

# **Washington State Electronic Certificate System (E-Certification)**

## **E-Certification User Guide For the College and University Candidate**



March 30, 2017

# Table of Contents

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2.0 College/University Candidate .....	3
2.1 Overview.....	3
2.2 College/University Candidate Accessing E-Certification .....	4
2.2.1 Creating an Account.....	5
2.3 My Profile/Home Page.....	6
2.4 Pre-Residency Clearance Application .....	7
2.5 Intern Substitute Applications .....	13
2.6 Apply for Your College/University Recommendation.....	15

# E-Certification for the College/University Candidate

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## Overview

This design document will address the different features of the College/University Candidate module. The main components will be basic candidate data, how it is managed; and how the College/University candidate navigates through their own account.

The College/University Candidate Module consists of basic candidate data that is not related to credentials. Name, address, contact information, degrees, and history are good examples of the type of data that is tracked in the Candidate module. All candidate information can be accessed from the Summary screen. The demographic and contact information is displayed at the top in colored panels while different types of data can be accessed from the Candidate's Options menu in the left panel. The system is designed to automatically store information such as previous addresses, contacts, social security number and names in the History component. Each feature of the basic College/University Candidate data will be described and illustrated throughout this documentation.

Furthermore, this document will demonstrate how the candidate navigates as well as manages their account. The candidate has the ability to edit their profile information, make application, renew certificates; requests duplicate certificates in addition to viewing documentation in their account. For the most part, the College/University Candidate will follow an intuitive step by step wizard when managing their account. The system is designed to navigate the candidate through their account with ease and straightforwardness. These types of features will also be described and illustrated throughout this documentation.

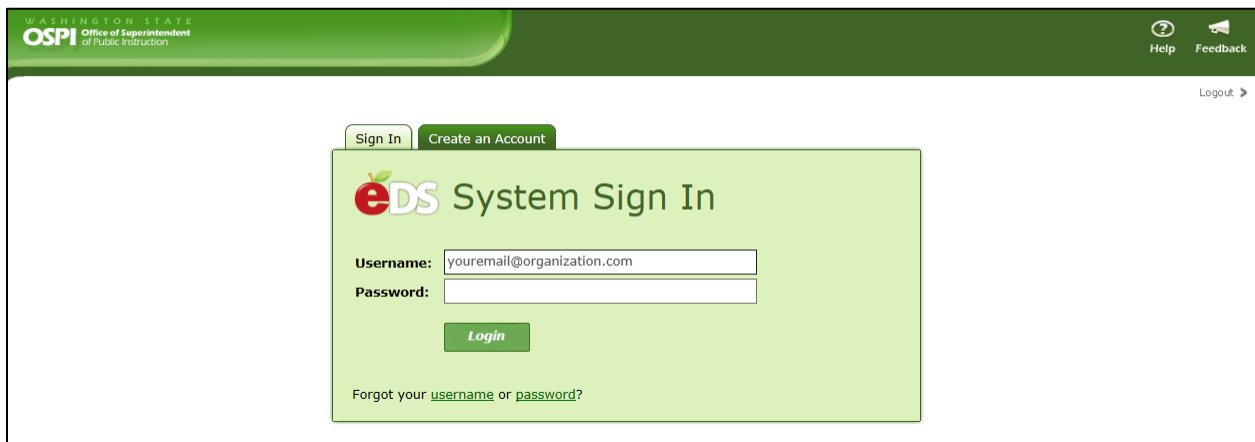
This user guide is an excerpt from the External User Processing Design Document which includes all E-Certification User Roles. The E-Certification Educator User Guide is a more complete guide to all educator roles.

## Accessing E-Certification

E-Certification is found on the Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS).

Select Education Data System Portal from the Professional Certification webpage <http://www.k12.wa.us/Certification/e-Cert> or type into your browser <https://eds.ospi.k12.wa.us/Login.aspx>. First time users will need to select “Create an Account” within the Educational Data System (EDS) prior to accessing E-Certification.

If your college or university has already created an account or if you have previously created your own account, select “Sign In” and use the email address you used when first creating your account or select “Forgot your username or password” in order to reset your username and/or password. Creating an account when certificate information is already within the system may create multiple accounts and you will need to contact Customer Support.



### First time users click “Create an Account” tab

- Username:** Must be valid email address  
(If your email address indicates username has previously been registered Do not create another account using a different email address. Follow the prompts or contact Customer Support)
- Password:** Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

To complete the profile Information – Click Submit. You will be prompted to “Request Application Roles”.

