Washington State Educator Electronic Certificate System (E-Certification)

School District Personnel Administrator User Guide

October 13, 2015
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E-Certification District Personnel Administrator

Overview

Welcome to the E-Certification District Personnel Administrator Guide. The Table of Contents outline numbering found to the left of the section heading is a reference to the External User Processing Design Document inclusive of all user roles. This document is a subsection of the main user guide and will focus on the District Personnel Administrator role and function.

The system is designed to allow approved external users access the system via the Internet. There are numerous possible roles at the local district and school level. They range from District Superintendent to the Human Resources Director and Authorized Approving Agent. There are even Read Only roles at both the District and School level. OSPI can choose to use these roles as they see fit and as may be requested by the School District Data Security Manager.

This document will show the role of the E-Certification District Personnel Administrator (referred to as Administrator in the following documentation) and how their functions interact with OSPI.

It is important to note that the E-Certification system is only one of many applications within the Education Data System (EDS).
E-Certification District Personnel Administrator Home Page

The home page is the landing page for the Administrator when logging into the website. This page can be accessed from any other page in the website via the Home tab on the toolbar. The page will also have announcements and messages from OSPI under the Welcome announcement.

The District tab houses the types of certificates the Administrator can recommend for the educator. By clicking on the District tab, a menu is displayed allowing the Administrator to select the applicable certificate.
Conditional

The Administrator can request a Conditional Certificate by clicking on the Conditional link. This action will launch a table consisting of a link to a 7-Step wizard which will walk the Administrator through the simple process.

In Process

The In Process tab shows the user the Conditional Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

<table>
<thead>
<tr>
<th>Credentials</th>
<th>Legacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist</td>
<td>Applications</td>
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<td>Document</td>
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<td>Conditional</td>
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</table>

<table>
<thead>
<tr>
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<th>Certificates</th>
</tr>
</thead>
<tbody>
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<tr>
<td>View</td>
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</table>

Endorsements For Selected Certificate

<table>
<thead>
<tr>
<th>App ID</th>
<th>Endorsement</th>
<th>Description</th>
<th>Status</th>
<th>Recommended</th>
<th>App Date</th>
<th>Issued</th>
<th>Effective</th>
<th>Expires</th>
<th>Printed</th>
<th>Saved</th>
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<tr>
<td>3321:00</td>
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<td>01/16/2014</td>
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<tr>
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<td>03/16/2014</td>
<td>05/05/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add Request

The Administrator can add a request for an educator to receive a Conditional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
In Step 2 the Administrator enters the Begin and End Dates in addition to answering Yes or No to two questions.
In Step 3, the Administrator will select the Educator’s endorsement. The system lists all applicable endorsements for selection.
The Administrator is asked to confirm all the statements listed in Step 4.

<table>
<thead>
<tr>
<th>District Request for Conditional Certificate - Step 4 of 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are requesting a Conditional Certificate.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>I confirm that the following is true:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>The applicant meets the following condition(s) for application (check any that apply):</td>
</tr>
<tr>
<td>- The applicant is highly qualified and experienced in the subject matter to be taught and has unusual distinction or exceptional talent demonstrated through public records of accomplishments and/or awards.</td>
</tr>
<tr>
<td>- No person with regular teacher certification in the endorsement area is available as verified by the district or educational service district superintendent or approved private school administrator, or circumstances warrant consideration of issuance of a conditional certificate.</td>
</tr>
<tr>
<td>- Applicant is qualified to instruct in the traffic safety program as a paraeducator pursuant to WAC 382-153-320(2)(3).</td>
</tr>
<tr>
<td>- Applicant is assigned instructional responsibility for intramural/interscholastic activities which are part of the district approved program.</td>
</tr>
<tr>
<td>- Applicant possesses a state of Washington license as a registered nurse.</td>
</tr>
<tr>
<td>- Applicant has completed a baccalaureate degree in speech-language pathology or audiology.</td>
</tr>
<tr>
<td>- Applicant for special education possesses a baccalaureate degree, is enrolled in a residency teacher program in special education and (for renewals) is making satisfactory progress.</td>
</tr>
<tr>
<td>- Applicant for a second conditional school speech language pathologist or audiologist certificate is enrolled in a master’s degree program for SLPA.</td>
</tr>
</tbody>
</table>

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Step 5 requests the Administrator to list the competencies of the applicant in order to receive a Conditional Certificate.
Step 6 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

Pending Review

The Pending Review tab shows the Administrator the Conditional Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for a Conditional Certificate.
Conditional CTE

The Administrator can request a Conditional CTE Certificate by clicking on the Conditional CTE link. This action will launch a table consisting of a link to a 7-Step wizard which will walk the Administrator through the simple process.

