

JULY 2011 NEWS

PROFESSIONAL CERTIFICATION

ECERT SYSTEM CHANGES

eCert accounts, automatic application status emails, electronic permits, and up to date application processing information

Effective July 6, 2011, any individual who submits an application for certification will be given, if they do not already have one, an eCert account using the email address they have provided with their

application for certification. When a paper application is received by an educational service district office or by Professional Certification an account within eCert will be

created for individuals who do not already have an account and the account holder will be sent an email describing the process to log into and verify that account. Once an account is established, the

individual will receive automatic email updates at key points in the application process regarding where their application is in our system. This will include an email with a PDF of the temporary 6 month

permit issued to any individual while an application is being processed. Once a permit is issued, it is available to any school district for retrieval from the system as needed.

School districts will be able to save the permit in PDF to a local computer, print the permit for an individual's file, or receive a copy of the permit in email forwarded from the certificate holder.

THE INCREASE IN
FUNCTIONALITY FOR THE
ECERT SYSTEM WILL IMPROVE
COMMUNICATION TO
CERTIFICATE APPLICANTS,
SCHOOL DISTRICTS AND
BETWEEN THE EDUCATIONAL
SERVICE DISTRICT OFFICES
AND THE PROFESSIONAL
CERTIFICATION OFFICE IN
OLYMPIA

ELECTRONIC PERMITS

Temporary permits issued to individuals to cover service while an application for certification is being processed will no longer be mailed to individuals. The educational service district or our office will now issue permits through the eCert system for all applicants. Those permits will be electronically emailed to candidates and available to any school district personnel who have administrative privileges to eCert. Permits will not be available in printed form once an electronic permit has been issued but can be retrieved and printed by the candidate or their employer through the eCert system.