(If you are already a certificate holder and your school district participates in eVAL, you may request a role at this time, or Select the “Not Now” button to continue to E-Certification)

[Sign In](#) [Create an Account](#)

# Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

### Required Login Information

**First Name:**

**Last Name:**

**Birthdate:**  ( format: MM/DD/YYYY )

**Username:**

**Password:**

**Verify Password:**

### Data for Linking to a Certificate

**Gender:**  Male  Female  Not Specified

**Certificate:**

**SSN (last four):**

**Contact Email:**

[Register](#)

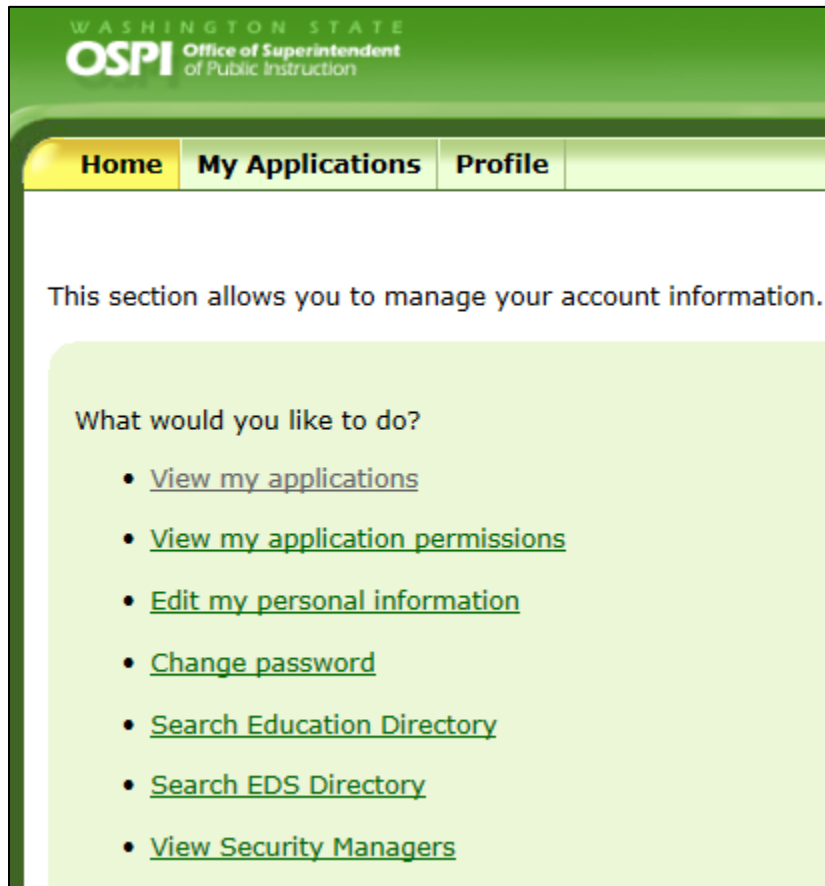
You may find other educators with similar names. If none of these apply select “None of these are me” at the bottom of the page. The ‘data for linking to a certificate’ information is necessary to avoid creating a duplicate account.

## My Profile

You must complete all profile information in order to create an account and access E-Certification. Select “Create Account” at the bottom of the page.

## Home Page

Select “View my applications”



Select My Applications.

Select E-Certification. (It may take 10-15 minutes for this application permission to show after account creation)

Once you have logged into E-Certification the first time, you may need to begin the process of applying for your Pre-Residency Clearance. After this initial step, the guide will continue to

instruct you on how to claim your certificate recommendation at the completion of your program.

## Pre-Residency Clearance Application

The Pre-Residency Clearance application provides the means for college/university candidates to be cleared and placed within schools for field experience and instruction with students. This application process begins with your Certification College or University Personnel Administrator.

Once you have created an EDS account and have logged into E-Certification (Described in the previous section) you will be able to “Apply for a Washington Credential...”

[View Your Credentials Here](#)  
Your credentials are available online. You are now able to see your current and prior certificates, permits and other certification information.

[Apply for a Washington Credential Here](#)  
Use this wizard to see if you qualify to apply for a Washington Teacher Certificate. Click on this link to start your application process.

Depending on your certification history (if you have previously held a Washington State Certificate) you will have choices of which application you are applying for or claiming from your preparation program. Most first time candidates for Washington State certification through a preparation program will be looking for “Pre-Residency Certificate Clearance”.