In Process

The In Process tab shows the user the Conditional CTE Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
**View**

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

<table>
<thead>
<tr>
<th>Credentials</th>
<th>Legacy</th>
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<tbody>
<tr>
<td>Show All</td>
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<tr>
<td>Checklist</td>
<td></td>
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<tr>
<td>ID</td>
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<tr>
<td>Document</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
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<tr>
<td>Balance</td>
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</table>

<table>
<thead>
<tr>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist</td>
</tr>
<tr>
<td>ID</td>
</tr>
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<table>
<thead>
<tr>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
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<td>View</td>
</tr>
<tr>
<td>App ID</td>
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<tr>
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<tr>
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<tr>
<td>Effective</td>
</tr>
<tr>
<td>Expires</td>
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</table>

**Endorsements For Selected Certificate**

<table>
<thead>
<tr>
<th>App ID</th>
<th>Endorsement Description</th>
<th>Status</th>
<th>Recommended</th>
<th>App Date</th>
<th>Issued</th>
<th>Effective</th>
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<tr>
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<td>01/16/2014</td>
<td>01/16/2014</td>
<td>01/16/2014</td>
<td>01/16/2014</td>
</tr>
</tbody>
</table>
Add Request

The Administrator can add a request for an educator to receive a CTE Conditional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
In Step 2 the Administrator enters the Begin and End Dates in addition to answering Yes or No to two questions.
In Step 3 the Administrator justifies the need for a conditional certificate for the selected educator.
In Step 4, the Administrator will select the Educator’s endorsement. The system lists all applicable endorsements for selection.
The Administrator enters the CTE Administrator’s name, title, email address and phone number. These are required fields and must be complete before continuing to the next step.
Step 6 is an affidavit. By clicking in the checkbox, the Administrator is confirming a written training plan has been developed and on file.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

Pending Review

The Pending Review tab shows the Administrator the Conditional CTE Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for a Conditional CTE Certificate.
Emergency Teacher (Non Substitute)

The Administrator can request an Emergency Non Substitute Certificate by clicking on the Emergency Non Substitute link. This action will launch a table consisting of a link to a 5-Step wizard which will walk the Administrator through the simple process.

In Process

The In Process tab shows the user the Emergency Non Substitute Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.
Add Request

The Administrator can add a request for an educator to receive an Emergency Non Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
Step 2 requests the Administrator justify the need for an Emergency Non Substitute Certificate for the selected educator. This is a required field and must be answered before proceeding to the next step.
In Step 5 the Administrator enters the grades and assignments for the selected educator.

![District Request for Emergency Non Substitute Certificate - Step 3 of 5](image)

**You are requesting an Emergency Non Substitute Certificate.**

- Grades: 
- Subjects or Special Assignments: 

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

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.
Step 4 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

Pending Review

The Pending Review tab shows the Administrator the Emergency Non Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for an Emergency Non Substitute Certificate.
The Administrator can request an Emergency Substitute Certificate by clicking on the Emergency Substitute link. This action will launch a table consisting of a link to a 5-Step wizard which will walk the Administrator through the simple process.

### In Process

The In Process tab shows the user the Emergency Substitute Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.
Add Request

The Administrator can add a request for an educator to receive an Emergency Non Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
In Step 2 the Administrator is asked to justify the need for an Emergency Substitute Certificate.
The Administrator clicks on the drop-down arrow to select the type of Emergency Substitute Certificate.

![District Request for Emergency Substitute Certificate - Step 3 of 5](image)

You are requesting a Emergency Substitute Certificate.

Type: [ ]

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

- [ ] Continue - Please continue the wizard.
- [ ] Cancel - Please cancel the wizard.
Step 4 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

Pending Review

The Pending Review tab shows the Administrator the Emergency Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for an Emergency Substitute Certificate.
Intern Substitute

The Administrator can request an Intern Substitute Certificate by clicking on the Intern Substitute link. This action will launch a table consisting of a link to a 3-Step wizard which will walk the Administrator through the simple process.

**Please note:** The Institute of Higher Education preparation program must approve of the issuance of the Intern Substitute Certificate. Communicate with your intern and their college or university prior to the intern applying for this certificate. Completion of the application process prior to the preparation program’s approval will result in additional costs for the intern if the approval is not granted. Institutes of Higher Education may provide guidance located within the intern’s E-Certification Communication Log (Comm Log).

