

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

## Paraeducator User Guide

April 13, 2021




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## Welcome

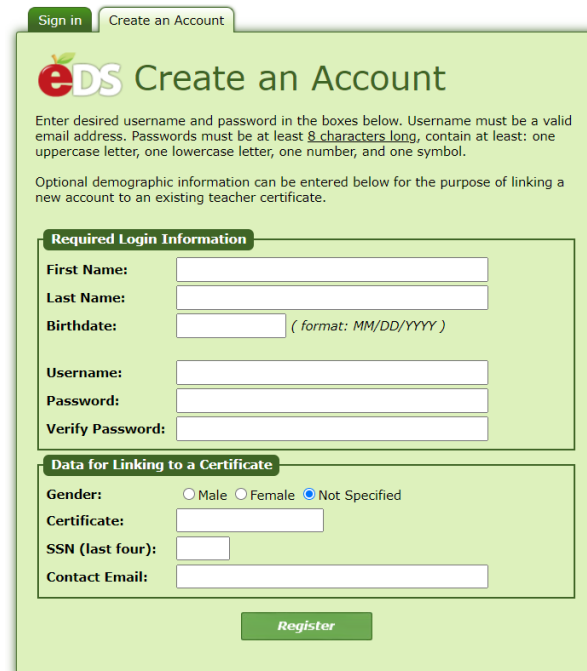
Welcome to the Washington State Educator Electronic Certification System (E-Certification). This user guide will help Paraeducators navigate through E-Certification. Once logged into the system, Paraeducators will be able to edit their profile and view credentials, in addition to many other functions.

To Begin – Select this link: <https://eds.ospi.k12.wa.us>



The screenshot shows the 'Sign In' page of the EDS system. At the top, there are two tabs: 'Sign In' (selected) and 'Create an Account'. The main heading is 'eDS System Sign In'. Below the heading are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Forgot your [username](#) or [password](#)?'.

**First-time User:** Select the “Create an Account” Tab

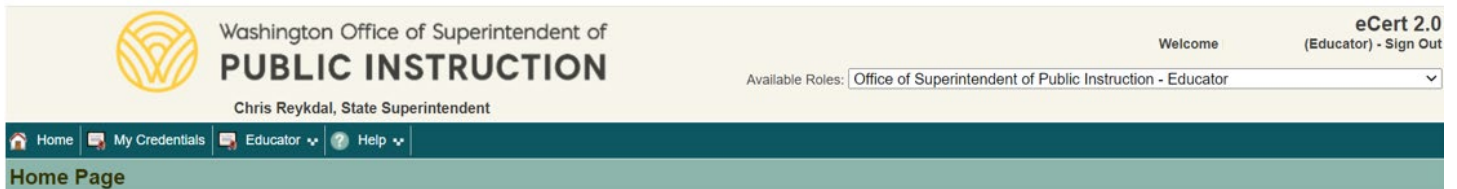


The screenshot shows the 'Create an Account' page of the EDS system. At the top, there are two tabs: 'Sign in' and 'Create an Account' (selected). The main heading is 'eDS Create an Account'. Below the heading, there is a paragraph of instructions: 'Enter desired username and password in the boxes below. 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.' Below this is another paragraph: 'Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.' The form is divided into two sections: 'Required Login Information' and 'Data for Linking to a Certificate'. The 'Required Login Information' section includes fields for 'First Name', 'Last Name', 'Birthdate' (with a note '(format: MM/DD/YYYY)'), 'Username', 'Password', and 'Verify Password'. The 'Data for Linking to a Certificate' section includes a 'Gender' field with radio buttons for 'Male', 'Female', and 'Not Specified' (selected), and fields for 'Certificate', 'SSN (last four)', and 'Contact Email'. A 'Register' button is located at the bottom of the form.

**Returning Users:** Sign In or claim an existing account (to claim an existing account, the user will need to complete the ‘Required Login Information’ and the ‘Data for Linking to a Certificate’ information. It’s possible you may have an account even if you have not yet been issued a certificate. If you’ve never signed into EDS, please fill out as much information as possible in this section).

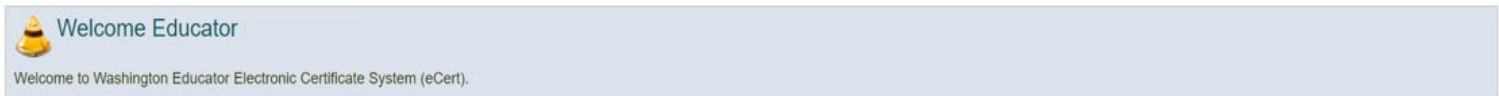
## Home Page

Once a Paraeducator has logged into their E-Certification record, their home page is launched. At the top of the home page, there are four tabs: Home, My Credentials, Educator and Help. 'Home' will navigate the Paraeducator to the home screen, 'My Credentials' will display credential information, 'Educator' will display available options, and 'Help' provides contact information for user assistance.



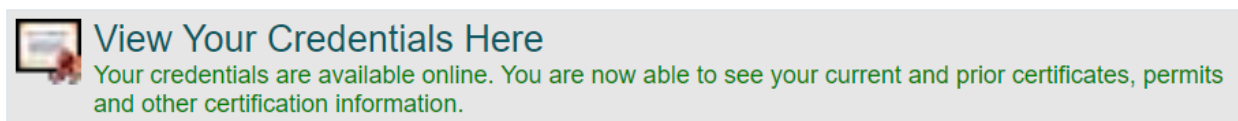
## Welcome Educator

Under the 'Welcome Educator' heading, there may be system messages posted for the users view.



## View Your Credentials Here

The Paraeducator will find this link on their home page and it will navigate the Paraeducator to their credential screen, the 'My Credentials' tab and 'View your Credentials Here' link display the same functions. This will be shown in detail in the next few pages.



On the home page, there are links that are applicable to the Paraeducator's status. For example, when it is time for a Paraeducator to renew their certificate, a notice will appear on their home page with a link navigating them to a wizard, which will help complete the necessary process.

While there are several different scenarios and several certificates, this user guide will focus on Paraeducator Certificates.

Each application corresponds with a wizard. A wizard is a step-by-step guide helping the Paraeducator through processing the application. The wizard is intuitive and the Paraeducator will notice some steps are the same in different wizards.

