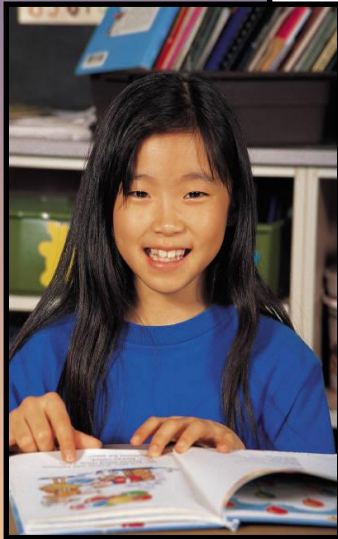


Washington State Educator Electronic Certificate System (E-Certification)

School District Personnel Administrator User Guide



October 13, 2015

Table of Contents

4.0 E-Certification District Personnel Administrator	3
4.1 E-Certification District Personnel Administrator Home Page	4
4.2 District	4
4.3 Conditional	5
4.4 Conditional CTE	14
4.5 Emergency Teacher (Non Substitute)	23
4.6 Emergency Substitute	30
4.7 Intern Substitute	37
4.8 Probationary CTE	42
4.9 Transitional	48
4.10 Search.....	53
4.11 Educator Main.....	56
4.12 Applications.....	57
4.13 Fingerprint Search.....	58
4.14 Degrees	60
4.15 Tests	61
4.16 Print History	62
4.17 History.....	63
4.18 Notes.....	64
4.19 Communication Log	68
4.20 NBPTS.....	69
4.21 Expertise.....	70
4.22 Professional Development.....	70
4.23 HQT	71
4.24 Assignments.....	72
4.25 Education History.....	73
4.26 Work History	75
4.27 Professional Education Experience.....	76
4.28 Other Employment Experience.....	77
4.29 Tools.....	78
4.30 Disciplinary Actions (NASDTEC)	79
4.31 Reports.....	80
4.32 Credentials	82

E-Certification District Personnel Administrator

Overview

Welcome to the E-Certification District Personnel Administrator Guide. The Table of Contents outline numbering found to the left of the section heading is a reference to the External User Processing Design Document inclusive of all user roles. This document is a subsection of the main user guide and will focus on the District Personnel Administrator role and function.

The system is designed to allow approved external users access the system via the Internet. There are numerous possible roles at the local district and school level. They range from District Superintendent to the Human Resources Director and Authorized Approving Agent. There are even Read Only roles at both the District and School level. OSPI can choose to use these roles as they see fit and as may be requested by the School District Data Security Manager.

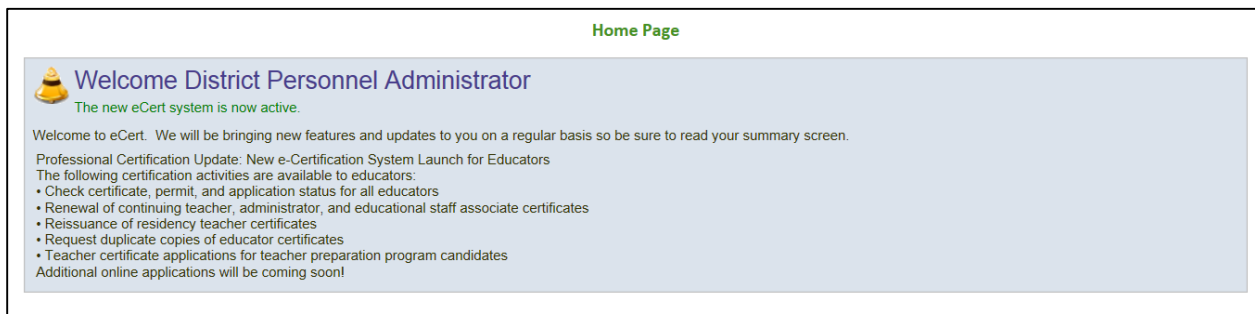
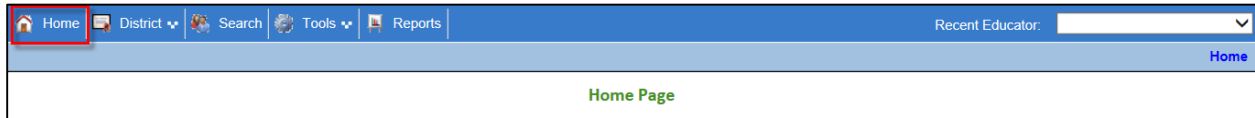
This document will show the role of the E-Certification District Personnel Administrator (referred to as Administrator in the following documentation) and how their functions interact with OSPI.

The screenshot shows the eCert 2.0 District Personnel Administrator interface. The header includes the Office of Superintendent of Public Instruction logo and name, the user's name (Randy Dorn, State Superintendent), and the user's role (eCert District Personnel Administrator). The main content area displays a welcome message for the District Personnel Administrator, stating that the new eCert system is now active. It also provides information about the Professional Certification Update and lists several certification activities available to educators, such as checking certificate status, renewing certificates, and requesting duplicate copies.

It is important to note that the E-Certification system is only one of many applications within the Education Data System (EDS).

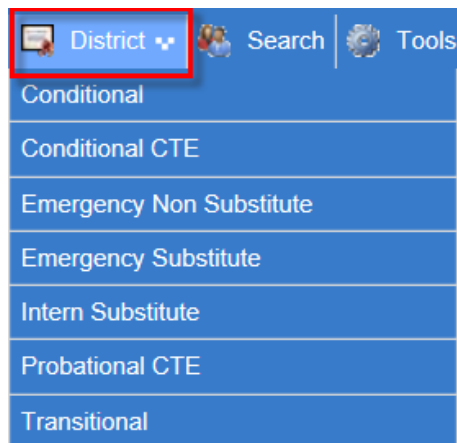
E-Certification District Personnel Administrator Home Page

The home page is the landing page for the Administrator when logging into the website. This page can be accessed from any other page in the website via the Home tab on the toolbar. The page will also have announcements and messages from OSPI under the Welcome announcement.



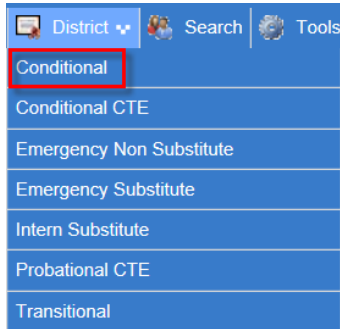
District

The District tab houses the types of certificates the Administrator can recommend for the educator. By clicking on the District tab, a menu is displayed allowing the Administrator to select the applicable certificate.



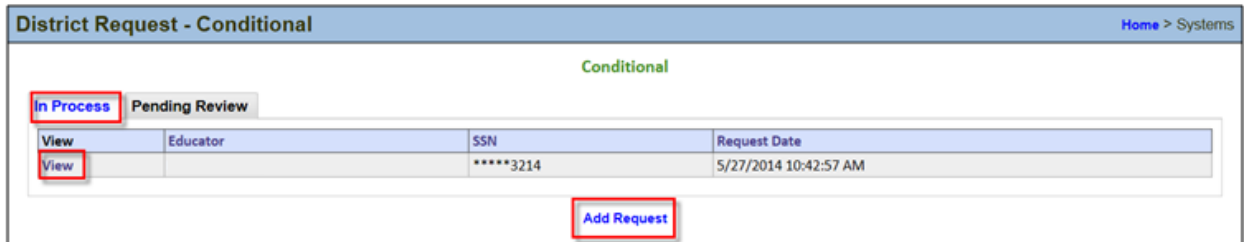
Conditional

The Administrator can request a Conditional Certificate by clicking on the Conditional link. This action will launch a table consisting of a link to a 7-Step wizard which will walk the Administrator through the simple process.



In Process

The In Process tab shows the user the Conditional Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.



Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator's credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator's applications, certificates and endorsements for selected certificate.

Primary Information Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male	Contact Information Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone:	Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:
Click Here to Edit Educator		

Credentials	Legacy
--------------------	---------------

Show All Applications

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All Certificates

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	

Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Add Request

The Administrator can add a request for an educator to receive a Conditional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for Conditional Certificate - Step 1 of 7

You are requesting a Conditional Certificate.

Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.

Last Four of SSN: *

Last Name: *

.....

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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next

In Step 2 the Administrator enters the Begin and End Dates in addition to answering Yes or No to two questions.

District Request for Conditional Certificate - Step 2 of 7

You are requesting a Conditional Certificate.

.....

Begin Date: *

End Date: *

Is this a renewal of the conditional certificate? Yes No *

If yes, has the applicant completed 60 clock hours since the issuance of the most recent certificate? Yes No

.....


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 3, the Administrator will select the Educator's endorsement. The system lists all applicable endorsements for selection.

District Request for Conditional Certificate - Step 3 of 7 

You are requesting a Conditional Certificate.

You are adding credentials for



Please select the educator's Endorsements and click Next.

Include	Endorsement
<input type="checkbox"/>	3340 - AFRIKAANS
<input type="checkbox"/>	3830 - AGRICULTURE EDUCATION
<input type="checkbox"/>	3328 - BELARUSIAN
<input type="checkbox"/>	3307 - BILINGUAL EDUCATION
<input type="checkbox"/>	3836 - TECHNOLOGY EDUCATION
<input type="checkbox"/>	3346 - UKRAINIAN
<input type="checkbox"/>	3330 - VIETNAMESE

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

Continue - Please continue the wizard

Cancel - Please cancel the wizard

 **Previous** **Next** 

The Administrator is asked to confirm all the statements listed in Step 4.

