# Table of Contents

1.0 Welcome – Log In Instructions ........................................................................................................... 3
1.1 Home Page ......................................................................................................................................... 4
1.2 Welcome Educator ............................................................................................................................... 4
1.3 View Your Credentials Here .............................................................................................................. 6
   1.3.1 Edit Educator Information ........................................................................................................... 7
   1.3.2 Request Duplicate Certificate .................................................................................................... 11
1.4 Apply for Your College Recommendation ......................................................................................... 16
1.5 Apply for Your District Request ......................................................................................................... 30
1.6 Apply for a Washington Credential ................................................................................................... 48
1.7 Apply to Reissue Your Washington Credentials ............................................................................ 66
1.8 Renew Your Credentials Here ........................................................................................................... 83
2.0 Educator Menu ................................................................................................................................... 101
2.1 Applications ....................................................................................................................................... 102
2.2 Fees ................................................................................................................................................. 103
2.3 Print History ....................................................................................................................................... 104
2.4 History ............................................................................................................................................ 106
2.5 Communication Log ......................................................................................................................... 107
2.6 Expertise .......................................................................................................................................... 108
2.7 Professional Development ............................................................................................................... 109
   2.7.1 Add Professional Development ................................................................................................. 109
2.8 HQT .................................................................................................................................................... 113
2.9 Education History ............................................................................................................................. 115
   2.9.1 Add Education History .............................................................................................................. 116
2.10 Work History .................................................................................................................................... 115
   2.10.1 Add Professional Education Experience .................................................................................... 118
   2.10.2 Add Other Employment Experience ........................................................................................ 120
Welcome

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

To Begin - Log in to: https://eds.ospi.k12.wa.us

Returning users click “Sign In” Tab

First time user click “Create an Account” Tab
Home Page

Once an educator has logged into E-Certification, their Home Page is launched. On the top of the home page are two tabs, Home and My Credentials. Home will navigate the educator to the home screen and My Credentials will take the educator to his or her credential screen.

Welcome Educator

Under the Welcome Educator heading, there may be system messages posted for the educator’s view.

View Your Credentials Here

The educator will find this link on their home page and it will navigate the user to his or her credential screen, same function as the My Credentials tab. This will be shown in detail in the next few pages.
On the Educator’s home page are links that are applicable to the educator’s statuses. For example if it is time for an educator to renew their certificate, a notice will appear on their home page with a link navigating them to a wizard which will help complete the necessary process.

While there are several different scenarios and a number of certificates, this user guide will focus on some of the primary ones.

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

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

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

Each wizard will also allow the educator to cancel the application process by clicking on the Cancel radio button at the bottom of the wizard.
View Your Credentials Here

By clicking on this link, the educator can view their current and prior certification information.

Once the educator clicks on the View Your Credentials Here link, he or she is navigated to the Credentials screen. The top part of the screen houses the educator’s primary, contact and miscellaneous information.

The tabs in the heading across the top of Credentials will be addressed later in the user guide.
Edit Educator Information

An educator can change their information by clicking on the Click Here to Edit Educator link. A three step wizard is launched navigating the educator through each step.

Step 1 allows the educator to change any profile information. For purposes of privacy, most information in the field boxes has been removed. Note the red asterisks on some of the fields. There are also drop-down arrows which when clicked on displays a list from which the educator can select the applicable answer. Once changes have been made, the educator clicks on Next.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow date format when entering date.
- Click on checkbox to select applicable answer.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.
Step 2 allows the educator to make changes to their address if applicable. Once changes have been made, the educator clicks on Next.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.
Step 3 allows the educator to change any contact information. Once changes have been made, the educator clicks on Submit.

- Follow numeric format when entering phone numbers.
- To terminate the application process, click Cancel, Submit.
- To return to the previous screen, click Previous.
- Click Submit.
The second part of the Credentials screen shows the educator’s Applications, Certificates and Endorsements for Selected Certificates.

Note: By clicking on Select under Certificates, the associated endorsements will be displayed in the section, Endorsements for Selected Certificate.

