states when the hold was placed on the application and the "Resolved" column lets you know when the hold was removed. Clicking the View allows you to view the submitted application, but you will be unable to make any changes while the application is under review.

Now that you have submitted your coaching renewal application for approval, the application can either be approved, denied or sent back by the approving county.

Approved

If your application has been approved, you will receive an email informing you of such and you that you must now login to your dashboard to pay for any fees associated with the application. The picture below shows an example of an application that has been approved by the county and is pending payment.

| Form 39 Renewal Temporary Authorization - Coaching | 01/09/2017 | 1 2 3 Pending Payment | ✔ | Pay Now |

Pay Now

Clicking the button adds the application to the cart and directs you to the Application Cart page.

Payment Process

The Application Cart Page includes the application type, date submitted and fee amount for the application you are making a payment. As additional credentials become available to apply or renew online, you will have the ability to pay for multiple applications simultaneously.
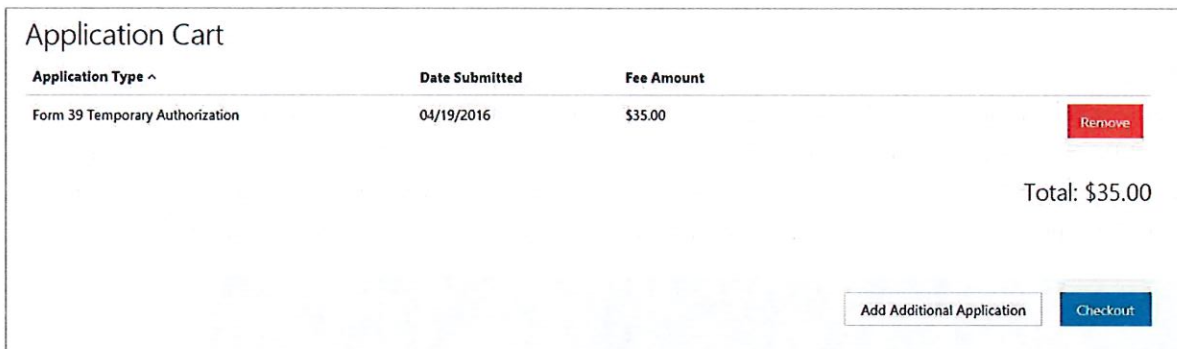
Application Cart

Application Type ^	Date Submitted	Fee Amount	
Form 39 Temporary Authorization	04/19/2016	$35.00	Remove

Total: $35.00

Add Additional Application   Checkout

Figure 15

Click the Checkout button to continue the payment process.

Once payment has been made, you will notice in *the* figure below that once again the status for the application has changed. Your Application has now been sent to the WVDE for approval.

| Form 39 Temporary Authorization | 4/19/2016 | 1 2 3 4 WVDE Pending | ⚠ | View |

If approved, you will once again receive an email stating that your application has been approved by the WVDE and the renewal process is complete. The next time you access your dashboard, you will now see a status of "Approved Application".

Approved Application

Denied

All denied applications will show a status of denied and by whom. The example in *Figure 17* shows an application that was denied by the county.

Sent Back

There will be times where the approving entity cannot approve your application due to the fact additional information is required. The applicant to allow you to make the necessary changes requested can now edit all applications that have been sent back. *Figure 18* shows an application that has been sent back by the county because more information is needed regarding a legal disclosure.

Click the [View] button to determine what changes are required.

As you can see below, Question 1 of the legal disclosures section requires more information. You may now either edit the application by clicking the `Edit` button and/or provide an additional narrative and upload files by clicking the `Provide Additional Information` button.

Congratulations, you now have a basic understanding of how to complete a coaching renewal application online. If you require further assistance, please contact the WVDE, Office of Certification and Professional Preparation at 304-558-7010.