District Request for Conditional Certificate - Step 4 of 7 ?

You are requesting a Conditional Certificate.

I confirm that the following is true:

.....

The applicant meets the following condition(s) for application (check any that apply):

- The applicant is highly qualified and experienced in the subject matter to be taught and has unusual distinction or exceptional talent demonstrated through public records of accomplishments and/or awards.
- No person with regular teacher certification in the endorsement area is available as verified by the district or educational service district superintendent or approved private school administrator, or circumstances warrant consideration of issuance of a conditional certificate.
- Applicant is qualified to instruct in the traffic safety program as a paraeducator pursuant to WAC 392-153-020(2)(3).
- Applicant is assigned instructional responsibility for intramural/interscholastic activities which are part of the district approved program.
- Applicant possesses a state of Washington license as a registered nurse.
- Applicant has completed a baccalaureate degree in speech-language pathology or audiology.
- Applicant for special education possesses a baccalaureate degree, is enrolled in a residency teacher program in special education and (for renewals) is making satisfactory progress.
- Applicant for a second conditional school speech language pathologist or audiologist certificate is enrolled in a master's degree program for SLPA.

.....

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 5 requests the Administrator to list the competencies of the applicant in order to receive a Conditional Certificate.

District Request for Conditional Certificate - Step 5 of 7

You are requesting a Conditional Certificate.

.....

The district has determined the applicant is competent on the following basis:

[Empty text area with scroll arrows]

.....

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 6 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for Conditional Certificate - Step 6 of 7

You are requesting a Conditional Certificate.

Affidavit:

• The individual is being certificated for a limited assignment and responsibility in a specified activity/field.

• The local school board has authorized submission of the application. (Required only for classroom instruction assignment.)

For individuals providing classroom instruction, the following criteria will be met:

• The individual will receive the direct assistance of a school district mentor. (Endorsed in special education for special education applicants.)

• The individual will be delegated primary responsibility for planning, conducting, and evaluating instructional activities and will not be serving in a paraeducator role which would not require certification.

• Within the first 60 working days, personnel so certificated will complete 60 clock hours (six quarter hours or four semester hours) of course work in pedagogy and child/adolescent development appropriate to the assigned grade level(s) as approved by the employing school district.



• Personnel so certificated will be oriented and prepared for the specific assignment and will be apprised of any legal liability, the responsibilities of a professional educator, the lines of authority, and the duration of the assignment. A written plan of assistance will be developed in cooperation with the person to be employed within 20 working days from the commencement of the assignment. This condition is also required for school nurses serving under the conditional certificate.

.....

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 Previous Next 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for Conditional Certificate - Step 7 of 7

You are requesting a Conditional Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[← Previous](#) [Submit →](#)

Pending Review

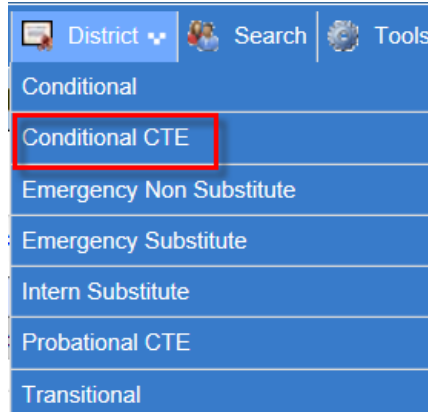
The Pending Review tab shows the Administrator the Conditional Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for a Conditional Certificate.

Conditional				
In Process		Pending Review		
View	Educator	SSN	Certificate	Request Date
View		*****8057		1/16/2014 6:42:14 AM

[Add Request](#)

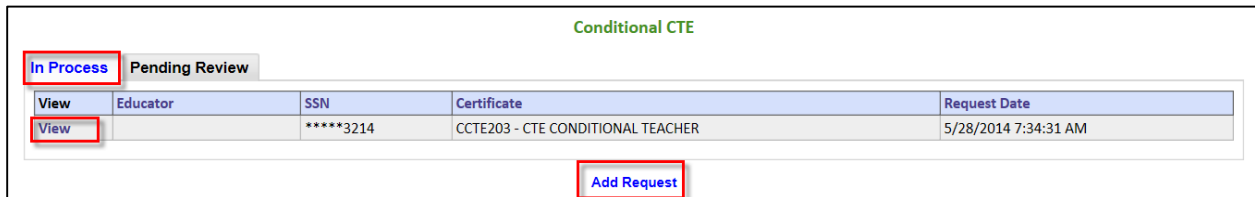
Conditional CTE

The Administrator can request a Conditional CTE Certificate by clicking on the Conditional CTE link. This action will launch a table consisting of a link to a 7-Step wizard which will walk the Administrator through the simple process.



In Process

The In Process tab shows the user the Conditional CTE Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.



A screenshot of the 'In Process' tab in a web application. The title is 'Conditional CTE'. There are two tabs: 'In Process' (selected and highlighted with a red box) and 'Pending Review'. Below the tabs is a table with the following data:

View	Educator	SSN	Certificate	Request Date
View		*****3214	CCTE203 - CTE CONDITIONAL TEACHER	5/28/2014 7:34:31 AM

Below the table is an 'Add Request' button, also highlighted with a red box.

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> Primary Information Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male </div>	<div style="background-color: #e6ffe6; padding: 5px; border: 1px solid #ccc;"> Contact Information Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone: </div>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email: </div>																																	
Click Here to Edit Educator																																			
<div style="display: flex; justify-content: space-between; align-items: center;"> Credentials Legacy </div>																																			
<p style="text-align: center;">Show All Applications</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Checklist</th> <th>ID</th> <th>Document</th> <th>Description</th> <th>Status</th> <th>Background</th> <th>Source</th> <th>Received</th> <th>Fee</th> <th>Pay Info</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Checklist</td> <td></td> <td>4025</td> <td>Conditional</td> <td>CLOSED</td> <td>Yes</td> <td>OSPI</td> <td>01/16/2014</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Checklist</td> <td></td> <td>1522</td> <td>Endorsement Add</td> <td>CLOSED</td> <td>Yes</td> <td>OSPI</td> <td>01/16/2014</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance	Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014				Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			
Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance																									
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014																												
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014																												
<p style="text-align: center;">Show All Certificates</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Select</th> <th>View</th> <th>App ID</th> <th>Certificate</th> <th>Status</th> <th>Recommend</th> <th>App Date</th> <th>Issued</th> <th>Effective</th> <th>Expires</th> <th>Printed?</th> <th>Permit?</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>View</td> <td></td> <td>C280700 - COND CERT</td> <td>Issued</td> <td>WA-TESC (01/16/2014)</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>06/30/2015</td> <td>--</td> <td></td> </tr> </tbody> </table>			Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?	Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--										
Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?																								
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--																									
<p style="text-align: center;">Endorsements For Selected Certificate</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>App ID</th> <th>Endorsement</th> <th>Description</th> <th>Status</th> <th>Recommend</th> <th>App Date</th> <th>Issued</th> <th>Effective</th> <th>Expires</th> </tr> </thead> <tbody> <tr> <td></td> <td>3321-00</td> <td>SWEDISH (I)</td> <td>Issued</td> <td>50031</td> <td>01/16/2014</td> <td>03/19/2014</td> <td>03/19/2014</td> <td>06/30/2015</td> </tr> <tr> <td></td> <td>3832-00</td> <td>BUSINESS AND MARKETING EDUCATION(I)</td> <td>Issued</td> <td>WA-TESC (01/16/2014)</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>06/30/2015</td> </tr> </tbody> </table>			App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires		3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015		3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015						
App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires																											
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015																											
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015																											

Add Request

The Administrator can add a request for an educator to receive a CTE Conditional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for CTE Conditional Certificate - Step 1 of 7

You are requesting a CTE Conditional Certificate.

Please enter the SSN and Last Name of the applicant.

Last Four of SSN: *

Last Name: *

.....


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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next

In Step 2 the Administrator enters the Begin and End Dates in addition to answering Yes or No to two questions.

District Request for CTE Conditional Certificate - Step 2 of 7 

You are requesting a CTE Conditional Certificate.

.....

Classes: *

Begin Date: MM/DD/YYYY *



End Date: MM/DD/YYYY *

.....

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 3 the Administrator justifies the need for a conditional certificate for the selected educator.

District Request for CTE Conditional Certificate - Step 3 of 7

You are requesting a CTE Conditional Certificate.

.....

1. Indicate unique and special circumstances which justifies the need for a conditional certificate:

2. Indicate applicant's qualifications for this assignment:

3. Yes No * Is this a renewal of the conditional certificate? (If first conditional do not mark "yes")

4. Yes No If yes, has the applicant completed the written training plan developed for the previous career and technical education conditional certificate? (If renewal, you must have training plan on file)

.....

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

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

In Step 4, the Administrator will select the Educator's endorsement. The system lists all applicable endorsements for selection.



District Request for CTE Conditional Certificate - Step 4 of 7

You are requesting a CTE Conditional Certificate.
You are adding credentials for
Please select the educator's Endorsements and click Next.