**Instruction**  
Randy Dorn, State Superintendent

Office of Superintendent of Public Instruction - Educator

Available Roles: ▼

Home My Credentials Educator ▼

### Educator Application List

Available Applications

Document Code	Description	Certificate Groups	Apply
4001	Administrator Certification Application	Administrative	<a href="#">Apply For Credential</a>
4031	Residency/Substitute Teacher Certification Application	Teaching	<a href="#">Apply For Credential</a>
4050	Pre-Residency Certificate Clearance	General	<a href="#">Apply For Credential</a>
4075	Initial/Probationary CTE Teacher Certificate	Career and Technical Education	<a href="#">Apply For Credential</a>
4098	ESA Residency Certificate Application - School Counselor, Psychologist	Educational Staff Associate	<a href="#">Apply For Credential</a>
4099	ESA Initial Certificate Application	Educational Staff Associate	<a href="#">Apply For Credential</a>

From here the wizard will guide you through the application process. The steps provided within the wizard are similar with most certificate applications found within E-Certification.

Since most of the first time candidates will not have professional experience as a teacher many of the tables will not be filled in. The answer below “Yes, the information above is correct.” will be the correct answer.

Pre-Residency Clearance - Step 3 of 18

**You are requesting Pre-Residency Certificate Clearance.**

Is your employment experience correct? If you choose no, you will be redirected to a screen that will allow you to update/edit your employment experience and you will have to restart this process.

.....

**Professional Education Experience**

Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time
No Records Found						

**Other Employment Experience**

Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Supervisor Name/Address
No Records Found								



.....

Once you have answered the question click on the Next button.

No, the information above is not correct.

Yes, the information above is correct.

Cancel - Please cancel the wizard.

 Previous Next 



Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

Pre-Residency Clearance - Step 4 of 18

You are requesting Pre-Residency Certificate Clearance.

Is your education experience correct? If you choose no, you will be redirected to a screen that will allow you to update/edit your education experience and you will have to restart this process.

Your Education Experience:

Institution	Begin Date	End Date	Degree	Credits Earned	Post Grad. Credits Earned
No Records Found					

Once you have answered the question click on the Next button.

No, the information above is not correct.  
 Yes, the information above is correct.  
 Cancel - Please cancel the wizard.

Previous
  Next

Section 6 of 18 in the wizard prompts you to choose the in-state college or university preparation program you are attending or identify if you are completing an out of state program.

Instruction  
Randy Dorn, State Superintendent

Office of Superintendent of Public Instruction - Educator

Home My Credentials Educator

Pre-Residency Clearance - Step 6 of 18

You are requesting Pre-Residency Certificate Clearance.

I am completing a teacher preparation program from an out-of-state college/university.

Institution:

Approved Program:

Once you have answered:

Continue - Please  
 Cancel - Please

17907 - Antioch University Seattle  
 19901 - Central Washington University  
 29801 - Northwest Educational Service District 189  
 32902 - Eastern Washington University  
 37906 - Western Washington University  
 38905 - Washington State University  
 CityU - City University  
 Gonza - Gonzaga University  
 HC - Heritage University  
 LU - Lesley University  
 NWC - Northwest University  
 PLU - Pacific Lutheran University  
 SMC - Saint Martin's University  
 SPU - Seattle Pacific University  
 SU - Seattle University  
 TESC - The Evergreen State College  
 UPS - University Of Puget Sound  
 UW - University of Washington Seattle  
 UWBI - University of Washington Bothell  
 UWT - University of Washington Tacoma  
 WC - Whitworth University  
 WGUW - Western Governors University-Washington  
 WWU - Walla Walla University

Previous
  Next

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

The screenshot shows a web application interface for the Washington State Office of Superintendent of Public Instruction. The header includes the logo and name of the office, and the user is logged in as an Educator. The main content area is titled 'Pre-Residency Clearance - Step 6 of 18'. The form contains the following elements:

- A checkbox:  I am completing a teacher preparation program from an out-of-state college/university.
- A dropdown menu for 'Institution' with 'Gonza - Gonzaga University' selected.
- A dropdown menu for 'Approved Program' with 'TCH - Teacher' selected. Other options include 'COUN - School Counselor', 'COUNPRO - School Counselor Professional Certificate', and 'P-PA - Principal and/or Program Administrator'.
- Radio buttons for 'Continue - Please continue to step 7' (selected) and 'Cancel - Please cancel the wizard'.
- 'Previous' and 'Next' navigation buttons at the bottom.