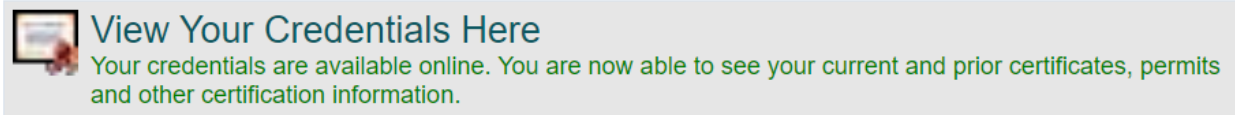
Wizards throughout the system follow the same basic format. There are drop-down arrows in some fields, numeric answers only in some fields, while most fields are required. If any Paraeducator does not fill out a required field (marked with a red asterisk), an error message will be displayed instructing the Paraeducator what is needed to complete the application.

Wizards will direct the user if it is a multiple step wizard by showing buttons at the bottom, such as Next.

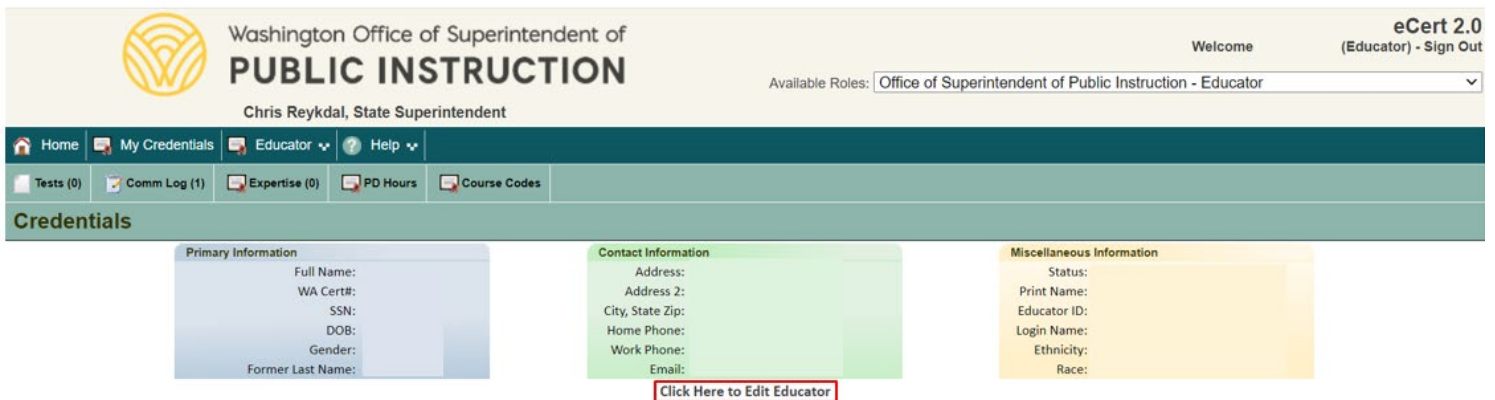
Each wizard will also allow the Paraeducator to cancel the application process by selecting on the Cancel radio button at the bottom of the wizard.

## View Your Credentials Here

By selecting this link, the Paraeducator can view their current and prior certification information.



Once the Paraeducator selects the 'View Your Credentials Here' link, they are navigated to the Credentials screen. The top of the screen displays the user's primary, contact, and miscellaneous information.



## Edit Educator Information

A Paraeducator can change their information by selecting the 'Click Here to Edit Educator' link. A three-step wizard is launched navigating the Paraeducator through each step.

**Step 1** allows the Paraeducator to change any profile information. For purposes of privacy, most information in the field boxes has been removed. Note the red asterisks on some of the fields. There are also drop-down arrows and when selected the system displays a list from which the Paraeducator can choose the applicable answer. Once changes have been made, the Paraeducator will select *Next* at the bottom of the page

- Fill out all required fields.
- Follow date format when entering date.
- To terminate the wizard, select Cancel.
- Select Next to continue.

**Edit Educator - Step 1 of 3** ?

**You are editing an Educator.**

Please review and/or 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:  Active \*

---

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next



**Step 2** allows the Paraeducator to make changes to their address if applicable. Once changes have been made, the Paraeducator will select *Next*.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- To terminate the wizard, select Cancel.
- Select Next to continue.

**Edit Educator - Step 2 of 3** ?

**You are editing an Educator.**

Please edit the address information and click the Next button.

Mailing Address:  \*

City:  \*

Country:  \*

State:  \*

Zip:

---

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

← Previous

Next →

**Step 3** allows the Paraeducator to change any contact information. Once changes have been made, the Paraeducator selects Submit.

- Follow numeric format when entering phone numbers.
- To terminate the wizard, select Cancel.
- To return to the previous screen, select Previous.
- Select Submit to save Paraeducator Information.

Edit Educator - Step 3 of 3
?

**You are editing an Educator.**

Please edit the contact information and click the Next button.

Work Phone: (  )  -

Home 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
Submit

The second part of the Credentials screen displays the Paraeducator’s Applications, Certificates, Endorsements, and Deficiencies for Selected Certificates.

Note: By choosing Select under Certificates, the associated endorsements and deficiencies will display in the appropriate labeled section.

Credentials
Legacy

**Hide Old** **Applications**

ID	Document	Description	Status	Source	Received	Fee	Pay Info	Balance
1185098	SMPE_SPED	SPED Subject Matter Paraeducator Application	CLOSED	OSPI	09/25/2019			
1191160	GPE	General Paraeducator Application	CLOSED	EDU	12/13/2019	GENPARA	CC2-74.00	0.00

**Show All** **Certificates**

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View	1191160	GENERAL PARAEDUCATOR	Issued	00001	12/13/2019	01/21/2020	01/21/2020		01/22/2020	
Select	View	1185098	SPECIAL EDUCATION SUBJECT MATTER PARAEDUCATOR	Issued	00001	09/25/2019	09/25/2019	09/25/2019	06/30/2025	09/26/2019	

**Endorsements For Selected Certificate**

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires

**Deficiencies For Selected Certificate**

View	Def	Printed Date

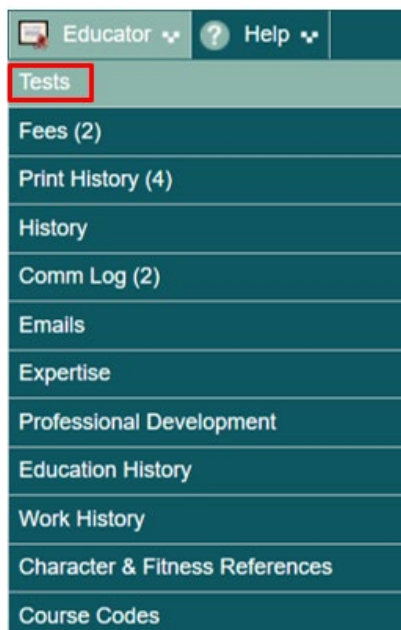
## Educator Menu

On the Credentials screen, there are four tabs *Home*, *My Credentials*, *Educator*, and *Help*. *Home* will return to the home page, *My Credentials* will take the user to their Credentials screen, *Educator* will launch a menu with information pertinent to the Paraeducator's data, and *Help* displays contact information for user assistance.