Include	Endorsement
<input type="checkbox"/>	8312 - ACCOUNTING & RELATED PROGRAMS (V520300)
<input type="checkbox"/>	8324 - ADVERTISING SERVICE (V090201)
<input type="checkbox"/>	8101 - AGRIBUSINESS (V010101)
<input type="checkbox"/>	8641 - TRANSLATION AND INTERPRETATION (V160103)
<input type="checkbox"/>	8110 - VETERINARIAN ASSISTANT (V510808)
<input type="checkbox"/>	8721 - WATER TRANSPORTATION WORKER (V490300)
<input type="checkbox"/>	8922 - WORKSITE LEARNING COORDINATOR (V600097)

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

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

 Previous Next 

The Administrator enters the CTE Administrator's name, title, email address and phone number. These are required fields and must be complete before continuing to the next step.

District Request for CTE Conditional Certificate - Step 5 of 7

You are requesting a CTE Conditional Certificate.

.....

CTE Administrator Name: *

CTE Administrator Title: *

CTE Administrator E-Mail Address: *



CTE Administrator Telephone Number: () - *

The advisory committee approves the
Conditional Career and Technical
Education Certificate for this applicant.


.....

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 6 is an affidavit. By clicking in the checkbox, the Administrator is confirming a written training plan has been developed and on file.

District Request for CTE Conditional Certificate - Step 6 of 7 

You are requesting a CTE Conditional Certificate.



Affidavit:

I confirm that a written training plan has been developed for this school year and is on file in the CTE district office

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 **Previous** **Next** 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for CTE Conditional Certificate - Step 7 of 7

You are requesting a CTE Conditional Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[← Previous](#) [Submit →](#)

Pending Review

The Pending Review tab shows the Administrator the Conditional CTE Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for a Conditional CTE Certificate.

Conditional CTE				
In Process		Pending Review		
View	Educator	SSN	Certificate	Request Date
No Records Found				
Add Request				

Emergency Teacher (Non Substitute)

The Administrator can request an Emergency Non Substitute Certificate by clicking on the Emergency Non Substitute link. This action will launch a table consisting of a link to a 5-Step wizard which will walk the Administrator through the simple process.

Conditional
Conditional CTE
Emergency Non Substitute
Emergency Substitute
Intern Substitute
Probational CTE
Transitional

In Process

The In Process tab shows the user the Emergency Non Substitute Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.

Emergency Non Substitute			
In Process Pending Review			
View	Educator	SSN	Request Date
View		*****3214	5/28/2014 7:44:27 AM

[Add Request](#)

Washington State Office of Superintendent of Public Instruction
 District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

Primary Information Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male	Contact Information Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone:	Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:
Click Here to Edit Educator		

Credentials	Legacy
--------------------	---------------

Show All **Applications**

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All **Certificates**

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	


Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Add Request

The Administrator can add a request for an educator to receive an Emergency Non Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for Emergency Non Substitute Certificate - Step 1 of 5 

You are requesting an Emergency Non Substitute Certificate.

Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.


Last Four of SSN: *

Last Name: *

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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next 

Step 2 requests the Administrator justify the need for an Emergency Non Substitute Certificate for the selected educator. This is a required field and must be answered before proceeding to the next step.

District Request for Emergency Non Substitute Certificate - Step 2 of 5

You are requesting an Emergency Non Substitute Certificate.

.....

Justification of need for Emergency Certificate:

.....


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 5 the Administrator enters the grades and assignments for the selected educator.

District Request for Emergency Non Substitute Certificate - Step 3 of 5 

You are requesting an Emergency Non Substitute Certificate.

.....

Grades: *


Subjects or Special Assignments: *

.....

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 4 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for Emergency Non Substitute Certificate - Step 4 of 5 

You are requesting an Emergency Non Substitute Certificate.


Affidavit:

I certify and verify there is no qualified person who holds regular certification or that the position is essential and circumstances warrant consideration of issuance of an emergency certificate.

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 **Previous** **Next** 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for Emergency Non Substitute Certificate - Step 5 of 5

You are requesting an Emergency Non Substitute Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[Previous](#) [Submit](#)

Pending Review

The Pending Review tab shows the Administrator the Emergency Non Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for an Emergency Non Substitute Certificate.

Emergency Non Substitute

In Process **Pending Review**

View	Educator	SSN	Certificate	Request Date
No Records Found				

[Add Request](#)

Emergency Substitute

The Administrator can request an Emergency Substitute Certificate by clicking on the Emergency Substitute link. This action will launch a table consisting of a link to a 5-Step wizard which will walk the Administrator through the simple process.

Conditional
Conditional CTE
Emergency Non Substitute
Emergency Substitute
Intern Substitute
Probational CTE
Transitional

In Process

The In Process tab shows the user the Emergency Substitute Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.

Emergency Substitute			
In Process Pending Review			
View	Educator	SSN	Request Date
View		*****3214	5/28/2014 7:58:02 AM

[Add Request](#)

Washington State Office of Superintendent of Public Instruction
 District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

Primary Information Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male	Contact Information Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone:	Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:
Click Here to Edit Educator		

Credentials	Legacy
--------------------	---------------

Show All **Applications**

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All **Certificates**

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	


Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Add Request

The Administrator can add a request for an educator to receive an Emergency Non Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for Emergency Substitute Certificate - Step 1 of 5 

You are requesting a Emergency Substitute Certificate.

Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.

Last Four of SSN: *


Last Name: *

.....

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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

[Next](#) 

In Step 2 the Administrator is asked to justify the need for an Emergency Substitute Certificate.

District Request for Emergency Substitute Certificate - Step 2 of 5

You are requesting a Emergency Substitute Certificate.

.....

Justification of need for Emergency Substitute Certificate:

.....

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 Administrator clicks on the drop-down arrow to select the type of Emergency Substitute Certificate.

District Request for Emergency Substitute Certificate - Step 3 of 5

You are requesting a Emergency Substitute Certificate.

.....

Type: ▼

.....

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 4 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for Emergency Substitute Certificate - Step 4 of 5 

You are requesting a Emergency Substitute Certificate.

Affidavit:

.....

I understand that persons with an emergency substitute certificate may be assigned as a substitute once the list of otherwise qualified substitutes has been exhausted.

.....

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 **Previous** **Next** 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for Emergency Substitute Certificate - Step 5 of 5

You are requesting a Emergency Substitute Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[Previous](#) [Submit](#)

Pending Review

The Pending Review tab shows the Administrator the Emergency Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for an Emergency Substitute Certificate.

Emergency Substitute

In Process **Pending Review**

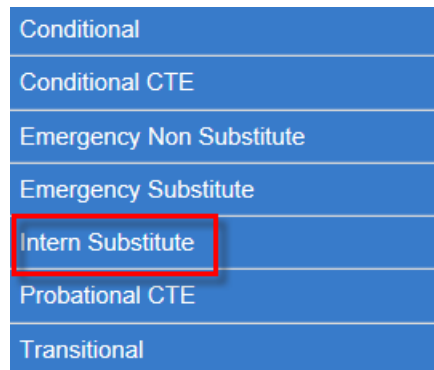
View	Educator	SSN	Certificate	Request Date
No Records Found				

Add Request

Intern Substitute

The Administrator can request an Intern Substitute Certificate by clicking on the Intern Substitute link. This action will launch a table consisting of a link to a 3-Step wizard which will walk the Administrator through the simple process.

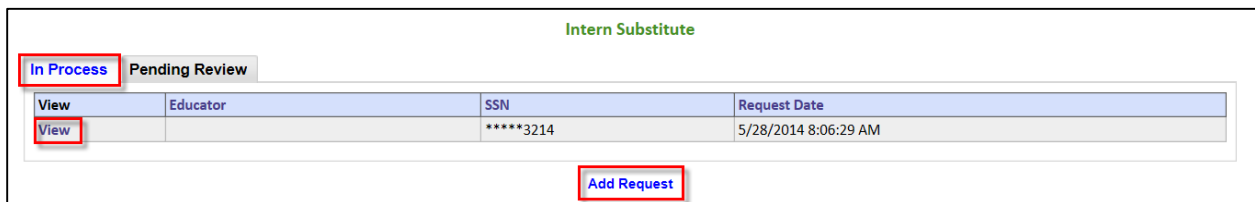
Please note: The Institute of Higher Education preparation program must approve of the issuance of the Intern Substitute Certificate. Communicate with your intern and their college or university prior to the intern applying for this certificate. Completion the application process prior to the preparation program's approval will result in additional costs for the intern if the approval is not granted. Institutes of Higher Education may provide guidance located within the intern's E-Certification Communication Log (Comm Log).



Conditional
Conditional CTE
Emergency Non Substitute
Emergency Substitute
Intern Substitute
Probational CTE
Transitional

In Process

The In Process tab shows the user the Intern Substitute Certificate in the process of being worked by OSPI. This table allows the Administrator to view the educator's credential screen as well as add a request.



