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Welcome

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

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

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

Returning Users: Sign In or claim an existing account (to claim an existing account, the user will need to complete the ‘Required Login Information’ and the ‘Data for Linking to a Certificate’ information).
Home Page

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

Welcome Educator

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

View Your Credentials Here

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

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

While there are several different scenarios and several certificates, this user guide will focus on Paraeducator Certificates.
Each application corresponds with a wizard. A wizard is a step by step guide helping the Paraeducator through processing the application. The wizard is intuitive and the Paraeducator will notice some steps are the same in different wizards.

Wizards throughout the system generally 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 Paraeducator does not fill out a required field (marked with a red asterisk), an error message will be displayed instructing the Paraeducator what is needed to complete the application.

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

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

**View Your Credentials Here**

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

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

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

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

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

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

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

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

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

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

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

Tests

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

### Fees

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

<table>
<thead>
<tr>
<th>View</th>
<th>ID</th>
<th>Method</th>
<th>Fee</th>
<th>App ID</th>
<th>Auth</th>
<th>Batch</th>
<th>Return Reason</th>
<th>Amount</th>
<th>Balance</th>
<th>Returned?</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>180663</td>
<td>CC2</td>
<td>add Employ</td>
<td>1121327</td>
<td>4029</td>
<td></td>
<td></td>
<td>39.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>160231</td>
<td>ACH</td>
<td>INTESA</td>
<td>1097998</td>
<td>4099</td>
<td></td>
<td></td>
<td>74.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>160226</td>
<td>ACH</td>
<td>EMERGENCY</td>
<td>1092358</td>
<td>4026</td>
<td></td>
<td></td>
<td>44.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>160223</td>
<td>ACH</td>
<td>REISSUE</td>
<td>1097991</td>
<td>4031R</td>
<td></td>
<td></td>
<td>39.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>120983</td>
<td>ACH</td>
<td>RESNEW2</td>
<td>1091254</td>
<td>4035</td>
<td></td>
<td></td>
<td>48.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>145981</td>
<td>ACH</td>
<td>RESADMIN</td>
<td>1081322</td>
<td>4001</td>
<td></td>
<td></td>
<td>74.00</td>
<td>0.00</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>130203</td>
<td>CC2</td>
<td>RESADMIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>74.00</td>
<td></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 selecting the *Print History* link, the Paraeducator can view a PDF copy of their certificate or any deficiency letter pertaining to their certification.

---

### Print History Information

#### Certificate Print History

<table>
<thead>
<tr>
<th>View</th>
<th>WA Cert#</th>
<th>Educator</th>
<th>Certificate</th>
<th>Certificate Status</th>
<th>Queued Date</th>
<th>Printed Date</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>XXXXXX</td>
<td>XXXXX</td>
<td>RESIDENCY TEACHER (FIRST ISSUE)</td>
<td>Expired</td>
<td>2/21/2014 7:20:08 AM</td>
<td>2/21/2014 1:40:05 PM</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>XXXXXX</td>
<td>XXXXX</td>
<td>RESIDENCY TEACHER</td>
<td>Issued</td>
<td>3/10/2014 1:47:29 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Deficiency/Letter Print History

<table>
<thead>
<tr>
<th>View</th>
<th>WA Cert#</th>
<th>Educator</th>
<th>Certificate</th>
<th>Certificate Status</th>
<th>Queued Date</th>
<th>Printed Date</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>XXXXXX</td>
<td>XXXXX</td>
<td>RESIDENCY TEACHER (FIRST ISSUE)</td>
<td>Deficient</td>
<td>3/14/2014 9:11:28 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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**

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

![History Link](image)

**Communication Log**

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

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

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

<table>
<thead>
<tr>
<th>Source</th>
<th>Status</th>
<th>Endorsement</th>
<th>Grade</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHA</td>
<td>Issued</td>
<td>Speech-Language Pathology</td>
<td>1 thru 12</td>
<td>3/3/2020</td>
</tr>
<tr>
<td>ISFC</td>
<td>Issued</td>
<td>ISFC Level 1 Residential</td>
<td>1 thru 12</td>
<td>3/3/2024</td>
</tr>
</tbody>
</table>

Professional Development

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

To Add Professional Development hours, select the link, Click Here to Add Professional Development Hours.