## Tests

To view the tests, the user selects the link, *Tests*.





This action will launch the *Tests* section. The user can view added test information. The testing information is imported by an E-Certification Specialist or College/University Specialist. The Paraeducator cannot modify or delete testing data. This is a view only screen.

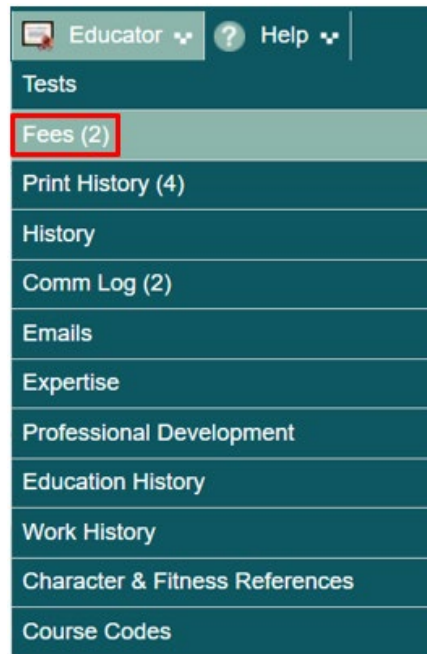
Main Tests Sub Tests

Status	Test	Source	Test Date	Post Date	Import ?

Note: You cannot delete imported tests.

## Fees

The Paraeducator can view fees they have submitted for applications. By selecting the *Fees* link, the fees table is launched. The Paraeducator cannot modify or delete fee data. This is a view only screen.



### Fees

View	ID	Method	Fee	App ID	App	Auth	Batch	Return Reason	Amount	Balance	Returned?
View	241973	CC2	GENPARA	1191160	GPE				74.00	0.00	No

Note: You cannot edit or delete fees that are associated with a certificate or endorsement or have been batched.  
You cannot return fees that have not been batched.

## Print History

By selecting the *Print History* link, the Paraeducator can view a PDF copy of their certificate or any deficiency letter pertaining to their certification.



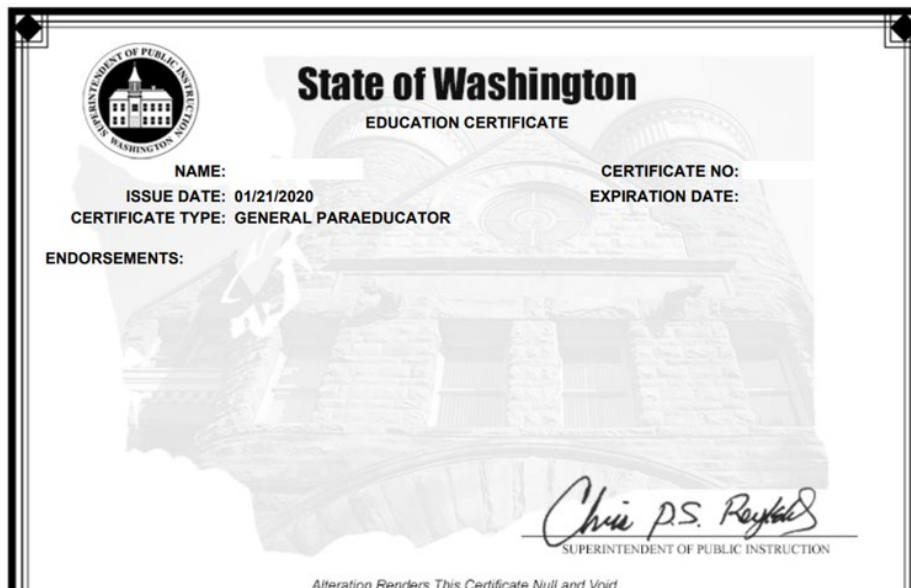
### Print History Information

#### Certificate Print History

View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Printed Date	Address
View			SPECIAL EDUCATION SUBJECT MATTER PARAEDUCATOR	Issued	9/25/2019 10:37:03 AM	9/26/2019 6:05:50 AM	
View			GENERAL PARAEDUCATOR	Issued	1/21/2020 1:31:10 PM	1/22/2020 6:05:53 AM	

#### Deficiency/Letter Print History

View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Printed Date	Address
View			GENERAL PARAEDUCATOR	Issued	12/26/2019 8:53:36 AM	12/26/2019 8:53:35 AM	



## History

By selecting the *History* link, the Paraeducator can view their personal information such as Name, Address, and Contact Information.



### Educator History

Name Address Contact Information

Prefix	First	MI	Last	Maiden	Suffix
No Records Found					

Name Address Contact Information

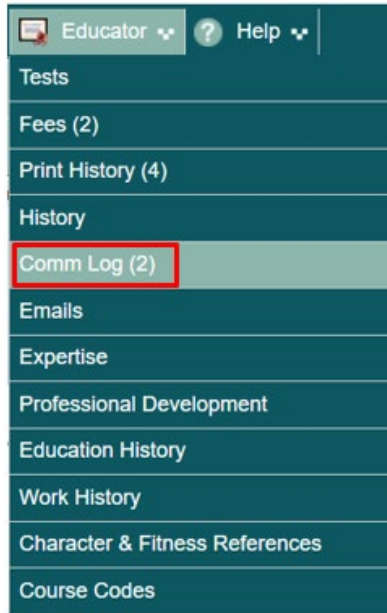
Incorrect Address	Address Source	Address1	Address2	Address Physical	City	State	Zip Code	Country	Non US State
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	

Name Address Contact Information

Home Phone	Work Phone	Alternate Phone	Fax Phone	Email Address	Website
No Records Found					

## Communication Log

*Comm log* table will display any notes pertaining to the Paraeducator, if applicable. By selecting the Comm Log link, the Communication Logs table is displayed.



Communication Logs

Filter by Type:

Edit	Date	Type	Description	Delete
No Records Found				

## Emails

*Emails* will display automatic or prompted emails sent from the E-Certification system with certificate information. By selecting the emails link, any emails pertaining to the Paraeducator, if applicable, will display.