Intern Substitute

In Process Pending Review

View	Educator	SSN	Request Date
View		*****3214	5/28/2014 8:06:29 AM

Add Request

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> <p>Primary Information</p> <p>Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male</p> </div>	<div style="background-color: #e6ffe6; padding: 5px; border: 1px solid #ccc;"> <p>Contact Information</p> <p>Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone:</p> </div>	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>Miscellaneous Information</p> <p>Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:</p> </div>																																	
Click Here to Edit Educator																																			
<p>Credentials Legacy</p>																																			
<p>Show All Applications</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Checklist</th> <th>ID</th> <th>Document</th> <th>Description</th> <th>Status</th> <th>Background</th> <th>Source</th> <th>Received</th> <th>Fee</th> <th>Pay Info</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Checklist</td> <td></td> <td>4025</td> <td>Conditional</td> <td>CLOSED</td> <td>Yes</td> <td>OSPI</td> <td>01/16/2014</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Checklist</td> <td></td> <td>1522</td> <td>Endorsement Add</td> <td>CLOSED</td> <td>Yes</td> <td>OSPI</td> <td>01/16/2014</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance	Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014				Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			
Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance																									
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014																												
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014																												
<p>Show All Certificates</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Select</th> <th>View</th> <th>App ID</th> <th>Certificate</th> <th>Status</th> <th>Recommend</th> <th>App Date</th> <th>Issued</th> <th>Effective</th> <th>Expires</th> <th>Printed?</th> <th>Permit?</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>View</td> <td></td> <td>C280700 - COND CERT</td> <td>Issued</td> <td>WA-TESC (01/16/2014)</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>06/30/2015</td> <td>--</td> <td></td> </tr> </tbody> </table>			Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?	Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--										
Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?																								
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--																									
<p style="text-align: center; color: green;">Endorsements For Selected Certificate</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>App ID</th> <th>Endorsement</th> <th>Description</th> <th>Status</th> <th>Recommend</th> <th>App Date</th> <th>Issued</th> <th>Effective</th> <th>Expires</th> </tr> </thead> <tbody> <tr> <td></td> <td>3321-00</td> <td>SWEDISH (I)</td> <td>Issued</td> <td>50031</td> <td>01/16/2014</td> <td>03/19/2014</td> <td>03/19/2014</td> <td>06/30/2015</td> </tr> <tr> <td></td> <td>3832-00</td> <td>BUSINESS AND MARKETING EDUCATION(I)</td> <td>Issued</td> <td>WA-TESC (01/16/2014)</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>01/16/2014</td> <td>06/30/2015</td> </tr> </tbody> </table>			App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires		3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015		3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015						
App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires																											
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015																											
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015																											

Add Request

The Administrator can add a request for an educator to receive an Intern Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for Intern Substitute Certificate - Step 1 of 3

You are requesting an Intern Substitute Certificate.

Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.

Last Four of SSN: *


Last Name: *

.....

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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next 

Step 2 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for Intern Substitute Certificate - Step 2 of 3

You are requesting an Intern Substitute Certificate.

Affidavit:

.....
IMPORTANT

WAC 181-79A-231(6) Intern substitute teacher certificate.



School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher. The supervising college or university must approve the candidate for the intern substitute teacher certificate. Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern. The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

I understand that persons with an intern substitute certificate may be assigned as a substitute only in the absence of his/her designated cooperating/mentor teacher(s). I hereby request that Jamie Daniels be granted certification for service to be performed in the classroom(s) in which student teaching is to be performed.

.....

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

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

 Previous Next 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for Intern Substitute Certificate - Step 3 of 3

You are requesting an Intern Substitute Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[← Previous](#) [Submit →](#)

Pending Review

The Pending Review tab shows the Administrator the Intern Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for an Intern Substitute Certificate.

Intern Substitute

In Process **Pending Review**

View	Educator	SSN	Certificate	Request Date
No Records Found				

Add Request

Probationary CTE

The Administrator can request a Probationary CTE Certificate by clicking on the Probationary CTE link. This action will launch a table consisting of a link to a 4-Step wizard which will walk the Administrator through the simple process.

Conditional
Conditional CTE
Emergency Non Substitute
Emergency Substitute
Intern Substitute
Probational CTE
Transitional

In Process

The In Process tab shows the user the CTE Probationary Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.

CTE Probationary			
In Process Pending Review			
View	Educator	SSN	Request Date
View		*****3214	5/28/2014 8:15:30 AM

[Add Request](#)

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

Primary Information Full Name: WA Cert#: SSN: ****-**-8057 DOB: Gender: Male	Contact Information Address: City State, Zip: FEDERAL WAY WA, 98003 Home Phone: Work Phone:	Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:
Click Here to Edit Educator		

Credentials	Legacy
--------------------	---------------

Show All Applications

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All Certificates

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	

Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH (I)	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Add Request

The Administrator can add a request for an educator to receive a CTE Probationary Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

District Request for CTE Probationary Certificate - Step 1 of 4

You are requesting a CTE Probationary Certificate.

Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.

Last Four of SSN: *

Last Name: *

.....

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

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

Step 2 requires the Administrator to enter number of additional hours needed and the Plan for completion.

District Request for CTE Probationary Certificate - Step 2 of 4

You are requesting a CTE Probationary Certificate.

If the candidate does not meet the requirements for an initial career and technical education teacher certificate under WAC 181-77-031 or WAC 181-77-041, a probationary career and technical education certificate may be requested. This form must be completed by the employing school district career and technical education administrator, deficiencies must be indicated, and a professional growth plan must be on file with the district. Deficiencies should be completed within the validity period of this certificate.

.....

DEFICIENCY: COMPLETE A PROFESSIONAL EDUCATOR STANDARDS BOARD APPROVED PROGRAM.

PAID OCCUPATIONAL EXPERIENCE

Number of additional hours needed:

Plan for completion:

.....

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 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for CTE Probationary Certificate - Step 3 of 4

You are requesting a CTE Probationary Certificate.

Affidavit:

Plan for completion of deficiencies has been approved by the local school district career and technical education program advisory committee and it is on file with the school district.

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for CTE Probationary Certificate - Step 4 of 4

You are requesting a CTE Probationary Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

[← Previous](#) [Submit →](#)

Pending Review

The Pending Review tab shows the Administrator the CTE Probationary Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator's credential screen and click on Add Request to add a request for an Intern Substitute Certificate.

CTE Probationary

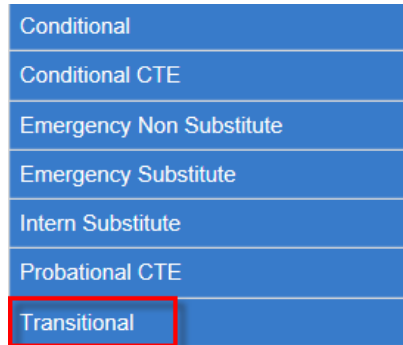
In Process **Pending Review**

View	Educator	SSN	Certificate	Request Date
No Records Found				

Add Request

Transitional

The Administrator can request a Transitional Certificate by clicking on the Probationary CTE link. This action will launch a table consisting of a link to a 4-Step wizard which will walk the Administrator through the simple process.



In Process

The In Process tab shows the user the Transitional Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator's credential screen as well as add a request.

In Process Pending Review

Transitional

View	Educator	SSN	Request Date
View		*****7876	5/28/2014 8:31:17 AM

Add Request

View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

Primary Information

Full Name:
 WA Cert#: *****8057
 SSN: *****8057
 DOB:
 Gender: Male

Contact Information

Address:
 City State, Zip: FEDERAL WAY WA, 98003
 Home Phone:
 Work Phone:

Miscellaneous Information

Ethnicity: Unknown/Not Provided
 Status: Active
 Print Name:
 Educator ID:
 Email:

[Click Here to Edit Educator](#)

Credentials

Legacy

Show All Applications

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All Certificates

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	

Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH ()	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Show All

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.

Add Request


The Administrator can add a request for an educator to receive a Transitional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

The screenshot shows a web-based wizard window titled "District Request for Transitional Certificate - Step 1 of 3". The window has a light blue header bar with a question mark icon on the right. The main content area is white and contains the following text and form elements:

- You are requesting a Transitional Certificate.**
- Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation.
- Form fields:
 - "Last Four of SSN:" followed by a small text input box with a red asterisk to its right.
 - "Last Name:" followed by a larger text input box with a red asterisk to its right.
- A horizontal dotted line separator.
- Once you have entered the required data click on the Next button.**
- Two radio button options:
 - Continue - Please search for the student and continue.
 - Cancel - Please cancel the wizard.
- At the bottom right, there is a blue "Next" button with a right-pointing arrow icon.

Step 2 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.

District Request for Transitional Certificate - Step 2 of 3 

You are requesting a Transitional Certificate.

Affidavit:



I understand that persons with a transitional certificate may be employed on a conditional basis for two years while they are completing reinstatement requirements for the continuing certificate which has lapsed, and that this certificate may not be renewed.

I acknowledge that school districts and approved private schools are strongly encouraged to develop with the holder of a transitional certificate a plan of assistance to be sure the holder completes the necessary continuing certificate reinstatement requirements under WAC 181-85-130 within the two-year conditional employment period.

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

 **Previous** **Next** 

By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

District Request for Transitional Certificate - Step 3 of 3 

You are requesting a Transitional Certificate.

You are adding a certification request for

Submitting a district request allows the candidate to apply for the certificate online. This submission is the same as signing the district request application form and serves as an affidavit that the district is verifying the request for certification for the individual noted.

Please confirm your request and electronically sign off on the candidate's application below.

.....

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

 **Previous** **Submit** 

Search

The Search feature of the system offers the Administrator the ability to search for educators within the system. By clicking on the Search tab, the Educator Search Screen is launched.

The system is designed to generate a list from information entered in the search fields. The user can enter data in one field or more than one field. Once entered the user clicks on Search Educators to launch a list matching the entered criteria.