After selecting the correct Institution and Approved Program, the wizard then progresses you through reviewing your profile information, affidavit, and Character and Fitness section of the application.

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

Pre-Residency Clearance - Step 7 of 18

You are requesting Pre-Residency Certificate Clearance.  
Please edit the profile information and click the Next button.

File Location:

Teacher Number:

SSN:

First Name:

Middle Name:

Last Name:

Former Name:

Print Name:

Suffix:

Gender:



Birth Date:  MM/DD/YYYY

Educator Status:

.....

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

 Previous Next 

Pre-Residency Clearance - Step 10 of 18

You are requesting Pre-Residency Certificate Clearance.



**Affidavit:**

.....

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Education and Certification at OSPi.

Once you have answered the question click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

 Previous Next 

The initial process of the Pre-Residency Certificate Clearance application began with the recommendation from your preparation program. Once you have completed with the

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

application and are cleared, your Pre-Residency Certificate Clearance application will become available for viewing from your “Credentials” page.

The screenshot shows the 'Credentials' page for an educator. At the top, there are navigation tabs: Home, My Credentials, and Educator. Below this, there are sub-tabs: Educator Main, Comm Log (0), and Expertise (0). The main content area is titled 'Credentials' and is divided into three colored boxes: Primary Information (blue), Contact Information (green), and Miscellaneous Information (yellow). Below these boxes is a link: 'Click Here to Edit Educator'. Underneath, there are tabs for 'Credentials' and 'Legacy'. The 'Applications' section has a 'Show All' link and a table with one record. The 'Certificates' section has a 'Show All' link and a table with 'No Records Found'. The 'Endorsements For Selected Certificate' section has a table with no records.

**Primary Information**

Full Name: [Redacted]  
 WA Cert#: [Redacted]  
 SSN: [Redacted]  
 DOB: [Redacted]  
 Gender: Female

**Contact Information**

Address: [Redacted]  
 Address 2: [Redacted]  
 City, State Zip: [Redacted]  
 Home Phone: [Redacted]  
 Work Phone: (206) 425-0400

**Miscellaneous Information**

Ethnicity: [Redacted]  
 Status: [Redacted]  
 Print Name: [Redacted]  
 Educator ID: [Redacted]  
 Email: [Redacted]

[Click Here to Edit Educator](#)

**Credentials** | **Legacy**

**Show All Applications**

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist	937268	4050	Pre Residency Clearance	OPEN	No	EDU	10/16/2014			

**Show All Certificates**

Select	View	Duplicate	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
No Records Found												

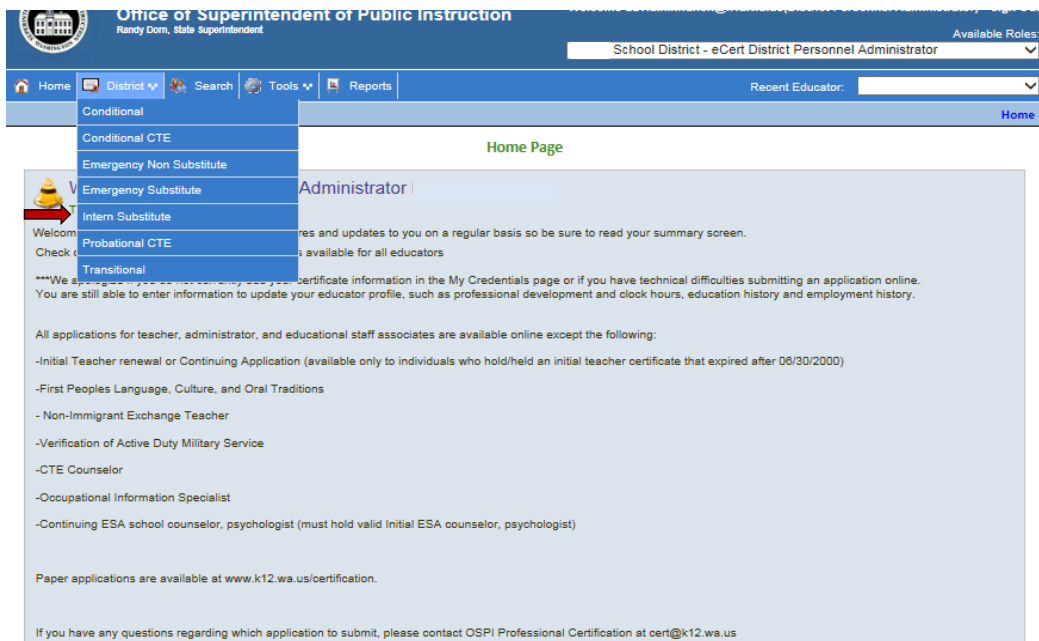
**Endorsements For Selected Certificate**