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

- Enter information in all required fields.
- Select the drop-down arrow to choose applicable answer.
- Use the specified format for entering dates.
- To terminate the application process, select Cancel.
- To add multiple Professional Development Hours, select Save and add new PD hours, select Submit.
- To save Professional Development hours, select Save and exit PD entry, select Submit.
To edit an existing entry, select the Edit link. Once information has been changed, select Submit. The Paraeducator can also delete an entry. By selecting the Delete link, the entry will be removed from E-Certification.

### Edit Educator Professional Development Hours

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

If Applicable,

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

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

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

---

Education History

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

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

Character & Fitness References

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

Once Paraeducator Fundamental Course of Study has been added to the Professional Development section, on the Paraeducator’s Home Page, Paraeducator certificate link will display.

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

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

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

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Fundamental Course of Study Completion Date</th>
<th>Qualifying Books/Texts</th>
<th>Qualifying Professional Development Hours</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPE001 - General Paraeducator</td>
<td>09/06/2016</td>
<td>Yes</td>
<td>165.00 of 70 required hours</td>
<td>Apply</td>
</tr>
<tr>
<td>SSEP001 - ELL Subject Matter Paraeducator</td>
<td>09/06/2016</td>
<td>N/A</td>
<td>20.00 of 26 required hours</td>
<td>Apply</td>
</tr>
<tr>
<td>MSEP001 - Special Subject Matter Paraeducator</td>
<td>09/06/2016</td>
<td>N/A</td>
<td>20.00 of 26 required hours</td>
<td>Apply</td>
</tr>
<tr>
<td>APEP001 - Advanced Paraeducator</td>
<td>09/06/2016</td>
<td>N/A</td>
<td>75.00 of 23 required hours</td>
<td>Apply</td>
</tr>
</tbody>
</table>

General Paraeducator Application

- Must meet certificate requirements and possess the General Paraeducator Certificate

Application for Certificate GPE - Step 1 of 24

You are applying for a Washington state certificate

Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

NOTE: Once the application process has been started, you must fully complete and submit the application, if you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

- Credit card or bank account information to pay for your application.

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

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

Next
Application for Certificate GPE - Step 3 of 24

You are applying for a Washington state certificate

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

Section II - Professional Fitness

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

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

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

Application for Certificate GPE - Step 9 of 24

You are applying for a Washington state teaching certificate

In addition to the certification fee, an OSPI processing fee per certificate action is required. Please select the certificate(s) you are requesting. You will be prompted for your credit card information later in the application process.

- **GPE0001 - General Paraeducator**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPE0001 - Certificate Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>GPE0001 - OSPI Processing Fee</td>
<td>$39.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$64.00</strong></td>
</tr>
</tbody>
</table>

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

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

Application for Certificate GPE - Step 11 of 24

You are applying for a Washington state teaching certificate

The system has determined you do not have a Washington Certificate Number. Is this correct?

Your Washington State Certificate #:

- NOT ON FILE

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

- No, the information above is not correct.
- Yes, the information above is correct.
- Cancel - Please cancel the wizard.
Application for Certificate GPE - Step 19 of 24

You are applying for a Washington state teaching certificate
Please edit the contact information and click the Submit button.

Work Phone: ( )
Home Phone: 
Fax Phone: ( )
Email Address: 

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

☐ Save - Please save the profile information.
☐ Cancel - Please cancel the wizard

Previous Next

Application for Certificate GPE - Step 20 of 24

You are applying for a Washington state teaching certificate
You may now upload any requested documents that you have completed and have signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).