The screenshot shows the 'Educator Search Screen' interface. At the top, there is a navigation bar with tabs for 'Home', 'District', 'Search' (highlighted with a red box), 'Tools', and 'Reports'. A 'Recent Educator' dropdown menu is located on the right side of the navigation bar. Below the navigation bar, the page title 'Educator Search Screen' is displayed, along with a breadcrumb trail 'Home > Educator Search'. The main content area contains several search fields: 'WA Cert#:', 'Last Name:', 'Birthdate:', 'Certificate ID:', and 'Evaluator:' (a dropdown menu). To the right of these are 'SSN:', 'First Name:', 'Educator Status:' (a dropdown menu), and 'Certificate Status:' (a dropdown menu). Further right are 'State:', 'Institution:' (with a placeholder 'Please select a state.'), 'County:', 'District:' (with a placeholder 'Please select a county.'), and 'Site:' (with a placeholder 'Please select a district.'). At the bottom center, there are two buttons: 'Search Educators' and 'Clear Search'.

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

View

The view link will navigate the Administrator to the selected educator’s credential screen where he or she can edit educator information as well as view the educator’s applications, certificates and endorsements for selected certificates.

View	EducatorID	WA Cert. #	SSN	Last Name	First Name	MI	Former Name	Gender	Birth Date	Status	Location
View			***.**-8057			A		Male		Active	FEDERAL WAY-WA

Primary Information

Full Name:
WA Cert#: T320800
SSN: ***.**-2183
DOB:
Gender: Female

Contact Information

Address:
Address 2:
City State, Zip: Spokane WA, 99205
Home Phone:
Work Phone:

Miscellaneous Information

Ethnicity: Not Hispanic or Latino
Status: Active
Print Name:
Educator ID:
Email:

[Click Here to Edit Educator](#)

Credentials Legacy

Show All Applications

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay info	Balance	
Show All Certificates											
Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View	2969	T320800 - RESIDENCY TCHR (RENEWAL)	Issued	00001	09/21/2011	09/21/2011	09/21/2011	06/30/2014	--	
Select	View	5871	A310515 - RESIDENCY ADMIN (FI)	Issued	WA-38905 (08/31/2011)	08/31/2011	08/31/2011	08/31/2011		--	

Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
2969	0400-04	ELEMENTARY EDUCATION(K-8)	Issued	00001	09/21/2011	09/21/2011	09/21/2011	06/30/2014
2969	0811-08	BIOLOGY (4-12)	Issued	00001	09/21/2011	09/21/2011	09/21/2011	06/30/2014

Edit Educator

As shown previously in this document, the user can click on the link, “Click Here to Edit Educator.” This action will launch a 3-step wizard.

Primary Information

Full Name:
WA Cert#: T320800
SSN: ***.**-2183
DOB:
Gender: Female

Contact Information

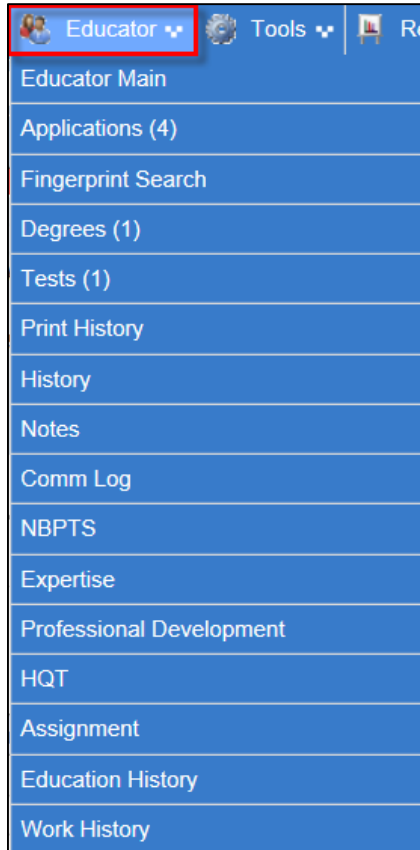
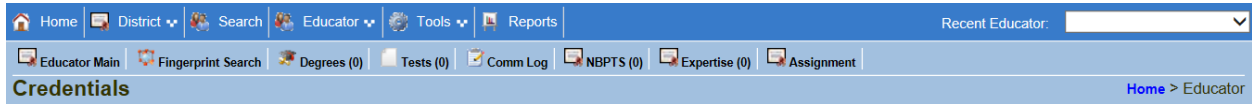
Address:
Address 2:
City State, Zip: Spokane WA, 99205
Home Phone:
Work Phone:

Miscellaneous Information

Ethnicity: Not Hispanic or Latino
Status: Active
Print Name:
Educator ID:
Email:

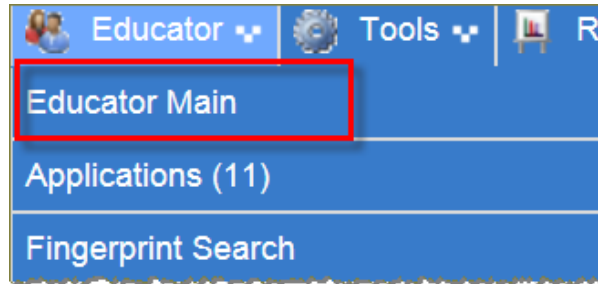
[Click Here to Edit Educator](#)

The Educator menu contains links to help the user process the educator’s application. Most are view only screens for informational purposes. The bar below the main headings is links that are also found in the Educator menu. Therefore, this documentation will show all links in the Menu bar thus covering both avenues to help the Administrator.



Educator Main

The first tab in the heading bar, Educator Main, navigates the Administrator to the selected educator’s profile page. By clicking on this tab, the educator profile (default screen) is launched.



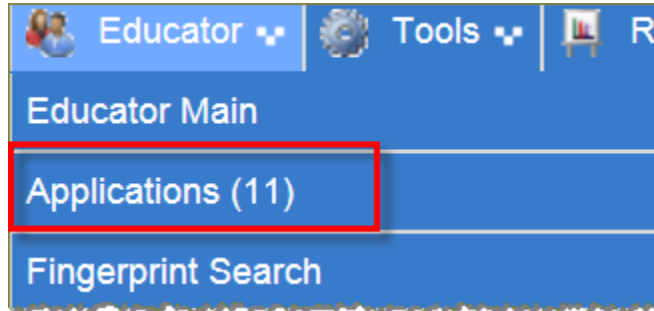
CREDENTIALS		Legacy																		
Show All																				
Applications																				
Edit	Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance	Evaluator	Created	Updated	Delete	Action	Detail			
Edit	Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014								Delete				
Edit	Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014								Delete				
Click Here to Add an Application																				
Show All																				
Certificates																				
Select	Override	Manage	Edit	App ID	Certificate	Status	Rule	Source	Recommend	App Date	Issued	Effective	Expires	Renews	Evaluator	Printed?	Permit?	Updated	Delete	
Select	Override	Manage	Edit		CONDITIONAL CERTIFICATE	Issued	TRAD-WA	FIRST	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	07/01/2015		--		01/16/2014	-	Delete
Endorsements For Selected Certificate																				
Manage	Override	App ID	Endorsement	Description	Status	Rule	Source	Recommend	App Date	Issued	Effective	Expires	Renews	Evaluator	Updated	Delete				
Manage	Override	909226	3321-00	SWEDISH ()	Issued	ALT-OOS	FIRST	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015	07/01/2015			Delete				
Manage	Override	909225	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	TRAD-WA	FIRST	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	07/01/2015			Delete				
Deficiencies For Selected Certificate																				
Edit	Code	Endorsement	Def	Group	Seq	Details	Enc?	Removed	Created	Remove										
No Records Found																				

Show All

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.

Applications

The Applications link allows the Administrator to view the Checklist for the application, as far as what is documented in the system for the selected educator.



This action will launch the Applications section from the Credentials screen. The Educator can view the checklist for each applicable application.

Show All										
Applications										
Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4401	institutional Teaching	OPEN	YES					
Checklist		4401	institutional Teaching	OPEN	YES					
Checklist		4201	institutional Admin	OPEN	YES					
Checklist		4031	Residency/Sub TCHR Certification	CLOSED	YES	OSPI	04/01/2014			

The checklist is a valuable tool for the specialist when working the Educator’s application. The system is designed to list the documentation for an application and provide the status in addition to date and time. The Educator has the option to view the list from his or her application table.

Application Checklist		Application Checklist Status		
Status	History	Checklist Step	Step Status	Update Date/Time
<input checked="" type="checkbox"/>	Printed & Signed App Rcvd	Printed & Signed App Rcvd	Complete	2/21/2014 7:28:52 AM
<input checked="" type="checkbox"/>	Begin Review	Begin Review	Complete	2/21/2014 7:28:51 AM
<input checked="" type="checkbox"/>	Application Fee	Application Fee	Complete	2/21/2014 7:28:50 AM
<input checked="" type="checkbox"/>	WSP Fingerprint	WSP Fingerprint	Complete	2/21/2014 7:28:48 AM
<input checked="" type="checkbox"/>	FBI Fingerprint	FBI Fingerprint	Complete	2/21/2014 7:28:47 AM
<input checked="" type="checkbox"/>	CFS Form	CFS Form	Complete	2/21/2014 7:28:46 AM
<input checked="" type="checkbox"/>	Verify Degree	Verify Degree	Complete	2/21/2014 7:28:44 AM
<input checked="" type="checkbox"/>	Verify Program Completion	Verify Program Completion	Complete	2/21/2014 7:28:43 AM
<input checked="" type="checkbox"/>	Verify Certificate	Verify Certificate	Complete	2/21/2014 7:28:41 AM
<input checked="" type="checkbox"/>	Verify Experience	Verify Experience	Complete	2/21/2014 7:28:40 AM
<input checked="" type="checkbox"/>	Verify Transcript(s)	Verify Transcript(s)	Complete	2/21/2014 7:28:38 AM
<input checked="" type="checkbox"/>	Certificate Tests	Certificate Tests	Complete	2/21/2014 7:28:36 AM
<input checked="" type="checkbox"/>	Endorsement Tests	Endorsement Tests	Complete	2/21/2014 7:28:34 AM
<input checked="" type="checkbox"/>	Permits	Permits	Complete	2/21/2014 7:28:32 AM
<input checked="" type="checkbox"/>	Review Complete	Review Complete	Complete	2/21/2014 7:28:30 AM

Fingerprint Search

The system is designed to record fingerprint reports. The Fingerprint Search link navigates the user to the Fingerprint table.



