Washington State Educator
Electronic Certificate System
(E-Certification)

Paraeducator User Guide

April 13, 2021
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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 and view credentials, in addition to many 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. It’s possible you may have an account even if you have not yet been issued a certificate. If you’ve never signed into EDS, please fill out as much information as possible in this section).
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 follow the same basic 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 Paraeducator through each step.
**Step 1** allows the Paraeducator 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 and when selected the system displays 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 wizard, 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 wizard, 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 wizard, select Cancel.
- To return to the previous screen, select Previous.
- Select Submit to save Paraeducator 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 imported 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 they have submitted 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.
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.
History

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

![Educator History Screenshot]

**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>View</th>
<th>Email Code</th>
<th>To Address</th>
<th>Subject</th>
<th>Sent</th>
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<tr>
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<td>No</td>
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<td>No</td>
</tr>
<tr>
<td>View</td>
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<td></td>
<td>Information from Professional Certification</td>
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<td>No</td>
</tr>
<tr>
<td>View</td>
<td>DEF_LETTER</td>
<td></td>
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<td>No</td>
</tr>
<tr>
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<td></td>
<td>Information from Professional Certification</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>View</td>
<td>PARA_ISSUED</td>
<td></td>
<td>Information from Professional Certification</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Professional Development**

By selecting the *Professional Development* link, Paraeducators can view their professional development credits. 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. If you have pdEnroller classes, data will appear in this section highlighted in blue. Paraeducators cannot modify or delete pdEnroller data.

** NOTE: The Fundamental Course of Study is entered as one 28 clock hour course. Paraeducators will choose “paraeducator fundamental course of study” for credit type. Documentation of the completed Fundamental Course of Study can be uploaded as part of an application for certification or emailed to cert@k12.wa.us **
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 wizard, 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 wizard, 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 wizard, 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.
Course Codes

By selecting *Course Codes*, information is provided to identify which state course codes can be taught by each endorsement area, 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, the *Apply For Your Paraeducator Certificate Here* link will display.

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

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

Application for Certificate GPE - Step 1 of 25

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 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 25

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.

Previous Next
**Current application fees will appear at the time of application.**
Application for Certificate GPE - Step 18 of 25

You are applying for a Washington state 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.

Application for Certificate GPE - Step 20 of 25

You are applying for a Washington state 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 are applying for a Washington state 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@k12.wa.us

OR

Professional Certification
PO Box 47200
Olympia, WA 98504-7200

View | Description | Page Count | Create Info
--- | --- | --- | ---
View | General Paraeducator Application | 2 | 
View | General Paraeducator Application | 1 | 
View | General Paraeducator Application | 1 | 

Add Attachment

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

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

You are applying for a Washington state 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 23 of 25

You are applying for a Washington state certificate

You will be redirected to the payment site.
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: *

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.

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

Previous Next

Application for Certificate GPE - Step 24 of 25

You are applying for a Washington state 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: Birth Date:
SSN: Former:
Gender: Ethnicity:
Print Name: 

Mailing Address:
City State, Zip:
Country:

Home Phone:
Email Address:

Amount:
Authorization Code:

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

** For availability of this application, Paraeducator’s will need to identify the required hours related to English Language Learner Content. This information will need to be logged in Professional Development and choosing the appropriate ‘Type of Study’ in the drop-down choices. The selection will need to be identified as English Lang. Learner Content **
**Current application fees will appear at the time of application.**
You are applying for a Washington state certificate

Do you hold a Washington State DOH (Department of Health) License?
- No
- Yes

Once you have answered the question click on the Next button.
- Continue
- Cancel - Please cancel the wizard.

---

You are applying for a Washington state certificate

Please review and/or update your 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:
- Ethnicity:

* Race: American Indian or Alaska Native, Asian, Black or African American, Caucasian or White, Native Hawaiian or Other Pacific Islander

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 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@k12.wa.us

OR

Professional Certification
PO Box 47200
Olympia, WA 98504-7200

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

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

---

You are applying for a Washington state 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 SMPE_ELL - Step 23 of 25

You are applying for a Washington state certificate

You will be redirected to the payment site. 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: [ ]

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.

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

Application for Certificate SMPE_ELL - Step 24 of 25

You are applying for a Washington state 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: Former
Print Name: Ethnicity:

Mailing Address:
City, State, Zip:
Country:

Home Phone:
Email Address:

Amount: Authorization Code:

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
Special Education Subject Matter Paraeducator Application

** For availability of this application, Paraeducator’s will need to identify the required hours related to Special Education Content. This information will need to be logged in Professional Development and choosing the appropriate ‘Type of Study’ in the drop-down choices. The selection will need to be identified as Special Education Content **
**Current application fees will appear at the time of application.**
Application for Certificate SMPE_SPED - Step 21 of 25

You are applying for a Washington state 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@k12.wa.us

OR

Professional Certification
PO Box 47200
Olympia, WA 98504-7200

<table>
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<td>View</td>
<td>SPED Subject Matter Paraeducator Application</td>
<td>4</td>
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</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.

Application for Certificate SMPE_SPED - Step 22 of 25

You are applying for a Washington state 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.
Advanced Paraeducator Application

** For availability of this application, Paraeducator’s will need to identify the required hours related to Advanced Paraeducator Training. This information will need to be logged in Professional Development and choosing the appropriate ‘Type of Study’ in the drop-down choices. The selection will need to be identified as Advanced Paraeducator Training. These hours must also be completed after the submitted application date of the General Paraeducator Certificate **
** Current application fees will appear at the time of application. **
Application for Certificate APE - Step 19 of 25

You are applying for a Washington state 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.

Application for Certificate APE - Step 20 of 25

You are applying for a Washington state 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.
Application for Certificate APE - Step 21 of 25

You are applying for a Washington state 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@k12.wa.us

OR

Professional Certification
PO Box 47200
Olympia, WA 98504-7200

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 APE - Step 22 of 25

You are applying for a Washington state 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 23 of 25

You are applying for a Washington state certificate

You will be redirected to the payment site.
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: *

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.

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

Application for Certificate APE - Step 24 of 25

You are applying for a Washington state 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:

Mailing Address:
City, State, Zip:
Country:

Work Phone:
Home Phone:
Email Address:

Amount:
Authorization Code:

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
**If you have any questions, please contact the Professional Certification Office by phone or email for further assistance**

**Email: cert@k12.wa.us**

**Phone: 360-725-6400**