



This document provides guidance regarding the steps for submitting applications for preparation program alignment.

Steps to Complete:

1. Log into the online portal
2. Create online application
3. View application status

For questions, email [BelieveAndPrepare@la.gov](mailto:BelieveAndPrepare@la.gov).

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1. Log into the <https://webportalapp.com/sp/ldoeprogramapproval-alignment>
    - New users- Click, “Sign Up” under “Need an Account.”
      - i. Enter email and password (8 characters long)
      - ii. Complete a provider profile by clicking “+ Create a Profile to Get Started.”
        - Only one profile per provider is needed.
        - You may include up to three additional contacts.
        - Information in the profile may be edited at any time.
      - iii. Complete all fields in the provider and contact information page and then select “Save.”
    - Return users- Sign in with your email and password.
  2. Create online application.
    - New users-
      - i. Scroll down, reading all text, and then select “+ Get Started.”
      - ii. Proceed to “ii” under Return users directly below.
    - Return users-
      - i. *Scroll down, reading all text, and then select “+ Add Another.”*
      - ii. *Scroll down and select the pen icon to the right of “Alignment Request Type.”*
        - *Click the down arrow on the right under “Alignment.”*
        - *Select the request type\* you are applying for and then select “Save.”*
        - *For each alignment type, follow the steps below. After submitting a request, return to the homepage to submit a different application each time following “i” and “ii” under Return users.*

1. Extension\*

- i. Select “Start Now” under “Certification Area” and “ + Add New Item”
- ii. Select the **same** request type (extension)
- iii. Select “Pathway.”
- iv. Select “Certification Area”
  1. May need to select “yes” or “no” for stand-alone and merged program.
- v. Enter the “Name of College/School.”
- vi. Add a description under “Application” and save (You can copy and paste from a word document). You can “save draft” if you cannot finish at this time and return later to complete the application.
- vii. Proceed with one or both of the options below.
  1. To add another certification area under this request, select “+ Add New Item” and follow the steps beginning with “ii.”
  2. To submit your request, select the request type (Extension on the navigation bar)
    - a. Select “Start Now” to submit assurances
    - b. Select the same request type (extension)
    - c. Upload signed PDF
    - d. Certify you signed and uploaded the assurances
    - e. Save
    - f. then select the green “Submit Request” button on the bottom/right.
    - g. Click the “homepage” button to add a new application and/or view submitted applications

2. Assurance\*

- i. Select “Start Now” under “Certification Area” and “+ Add New Item.”
- ii. Select the **same** request type (assurances)
- iii. Select “Pathway.”
- iv. Select “Certification Area”
  1. May need to select “yes” or “no” for stand-alone and merged program.
- v. Enter the “Name of College/School” and save.
- vi. Proceed with one or both of the options below.
  1. To add another certification area under this request, select “+ Add New Item” and follow the steps beginning with “iii.”
  2. To submit your request, select the request type (Assurance on the navigation bar)
    - a. Select “Start Now” to submit assurances
    - b. Select the same request type (assurances)
    - c. Upload signed PDF
    - d. Certify you signed and uploaded the assurances
    - e. Save

- f. then select the green “Submit Request” button on the bottom/right.
        - g. Click the “homepage” button to add a new application and/or view submitted applications
3. Innovative\*
  - i. Select the same request type (innovative) and save.
  - ii. Select “Start Now” under “Certification Area” and “+ Add New Item.”
  - iii. Select the **same** request type (innovative)
  - iv. Select “Pathway.”
  - v. Select “Certification Area”
    1. May need to select “yes” or “no” for stand-alone and merged program.
  - vi. Name of “College/School”
  - vii. Under “Innovative Model Application,” complete the narratives.
  - viii. upload requested files
  - ix. save draft or save
  - x. Proceed with one or both of the options below.
    1. To add another certification area under this request, select “+ Add New Item” and follow the steps beginning with “iii.”
    2. To submit your request, select the request type (innovative on the navigation bar)
      - a. Select “Start Now” to submit assurances
      - b. Select the same request type (innovative)
      - c. Upload signed PDF
      - d. Certify you signed and uploaded the assurances
      - e. Save
      - f. then select the green “Submit Request” button on the bottom/right.
    3. Click the “homepage” button to add a new application and/or view submitted applications

#### **View Application Status**

- After submitting all requests, return users may view the status of a submitted application by viewing colored status bar.