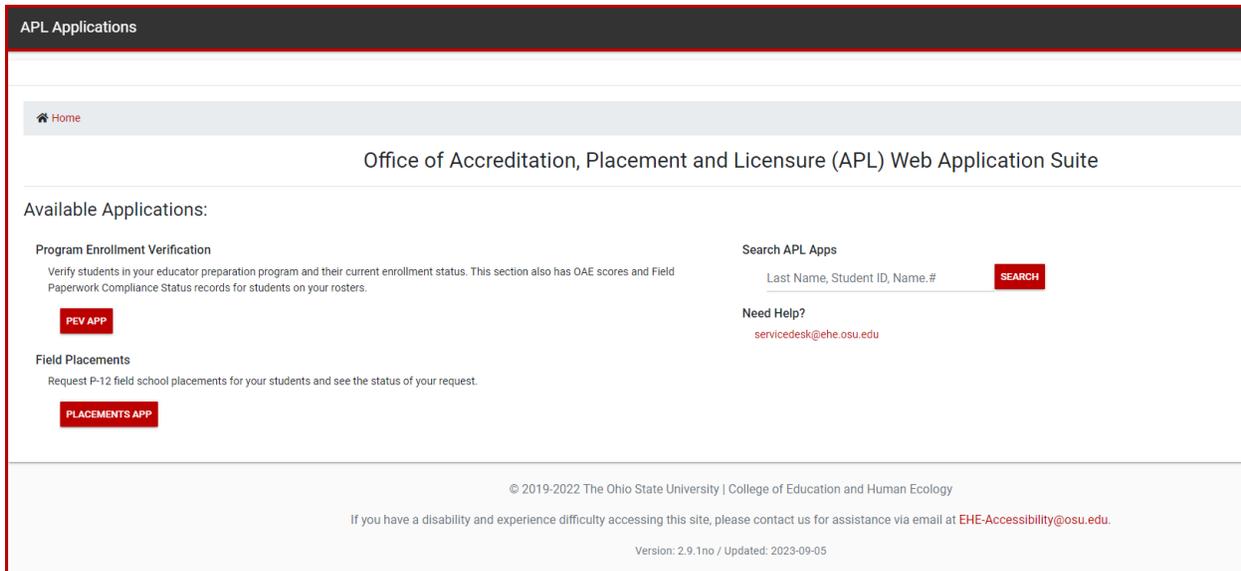


Hello, and welcome to the Office of Accreditation, Placement, and Licensure Applications Suite. This tutorial will introduce you to the Program Enrollment Verification (PEV) application within the suite.

After logging in at <https://aplapps.ehe.osu.edu/> with your OSU credentials you will see a dashboard page that lists the available applications.



APL Applications

Home

Office of Accreditation, Placement and Licensure (APL) Web Application Suite

Available Applications:

Program Enrollment Verification
Verify students in your educator preparation program and their current enrollment status. This section also has OAE scores and Field Paperwork Compliance Status records for students on your rosters.

PEV APP

Field Placements
Request P-12 field school placements for your students and see the status of your request.

PLACEMENTS APP

Search APL Apps
Last Name, Student ID, Name.# **SEARCH**

Need Help?
servicedesk@ehe.osu.edu

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If you have a disability and experience difficulty accessing this site, please contact us for assistance via email at EHE-Accessibility@osu.edu.
Version: 2.9.1no / Updated: 2023-09-05

PEV APP

The Program Enrollment Verification (PEV) application is used to verify, track, and report on student enrollment and completion in educator preparation programs. This section also provides OAE scores and Field Compliance Status records for students on your rosters – See the **Viewing Student Compliance and OAE Information** tutorial.

Maintaining accurate student data on a timely and regular basis is important, as many aspects of reporting throughout the year rely on current and accurate enrollment data.

All students in field placements must be added and active in their respective program to be able to upload their placement information into the Placement App.

Click on the **PEV APP** button to proceed to the application.