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
No Records Found								


## Intern Substitute Applications


There may be situations where through collaboration with the college or university preparation program, school district in which the candidate is performing their field experience, and the candidate, the opportunity exists for the candidate to obtain an Intern Substitute Certificate. This limited certificate is only available through the need and application initiated by the school district and approved by the college or university where the candidate is conducting their field experience and will be obtaining their certification. In all cases, communication between the school district, preparation program and candidate is essential.

The Intern Substitute Certificate application begins at the school district level.



Similar to all applications initiated by school districts or college/university programs, the candidate will enter E-Certification and “Apply for your District Request Here”.

 [View Your Credentials Here](#)  
Your credentials are available online. You are now able to see your current and prior certificates, permits and other certification information.

 [Apply For Your District Request Here](#)  
[Click here to apply for your Washington District Request. Your district has electronically requested a Washington teaching credential for you. Click on this link to start your application process.](#)

After the candidate chooses to apply for the Intern Substitute Credential, the E-Certification wizard will guide you through the application process. To claim and complete the application includes paying the fees associated with the certificate and/or processing of the application. Clear communication between the school district and preparation program, and preparation program and candidate can avoid the processing of an application in which the candidate applies, pays the appropriate fees, and then is denied certification.

At the completion of the process and upon submitting the application, the OSPI Professional Certification Office will then begin to review the application.

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

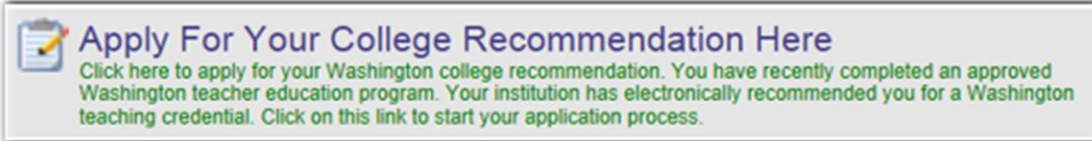
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The Professional Certification Office will confirm the approval of the Intern Substitute Certificate during the application review.

Upon approval and issuance of the certificate, an electronic copy of the certificate will be available within the E-Certification system. The candidate, school district, and college/university program administrator will have the ability to view and print the certificate once it is issued. The Intern Substitute Certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate and are used by the intern to serve as a substitute teacher in the absence of the classroom teacher in which the candidate is performing their field experience.

## Apply for Your College/University Recommendation

At the time of program completion and when your college or university has recommended you for certification, you must log into E-Certification. Once you do this the following link will appear on your home page. You may have to scroll down to the bottom of your home page to find this link.



**Apply For Your College Recommendation Here**  
Click here to apply for your Washington college recommendation. You have recently completed an approved Washington teacher education program. Your institution has electronically recommended you for a Washington teaching credential. Click on this link to start your application process.

Once you have selected the link “Apply for your College/University Recommendation Here” the “Educator Recommendation List” will appear. Select “Apply for Credential”, then you can proceed to the application. Note: if the Status does not show as Completed Program, the educator should contact their institution.

Educator Recommendation List				
College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
T310600 - RESIDENCY TEACHER (FIRST ISSUE)	Completed Program	! University	5/14/2014	<a href="#">Apply For Credential</a>
T310600 - RESIDENCY TEACHER (FIRST ISSUE)	Pre Completion of Program	! University	5/14/2014	<a href="#">Apply For Credential</a>

If the above credential is in a Pre-Completion of Program status then your institution has not marked your recommendation complete at this time. Please contact your recommending institution for more information on what you need to do to complete the program.  
If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

The Apply for Credential link will navigate the Educator to an 18-step wizard. The wizard is intuitive and the Educator needs to follow directions on each step. Depending on the data in the system, some steps may not be applicable, therefore will not be necessary to complete. In such cases the Educator will be navigated to the next applicable step.

**Step 1:** Informational introduction to the application process.

- Read carefully the explanation provided in Step 1.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.