In Process

The In Process tab shows the user the Intern Substitute Certificate in the process of being worked by OSPI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.
Add Request

The Administrator can add a request for an educator to receive an Intern Substitute Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
Step 2 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

![District Request for Intern Substitute Certificate - Step 3 of 3](image)

**Pending Review**

The Pending Review tab shows the Administrator the Intern Substitute Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for an Intern Substitute Certificate.

![Intern Substitute](image)
Probationary CTE

The Administrator can request a Probationary CTE Certificate by clicking on the Probationary CTE link. This action will launch a table consisting of a link to a 4-Step wizard which will walk the Administrator through the simple process.

In Process

The In Process tab shows the user the CTE Probationary Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.
Add Request

The Administrator can add a request for an educator to receive a CTE Probationary Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.
Step 2 requires the Administrator to enter number of additional hours needed and the Plan for completion.
Step 3 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.

Pending Review

The Pending Review tab shows the Administrator the CTE Probationary Certificate currently being reviewed by OSPI. As shown previously, the Administrator can click on View to see the educator’s credential screen and click on Add Request to add a request for an Intern Substitute Certificate.
Transitional

The Administrator can request a Transitional Certificate by clicking on the Probationary CTE link. This action will launch a table consisting of a link to a 4-Step wizard which will walk the Administrator through the simple process.

In Process

The In Process tab shows the user the Transitional Certificate in the process of being worked by OPSI. This table allows the Administrator to view the educator’s credential screen as well as add a request.
View

The View link will navigate the Administrator to the educator’s credential screen. The Administrator can edit the educator information from this screen as shown previously in this document. In addition, the Administrator can view the educator’s applications, certificates and endorsements for selected certificate.

Show All

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.
Add Request

The Administrator can add a request for an educator to receive a Transitional Certificate by clicking on the Add Request link. This action will navigate the Administrator through a step by step wizard to process the request.

Step 1 requests the last four digits of SSN and the last name of the educator. The Administrator enters the required information and clicks Next to continue. If the SSN digits do not match the last name, the system is designed to recognize this and show an error message when the user clicks on Next. Wizards are also designed to allow the user to cancel the action as well as save the entered data.

![District Request for Transitional Certificate - Step 1 of 3](image-url)
Step 2 is an affidavit. By clicking the checkbox the Administrator is electronically signing the affidavit. Once the Administrator has read the information, clicks on the checkbox, he or she can continue by clicking Next.
By clicking on Submit, the Administrator is signing an affidavit that the district is requesting certification for the selected individual. Once the Administrator clicks on Submit, the system automatically submits the request to OSPI for review.
### Search

The Search feature of the system offers the Administrator the ability to search for educators within the system. By clicking on the Search tab, the Educator Search Screen is launched.

The system is designed to generate a list from information entered in the search fields. The user can enter data in one field or more than one field. Once entered the user clicks on Search Educators to launch a list matching the entered criteria.
View

The view link will navigate the Administrator to the selected educator’s credential screen where he or she can edit educator information as well as view the educator’s applications, certificates and endorsements for selected certificates.

<table>
<thead>
<tr>
<th>View</th>
<th>Educator ID</th>
<th>WA Cart. ID</th>
<th>SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Former Name</th>
<th>Gender</th>
<th>Birth Date</th>
<th>Status</th>
<th>Location</th>
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**Credentials**

**Legacy**

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**Applications**

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**Certificates**

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<td></td>
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</tr>
<tr>
<td>2903</td>
<td>0812-08</td>
<td>BIOLOGY (K-12)</td>
<td>Issued</td>
<td>(0000)</td>
<td>08/31/2011</td>
<td>04/30/2014</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Endorsements For Selected Certificate**

<table>
<thead>
<tr>
<th>App ID</th>
<th>Endorsement</th>
<th>Description</th>
<th>Status</th>
<th>Recommend</th>
<th>App Date</th>
<th>Issued</th>
<th>Effective</th>
<th>Expires</th>
<th>Printed?</th>
<th>Revised?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2903</td>
<td>0420-04</td>
<td>ELEMENTARY EDUCATION-K-8</td>
<td>Issued</td>
<td>(0000)</td>
<td>08/31/2011</td>
<td>04/30/2014</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2903</td>
<td>0812-08</td>
<td>BIOLOGY (K-12)</td>
<td>Issued</td>
<td>(0000)</td>
<td>08/31/2011</td>
<td>04/30/2014</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Edit Educator**

