Washington State
Electronic Certificate System
(E-Certification)

E-Certification User Guide
For the College and University Candidate

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E-Certification for the College/University Candidate

Overview

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

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

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

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

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Accessing E-Certification

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

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

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

First time users click “Create an Account” tab

**Username:** Must be valid email address
(If your email address indicates username has previously been registered Do not create another account using a different email address. Follow the prompts or contact Customer Support)

**Password:** Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

To complete the profile Information – Click Submit. You will be prompted to “Request Application Roles”.
(If your are already a certificate holder and your school district participates in eVAL, you may request a role at this time, or Select the “Not Now” button to continue to E-Certification)
You may find other educators with similar names. If none of these apply select “None of these are me” at the bottom of the page. The ‘data for linking to a certificate’ information is necessary to avoid creating a duplicate account.
My Profile
You must complete all profile information in order to create an account and access E-Certification. Select “Create Account” at the bottom of the page.

Home Page
Select “View my applications”

Select My Applications.

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

Once you have logged into E-Certification the first time, you may need to begin the process of applying for your Pre-Residency Clearance. After this initial step, the guide will continue to
instruct you on how to claim your certificate recommendation at the completion of your program.

Pre-Residency Clearance Application

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

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

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

From here the wizard will guide you through the application process. The steps provided within the wizard are similar with most certificate applications found within E-Certification.
Since most of the first time candidates will not have professional experience as a teacher many of the tables will not be filled in. The answer below “Yes, the information above is correct.” will be the correct answer.
Section 6 of 18 in the wizard prompts you to choose the in-state college or university preparation program you are attending or identify if you are completing an out of state program.
After selecting the correct Institution and Approved Program, the wizard then progresses you through reviewing your profile information, affidavit, and Character and Fitness section of the application.
The initial process of the Pre-Residency Certificate Clearance application began with the recommendation from your preparation program. Once you have completed with the
application and are cleared, your Pre-Residency Certificate Clearance application will become available for viewing from your “Credentials” page.
Intern Substitute Applications

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

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

Similar to all applications initiated by school districts or college/university programs, the candidate will enter E-Certification and “Apply for your District Request Here”. After the candidate chooses to apply for the Intern Substitute Credential, the E-Certification wizard will guide you through the application process. To claim and complete the application includes paying the fees associated with the certificate and/or processing of the application. Clear communication between the school district and preparation program, and preparation program and candidate can avoid the processing of an application in which the candidate applies, pays the appropriate fees, and then is denied certification.

At the completion of the process and upon submitting the application, the OSPI Professional Certification Office will then begin to review the application.
The Professional Certification Office will confirm the approval of the Intern Substitute Certificate during the application review.

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

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

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

The Apply for Credential link will navigate the Educator to an 18-step wizard. The wizard is intuitive and the Educator needs to follow directions on each step. Depending on the data in the system, some steps may not be applicable, therefore will not be necessary to complete. In such cases the Educator will be navigated to the next applicable step.
Step 1: Informational introduction to the application process.

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

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

If applicable:

- Enter information in required fields.
- Click on drop-down arrow and select answer.
- Use specific format for date.
- Click on one of the checkboxes.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
In Step 7 the educator can change any information if necessary.

If applicable:

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

The educator can change any contact information in Step 8.

If applicable:

- Edit any information.
- Use numbers for numeric fields.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 9 is an affidavit. By clicking on the checkbox, the educator is electronically signing the affidavit.

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

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

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 11 pertains to the educator’s Criminal History. The educator must answer the Yes or No questions by clicking on the radio buttons.

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 12 requires the educator to answer fitness questions. The educator must answer each question.

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

6.  o  o  Do you have a medical condition which in any way impairs or limit your ability to serve in a certificated role with reasonable skill and safety?
7.  o  o  If you use chemical substance(s), does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?
7a.  o  o  If you disclosed a "yes" answer to questions 5 or 7 above, are the limitations or impairments caused by your medical condition(s) or substance abuse reduced or alleviated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Please explain in the box below and provide the name, address, and telephone number of the program.
8.  o  o  Do you currently use illegal drugs?
9.  o  o  Have you used illegal drugs in the last year?
9a.  o  o  If you disclosed a "yes" answer to question 9 above, have you successfully completed or are you participating in a supervised rehabilitation program? Please explain in the box below and provide the name, address, and telephone number of the program.

If you answer "yes" to questions 10 or 11, attach copies of any court orders entered in the proceeding.
10.  o  o  Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?
11.  o  o  Have you ever been found in any dependency or domestic relation matter to have physically abused any person.

If you answer "yes" to questions 12 or 13, and a repayment agreement has been established, attach copies of the repayment agreement from the appropriate agency.
12.  o  o  Are you currently in default status on any educational loan or scholarship? (Do not include loans that are currently in a compliant deferment status.)
13.  o  o  Are you currently in non-compliance with a support order?

Once you have answered the questions click on the Next button.
- Go to Next screen.
- Cancel - Please cancel the wizard.
- Continue - Please continue the wizard.
In Step 14 the educator is asked to provide 3 references. Once the information is entered, the educator clicks on Next to continue.

- Enter data in required fields.
- Click on drop-down arrow to select answer for State.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to Continue.
Step 15 is an affidavit. By clicking on the checkbox, the educator is signing the affidavit.

- Click on checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 16 allows the Educator to pay by credit card for their application. The educator enters card information and clicks on Next to continue. Note the amount to be charged to the educator is shown in the Amount field box. This field is disabled so the amount does not change.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow numeric format for entered numbers.
- Follow date format when entering date.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 17 allows the educator to edit any of the information he or she entered before applying for the application. There is an edit link for each section; therefore, if the user wishes to change address information, they click on the edit link directly across from the Address heading.

- If applicable, click on the edit link to make any changes to the information already entered.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Apply to complete application.
Step 18 completes the process by clicking on Submit. The educator will then be navigated to their credential screen.

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