If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses:
cert@k12.wa.us
OR
Professional Certification
P.O. Box 47200
Olympia, WA 98504-7200

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
<th>Page Count</th>
<th>Create Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>General Para-educator Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>General Para-educator Application</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>General Para-educator Application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>General Para-educator application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>General Para-educator Application</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Add Attachment

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

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

Previous Next
Application for Certificate GPE - Step 21 of 24

You are applying for a Washington state teaching certificate

Please review and electronically sign the below affidavit.

Affidavit:

☐ I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Certification at OSPI.

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

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

Application for Certificate GPE - Step 22 of 24

You are applying for a Washington state teaching certificate

If you select Credit Card Gateway and the link below, you will be redirected to the payment site.

If you select ACH-Bank Deposit, you will need to enter your routing number and account number.

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

Payment Type: Credit Card Gateway
Amount: $64.00

Click here to make payment

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

☐ Save - Please save the fee information.
☐ Cancel - Please cancel the wizard.
Washington State Office of Superintendent of Public Instruction
E-Certification Paraeducator User Guide

Application for Certificate GPE - Step 22 of 24
You are applying for a Washington state teaching certificate.

Please enter your payment information and click Next.

Payment Type: ACH - Bank Debit

Your Name
Your Address
PAY TO THE ORDER OF:

Your Bank Name

Routing Number: Account Number:

Name on Account: Account Type: Checking

Routing Number:

Account Number:

Amount: $84.00

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

○ Save - Please save the few information.
○ Cancel - Please cancel the wizard.

Previous Next

Application for Certificate GPE - Step 23 of 24
You are applying for a Washington state teaching certificate.

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

Name:

SSN:

Birth Date:

Gender:

Former:

Print Name:

Ethnicity: Not Hispanic or Latino

Mailing Address:

City, State, Zip:

Country:

Home Phone:

Email Address:

Amount: $64.00
Authorization Code: 123456789

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

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

Apply
English Language Learner Subject Matter Paraeducator Application
Application for Certificate SMPE_ELL - Step 3 of 24

You are applying for a Washington state certificate

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

Section II - Professional Fitness

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

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

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

Application for Certificate SMPE_ELL - Step 9 of 24

You are applying for a Washington state teaching certificate

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

☒ SMPE001 - ENGLISH LANGUAGE LEARNER SUBJECT MATTER PARAEDUCATOR

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMPE001 - Certificate Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>SMPE001 - OSPPI Processing Fee</td>
<td>$39.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$64.00</strong></td>
</tr>
</tbody>
</table>

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

☐ Continue - Please continue the wizard.
☐ Cancel - Please cancel the wizard.
Application for Certificate SMPE_ELL - Step 19 of 24

You are applying for a Washington state teaching certificate
Please edit the contact information and click the Next button.

Work Phone: (____) ____-____
Home Phone: ______________
Fax Phone: (____) ____-____
Email Address: ____________________________

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

☐ Save - Please save the profile information.
☐ Cancel - Please cancel the wizard

Previous Next

Application for Certificate SMPE_ELL - Step 20 of 24

You are applying for a Washington state teaching certificate
You may now upload any requested documents that you have completed and had signed by the appropriate organization. All documents must be provided in Adobe Portable Document Format (PDF).
If you are unable to upload completed documents or do not have the completed documents at this time, you may email or mail the requested documents to one of the following addresses:

cert@GL.wa.us
OR
Professional Certification
PO Box 47200
Olympia, WA 98504-7200

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
<th>Page Count</th>
<th>Create Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>ELL Subject Matter Paraeducator Application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>ELL Subject Matter Paraeducator Application</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>ELL Subject Matter Paraeducator Application</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Add Attachment

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

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

Previous Next
Application for Certificate SMPE_ELL - Step 21 of 24

You are applying for a Washington state teaching certificate

Please review and electronically sign the below affidavit.

Affidavit:

☐ I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Certification at OSPI.