The Checklist link will show the educator all the information on file for the application process. This is a view only screen.
Request Duplicate Certificate

Housed in the Certificates table is a link to request a duplicate certificate. By clicking on the link, Request Duplicate, a 7 step wizard is launched.

Step 1 of the Online Duplicate Request Application asks the educator to update their profile. Once that has been updated, if applicable, click Next.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow date format when entering date.
- Click on checkbox to select applicable answer.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.
Step 2 and 3 asks the educator to update their address and contact information respectively. Once information has been updated, if applicable, click Next to continue.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

- Follow numeric format when entering phone numbers.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 4 asks the educator to enter the number of duplicates he or she is requesting. Once that has been entered, click Next.

- Enter number of requested duplicates.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Step 5 requests payment information. The amount is displayed at the bottom of the wizard. The educator enters credit card information and clicks Next to continue.

- 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 6 requests the educator reviews information before applying with credit card. The Edit links to the right of each section allows the educator to make changes if necessary. When all information is reviewed, the educator clicks Apply. Step 8 will be launched verifying the transaction.

- 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.
Below are examples of links that could be found on an educator’s home page. This user guide will take the educator through each link listed below to demonstrate how the application process works via wizards. These examples will show the educator how to go through any application process no matter what they are applying for.

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

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

- **Apply for a Washington Credential Here**
  Use this wizard to see if you qualify to apply for a Washington Teacher Certificate. Click on this link to start your application process.

- **Apply to Reissue Your Washington Credential Here**
  Click here to apply to re-issue your Washington credential. Click on this link to start your application process.

- **Renew Your Credentials Here**
  Click here to renew your Washington educator credentials. Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.
Apply for Your College Recommendation

If applicable, the following link will appear on the Educator’s home page.

![Apply For Your College Recommendation Here](Image)

To apply for college recommendation, the Educator clicks on the link, Click here to apply for your Washington college recommendation.....

This action will launch the Educator Recommendation List table. By clicking on the link, Apply for Credential, the educator can proceed with application. Note if the Status is not in Completed Program, the educator should contact their institution.

![Educator Recommendation List](Image)

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 be skipped and the Educator will be navigated to the next applicable step.
Step 1 of the Educator Recommendation Application is an informational introduction to the application process.

- Carefully read 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.
Step 7 is part of the profile update. 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.
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.
Apply for Your District Request Here

If a district electronically requests a teaching credential for an educator, a link will be displayed on the educator’s home page.

To start the process, the educator clicks on the link, Click here to apply for your Washington District Request. This action will launch the District Request Application List table. The educator clicks on the Begin link for the selected application.

By clicking on the Begin link, an 18 step wizard is launched. The educator will go through each step for complete the application process.
Step 1 is both an informational and instructional explanation of the application process. Once the Educator has read the explanation, he or she clicks on Next to continue.

- Carefully read the explanation provided in Step 1.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.
Step 2 asks the educator to verify his or her Washington State Certificate number. Once verification is made, the educator clicks Next to continue.

- Verify certificate number.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 3 displays the educator’s Education Experience. If this is not correct, the educator clicks on “No, the information is not correct” and the educator will be directed to a screen that will allow him or her to update or edit their education experience. This will cause the educator to restart the application process. By clicking Yes, the educator is verifying their Education Experience. Once verified, the educator clicks on Next.

- If information is incorrect, click No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- If information is correct, click Yes, then click Next to continue.
Step 4 requires the educator to enter the school year and program area or courses. Once information has been entered, the educator clicks on Next to continue.

- Enter required information.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Educators are asked to list all states in which they hold or have held an educational certificate in Step 5.

- If applicable, in the text box, list states.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
In Step 6 the educator can change any profile information as necessary.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow date format when entering date.
- Click on checkbox to select applicable answer.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 7 is part of the profile update. The educator can change any information if necessary.