By clicking on the Fingerprint Search tab, the Administrator is navigated to the educator's fingerprint information. If no records are on file, a red banner is displayed across the top of table. The system is designed to allow the user to contact Fingerprint Records. By clicking on the link, Contact Fingerprint Records, an email is generated addressing the proper authorities.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.

A screenshot of the Fingerprint Search results page. At the top, a red banner reads 'No results found.' Below the banner is a 'Contact Fingerprint Records' link. The search form includes fields for First Name, Middle Name, Last Name, Submitted To, Birth Date (05/08/1962), Activity From Date, and Activity To Date. There are 'Search' and 'Clear Search' buttons. Below the search form is a table with the following columns: View, FingerprintSearchID, Name Birth Date TCN, Cert/ NonCert, Submitted To, WSP Entry Date, WSP Result glossary, FBI Result glossary, AFIS Result glossary, and Last Activity Date. The table currently displays 'No Records Found'. At the bottom right of the table, there is a summary bar showing '0 Records Found - Show 60 items per page Page 1'.

View Fingerprint Results

Clicking on the View button next to a search result item will open a PDF file showing the fingerprint results for the selected educator.

Office of Superintendent of Public Instruction State of Washington		
Fingerprint Result		
Date of Birth:		
TCN:		
Certificate or Non Certificate:		
Organization Name:		
Submission Date: 8/17/2011 12:00:00 AM		
Washington State Police	FBI	AFIS
Entry Date: 8/18/2011 12:30:03 PM	Result Date: 8/18/2011 12:00:00 AM	Result Date:
Result Date: 8/18/2011 12:25:05 PM	Result: Clear	Result: Unknown
Result: Clear		

Degrees

The Degrees tab houses all degree information for the selected educator. The Administrator has the security rights to view only degree information.

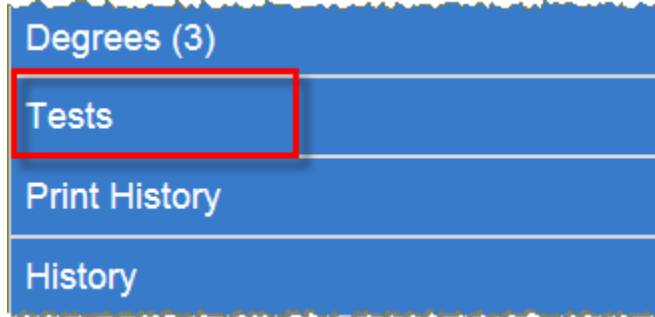


By clicking on the Degree tab, the Degree grid is displayed.

Degrees								
Country	State	Institution	Degree	Degree Status	Major One	Major Two	Major Three	Degree Date
US	WA	Central Washington University	B	Awarded	Accounting			5/1/2014
US	WA	Central Washington University	B	Awarded	Bilingual			5/1/2014
US	WA	Central Washington University	D	Awarded	Accounting			5/1/2014

Tests

The Tests tab gives the Administrator access to view tests on the educator's record.



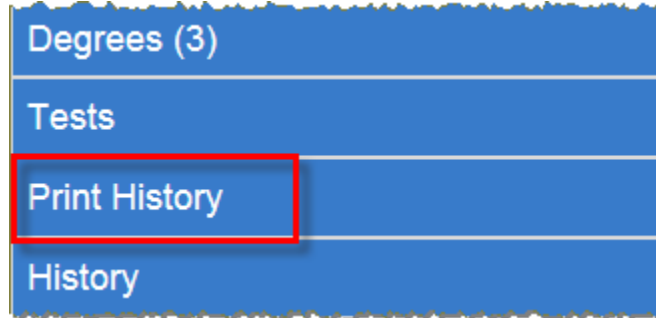
By clicking on the Tests tab, the test grid is launched. There are 2 tabs associated with the test grid, Passed Tests and Sub Tests.

Passed Tests		Sub Tests			
Test	Test Code	Test Date	Pass ?	Post Date	Import ?
Early Childhood Education (001)	001	2/2/2010	Yes	4/21/2014	No

Note: You cannot delete imported tests.

Print History

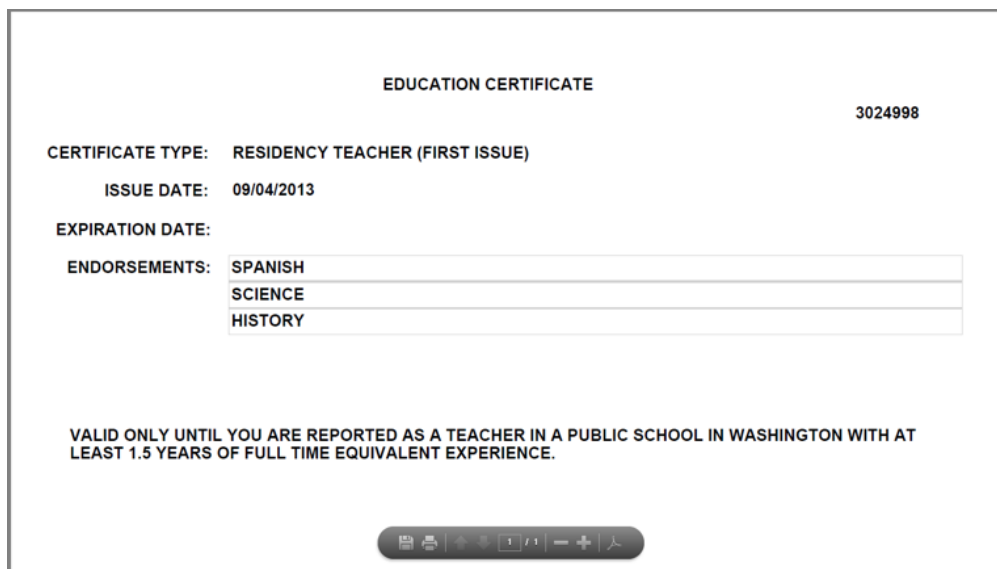
The Administrator can view what certificates and deficiencies letters have been printed by clicking on Print History.



This action will launch the Print History Information table.

Print History Information										
Certificate Print History										
View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Queued By	Printed Date	Printed By	Address	
View	504i		RESIDENCY ADMINISTRATOR (FIRST ISSUE)	Issued	1/22/2014 1:11:30 PM	@k12.wa.us	1/22/2014 1:11:28 PM	@k12.wa.us		
View	504		RESIDENCY ADMINISTRATOR (FIRST ISSUE)	Expired	1/29/2014 4:23:57 PM	@k12.wa.us				
View	504		RESIDENCY ADMINISTRATOR	Issued	1/29/2014 4:30:34 PM	@k12.wa.us				
View	504		EMERGENCY TEACHER	Issued	1/29/2014 4:54:16 PM	@k12.wa.us				
Deficiency/Letter Print History										
View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Queued By	Printed Date	Printed By	Address	
No Records Found										

By clicking on the View link next to the selected item, the image is displayed.



History

By clicking on the History link, the Educator History table is launched. Administrators can view the selected educator's history regarding any changes or updates made to their records. No edits can be made to the table. It is a historical record of the Educator's information and the associated updates. The tabs available for the user to view may vary depending on security rights.



By clicking on the History link, the Educator History screen is launched. (Personal information has been removed for privacy purposes.)

Educator History						
Name	Address	Contact Information				
Prefix	First	MI	Last	Maiden	Suffix	

Educator History									
Name	Address	Contact Information							
Incorrect Address	Address Source	Address1	Address2	Address Physical	City	State	Zip Code	Country	Non US State
No								United States	
No								United States	

Educator History					
Name	Address	Contact Information			
Home Phone	Work Phone	Alternate Phone	Fax Phone	Email Address	Website

Notes

Users with the proper security rights, can view, add, edit and delete notes pertaining to the selected educator.



Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

Add Note

To add a note, click on the link, Click Here to add a Note.

Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

The Administrator adding the note can determine the security level of the note on the Add note wizard.

Add note - Step 1 of 1

You are adding a note.

Note:

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

Submit - Please continue to save
 Security - Edit Security
 Cancel - Please cancel the wizard

[Submit](#)

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

By clicking Submit, the system will save the note and store it in the Note table. If the user selects security and clicks on Submit, a second wizard is launched allowing the user to set security rights to the entered note. The Administrator selects all applicable users to view the note and clicks Submit. The note will be saved to the Note table only allowing those with the proper security rights to view.

Manage Security Group Note/Log Access - Step 1 of 1

You are managing security for an educator note/log.

