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

APL Applications						
A Home						
Office of Accreditation, Placement and Licensure (APL) Web Application Suite						
Available Applications:						
Program Enrollment Verification	Search APL Apps					
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.	Last Name, Student ID, Name.# SEARCH					
PEV APP	Need Help? servicedesk⊚ehe osu.edu					
Field Placements						
Request P-12 field school placements for your students and see the status of your request.						
PLACEMENTS APP						
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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.



## APL Applications

Program Enrollment Verification (PEV)	
A Home / Program Enrollment Verification	
Verify your program's teacher/licensure/endorsement candidate students.	
Tutorial Videos:	
Introduction to the PEV App Adding a Student to a Program List Updating Student Information	
Guides:	
Introduction to the PEV Application Adding a Student to a Program List Updating Student Information Viewing Student Compliance and OAE Information Submitting PEV Confirmations How to Open an Export .XML File	
PEV App:	
PROGRAMS	
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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 <u>edprep@osu.edu</u>.

• 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.

APL #	Applications									
Pro	Program Enrollment Verification									
<b>*</b> •	Home / Program Enrollment Verification / Programs									
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	
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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: 2.9.11b / Updated: 2022-10.05									

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



APL Applications					
Verify Students					Total: 269 current students / 557 archived students
Home / Program Enrollment Verification / Programs / Verify Stu	udents				
Program: Early Childhood Education/Primary Degree: BSEd Level: Undergraduate Campus: Columbus College: Education and Human Ecology Department: Department of Teaching and Learning Administrators: Laurie Katz, Michele Sanderson, Maggie Spangler, Debore SUBMIT PEV CONFIRMATION Once all of the PEV records in program have been updated, please click the Submit	h Zurmehly, Conlee Ricketts, Robyn Yates, Kathleen Lynch, t PEV Confirmation button to finalize your data for this term.	Jenell Igeleke Penn, Binaya Subi	rdi		
	CURRENT	PENDING	ARCHIV	ED	
Rollup Reports: OAE ALL ATTEMPTS COMPLIANCE STATUS	PLACEMENTS BY STUDENT				CURRENT STUDENTS LIST ADD STUDENTS
Student ID 🗢 🛛 First Name 🗢 🛛 Last Name 🕈	Name.# ♦ Status / Status Date ¢ <sup>[7]</sup>	Start Term ¢ <sup>[7]</sup>	Completion Term \$[7] Stu	dent Teaching \$ <sup>[7]</sup> Teaching Fields	Note Action
5005 M. A	Enrolled / AU23	AU23	SP25 •	• Primary (P-5)	EDIT REMOVE
500(*****) Ac'	ac Enrolled / AU23	AU23	SP25 SP2	• Primary (P-5)	EDIT REMOVE

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 <u>edprep@osu.edu</u> 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