If applicable:

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Do you have a medical condition which in any way impairs or limits</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>your ability to serve in a certificated role with reasonable skill and</td>
<td></td>
</tr>
<tr>
<td>safety?</td>
<td></td>
</tr>
<tr>
<td>7. If you use chemical substance(s), does this use in any way impair</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>or limit your ability to serve in a certificated role with reasonable</td>
<td></td>
</tr>
<tr>
<td>skill and safety?</td>
<td></td>
</tr>
<tr>
<td>7a. If you disclosed a “yes” answer to questions 6 or 7 above, are the</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>limitations or impairments caused by your medical condition(s) or</td>
<td></td>
</tr>
<tr>
<td>substance abuse reduced or ameliorated because you receive ongoing</td>
<td></td>
</tr>
<tr>
<td>treatment (with or without medications)? Or participate in a monitoring</td>
<td></td>
</tr>
<tr>
<td>program? Please explain in the box below and provide the name, address,</td>
<td></td>
</tr>
<tr>
<td>and telephone number of the program.</td>
<td></td>
</tr>
<tr>
<td>8. Do you currently use illegal drugs?</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>9. Have you used illegal drugs in the last year?</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>9a. If you disclosed a “yes” answer to question 9 above, have you</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>successfully completed or are you participating in a supervised</td>
<td></td>
</tr>
<tr>
<td>rehabilitation program? Please explain in the box below and provide the</td>
<td></td>
</tr>
<tr>
<td>name, address, and telephone number of the program.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Have you ever been found in any dependency or domestic relation</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>matter to have sexually assaulted or exploited any minor?</td>
<td></td>
</tr>
<tr>
<td>11. Have you ever been found in any dependency or domestic relation</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>matter to have physically abused any person.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Are you currently in default status on any educational loan or</td>
<td>○ No ○ Yes</td>
</tr>
<tr>
<td>scholarship? (Do not include loans that are currently in a compliant</td>
<td></td>
</tr>
<tr>
<td>deferment status.)</td>
<td></td>
</tr>
<tr>
<td>13. Are you currently in non-compliance with a support order?</td>
<td>○ No ○ Yes</td>
</tr>
</tbody>
</table>

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

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

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

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

This link will be displayed on the educator’s home page when they are qualified to apply for a Washington Teacher Certificate. By clicking on the link, the educator will be navigated to the Educator Application List where available applications are displayed.

To begin the process of applying for a Washington Credential, the educator clicks on the link, Apply for Credential. This particular credential the user guide is demonstrating is an administrative certificate.

<table>
<thead>
<tr>
<th>Educator Application List</th>
<th>Available Applications</th>
<th>Certificate Groups</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001 Administrator Certification Application</td>
<td>Administrative</td>
<td></td>
<td>Apply For Credential</td>
</tr>
<tr>
<td>4006 PEA Residency Certificate Application - School Counselor, Psychologist</td>
<td>Educational Staff Associate</td>
<td></td>
<td>Apply For Credential</td>
</tr>
<tr>
<td>6046 Educational Initial Certificate Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Apply for a Washington Credential Here

Use this wizard to see if you qualify to apply for a Washington Teacher Certificate. Click on this link to start your application process.

To begin the process of applying for a Washington Credential, the educator clicks on the link, Apply for Credential. This particular credential the user guide is demonstrating is an administrative certificate.
Step 1 of the Administrative Certificate wizard is an 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.
Step 2 asks the educator to verify his or her Washington State Certificate number. Once verification is made, the educator clicks Next to continue.

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

Step 3 displays the educator’s Education Experience. If this is not correct, the educator clicks on “No, the information is not correct” and the educator will be directed to a screen that will allow him or her to update or edit their education experience. This will cause the educator to restart the application process. By clicking Yes, the educator is verifying their Education Experience. Once verified, the educator clicks on Next.

- If information is incorrect, click No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- If information is correct, click Yes, then click Next to continue.
Step 4 requires the educator to enter the school year and program area or courses. Once information has been entered, the educator clicks on Next to continue.

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

Educators are asked to list all states in which they hold or have held an educational certificate in Step 5.

- If applicable, in the text box, list states.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
In Step 6, the educator is asked to select the certificate and the level of certificate he or she is requesting. In some cases not all choices may be available to the educator. If this is the case, the option will be disabled.

- Click on the checkbox to select the requested certificate.
- Click on the radio button to select level of certificate.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Step 7 allows the educator to upload any applicable forms/documents. The documentation must be provided in PDF. There is a link, Add Attachment, to upload any information the educator wishes to submit. Provided on the wizard is OSPI’s address in the event the educator is unable to upload documentation.