<input type="checkbox"/> Certification Management	<input type="checkbox"/> District Personnel Administrator
<input type="checkbox"/> eCert College Personnel Administrator	<input type="checkbox"/> eCert District Authorizer
<input type="checkbox"/> eCert OSPI Personnel Administrator	<input type="checkbox"/> eCert School Authorizer
<input type="checkbox"/> Educator	<input type="checkbox"/> ESD Certification Specialist
<input type="checkbox"/> File Clerk	<input type="checkbox"/> Institution Certification Officer
<input type="checkbox"/> Investigator	<input type="checkbox"/> OSPI Professional Practice Specialist
<input type="checkbox"/> Specialist	<input type="checkbox"/> System Administrator
<input type="checkbox"/> Teacher Quality Data Collection Customer Service	<input type="checkbox"/> Teacher Quality Data Collection Information
<input type="checkbox"/> Teacher Quality Data Collection User	

.....

Once you have made your selections click on the Submit button.

Save - Please save the selected values

Cancel - Please cancel the wizard

Submit

Edit Note

Users with the proper security rights can edit a note by clicking on the Edit link.

Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

The system will launch the Edit Note wizard. The Administrator can change any applicable information. Once information has been changed, the user clicks on Submit.

Edit Note - Step 1 of 1

You are editing a note.


Note ID: 276905

Note:

Created: eCert.Admin - 2/28/2014 8:02:13 AM
Updated: eCert.Admin - 2/28/2014 8:02:13 AM

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

Submit - Please continue to save
 Security - Edit Security
 Cancel - Please cancel the wizard

[Submit](#) 

Delete Note

Users with the proper security rights can delete a note pertaining to a selected educator. Once the Administrator verifies the information for deletion, he or she clicks on Submit. The system will delete the note from the educator's record.

Delete Note - Step 1 of 1

You are deleting a note.

Note ID: 276905

Note: System merged

Created: eCert.Admin - 2/28/2014 8:02:13 AM
Updated: eCert.Admin - 2/28/2014 8:02:13 AM

.....

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

Submit - Please continue to save
 Security - Edit Security
 Cancel - Please cancel the wizard

Submit 

Communication Log

The Administrator can view communications associated with a selected educator. By clicking on the Comm Log tab, the Communication Logs table is displayed.



The Administrator may also add, edit and delete communication records (depending on the security settings of the user.)

Communication Logs					
Filter by Type: <input type="text"/>					
Edit	Date	Type	Description	Created By	Delete
Edit	2-28-2014 08:02 AM	Note	System merged	eCert.Admin	Delete
Click here to add a Communication Log					

NBPTS

The Administrator can view an educator's National Board for Professional Teaching Standards (NBPTS) credential information by clicking on the NBPTS tab.

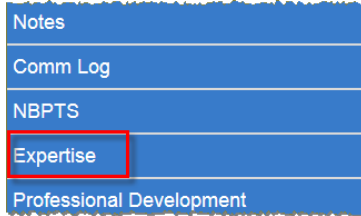


By clicking on this tab, the NBPTS Credential Information screen is launched. The Administrator can view the information by Certificate Area, Certificate Year, and Certificate Expiration Date.

NBPTS Credential Information		
Abbreviated Cert. Area	Cert. Year	Cert. Expiration Date
ECYA/ENS	2008	

Expertise

This table documents the Educator's area of expertise.



By clicking on Expertise, the Expertise Information table is launched. This is a view-only table for the ESD Certification Specialist.

Expertise Information				
Source	Status	Endorsement	Grade	Expires
ASHA	Issued	Speech - Language Pathology	K thru 12	5/31/2014
ASHA	Issued	Audiology	K thru 12	5/31/2014

Professional Development



Educator Professional Development Education						
Institution/Approved Provider	Class/School District	Credit Type	Clock Hours	Completed?	Begin Date	End Date
Alta Vista	Mathematics	Clock Hours	25.00	True	2/1/2013	2/28/2013
WA - Antioch University Seattle	Mathematics	Semester Hours	60.00	True	5/1/2013	5/31/2013

Educator Professional Development Hours - Step 1 of 1

You are adding Educator Professional Development Hours.

Educator Certificate ID: 850072

Credit Type: *

Class: *

Begin Date: *

End Date: * MM/DD/YYYY

Completed:

Type of Study: *

Comments:

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

Continue - Please continue to save

Cancel - Please cancel the wizard

Submit

Depending on which certificate the educator holds will determine what professional development options will be available to the educator for that certificate type.

HQT

Educators who are highly qualified will have their HQT information displayed in the HQT Information table. Administrators can access this information by clicking on the Educator tab and then selected the link, HQT.



This action will launch the HQT Information table. This table reflects the educator's Content Area, Route, Effective Date and Grade Levels associated with the highly qualified status.

HQT Information

HQT Washington Courses

Content Area	Route	Date Effective	Grade Levels
English/Language Arts	Endorsement	05/23/2007	Middle,High
English/Language Arts	State Test	03/14/2009	Middle,High

The HQT Information also list Washington Courses for the Educator, if applicable. By clicking on the Washington Courses tab, the system generates a list of courses by code, name, match type name, date stamp and any notes that might be significant to mention.

HQT Information

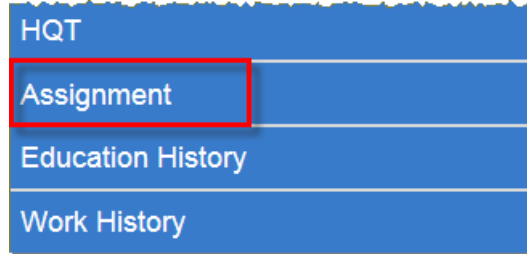
HQT Washington Courses

SPANISH

CourseCode	CourseName	MatchTypeName	Datestamp	Note
06101	Spanish I 06101	Primary		
06102	Spanish II 06102	Primary		
06103	Spanish III 06103	Primary		
06104	Spanish IV 06104	Primary		

Assignments

The Administrator can view an educator's assignment by clicking on the Assignment tab.



Once the Administrator clicks on Assignments, the Assignment screen is launched. The Administrator can view information such as Degree, Experience, Credits, in addition to a breakdown of the educator's Duty Assignments.

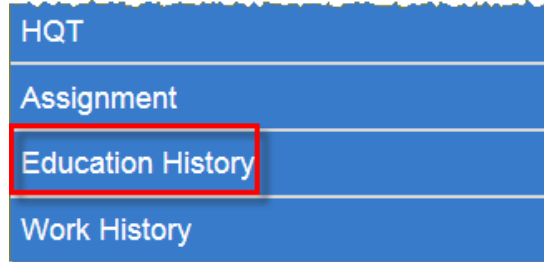
High Degree: Master	Academic Credits: 32.0	Certified FTE: 1.000	Cur Insurance: 10455
Year: 1991	In Service Credits: 17.8	Classified FTE: 0.000	Cur Mandatory: 16883
Experience: 29.0	Excess Credits: 84.8	Certified Base Salary:	Leap15B Mix Fact: 1.88482
CBRTN code: C	Non-degree Credits: 0.0	Classified Base Salary: 0	
Cont Hours: 8.00		Other Salary: 0	
Cont Days: 215.0		Total Salary:	
			*Last Updated: 2/15/2013 4:51:09 PM

Duty Assignments

Organization	Duty Title	Duty 5 Title	Program	Percentage
(3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	50.200000
(3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	33.200000
(3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	16.600000

Education History

By clicking on the History link, the system launches the Education History grid.



Add, Edit and Delete Education History

From this table, the Administrator can Add, Edit and Delete Education History associated with the selected educator.

Education History									
Edit	Institution	Begin Date	End Date	Degree	Credits Earned	Post Grad. Credits Earned	Comments	Created	Delete
Edit	University of Illinois	1/1/2009	6/1/2009	A	5.00				Delete
Click Here to Add Education History									

To add Education History to the selected educator's record, the Administrator clicks on the link, Click Here to Add Education History. This action will launch the Add Education History wizard. The user enters text in the required fields. The system automatically generates a calendar to select the Begin and End Dates. Once all information is entered, the user clicks Submit.

A screenshot of a web form titled 'Add Education History - Step 1 of 1'. The form contains the following fields: 'Institution Name' (text input), 'Begin Date' (calendar icon), 'End Date' (calendar icon), 'Degree' (dropdown menu), 'Credits Earned' (text input), and 'Post Grad. Credits Earned' (text input). Below these is a large 'Comments' text area. At the bottom, there are two radio buttons: 'Save - Please save the certificate' (selected) and 'Cancel - Please cancel the wizard'. A 'Submit' button with a right-pointing arrow is at the bottom right.

Edit and Delete Education History

The Administrator can edit and delete education history information by clicking on the Edit and Delete links respectively. The edit wizard allows the user to make changes while the delete wizard allows the user to remove the information from the educator's record.

Edit Education History - Step 1 of 1

You are editing education history

You are editing credentials for

Institution Name: University of Illinois

Begin Date: 01/01/2009 MM/DD/YYYY

End Date: 06/01/2009 MM/DD/YYYY

Degree: Associate's Degree

Credits Earned: 5

Post Grad. Credits Earned: 0

Comments:

Once you have edited the desired data click on the Submit button.

Save - Please save the certificate
 Cancel - Please cancel the wizard

Submit

Delete Education History - Step 1 of 1

You are deleting education history

You are deleting education history for

Institution Name: University of Illinois

Begin Date: 01/01/2009 MM/DD/YYYY

End Date: 06/01/2009 MM/DD/YYYY

Degree: Associate's Degree

Credits Earned: 5

Post Grad. Credits Earned: 0

Comments:

Once you have verified the data click on the Submit button.