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Emails

View	Email Code	To Address	Subject	Sent	Hold
View	CERT_ISSUED		Information from Professional Certification	Yes	No
View	APP_SUB		Information from Professional Certification	Yes	No
View	DISTRICT_REQ		Information from Professional Certification	Yes	No
View	PARA_ISSUED		Information from Professional Certification	Yes	No
View	DEF_LETTER		Information from Professional Certification	Yes	No
View	APP_SUB		Information from Professional Certification	Yes	No
View	PARA_ISSUED		Information from Professional Certification	Yes	No

## Expertise

By selecting the *Expertise* link, the Expertise Information table will display. Information entered to E-Certification displays Paraeducator’s area of expertise.

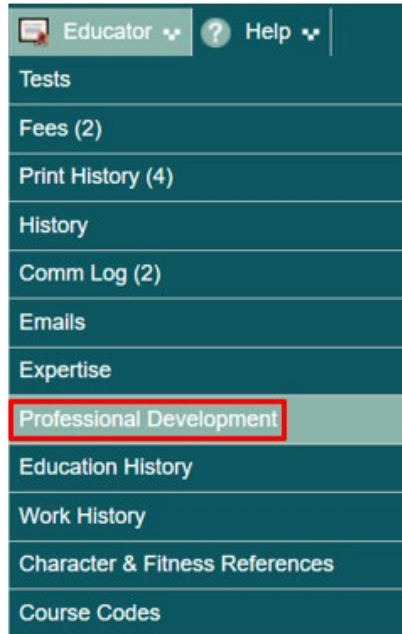


Expertise Information

Source	Status	Endorsement	Grade	Expires

## Professional Development

By selecting the *Professional Development* link, Paraeducators can view their professional development credits. In addition, Paraeducators can add, edit and delete professional development information.



## Add Professional Development

To Add Professional Development hours, select the link, *Click Here to Add Professional Development Hours*. If you have pdEnroller classes, data will appear in this section highlighted in blue. Paraeducators cannot modify or delete pdEnroller data.

**\*\* NOTE: The Fundamental Course of Study is entered as one 28 clock hour course. Paraeducators will choose “paraeducator fundamental course of study” for credit type. Documentation of the completed Fundamental Course of Study can be uploaded as part of an application for certification or emailed to cert@k12.wa.us \*\***

By Certificate		All	Professional Development Hours									
Edit	Institution/Approved Provider	Class/School District	Credit Type	Type of Study	Clock Hours	Completed Date	Suicide Prevention?	STEM Related?	Issues of Abuse?	CTE Related?	Imported?	Delete
	PD Enroller	CPR, First Aid Certification Training	Clock Hours	General Study (Other)	4.00	12/10/2020	False	False	False	False	True	
Edit	Educational Service District 112 - ESD 112	VAI0521 - CPR and First Aid Training	Clock Hours	Special Education Content	4.00	12/10/2020	False	False	False	False	False	Delete
Edit	Educational Service District 112 - ESD 112	Remote Learning 2.0	Clock Hours	Advanced Paraeducator Training	4.00	8/28/2020	False	False	False	False	False	Delete
Edit	Longview School District	VAI1802 - Remote Learning 2.0	Clock Hours	General Study (Other)	4.00	8/28/2020	False	False	False	False	False	Delete
	PD Enroller	Remote Learning 2.0	Clock Hours	General Study (Other)	4.00	8/28/2020	False	False	False	False	True	
Edit	Educational Service District 112 - ESD 112	Right Response Recertification	Clock Hours	Advanced Paraeducator Training	4.50	8/19/2020	False	False	False	False	False	Delete
	PD Enroller	Right Response Recertification Training	Clock Hours	General Study (Other)	4.50	8/19/2020	False	False	False	False	True	
Edit	Longview School District	VAI1714 - Right Response Recertification Training	Clock Hours	General Study (Other)	4.50	8/19/2020	False	False	False	False	False	Delete
Edit	Longview School District	VAI1339 - Safe Schools Training	Clock Hours	General Study (Other)	4.50	6/19/2020	False	False	False	False	False	Delete
	PD Enroller	WEESK SafeSchools Training	Clock Hours	General Study (Other)	4.50	6/19/2020	False	False	False	False	True	
Edit	Longview School District	VAI1169 - General Para Cert Training	Clock Hours	General Study (Other)	5.00	6/12/2020	False	False	False	False	False	Delete
	PD Enroller	ELL Paraeducator Coursework	Clock Hours	General Study (Other)	5.00	6/12/2020	False	False	False	False	True	
Edit	Longview School District	VAI1608 - Special Education Para Coursework	Clock Hours	Special Education Content	18.00	6/12/2020	False	False	False	False	False	Delete
	PD Enroller	General Paraeducator Certification Training	Clock Hours	General Study (Other)	5.00	6/12/2020	False	False	False	False	True	
	PD Enroller	Special Education Paraeducator Coursework	Clock Hours	General Study (Other)	18.00	6/12/2020	False	False	False	False	True	
Edit	Longview School District	VAI1436 - ELL Para Coursework	Clock Hours	English Lang. Learner Content	5.00	6/12/2020	False	False	False	False	False	Delete
Edit	Longview School District	Para 128	Clock Hours	English Lang. Learner Content	1.00	5/30/2020	False	False	False	False	False	Delete
Edit	Longview School District	Para 129 - ELL	Clock Hours	English Lang. Learner Content	1.00	5/30/2020	False	False	False	False	False	Delete
Edit	Longview School District	Para 126 ELL	Clock Hours	English Lang. Learner Content	1.00	5/30/2020	False	False	False	False	False	Delete
Edit	Longview School District	Para 127 ELL	Clock Hours	English Lang. Learner Content	1.00	5/30/2020	False	False	False	False	False	Delete
Edit	Longview School District	Para 125 - ELL general Understanding	Clock Hours	English Lang. Learner Content	1.00	5/14/2020	False	False	False	False	False	Delete
Edit	Lower Columbia College	Special Education	Clock Hours	Special Education Content	20.00	6/14/2019	False	False	False	False	False	Delete

[Click Here to Add Professional Development Hours](#)



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This action will launch the Professional Development Hours wizard. The Paraeducator will enter all required information. The required information is symbolized with a red asterisk.

- Enter information in all required fields.
- Select the drop-down arrow to choose applicable answer.
- Use the specified format for entering dates.
- To terminate the wizard, select Cancel.
- To add multiple Professional Development Hours, select Save and add new PD hours, select Submit.
- To save Professional Development hours, select Save and exit PD entry, select Submit.