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

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

Previous Next

Application for Certificate SMPE_ELL - Step 22 of 24

You are applying for a Washington state teaching certificate

If you select Credit Card Gateway and the link below, you will be redirected to the payment site.

If you select ACH-Blank Debit, you will need to enter your routing number and account number.

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

Payment Type: Credit Card Gateway

Amount: $64.00

Click here to make payment

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

☐ Save - Please save the fee information.
☐ Cancel - Please cancel the wizard.
Application for Certificate SMPE_ELL - Step 22 of 24

You are applying for a Washington state teaching certificate

Please enter your payment information and click Next.

Payment Type: ACH - Bank Debit

Your Name

Your Address

PAY TO THE ORDER OF: 

Your Bank Name

Routing Number | Account Number | Check Number

Name on Account:

Routing Number:

Account Number:

Account Type: Checking

Amount: $64.00

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

☐ Save - Please save the fee information.

☐ Cancel - Please cancel the wizard.

Application for Certificate SMPE_ELL - Step 23 of 24

You are applying for a Washington state teaching certificate

Please review the information below. Once you have reviewed the information, click the Apply link. By clicking the Apply link, you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

Name:

SSN:

Gender:

Birth Date:

Print Name:

Ethnicity: Not Hispanic or Latino

Mailing Address:

City State, Zip:

Country:

Home Phone:

Email Address:

Name on Account:

Routing Number: 4555555555

Account Number: 123456

Account Type: Checking

Amount: $64.00

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

☐ Apply - Please accept my credential application.

☐ Cancel - Please cancel the wizard.
Special Education Subject Matter Paraeducator Application

You are applying for a Washington state teaching certificate. Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

NOTE: Once the application process has been started, you must fully complete and submit the application. If you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

- Credit card or bank account information to pay for your application.

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

Continue - Please continue the wizard.
Cancel - Please cancel the wizard.
Application for Certificate SMPE_SPED - Step 3 of 24

You are applying for a Washington state certificate

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

Section II - Professional Fitness

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

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

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

Application for Certificate SMPE_SPED - Step 9 of 24

You are applying for a Washington state teaching certificate

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

☑ SMPE002 - SPECIAL EDUCATION SUBJECT MATTER PARAEDUCATOR

Fee Type                        Amount
SMPE002 - Certificate Fee      $25.00
SMPE002 - OSPI Processing Fee  $30.00
Total                           $55.00

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

☐ Continue - Please continue the wizard.
☐ Cancel - Please cancel the wizard.
You are applying for a Washington state teaching certificate.
Please edit the profile information and click the Next button.

- File Location:
- Teacher Number:
- SSN: ***-**-***
- First Name:
- Middle Name:
- Last Name:
- Former Name:
- Print Name:
- Suffix:
- Gender:
- Birth Date: MM/DD/YYYY
- Educator Status: Active

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

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

You are applying for a Washington state teaching certificate.
Please edit the address information and click the Next button.

- Mailing Address:
- City:
- Country:
- State:
- Zip:

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
You are applying for a Washington state teaching certificate.

Please edit the contact information and click the Next button.

- Work Phone: [ ] [ ] [ ]
- Home Phone: [ ] [ ] [ ]
- Fax Phone: [ ] [ ] [ ]
- Email Address: [ ] [ ] [ ]

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

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

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

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

cert@k12.wa.us

OR

Professional Certification
PO Box 47280
Olympia, WA 98504-7280

Add Attachment

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Application for Certificate SMPE_SPED - Step 21 of 24

You are applying for a Washington state teaching certificate

Please review and electronically sign the below affidavit.

Affidavit:

☐ I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Certification at OSPI.

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

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

Previous Next

Application for Certificate SMPE_SPED - Step 22 of 24

You are applying for a Washington state teaching certificate

If you select Credit Card Gateway and the link below, you will be redirected to the payment site.

If you select ACH-Rank Debit, you will need to enter your routing number and account number.