DELETE - Please delete the education history
 Cancel - Please cancel the wizard

Submit

Work History

Work History houses both Professional Education Experience and Other Employment Experience. The Administrator can add, edit and delete each component of the educator's record.



By clicking on the Work History link, the grids for Professional Education Experience and Other Employment Experience are launched.

Professional Education Experience											
Edit	Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time Employment	Created	Delete		
Edit	9-12	1/4/2010	1/3/2011	Springfield	Springfield	IL			Delete		
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
Edit	self	2/14/2012	6/20/2013	345	No	consultant	tutored	(217) 555-6665	self		Delete
Click Here to Add Other Employment Experience											

Professional Education Experience

This grid allows the user to add, edit and delete professional education experience to the selected educator's record.

Professional Education Experience									
Edit	Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time Employment	Created	Delete
Edit	9-12	1/4/2010	1/3/2011	Springfield	Springfield	IL			Delete
Click Here to Add Professional Education Experience									

By clicking on the link, Click Here to Add Professional Education Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator's record in the Delete wizard.

Add Professional Education Experience - Step 1 of 1

You are adding professional education experience
 You are editing Professional Education Experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have edited the desired data click on the Submit button.

Save - Please save the work history
 Cancel - Please cancel the wizard

[Submit](#)

Edit Professional Education Experience - Step 1 of 1

You are editing professional education experience
 You are editing Professional Education Experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have edited the desired data click on the Submit button.

Save - Please save the work history
 Cancel - Please cancel the wizard

[Submit](#)

Delete Professional Education Experience - Step 1 of 1

You are deleting professional education experience
 You are deleting professional education experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have verified the data click on the Submit button.

DELETE - Please delete the professional education experience
 Cancel - Please cancel the wizard

[Submit](#)

Other Employment Experience

This grid allows the user to add, edit and delete other employment experience to the selected educator's record.

Other Employment Experience											
Edit	Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Immediate Supervisor	Created	Delete
Edit	self	2/14/2012	6/20/2013	345	No	consultant	tutored	(217) 555-6665	self		Delete
Click Here to Add Other Employment Experience											

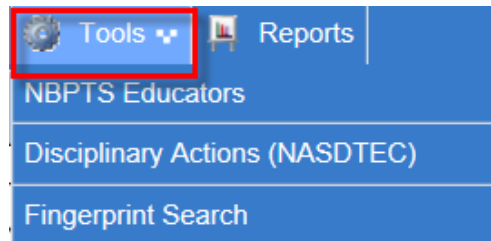
By clicking on the link, Click Here to Add Other Employment Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator's record in the Delete wizard.

Tools

The Tools menu houses a few links the Administrator can use to help work an application. Most of these links the Administrator will use to view an educator's status. For example, the Administrator can check to see if the educator is on the Disciplinary Action list or search to see if the educator has his or her fingerprints on file.

Note: NBPTS Educators and Fingerprint Search has already been addressed in the Educator menu.



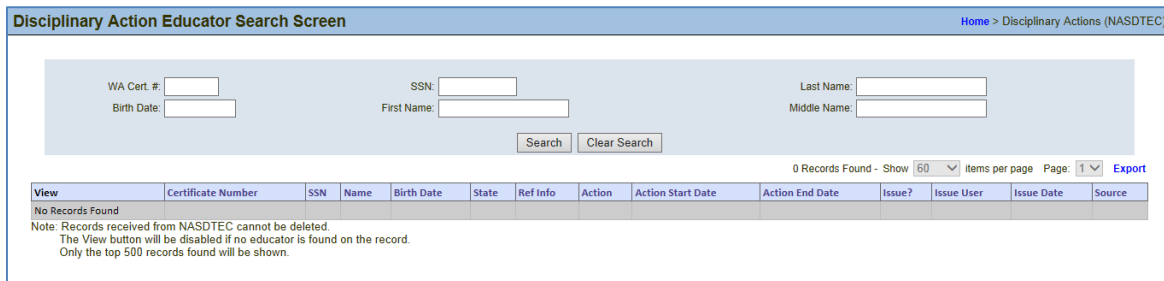
Disciplinary Actions (NASDTEC)

To view NASDTEC, the user clicks on the Disciplinary Actions (NASDTEC) link. This will launch the NASDTEC Educator Search Screen.

Disciplinary Actions (NASDTEC)

The Administrator can use the Search Screen to determine if an educator is in the system for disciplinary action. The user can enter one or more fields to search for an educator. Once the search criteria are entered, the system will generate a list matching the criteria.

By clicking on the View link, the Administrator is navigated to the educator's home screen. The system is designed that if an educator is revoked or suspended, a message highlighted in red is displayed across the top of the educator's screen.



Disciplinary Action Educator Search Screen [Home > Disciplinary Actions \(NASDTEC\)](#)

WA Cert. #: SSN: Last Name:
Birth Date: First Name: Middle Name:

0 Records Found - Show 60 items per page Page: 1 [Export](#)

View	Certificate Number	SSN	Name	Birth Date	State	Ref Info	Action	Action Start Date	Action End Date	Issue?	Issue User	Issue Date	Source
No Records Found													

Note: Records received from NASDTEC cannot be deleted.
The View button will be disabled if no educator is found on the record.
Only the top 500 records found will be shown.

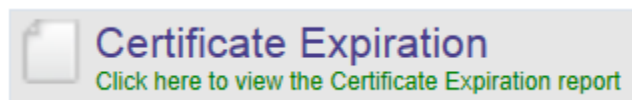
Reports

The District Personnel Administrator can run reports via the E-Certification system. The system is designed to identify certificates and compile them in reports for information purposes. By clicking on the Reports tab, a list of links is displayed.

Certificate Expiration

Administrators can view reports of Certificate Expiration. The Search is by the district, type of certificate in addition to expiration date range.

By clicking on the link, Click here to view the Certification Expiration report, the Certification Expiration table is launched. The system is designed for the Administrator to conduct a specific search thus creating a list.



Certificate Expiration						Home > Certificate Expiration
District: <input type="text"/>						
Certificate: <input type="text" value="All"/>						
Expiration Date From: <input type="text"/> To: <input type="text"/>						
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>						
Expiring Certificates						
0 Records Found - Show <input type="text" value="60"/> items per page Page: <input type="text" value="1"/>						
View	WA Cert. #	Educator	Certificate	Issue Date	Expire Date	
No Records Found						

All headings in the table can be sorted by clicking on the column heading. For example, to list the Certificate number in ascending order, the user clicks on the Heading, Certificate, to view in descending order, the user clicks on the Heading, Certificate again.

Certificate
1022000 - STD SEC TCHR
1023000 - STD EL & SEC TCHR
1023000 - STD EL & SEC TCHR
1023000 - STD EL & SEC TCHR
1023000 - STD EL & SEC TCHR
1023000 - STD EL & SEC TCHR
1023000 - STD EL & SEC TCHR
1043700 - CONT EL & SEC TCHR
1043700 - CONT EL & SEC TCHR

Washington State Office of Superintendent of Public Instruction
District Personnel Administrator User Guide

Certificate
V010000 - AGR AND RENEWABLE NATURAL RES
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE700 - CTE CONT TCHR (RENEWAL)
TCTE500 - CTE CONTINUING TEACHER
TCTE500 - CTE CONTINUING TEACHER
TCTE100 - CTE INITIAL TEACHER

Once the search is launched, the system not only generates a list but offers more information such as how many records were found. The system is designed to allow the user to show different number of records on a screen. By clicking on the drop-down arrow in the Show field box, the user can select the desired amount of expired certificates to be displayed. The system also allows the user to select which page he or she wishes to view.

Certificate Expiration Home > Certificate Expiration

District:

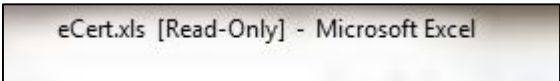
Certificate:

Expiration Date From: To:

Expiring Certificates

137 Records Found - Show items per page Page: [Export](#)

In the event the user wants to export the listing, he or she can do this by clicking on the link Export. This will generate a read-only Excel sheet.



	A	B	C	D	E	F
1	EducatorID	WACert#	Educator	Certificate	IssueDate	ExpireDate
2				T320800 - RESIDENCY TCHR (RENEWAL)	6/7/2012 0:00	6/30/2014 0:00
3				T330500 - PROFESSIONAL TCHR	6/9/2009 0:00	6/30/2014 0:00
4				T310600 - RESIDENCY TCHR (FI)	7/20/2011 0:00	6/30/2014 0:00

By clicking on the View link, the selected educator's credential screen is displayed.

26 Records Found - Show items per page Page: [Export](#)

View	WA Cert. #	Educator	Certificate	Issue Date	Expire Date
View			CCTE205 - CTE CONDITIONAL TCHR (RENEWAL)	06/11/2013	06/30/2014
View			T230700 - CONT TCHR	08/05/1993	06/30/2014

Credentials

Primary Information

Full Name:
WA Cert#: *****8057
SSN: *****8057
DOB:
Gender: Male

Contact Information

Address:
City State, Zip: FEDERAL WAY WA, 98003
Home Phone:
Work Phone:

Miscellaneous Information

Ethnicity: Unknown/Not Provided
Status: Active
Print Name:
Educator ID:
Email:

[Click Here to Edit Educator](#)

Credentials Legacy

Show All Applications

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014			
Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014			

Show All Certificates

Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
Select	View		C280700 - COND CERT	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	--	

Endorsements For Selected Certificate

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
	3321-00	SWEDISH ()	Issued	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015
	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015

Show All

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.