Educator Professional Development Hours - Step 1 of 1

You are adding Educator Professional Development Hours.

Educator Certificate ID: 1258848

Credit Type:  \*

Class:  \*

Begin Date:  (Optional)

Completed Date:  \* MM/DD/YYYY

Type of Study:  \*

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:


Comments:

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

Save and add new PD hours

Save and exit PD entry

Cancel - Please cancel the wizard

Submit 

To edit an existing entry, select the Edit link. Once information has been changed, select Submit. The Paraeducator can also delete an entry. By selecting the Delete link, the entry will be removed from E-Certification.

By Certificate All

Professional Development Hours

Edit	Institution/Approved Provider	Class/School District	Credit Type	Type of Study	Clock Hours	Completed Date	Suicide Prevention?	STEM Related?	Issues of Abuse?	CTE Related?	Imported?	Delete
	PD Enroller	CPR, First Aid Certification Training	Clock Hours	General Study (Other)	4.00	12/10/2020	False	False	False	False	True	
Edit	Educational Service District 112 - ESD 112	VAJ0521 - CPR and First Aid Training	Clock Hours	Special Education Content	4.00	12/10/2020	False	False	False	False	False	Delete
Edit	Educational Service District 112 - ESD 112	Remote Learning 2.0	Clock Hours	Advanced Paraeducator Training	4.00	8/28/2020	False	False	False	False	False	Delete
Edit	Longview School District	VAI1802 - Remote Learning 2.0	Clock Hours	General Study (Other)	4.00	8/28/2020	False	False	False	False	False	Delete
	PD Enroller	Remote Learning 2.0	Clock Hours	General Study (Other)	4.00	8/28/2020	False	False	False	False	True	
Edit	Educational Service District 112 - ESD 112	Right Response Recertification	Clock Hours	Advanced Paraeducator Training	4.50	8/19/2020	False	False	False	False	False	Delete
	PD Enroller	Right Response Recertification Training	Clock Hours	General Study (Other)	4.50	8/19/2020	False	False	False	False	True	
Edit	Lower Columbia College	Special Education	Clock Hours	Special Education Content	20.00	6/14/2019	False	False	False	False	False	Delete

Click Here to Add Professional Development Hours

## Edit Educator Professional Development Hours

By selecting the *Edit* link, the Educator Professional Development Hours wizard is launched.

If Applicable,

- Make changes to already entered data.
- To terminate the wizard, select Cancel.
- To save Professional Development hours, select Submit.

Educator Professional Development Hours - Step 1 of 1

You are Editing Educator Professional Development Hours

Educator Certificate ID: 0

Credit Type: Clock Hours

Approved Providers: Educational Service District 112 - ESD 112

Class: Remote Learning 2.0

Clock Hours: 4.00

Begin Date: 08/28/2020 (Optional)

Completed Date: 08/28/2020 \* MM/DD/YYYY

Type of Study: Advanced Paraeducator Training

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:

Comments: This meets the criteria on learning in computers.

Created:

Updated:

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

Save

Cancel - Please cancel the wizard

Submit

## Delete Educator Professional Development Hours

By selecting the *Delete* link, the Educator Professional Development Hours wizard is launched.

- Review information to verify deletion.
- To terminate the wizard, select Cancel.
- To delete Professional Development Hours, select Submit.

Educator Professional Development Hours - Step 1 of 1

You are deleting Educator Professional Development Hours

Educator Certificate ID: 0

Credit Type: Clock Hours

Class: Remote Learning 2.0

Begin Date: 08/28/2020 (Optional)

Completed Date: 08/28/2020 \* MM/DD/YYYY

Type of Study: Advanced Paraeducator Training

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:

Comments: This meets the criteria on learning in computers.

Created:

Updated:

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

Delete - I want to delete this professional development entry.

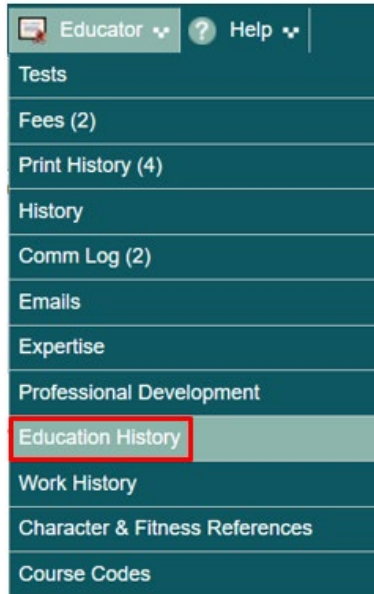
Cancel - Please cancel the wizard

Submit



## Education History

By selecting *Education History*, Paraeducator education history will display, if applicable.

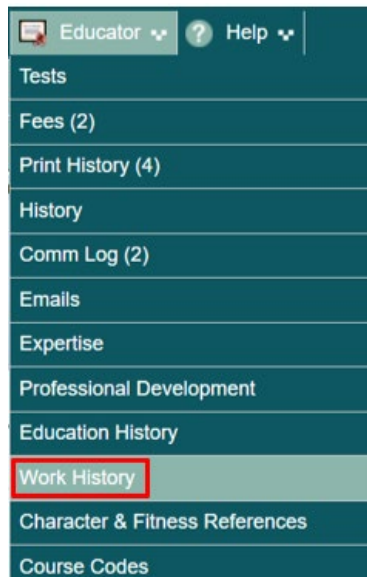


### Educator History

Name	Address	Contact Information			
Prefix	First	MI	Last	Maiden	Suffix
No Records Found					

## Work History

By selecting *Work History*, Paraeducator Work History will display, if applicable.



# Washington State Office of Superintendent of Public Instruction E-Certification Paraeducator User Guide

## Professional Education Experience

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

[Click Here to Add Professional Education Experience](#)

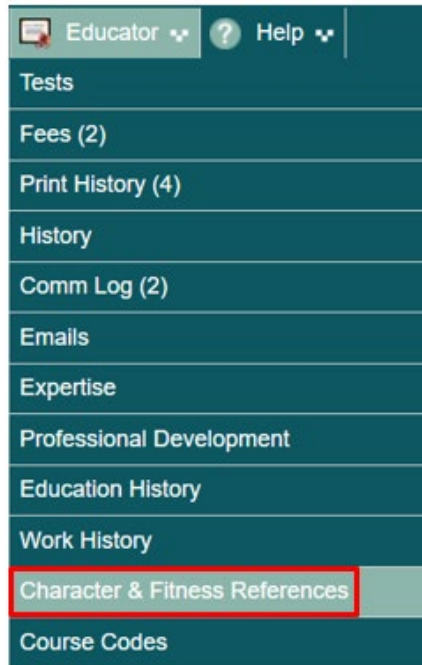
## Other Employment Experience

Edit	Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Immediate Supervisor	Created	Delete
No Records Found											

[Click Here to Add Other Employment Experience](#)

## Character & Fitness References

By selecting *Character & Fitness Reference*, Paraeducator references will display, if applicable.