- Click on the link, Add Attachment.
- Select file.
- Click Open.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
The Add Educator Image window is launched. The educator enters a description of the attached document. By clicking on the Browse button, the educator can attach the specific document. Once document is selected, click on Submit.
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.
Step 9 is part of the profile update. 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 10.

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 11 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 12 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 13 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 14 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.
In Step 16 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 17 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 18 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 19 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 20 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.
Reissue Credentials

An educator can apply to reissue their Washington Credential by clicking on the link displayed below. If applicable, this link will be displayed on the Educator’s Home Page.

By clicking on the link, Apply to Reissue Your Washington Credential Here, the user is navigated to the Educator Reissue List screen. The credential(s) available for reissue will be listed. The educator clicks on the link, Apply for Credential to begin the application process.

Step 1 of the Reissue Certificate wizard is an informational introduction to the application process.

- Carefully read the explanation provided in Step 1.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.
Step 2 asks the educator to verify his or her Washington State Certificate number. Once verification is made, the educator clicks Next to continue.

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

Step 3 is an affidavit. Select the appropriate response. Click Next to continue.
- Click the applicable checkbox.
- Enter answer in textbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 4 houses the educator’s profile information. If any changes are applicable, the educator can make the changes and click Next to continue.

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.
Steps 5 and 6 contain address and contact information. The educator can make changes if necessary and then click Next to continue.

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.

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

- 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 8 asks the educator to answer each question carefully before answering. Click Next to continue.

- 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 9 pertains to criminal history. If any question is answered with a “yes”, the educator must provide the information listed in blue print. Once all questions have been answered, click Next to continue.

- 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.
The first part of Step 10 asks questions in regards to the educator’s conduct.

- Answer questions by clicking on the radio button for Yes or No.
The second part pertains to abuse and financial responsibility. Please note the information requested if the educator answers “yes” to any of the questions 10-13. Click Next to continue.

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

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

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

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

12. ○ ○ Are you currently in default status on any educational loan or scholarship? (Do not include loans that are currently in a compliant deferment status.)
13. ○ ○ Are you currently in non-compliance with a support order?

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Step 11 provides the ability to add attached documents to the application. To add a document click on the link, Add Attachment.

![Add Attachment](image)

The Add Educator Image window is launched. The educator enters a description of the attached document. By clicking on the Browse button, the educator can attach the specific document. Once document is selected, click on Submit.
Step 12 requests 3 character references. Complete all required information and click 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 13 is an electronic signature. By clicking on the checkbox, you are signing the affidavit. Please read carefully. Once the checkbox is marked, click Next to continue.

- Click on checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 14 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 15 allows the educator to review his or her information. To make any changes, the educator clicks on the (edit) link located to the right. Once all information has been verified, click Apply.

- 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 16 confirms the application is pending review. Click Submit to complete the application process.

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

An educator can apply to renew their Washington Credential by clicking on the link displayed below. If applicable, this link will be displayed on the Educator’s Home Page.

By clicking on the link, Renew Your Credentials Here, the user is navigated to the Educator Certificate Renewal List screen. The credential(s) available for renewal will be listed. The educator clicks on the link, Renew to begin the application process.
Step 1 of the Renew Educator Certificate Application is an 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.
Step 2 asks the educator to verify his or her Washington State Certificate number. Once verification is made, the educator clicks Next to continue.

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

Step 3 displays the educator’s Employment Experience. If this is not correct, the educator clicks on “No, the information is not correct” and the educator will be directed to a screen that will allow him or her to update or edit their employment experience. This will cause the educator to restart the application process. By clicking Yes, the educator is verifying their Employment Experience. Once verified, the educator clicks on Next.

- If information is incorrect, click No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- If information is correct, click Yes, then click Next to continue.
Step 4 displays the educator’s Education Experience. If this is not correct, the educator clicks on “No, the information is not correct” and the educator will be directed to a screen that will allow him or her to update or edit their education experience. This will cause the educator to restart the application process. By clicking Yes, the educator is verifying their Education Experience. Once verified, the educator clicks on Next.