As shown previously in this document, the user can click on the link, “Click Here to Edit Educator.” This action will launch a 3-step wizard.
The Educator menu contains links to help the user process the educator’s application. Most are view only screens for informational purposes. The bar below the main headings is links that are also found in the Educator menu. Therefore, this documentation will show all links in the Menu bar thus covering both avenues to help the Administrator.
**Educator Main**

The first tab in the heading bar, Educator Main, navigates the Administrator to the selected educator’s profile page. By clicking on this tab, the educator profile (default screen) is launched.

![Educator Main](image)

**Show All**

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.

![Table](image)
Applications

The Applications link allows the Administrator to view the Checklist for the application, as far as what is documented in the system for the selected educator.

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

The checklist is a valuable tool for the specialist when working the Educator’s application. The system is designed to list the documentation for an application and provide the status in addition to date and time. The Educator has the option to view the list from his or her application table.
Fingerprint Search

The system is designed to record fingerprint reports. The Fingerprint Search link navigates the user to the Fingerprint table.

By clicking on the Fingerprint Search tab, the Administrator is navigated to the educator’s fingerprint information. If no records are on file, a red banner is displayed across the top of table. The system is designed to allow the user to contact Fingerprint Records. By clicking on the link, Contact Fingerprint Records, an email is generated addressing the proper authorities.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.
View Fingerprint Results

Clicking on the View button next to a search result item will open a PDF file showing the fingerprint results for the selected educator.

![Fingerprint Result Image]
Degrees

The Degrees tab houses all degree information for the selected educator. The Administrator has the security rights to view only degree information.

By clicking on the Degree tab, the Degree grid is displayed.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree Status</th>
<th>Major One</th>
<th>Major Two</th>
<th>Major Three</th>
<th>Degree Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Awarded</td>
<td>Accounting</td>
<td></td>
<td></td>
<td>5/2/2014</td>
</tr>
<tr>
<td>B</td>
<td>Awarded</td>
<td>Bilingual</td>
<td></td>
<td></td>
<td>5/2/2014</td>
</tr>
<tr>
<td>D</td>
<td>Awarded</td>
<td>Accounting</td>
<td></td>
<td></td>
<td>5/2/2014</td>
</tr>
</tbody>
</table>
Tests

The Tests tab gives the Administrator access to view tests on the educator’s record.

By clicking on the Tests tab, the test grid is launched. There are 2 tabs associated with the test grid, Passed Tests and Sub Tests.
Print History

The Administrator can view what certificates and deficiencies letters have been printed by clicking on Print History.

![Print History Information]

This action will launch the Print History Information table.

By clicking on the View link next to the selected item, the image is displayed.
History

By clicking on the History link, the Educator History table is launched. Administrators can view the selected educator’s history regarding any changes or updates made to their records. No edits can be made to the table. It is a historical record of the Educator’s information and the associated updates. The tabs available for the user to view may vary depending on security rights.

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

Users with the proper security rights, can view, add, edit and delete notes pertaining to the selected educator.

Add Note

To add a note, click on the link, Click Here to add a Note.

The Administrator adding the note can determine the security level of the note on the Add note wizard.
By clicking Submit, the system will save the note and store it in the Note table. If the user selects security and clicks on Submit, a second wizard is launched allowing the user to set security rights to the entered note. The Administrator selects all applicable users to view the note and clicks Submit. The note will be saved to the Note table only allowing those with the proper security rights to view.
Edit Note

Users with the proper security rights can edit a note by clicking on the Edit link.

The system will launch the Edit Note wizard. The Administrator can change any applicable information. Once information has been changed, the user clicks on Submit.
Delete Note

Users with the proper security rights can delete a note pertaining to a selected educator. Once the Administrator verifies the information for deletion, he or she clicks on Submit. The system will delete the note from the educator’s record.
Communication Log

The Administrator can view communications associated with a selected educator. By clicking on the Comm Log tab, the Communication Logs table is displayed.

The Administrator may also add, edit and delete communication records (depending on the security settings of the user.)
NBPTS

The Administrator can view an educator’s National Board for Professional Teaching Standards (NBPTS) credential information by clicking on the NBPTS tab.