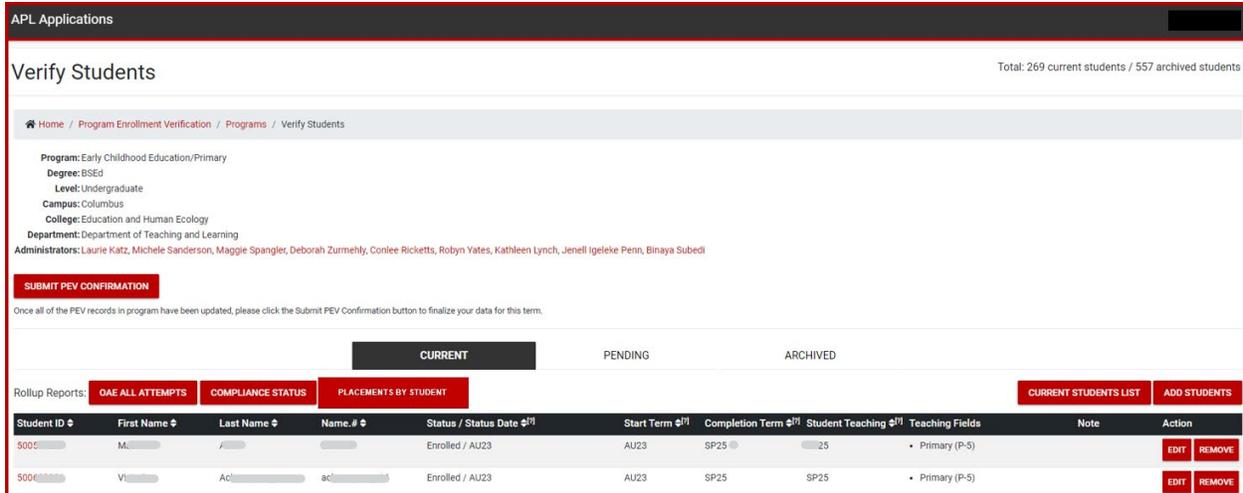
Online tutorial videos and guides are available toward the upper-left of the page.

Click on the **PROGRAMS** button to view your list of programs. Let the APL Team know if you are missing any programs in your purview by sending an email to edprep@osu.edu.

- Programs are separated by licensure area, campus, degree level and category (initial license, add-on license, advanced license, endorsement). You may be the designated program administrator of several programs depending on your role.

ID	Name	Degree	Level	Category	Campus	College	Department	Students	Action
4	Early Childhood Education/Primary	BSEd	Undergraduate	License	Columbus	Education and Human Ecology	Department of Teaching and Learning	Current: 223 Archived: 453	VERIFY STUDENTS
22	Middle Childhood Education	BSEd	Undergraduate	License	Mansfield	Education and Human Ecology	Department of Teaching and Learning	Current: 13 Archived: 60	VERIFY STUDENTS
30	Principal	MA	Graduate	License	Columbus	Education and Human Ecology	Department of Educational Studies	Current: 45 Archived: 194	VERIFY STUDENTS

To the far-right of the program, click on **VERIFY STUDENTS** to access the roster.



The upper-left of the screen will show information about the program and who from the program has been assigned as an administrator. Depending on your role, you may have Edit or View Only access.

There are 3 tabs going across the middle of the screen – CURRENT, PENDING, and ARCHIVED.

- The default view on this page shows the **CURRENT** roster of students in the selected program.
- When a student does not exist in the APL system and is added to a program, the newly added student will appear on the **PENDING** tab until the APL office confirms that the student information is correct.
- A record becomes **ARCHIVED** when a student completes or withdraws from the program.

Note: Once a student’s status is changed to *Never Enrolled, Dropped, Completion Confirmed* their record moves from the **CURRENT** tab to the **ARCHIVED** tab, and program admins can no longer edit their statuses. Please email edprep@osu.edu if you need changes made.

Click on **CURRENT STUDENTS LIST** above the students list toward the right to export the student and related information from the Current tab.

Click on **PLACEMENTS BY STUDENT** above the students list toward the middle-left to export the placement history on file with APL for the current students in the program over time. This includes all placement records across programs (including FEEP and pre-program) and campuses, if applicable.

Also see guides for:

- Adding a Student to a Program List
- Updating Student Information
- Submitting PEV Confirmations
- Viewing Student Compliance and OAE Information