- If information is incorrect, click No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- If information is correct, click Yes, then click Next to continue.
Step 7 instructs the educator to attest his or her intention to register for the ProTeach external assessment if they are applying for the 2 year residency renewal.

If yes, click the checkbox and enter the date.

- Click the checkbox.
- Enter the date.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- If information is correct, click Yes, then click Next to continue.
Step 8 houses the educator’s profile information. If any changes are applicable, the educator can make the changes and click Next to continue.

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.
Steps 9 and 10 contain address and contact information. The educator can make changes if necessary and then click Next to continue.

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.

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

- 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 12 asks the educator to answer each question carefully before answering. Click Next to continue.

- 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 13 pertains to criminal history. If any question is answered with a “yes”, the educator must provide the information listed in blue print. Once all questions have been answered, click Next to continue.

- 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.
The first part of Step 14 asks questions in regards to the educator’s conduct.

- Answer questions by clicking on the radio button for Yes or No.
The second part pertains to abuse and financial responsibility. Please note the information requested if the educator answers “yes” to any of the questions 10-13. Click Next to continue.

- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 15 allows the educator to upload any applicable forms/documents. The documentation must be provided in PDF. There is a link, Add Attachment, to upload any information the educator wishes to submit.

- Click on the link, Add Attachment.
- Select file.
- Click Open.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

The Add Educator Image window is launched. The educator enters a description of the attached document. By clicking on the Browse button, the educator can attach the specific document. Once document is selected, click on Submit.
Step 16 requests 3 character references. Complete all required information and click 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 17 is an electronic signature. By clicking on the checkbox, you are signing the affidavit. Please read carefully. Once the checkbox is marked, click Next to continue.

- Click on checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.
Step 18 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 19 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 20 confirms the application is pending review. Click Submit to complete the application process.

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

On the Credentials screen, there are three tabs. Home will take the educator back to the home page, My Credentials will take the user to their Credentials screen and Educator will launch a menu with information pertinent to the educator’s data.
Applications

To view the educator’s applications, the educator clicks on the link, Applications.

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

The educator can view fees for applications. By clicking on the Fees link, the Fees table is launched.

The educator can view the fee information on this screen. The educator cannot edit or delete fees. This is a view only screen.

<table>
<thead>
<tr>
<th>ID</th>
<th>Method</th>
<th>Fee</th>
<th>App ID</th>
<th>App</th>
<th>Auth</th>
<th>Batch</th>
<th>Batch/Reason</th>
<th>Amount</th>
<th>Balance</th>
<th>Returned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>114</td>
<td>CC</td>
<td>REG</td>
<td>907069</td>
<td>6050</td>
<td></td>
<td></td>
<td></td>
<td>60.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>114</td>
<td>CC</td>
<td>REG</td>
<td>907069</td>
<td>40220</td>
<td></td>
<td></td>
<td></td>
<td>55.00</td>
<td>0.00</td>
<td>No</td>
</tr>
</tbody>
</table>

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

By clicking on the link, Print History, the educator can view as well as print a non-official copy of their certificate or any letters pertaining to the certificate.

This action will launch the Print History Information screen. The educator can view their information as see what has been printed.
By clicking on the View link, the educator can print a non-official copy.

EDUCATION CERTIFICATE

CERTIFICATE TYPE: RESIDENCY TEACHER (FIRST ISSUE)
ISSUE DATE: 02/21/2014
EXPIRATION DATE:
ENDORSEMENTS: ELEMENTARY EDUCATION

VALID ONLY UNTIL YOU ARE REPORTED AS A TEACHER IN A PUBLIC SCHOOL IN WASHINGTON WITH AT LEAST 1.5 YEARS OF FULL TIME EQUIVALENT EXPERIENCE.
History

History houses the educator’s personal information such as Name, Address and Contact Information.

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

Communication log table will display any notes made by OSPI. By clicking on the Comm Log link, the Communication Logs table is displayed.

Any notes pertaining to the educator, if applicable, will be shown in this table.
Expertise

This table documents the educator’s area of expertise.