### Character & Fitness References

Name:  
Mailing Address:  
City:  
State:  
Zip:  
Telephone Number:  
Email Address:

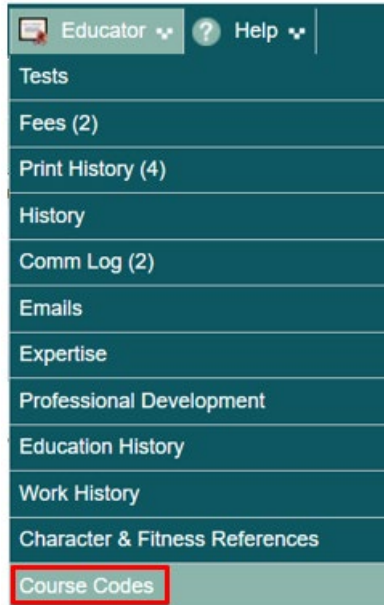
Name:  
Mailing Address:  
City:  
State:  
Zip:  
Telephone Number:  
Email Address:

Name:  
Mailing Address:  
City:  
State:  
Zip:  
Telephone Number:  
Email Address:

[Click Here to Edit CFS Information](#)

## Course Codes

By selecting *Course Codes*, information is provided to identify which state course codes can be taught by each endorsement area, if applicable.



## Paraeducator Certificate Options

Once Paraeducator Fundamental Course of Study has been added to the Professional Development section, on the Paraeducator’s Home Page, the *Apply For Your Paraeducator Certificate Here* link will display.

By selecting this link, Paraeducator Certificate Application information will display.



### Apply For Your Paraeducator Certificate Here

Click here to apply for your Washington Paraeducator certificate. Your completion of the Paraeducator Fundamental Course of Study may qualify you to apply for a Washington Paraeducator Certificate. Click on this link to check your options.

Available Paraeducator application options will become available as Paraeducator certificate requirements are met.

#### Paraeducator Certificate Application Information

Paraeducator Certificate Application Information

Certificate	Fundamental Course of Study Completion Date	Qualifying Existing Certificate	Qualifying Professional Development Hours	Apply
GPE001 - General Paraeducator	09/06/2018	No	222.00 of 70 required hours	Apply For Credential
SMPE001 - ELL Subject Matter Paraeducator	09/06/2018	N/A	0.00 of 20 required hours	Application not available
SMPE002 - SPED Subject Matter Paraeducator	09/06/2018	N/A	29.00 of 20 required hours	Apply For Credential
APE001 - Advanced Paraeducator	09/06/2018	No	0.00 of 75 required hours	Application not available

## General Paraeducator Application

### Application for Certificate GPE - Step 1 of 25



#### You are applying for a Washington state certificate

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 information to pay for your application.

.....

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

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

Next



### Application for Certificate GPE - Step 3 of 25



#### You are applying for a Washington state certificate

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

#### Section II - Professional Fitness

At this time, you are not required to complete the Character and Fitness Supplement. The application wizard will move to the next step in the application process.

.....

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


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



Previous

Next



Application for Certificate GPE - Step 9 of 25 

**You are applying for a Washington state certificate**

In addition to the certification fee, an OSPI processing fee per certificate action is required. Please select the certificate(s) you are requesting if not already selected. You will be prompted for your credit card information later in the application process.

.....



GPE0001 - GENERAL PARAEDUCATOR

Fee Type	Amount
GPE0001 - Certificate Fee	
GPE0001 - OSPI Processing Fee	
<b>Total</b>	

.....

**Once the above information is complete click on the Next button.**

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

 Previous Next 

**\*\* Current application fees will appear at the time of application. \*\***

Application for Certificate GPE - Step 11 of 25 

**You are applying for a Washington state certificate**

Is the Washington Certificate Number below correct?

**Your Washington State Certificate #:**

.....

.....

**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 

Application for Certificate GPE - Step 12 of 25 ?

**You are applying for a Washington state certificate**

Do you hold a Washington State DOH (Department of Health) License?

No  
 Yes

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

Continue  
 Cancel - Please cancel the wizard.

← Previous Next →

Application for Certificate GPE - Step 18 of 25 ?

**You are applying for a Washington state certificate**

Please review and/or 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:  \*

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

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

← Previous Next →

Application for Certificate GPE - Step 19 of 25 

**You are applying for a Washington state certificate**

Please edit the address information and click the Next button.

Mailing Address:  \*

City:  \*

Country:  \*



State:  \*


Zip:

---

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

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

 Previous      Next 

Application for Certificate GPE - Step 20 of 25 

**You are applying for a Washington state certificate**

Please edit the contact information and click the Next button.

Work Phone: (  )  -

Home 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 

Application for Certificate GPE - Step 21 of 25 ?

**You are applying for a Washington state certificate**

You may now upload any requested documents that you have completed and had signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses.

cert@k12.wa.us

OR

Professional Certification  
PO Box 47200  
Olympia, WA 98504-7200

View	Description	Page Count	Create Info
View	General Paraeducator Application	2	
View	General Paraeducator Application	1	
View	General Paraeducator Application	1	

**Add Attachment**

.....

Once you have uploaded all documents click on the Next button.

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

← Previous Next →

Application for Certificate GPE - Step 22 of 25 ?

**You are applying for a Washington state certificate**

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 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 Certification at OSP!.


.....

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

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

← Previous Next →



Application for Certificate GPE - Step 23 of 25 

**You are applying for a Washington state certificate**

You will be redirected to the payment site.

You must complete your transaction in a timely manner so your session does not expire and your application can be submitted.

Payment Type:  \*



Amount:  \*


[Click here to make payment](#)

---

**!Important! If you have already submitted a payment for this application and encountered issues during the application process, do not submit a duplicate application or payment. Contact our office for further assistance.**

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

 Previous Next 

Application for Certificate GPE - Step 24 of 25 

**You are applying for a Washington state certificate**

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.