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

Payment Type: Credit Card Gateway
Amount: $64.00

Click here to make payment

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

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

Previous Next
You are applying for a Washington state teaching certificate

Please enter your payment information and click Next.

Payment Type: ACH - Bank Debit

Your Name: [Name]
Your Address: [Address]
Your Bank Name: [Bank Name]
Routing Number: [Routing Number]
Account Number: [Account Number]
Account Type: Checking
Amount: $64.00

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

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

You are applying for a Washington state teaching certificate

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

Name: [Name]
SSN: [SSN]
Gender: [Gender]
Birth Date: [Birth Date]
Print Name: [Print Name]
Ethnicity: Not Hispanic or Latino
Mailing Address: [Mailing Address]
City: [City]
State: [State]
Zip: [Zip]
Country: [Country]
Home Phone: [Home Phone]
Email Address: [Email Address]

Amount: $64.00
Authorization Code: 123456789

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

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

Application for Certificate APE - Step 1 of 24

You are applying for a Washington state certificate

Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

NOTE: Once the application process has been started, you must fully complete and submit the application. If you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

* Credit card or bank account information to pay for your application.

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Application for Certificate APE - Step 3 of 24

You are applying for a Washington state certificate

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

Section II - Professional Fitness

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

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

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

Application for Certificate APE - Step 9 of 24

You are applying for a Washington state teaching certificate

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

APE0001 - ADVANCED PARAEDUCATOR

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>APE0001 - Certificate Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>APE0001 - OSPI Processing Fee</td>
<td>$39.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$64.00</strong></td>
</tr>
</tbody>
</table>

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Application for Certificate APE - Step 17 of 24

You are applying for a Washington state teaching certificate
Please edit the profile information and click the Next button.

- File Location: 
- Teacher Number: 
- SSN: 
- First Name: 
- Middle Name: 
- Last Name: 
- Former Name: 
- Print Name: 
- Suffix: 
- Gender: 
- Birth Date: MM/DD/YYYY *
- Educator Status: Active *

Once you have entered the required data click on the Next button.
- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.

Previous       Next

Application for Certificate APE - Step 18 of 24

You are applying for a Washington state teaching certificate
Please edit the address information and click the Next button.

- Mailing Address:  
- City: 
- Country: 
- State: 
- Zip: *

Once you have entered the required data click on the Next button.
- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.

Previous       Next
Application for Certificate APE - Step 21 of 24

You are applying for a Washington state teaching certificate

Please review and electronically sign the below affidavit.

Affidavit:

☐ I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Certification at OSPI.

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

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

Application for Certificate APE - Step 22 of 24

You are applying for a Washington state teaching certificate

If you select Credit Card Gateway and the link below, you will be redirected to the payment site.

If you select ACH-Refund Debit, you will need to enter your routing number and account number.

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

Payment Type: Credit Card Gateway

Amount: $84.00

Click here to make payment

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

☐ Save - Please save the fee information.
☐ Cancel - Please cancel the wizard.
Application for Certificate APE - Step 22 of 24

You are applying for a Washington state teaching certificate.

Please enter your payment information and click Next.

Payment Type: ACH - Bank Debit

[Image of ACH payment form]

Your Name
Your Address
Pay to the order of
NAME
Routing Number
Account Number
Account Type: Checking
Amount: $64.00

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

Once you have a credit card authorization number or have entered your ACH information, click on the next button.

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

Previous

Application for Certificate APE - Step 23 of 24

You are applying for a Washington state teaching certificate.

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

Name:
SSN:
Gender:
Print Name:
Ethnicity: Not Hispanic or Latino

Mailing Address:
City State, Zip:
Country:
Home Phone:
Email Address:

Amount: $64.00
Authorization Code: 120450789

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

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

Apply

Next
You are applying for a Washington state teaching certificate
You have successfully applied for your new Washington teaching credential.
Your certificate has been routed to a certification specialist for review.
Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.
Click here to view your new credential information.

Please rate your experience with this application.

Comments:

Submit