By clicking on the Expertise link, the Expertise Information table is launched.
Professional Development

By clicking on the Professional Development link, the educator can view their professional development credits. In addition, the educator can add, edit and delete professional development information.

Add Professional Development

To add professional development hours, click the link, Click Here to Add Professional Development Hours.
This action will launch the Educator Professional Development Hours wizard. The educator will enter all required information. The required information is symbolized with a red asterisk. Once all information is entered, click Submit.

- Enter information in all required fields.
- Click on drop-down arrow to select applicable answer.
- Use the specified format for entering dates.
- To terminate the application process, click Cancel.
- To save Professional Development hours, click Submit.
To edit an existing entry, click the Edit link. Once information has been changed, click Submit. The educator can also delete an entry. By clicking on the Delete link, the entry will be removed from the system.

### Edit Educator Professional Development Hours

By clicking on the Edit link, the Educator Professional Development Hours wizard is launched.

If Applicable,

- Make changes to already entered data.
- To terminate the application process, click Cancel.
- To save Professional Development hours, click Submit.
**Delete Educator Professional Development Hours**

By clicking on the Delete link, the Educator Professional Development Hours wizard is launched.

- Review information to verify deletion.
- To terminate the application process, click Cancel.
- To delete Professional Development Hours, click Submit.
HQT

The HQT table shows the content area in which the educator is deemed highly qualified.

By clicking on the link, HQT, the HQT Information table is launched. The first tab shows the Content Area, Route, Effective Date and Grade Levels.
The second tab, Washington Courses, displays the courses taken by the educator to qualify them as highly qualified.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Match Type</th>
<th>Date Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>09121</td>
<td>French I (09121)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09122</td>
<td>French II (09122)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09123</td>
<td>French III (09123)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09124</td>
<td>French IV (09124)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09125</td>
<td>French V (09125)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09126</td>
<td>French for Native Speakers (09126)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09127</td>
<td>French Field Experience (09127)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09128</td>
<td>French Conversation and Culture (09128)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09129</td>
<td>French Literature (09129)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09130</td>
<td>IB Language A (Non-English) French (09130)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09131</td>
<td>IB Language B (French) (09131)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09132</td>
<td>AP French Language (09132)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>09133</td>
<td>AP French Literature (09133)</td>
<td>Primary</td>
<td></td>
</tr>
</tbody>
</table>
**Education History**

The educator can view his or her education history E-Certification has documented in the system. The educator can view, add, edit or delete education information.

By clicking on the Education History link, the Education History screen is launched. The educator can add, edit and delete history information on this table.
Add Education History

To add education information, click on the link, Click Here to Add Education History. To edit an existing education history, click on the Edit link. To delete an existing education history, click on the Delete link. The Edit and Delete wizards are similar to what has previously been demonstrated.

- Enter required information.
- Use specified format for dates.
- To terminate the application process, click Cancel.
- To add Education History, click Submit.
Work History

Work History screen shows the educator’s professional education experience and other employment experience documented in eCerts. The educator can view, add, edit and delete this information.

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

To add Professional Education Experience, click on the link, Click Here to Add Professional Education Experience. The educator can also edit and delete the posted experience. The Edit and Delete wizards are similar to what has previously been demonstrated.

By clicking on the Click Here to Add Professional Education Experience link, a wizard is launched allowing the educator enter the professional education experience. Once information is entered, click on Submit.
- Enter required information.
- Use specified format for dates.
- Click on drop-down arrows to select applicable answer.
- To terminate the application process, click Cancel.
- To add Education Experience, click Submit.

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

- Save - Please save the work history
- Cancel - Please cancel the wizard
Add Other Employment Experience

To add Other Employment Experience, click on the link, Click Here to Add Other Employment Experience. The educator can also edit and delete the posted experience. The Edit and Delete wizards are similar to what has previously been demonstrated.

By clicking on the Click Here to Add Other Employment Experience link, a wizard is launched allowing the educator enter the employment experience. Once information is entered, click on Submit.

- Enter required information.
- Use specified format for dates.
- To terminate the application process, click Cancel.
- To add Employment Experience, click Submit.