Name:

SSN:  Birth Date:

Gender:  Former:

Print Name:  Ethnicity:

Mailing Address:

City State, Zip:

Country:

Home Phone:

Email Address:


Amount:


Authorization Code:

---

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

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

Apply 

Application for Certificate GPE - Step 25 of 25 

**You are applying for a Washington state certificate**

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.](#) .....

Please rate your experience with this application.


☆☆☆☆☆

Comments:

**Submit** 

## English Language Learner Subject Matter Paraeducator Application

\*\* For availability of this application, Paraeducator’s will need to identify the required hours related to English Language Learner Content. This information will need to be logged in Professional Development and choosing the appropriate ‘Type of Study’ in the drop-down choices. The selection will need to be identified as English Lang. Learner Content \*\*

Application for Certificate SMPE\_ELL - Step 1 of 25 

**You are applying for a Washington state certificate**

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 information to pay for your application.


.....

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

**Next** 

Application for Certificate SMPE\_ELL - Step 3 of 25 

**You are applying for a Washington state certificate**

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



**Section II - Professional Fitness**


At this time, you are not required to complete the Character and Fitness Supplement. The application wizard will move to the next step in the application process.

.....

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

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

 Previous Next 

Application for Certificate SMPE\_ELL - Step 9 of 25 

**You are applying for a Washington state certificate**

In addition to the certification fee, an OSPI processing fee per certificate action is required. Please select the certificate(s) you are requesting if not already selected. You will be prompted for your credit card information later in the application process.

.....



SMPE001 - ENGLISH LANGUAGE LEARNER SUBJECT MATTER  
PARAEDUCATOR

Fee Type	Amount
SMPE001 - Certificate Fee	
SMPE001 - OSPI Processing Fee	
<b>Total</b>	

.....

**Once the above information is complete click on the Next button.**

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

 Previous Next 

**\*\* Current application fees will appear at the time of application. \*\***

Washington State Office of Superintendent of Public Instruction  
E-Certification Paraeducator User Guide

Application for Certificate SMPE\_ELL - Step 12 of 25 

**You are applying for a Washington state certificate**

.....


Do you hold a Washington State DOH (Department of Health) License?


No  
 Yes

.....

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

Continue  
 Cancel - Please cancel the wizard.

 Previous Next 

Application for Certificate SMPE\_ELL - Step 18 of 25 

**You are applying for a Washington state certificate**

Please review and/or 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:

.....

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

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

 Previous Next 

Application for Certificate SMPE\_ELL - Step 19 of 25 

**You are applying for a Washington state certificate**

Please edit the address information and click the Next button.

Mailing Address:  \*

City:  \*

Country:  \*



State:  \*


Zip:

---

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

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

 Previous Next 

Application for Certificate SMPE\_ELL - Step 20 of 25 

**You are applying for a Washington state certificate**

Please edit the contact information and click the Next button.

Work Phone: (  )  -

Home 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 

Application for Certificate SMPE\_ELL - Step 21 of 25 

**You are applying for a Washington state certificate**

You may now upload any requested documents that you have completed and had signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses.

**cert@k12.wa.us**

OR

Professional Certification  
PO Box 47200  
Olympia, WA 98504-7200



View	Description	Page Count	Create Info
<a href="#">View</a>	ELL Subject Matter Paraeducator Application	4	
<a href="#">View</a>	ELL Subject Matter Paraeducator Application	4	
<a href="#">View</a>	ELL Subject Matter Paraeducator Application	4	


**Add Attachment**

.....

**Once you have uploaded all documents click on the Next button.**

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

 Previous Next 

Application for Certificate SMPE\_ELL - Step 22 of 25 

**You are applying for a Washington state certificate**

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 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 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 



Application for Certificate SMPE\_ELL - Step 23 of 25

**You are applying for a Washington state certificate**

You will be redirected to the payment site.

You must complete your transaction in a timely manner so your session does not expire and your application can be submitted.

Payment Type: Credit Card Gateway \*

Amount: \*

[Click here to make payment](#)

---

**!Important! If you have already submitted a payment for this application and encountered issues during the application process, do not submit a duplicate application or payment. Contact our office for further assistance.**

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

[← Previous](#) [Next →](#)

Application for Certificate SMPE\_ELL - Step 24 of 25

**You are applying for a Washington state certificate**

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.

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Gender: \_\_\_\_\_ Former: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State, Zip: \_\_\_\_\_  
Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_


Amount: \_\_\_\_\_  
Authorization Code: \_\_\_\_\_

---

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

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

[Apply →](#)

Application for Certificate SMPE\_ELL - Step 25 of 25 

**You are applying for a Washington state certificate**

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.](#) .....

Please rate your experience with this application.


☆☆☆☆☆

Comments:

Submit 

## Special Education Subject Matter Paraeducator Application

\*\* For availability of this application, Paraeducator's will need to identify the required hours related to Special Education Content. This information will need to be logged in Professional Development and choosing the appropriate 'Type of Study' in the drop-down choices. The selection will need to be identified as Special Education Content \*\*

Application for Certificate SMPE\_SPED - Step 1 of 25 

**You are applying for a Washington state certificate**

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 information to pay for your application.

.....


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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next 



Application for Certificate SMPE\_SPED - Step 3 of 25 

**You are applying for a Washington state certificate**

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



**Section II - Professional Fitness**


At this time, you are not required to complete the Character and Fitness Supplement. The application wizard will move to the next step in the application process.

.....

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

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

 Previous Next 

Application for Certificate SMPE\_SPED - Step 9 of 25 

**You are applying for a Washington state certificate**

In addition to the certification fee, an OSPI processing fee per certificate action is required. Please select the certificate(s) you are requesting if not already selected. You will be prompted for your credit card information later in the application process.

.....



SMPE002 - SPECIAL EDUCATION SUBJECT MATTER  
PARAEDUCATOR

Fee Type	Amount
SMPE002 - Certificate Fee	
SMPE002 - OSPI Processing Fee	
<b>Total</b>	

.....


**Once the above information is complete click on the Next button.**

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

 Previous Next 

**\*\* Current application fees will appear at the time of application. \*\***

Washington State Office of Superintendent of Public Instruction  
E-Certification Paraeducator User Guide

Application for Certificate SMPE\_SPED - Step 12 of 25 



**You are applying for a Washington state certificate**


Do you hold a Washington State DOH (Department of Health) License?

No  
 Yes

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

Continue  
 Cancel - Please cancel the wizard.