Educator Recommendation Application - Step 1 of 18

You are applying for the certificate recommended by your institution.

Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

NOTE: Once the application process has been started, you must fully complete and submit the application. If you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

- Credit card or bank account information to pay for your application.
- Evidence regarding your good moral character and personal fitness. Depending on your answers to the character and fitness supplement questions, you may be asked to provide additional information, either in written form or an upload of an electronic document in Adobe Portable Document File (PDF) format.
- A list of all states where you hold, or have held, an educator certification.
- A list of every community college and four-year institution you have attended since graduating from high school. This information should be filled out before completing your application under My Credentials > Educator > Educator History.
- A list of public school and/or private school work experience. This information should be filled out before completing your application under My Credentials > Educator > Work History > Professional Education Experience.
- A list of other employment experience. This information should be filled out before completing your application under My Credentials > Educator > Work History > Other Employment Experience.

.....

Once you have read the above click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next

The next step asks the educator to update their personal information if necessary.

If applicable:

- Enter information in required fields.
- Click on drop-down arrow and select answer.
- Use specific format for date.
- Click on one of the checkboxes.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.



Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

**Educator Recommendation Application - Step 6 of 18**

**You are applying for the certificate recommended by your institution.**

Please update your profile information and click the Next button.

File Location:

Teacher Number:

SSN:

First Name:

Middle Name:

Last Name:

Former Name:

Print Name:

Suffix:

Gender:

Birth Date:  MM/DD/YYYY

Ethnicity:

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Caucasian or White
- Native Hawaiian or Other Pacific Islander

Educator Status:

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Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

In Step 7 the educator can change any information if necessary.

If applicable:

- Enter information in required fields.
- Click on drop-down arrow and select answer.
- Click Next to continue.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.

Educator Recommendation Application - Step 7 of 18

You are applying for the certificate recommended by your institution.  
Please update your address information and click the Next button.

Mailing Address:  x\*

City: \*

Country: \*

State: \*

Zip Code: \*

.....

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

Previous Next

The educator can change any contact information in Step 8.

If applicable:

- Edit any information.
- Use numbers for numeric fields.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 8 of 18

You are applying for the certificate recommended by your institution.  
Please edit the contact information and click the Next button.

Work Phone: (  )  -  ext.

Home Phone: ( 217 ) 555 -

Alternate Phone: (  )  -

Fax Phone: (  )  -

Email Address:

.....

Once you have entered the required data click on the Next button.

Save - Please save the profile information.  
 Cancel - Please cancel the wizard.

Previous Next

Step 9 is an affidavit. By clicking on the checkbox, the educator is electronically signing the affidavit.

- Click on the checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 9 of 18

You are applying for the certificate recommended by your institution.

Please review and electronically sign the below affidavit.

**Affidavit:**

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. If the answers to any question on the application or the moral character and personal fitness section of the application change prior to my being granted certification, I must notify the college/university certification office or the organization program director immediately.

Once you have answered the question click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

Step 10 is a continuance of the affidavit. The educator must answer all the questions.

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 10 of 18

You are applying for the certificate recommended by your institution.

Please complete the following questions carefully and completely before providing information and signing the affidavit.

**Section II - Professional Fitness**

	Yes	No	Question
1.	<input type="radio"/>	<input type="radio"/>	Have you ever held or do you currently hold a Washington education certificate?
2.	<input type="radio"/>	<input type="radio"/>	Have you ever held or do you currently hold any education certificate, credential, or license authorizing service in the public/private schools in another state, province, territory, or country? If "yes," list the states, provinces, territories, and/or countries in the explanation.
3.	<input type="radio"/>	<input type="radio"/>	Are you currently or have you ever been the subject of any certification or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," in the explanation box below, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
4.	<input type="radio"/>	<input type="radio"/>	Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions (including stayed), revocations, voluntary surrenders, or voidance.)
5.	<input type="radio"/>	<input type="radio"/>	Have you ever been denied, or otherwise rejected for cause, an education certificate, credential, or license?
6.	<input type="radio"/>	<input type="radio"/>	Have you ever withdrawn an application for any education certificate, credential, or license?
7.	<input type="radio"/>	<input type="radio"/>	Have you ever practiced in any educational position in a public school for which you did not hold the appropriate valid educational certificate, credential, or license for that position?
8.	<input type="radio"/>	<input type="radio"/>	Have you ever been dismissed, discharged, or fired from any employment position involving children or dependent adults? (Do not include RIFs)
9.	<input type="radio"/>	<input type="radio"/>	Have you ever resigned from or otherwise left any employment (e.g. settlement agreement) while allegations of misconduct were pending?
10.	<input type="radio"/>	<input type="radio"/>	Have you ever been disciplined by a past or present employer because of allegations of misconduct?
11.	<input type="radio"/>	<input type="radio"/>	Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct?