 Previous Next 

Application for Certificate SMPE\_SPED - Step 18 of 25 

**You are applying for a Washington state certificate**

Please review and/or 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:  Active  \*

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

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

 Previous Next 

Application for Certificate SMPE\_SPED - Step 19 of 25 

**You are applying for a Washington state certificate**

Please edit the address information and click the Next button.

Mailing Address:  \*

City:  \*

Country:  \*



State:  \*


Zip:

---

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

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

 Previous Next 

Application for Certificate SMPE\_SPED - Step 20 of 25 

**You are applying for a Washington state certificate**

Please edit the contact information and click the Next button.

Work Phone: (  )  -

Home 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 

Application for Certificate SMPE\_SPED - Step 21 of 25 

**You are applying for a Washington state certificate**

You may now upload any requested documents that you have completed and had signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses.

**cert@k12.wa.us**

OR

Professional Certification  
PO Box 47200  
Olympia, WA 98504-7200



View	Description	Page Count	Create Info
<a href="#">View</a>	SPED Subject Matter Paraeducator Application	1	
<a href="#">View</a>	SPED Subject Matter Paraeducator Application	4	


**Add Attachment**

---

**Once you have uploaded all documents click on the Next button.**

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

 Previous Next 

Application for Certificate SMPE\_SPED - Step 22 of 25 

**You are applying for a Washington state certificate**

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 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 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 

Application for Certificate SMPE\_SPED - Step 23 of 25 

**You are applying for a Washington state certificate**

You will be redirected to the payment site.

You must complete your transaction in a timely manner so your session does not expire and your application can be submitted.

Payment Type:  \*



Amount:  \*


[Click here to make payment](#)

---

**!Important! If you have already submitted a payment for this application and encountered issues during the application process, do not submit a duplicate application or payment. Contact our office for further assistance.**

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

 Previous Next 

Application for Certificate SMPE\_SPED - Step 24 of 25 

**You are applying for a Washington state certificate**

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.

Name:  Birth Date:

SSN:  Former:

Gender:  Ethnicity:

Print Name:

Mailing Address:  
City State, Zip   
Country

Home Phone:

Email Address:


Amount:


Authorization Code:

---

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

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

Apply 

Application for Certificate SMPE\_SPED - Step 25 of 25 

**You are applying for a Washington state certificate**

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.](#)

Please rate your experience with this application.


☆☆☆☆

Comments:

Submit 

## Advanced Paraeducator Application

\*\* For availability of this application, Paraeducator's will need to identify the required hours related to Advanced Paraeducator Training. This information will need to be logged in Professional Development and choosing the appropriate 'Type of Study' in the drop-down choices. The selection will need to be identified as Advanced Paraeducator Training. These hours must also be completed after the submitted application date of the General Paraeducator Certificate \*\*

Application for Certificate APE - Step 1 of 25 

**You are applying for a Washington state certificate**

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 information to pay for your application.


.....

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next 

Application for Certificate APE - Step 3 of 25 

**You are applying for a Washington state certificate**

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



**Section II - Professional Fitness**


At this time, you are not required to complete the Character and Fitness Supplement. The application wizard will move to the next step in the application process.

.....

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

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

 Previous Next 

Application for Certificate APE - Step 9 of 25 

**You are applying for a Washington state certificate**

In addition to the certification fee, an OSPI processing fee per certificate action is required. Please select the certificate(s) you are requesting if not already selected. You will be prompted for your credit card information later in the application process.

.....



APE0001 - ADVANCED PARAEDUCATOR

Fee Type	Amount
APE0001 - Certificate Fee	<input type="text"/>
APE0001 - OSPI Processing Fee	<input type="text"/>
<b>Total</b>	<input type="text"/>

.....

**Once the above information is complete click on the Next button.**

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

 Previous Next 

**\*\* Current application fees will appear at the time of application. \*\***



Application for Certificate APE - Step 12 of 25 ?

**You are applying for a Washington state certificate**

.....

Do you hold a Washington State DOH (Department of Health) License?

No  
 Yes

.....

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

Continue  
 Cancel - Please cancel the wizard.

← Previous Next →

Application for Certificate APE - Step 18 of 25 ?

**You are applying for a Washington state certificate**

Please review and/or 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:

.....

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

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

← Previous Next →



Application for Certificate APE - Step 19 of 25 ?

**You are applying for a Washington state certificate**

Please edit the address information and click the Next button.

Mailing Address:  \*

City:  \*

Country:  ▼ \*

State:  ▼ \*

Zip:

---

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

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

← Previous Next →

Application for Certificate APE - Step 20 of 25 ?

**You are applying for a Washington state certificate**

Please edit the contact information and click the Next button.

Work Phone:

Home 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 →

Application for Certificate APE - Step 21 of 25 

**You are applying for a Washington state certificate**

You may now upload any requested documents that you have completed and had signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses.

**cert@k12.wa.us**

OR

Professional Certification  
PO Box 47200  
Olympia, WA 98504-7200



View	Description	Page Count	Create Info
No Records Found			


**Add Attachment**

.....

**Once you have uploaded all documents click on the Next button.**

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

 Previous Next 

Application for Certificate APE - Step 22 of 25 

**You are applying for a Washington state certificate**

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 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 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 

Application for Certificate APE - Step 23 of 25 

**You are applying for a Washington state certificate**

You will be redirected to the payment site.

You must complete your transaction in a timely manner so your session does not expire and your application can be submitted.

Payment Type:  ▾ \*

Amount:  \*



[Click here to make payment](#)


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**!Important! If you have already submitted a payment for this application and encountered issues during the application process, do not submit a duplicate application or payment. Contact our office for further assistance.**

Save - Please save the fee information.

Cancel - Please cancel the wizard.

 Previous Next 

Application for Certificate APE - Step 24 of 25 

**You are applying for a Washington state certificate**

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.

Name:

SSN:  Birth Date:

Gender:  Former:

Print Name:  Ethnicity:

Mailing Address:

City State, Zip:

Country:

Work Phone:

Home Phone:

Email Address:

Amount:


Authorization Code:

---

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


Apply - Please accept my credential application.

Cancel - Please cancel the wizard.

Apply 

Washington State Office of Superintendent of Public Instruction  
E-Certification Paraeducator User Guide

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Application for Certificate APE - Step 25 of 25 

**You are applying for a Washington state certificate**

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.](#) .....

Please rate your experience with this application.

☆☆☆☆☆

Comments:

Submit 

***\*\*If you have any questions, please contact the Professional Certification Office by phone or email for further assistance \*\****

***\*\*Email: cert@k12.wa.us\*\****

***\*\*Phone: 360-725-6400\*\****