Once you have answered the questions click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

Step 11 pertains to the educator's Criminal History. The educator must answer the Yes or No questions by clicking on the radio buttons.

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 11 of 18

You are applying for the certificate recommended by your institution.  
Please complete the following questions carefully and completely before providing information and signing the affidavit.

**Section III - Criminal History**

If you answer "yes" to questions 1 through 5 (Section III), please provide the following:

- ⊖ **A. In the explanation box below state the following:**
  - a. A detailed statement including what occurred, the nature of the offense, charge or warrant
  - b. The name and address of the arresting agency.
  - c. If a court was involved, the name and address of the court.
  - d. The date of the arrest.
  - e. The final disposition, if any.
- B. If a court was involved, provide a copy of the court docket (can be obtained at the court in which the charge(s) were filed).**
- C. Provide a copy of the complete arresting officer's report.**
- D. If the arrest was driving related, provide a copy of a current and complete 5-year driving abstract.**

NOTE: For questions 1,2,3, DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. In the last 10 years, have you ever been arrested for any crime or violation of the law? (DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.) (Note: For "yes" responses to 1,2,3, even if your case was dismissed or your record was sealed you must answer this question in the affirmative.) You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.
<input type="radio"/>	<input type="radio"/>	2. In the last 10 years, have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?
<input type="radio"/>	<input type="radio"/>	3. In the last 10 years, have you ever been convicted of any crime or violation of any law? (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, (2) all proceedings in which a sentence has been suspended or deferred, (3) or bail forfeiture.) You need not list traffic violations or fines for which a fine or forfeiture of less than \$300 was imposed.
<input type="radio"/>	<input type="radio"/>	4. Have you ever been convicted of any felony crime?
<input type="radio"/>	<input type="radio"/>	5. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include Washington State, any other state, province, territory, and/or country.
<input type="radio"/>	<input type="radio"/>	6. Have you ever been or are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes," identify agency and location (street address, city, state) and the circumstances or details relating to the investigation in the explanation box below.

Once you have answered the questions click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

Step 12 requires the educator to answer fitness questions. The educator must answer each question.

- Answer questions by clicking on the radio button for Yes or No.

The screenshot shows a web application window titled "Educator Recommendation Application - Step 12 of 18". The content includes the following text:

You are applying for the certificate recommended by your institution.  
Please complete the following questions carefully and completely before providing information and signing the affidavit.

**Section IV - Fitness**

If you answer "yes" to any question (Section IV), provide a written explanation in the box below.

Yes	No	N/A	Question
1. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever exhibited and behavior or conduct which might negatively impact your ability to serve in a role which requires a certificate, credential, or license?
2. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In the past 10 years, have you ever engaged in any conduct which resulted in the damage or destruction of property? (For purposes of questions 2 and 3, property includes both real and personal property owned by you or another. Do not list damages done as the result of an automobile accident.)
3. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In the last 10 years have you ever threatened to damage or destroy property?
4. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever engaged in any conduct which resulted in the physical injury or harm of any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)
5. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever threatened to do physical injury or harm to any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)

- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

6.   Do you have a medical condition which in any way impairs or limits your ability to serve in a certificated role with reasonable skill and safety?

7.    If you use chemical substance(s), does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?

7a.    If you disclosed a "yes" answer to questions 6 or 7 above, are the limitations or impairments caused by your medical condition(s) or substance abuse reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Please explain in the box below and provide the name, address, and telephone number of the program.

8.   Do you currently use illegal drugs?

9.   Have you used illegal drugs in the last year?

9a.    If you disclosed a "yes" answer to question 9 above, have you successfully completed or are you participating in a supervised rehabilitation program? Please explain in the box below and provide the name, address, and telephone number of the program.

**If you answer "yes" to questions 10 or 11, attach copies of any court orders entered in the proceeding.**

10.   Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?

11.   Have you ever been found in any dependency or domestic relation matter to have physically abused any person.

**If you answer "yes" to questions 12 or 13, and a repayment agreement has been established, attach copies of the repayment agreement from the appropriate agency.**



12.   Are you currently in default status on any educational loan or scholarship? (Do not include loans that are currently in a compliant deferment status.)

13.   Are you currently in non-compliance with a support order?

Once you have answered the questions click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 Previous Next 



In Step 14 the educator is asked to provide 3 references. Once the information is entered, the educator clicks on Next to continue.

- Enter data in required fields.
- Click on drop-down arrow to select answer for State.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to Continue.

**Educator Recommendation Application - Step 14 of 18**

You are applying for the certificate recommended by your institution.  
Provide character information requested below.

**Section V - Character References**

List three individuals, not related to you, who will serve as character references.

**Character Reference 1**

Name:  \*

Mailing Address:  \*

City:  \*

State:  \* (dropdown menu)

Zip:  \*

Telephone Number: (  )  -  \*

E-mail Address:

**Character Reference 2**

Name:  \*

Mailing Address:  \*

City:  \*

State:  \* (dropdown menu)

Zip:  \*

Telephone Number: (  )  -  \*

E-mail Address:

**Character Reference 3**

Name:  \*

Mailing Address:  \*

City:  \*

State:  \* (dropdown menu)

Zip:  \*

Telephone Number: (  )  -  \*

E-mail Address:

Once you have entered the information click on the Next button.

Continue - Please continue the wizard.  
 Cancel - Please cancel the wizard.

[Previous](#) [Next](#)

Step 15 is an affidavit. By clicking on the checkbox, the educator is signing the affidavit.

- Click on checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 15 of 18

**You are applying for the certificate recommended by your institution.**

Please review and electronically sign the below affidavit.

**Affidavit:**

I certify (or declare) under the penalty of perjury under the laws of the state of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or character and fitness supplement changes prior to my being granted certification, I must immediately notify the Office of Professional Practices and my college/university if I am a college/university candidate.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the renewal certificate, credential, or license.

Once you have answered the question click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next



Step 16 allows the Educator to pay by credit card for their application. The educator enters card information and clicks on Next to continue. Note the amount to be charged to the educator is shown in the Amount field box. This field is disabled so the amount does not change.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow numeric format for entered numbers.
- Follow date format when entering date.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

**Educator Recommendation Application - Step 16 of 18**

You are applying for the certificate recommended by your institution.

Please enter your payment information and click Next.

Payment Type:  \*

Credit Card #:  \* no spaces or dashes

Expiration Date:  \* (Example: 08/11)

Verification Code:  \*

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card:  \*

Address Line 1:  \*

Address Line 2:

City:  \*

State:  \*

Zip:  \*

Email:  \*

Amount:  \*

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Once you have entered the required data click on the Submit button.

Save - Please save the fee information.

Cancel - Please cancel the wizard.

Step 17 allows the educator to edit any of the information he or she entered before applying for the application. There is an edit link for each section; therefore, if the user wishes to change address information, they click on the edit link directly across from the Address heading.

- If applicable, click on the edit link to make any changes to the information already entered.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Apply to complete application.

**Educator Recommendation Application - Step 17 of 18**

You are applying for the certificate recommended by your institution.

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

— Profile [\(edit\)](#)

Name:  
SSN:                      Birth Date:  
Gender:                      Former:  
Print Name:                      Ethnicity: Unknown/Not Provided

— Address [\(edit\)](#)

Mailing Address:  
City State, Zip: Springfield IL, 62711  
Country: U S

— Contact [\(edit\)](#)

Home Phone:  
Email Address:

— Payment [\(edit\)](#)

Credit Card #: \*\*\*\*\*  
Expiration Date: 08/15  
CC Verification:  
CC Name:  
CC Address Line 1:  
CC Address Line 2:  
CC City:  
CC State:  
CC Zip:  
CC Email:  
Amount: \$68.00

.....

Once you have reviewed the information click on the Apply button to submit your credential application. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

Apply - Please accept my credential application.  
 Cancel - Please cancel the wizard.

[Previous](#) [Apply](#)

Step 18 completes the process by clicking on Submit. The educator will then be navigated to their credential screen.

- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click on Submit to complete the application process.

**Educator Recommendation Application - Step 18 of 18**

**You are applying for the certificate recommended by your institution.**

Please review the following information.

You have successfully applied for your new Washington teaching credential.

Your certificate has been routed to a certification specialist for review.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.

[Click here to view your new credential information.](#)

**Review the outcome of your application and click Submit.**

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Submit