By clicking on this tab, the NBPTS Credential Information screen is launched. The Administrator can view the information by Certificate Area, Certificate Year, and Certificate Expiration Date.
Expertise

This table documents the Educator’s area of expertise.

By clicking on Expertise, the Expertise Information table is launched. This is a view-only table for the ESD Certification Specialist.

<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>K thru 12</td>
<td>5/31/2018</td>
</tr>
<tr>
<td>ASHA</td>
<td>issued</td>
<td>Audiology</td>
<td>K thru 12</td>
<td>5/31/2018</td>
</tr>
</tbody>
</table>

Professional Development

Depending on which certificate the educator holds will determine what professional development options will be available to the educator for that certificate type.
HQT

Educators who are highly qualified will have their HQT information displayed in the HQT Information table. Administrators can access this information by clicking on the Educator tab and then selected the link, HQT.

This action will launch the HQT Information table. This table reflects the educator’s Content Area, Route, Effective Date and Grade Levels associated with the highly qualified status.

The HQT Information also list Washington Courses for the Educator, if applicable. By clicking on the Washington Courses tab, the system generates a list of courses by code, name, match type name, date stamp and any notes that might be significant to mention.
Assignments

The Administrator can view an educator’s assignment by clicking on the Assignment tab.

Once the Administrator clicks on Assignments, the Assignment screen is launched. The Administrator can view information such as Degree, Experience, Credits, in addition to a breakdown of the educator’s Duty Assignments.
Education History

By clicking on the History link, the system launches the Education History grid.

Add, Edit and Delete Education History

From this table, the Administrator can Add, Edit and Delete Education History associated with the selected educator.

To add Education History to the selected educator’s record, the Administrator clicks on the link, Click Here to Add Education History. This action will launch the Add Education History wizard. The user enters text in the required fields. The system automatically generates a calendar to select the Begin and End Dates. Once all information is entered, the user clicks Submit.
**Edit and Delete Education History**

The Administrator can edit and delete education history information by clicking on the Edit and Delete links respectively. The edit wizard allows the user to make changes while the delete wizard allows the user to remove the information from the educator’s record.
Work History

Work History houses both Professional Education Experience and Other Employment Experience. The Administrator can add, edit and delete each component of the educator’s record.

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

![Work History Grids](image)
Professional Education Experience

This grid allows the user to add, edit and delete professional education experience to the selected educator’s record.

By clicking on the link, Click Here to Add Professional Education Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator’s record in the Delete wizard.
Other Employment Experience

This grid allows the user to add, edit and delete other employment experience to the selected educator’s record.

By clicking on the link, Click Here to Add Other Employment Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator’s record in the Delete wizard.
Tools

The Tools menu houses a few links the Administrator can use to help work an application. Most of these links the Administrator will use to view an educator’s status. For example, the Administrator can check to see if the educator is on the Disciplinary Action list or search to see if the educator has his or her fingerprints on file.

Note: NBPTS Educators and Fingerprint Search has already been addressed in the Educator menu.
Disciplinary Actions (NASDTEC)

To view NASDTEC, the user clicks on the Disciplinary Actions (NASDTEC) link. This will launch the NASDTEC Educator Search Screen.

The Administrator can use the Search Screen to determine if an educator is in the system for disciplinary action. The user can enter one or more fields to search for an educator. Once the search criteria are entered, the system will generate a list matching the criteria.

By clicking on the View link, the Administrator is navigated to the educator’s home screen. The system is designed that if an educator is revoked or suspended, a message highlighted in red is displayed across the top of the educator’s screen.
Reports

The District Personnel Administrator can run reports via the E-Certification system. The system is designed to identify certificates and compile them in reports for information purposes. By clicking on the Reports tab, a list of links is displayed.

Certificate Expiration

Administrators can view reports of Certificate Expiration. The Search is by the district, type of certificate in addition to expiration date range.

By clicking on the link, Click here to view the Certification Expiration report, the Certification Expiration table is launched. The system is designed for the Administrator to conduct a specific search thus creating a list.

All headings in the table can be sorted by clicking on the column heading. For example, to list the Certificate number in ascending order, the user clicks on the Heading, Certificate, to view in descending order, the user clicks on the Heading, Certificate again.
Once the search is launched, the system not only generates a list but offers more information such as how many records were found. The system is designed to allow the user to show different number of records on a screen. By clicking on the drop-down arrow in the Show field box, the user can select the desired amount of expired certificates to be displayed. The system also allows the user to select which page he or she wishes to view.

In the event the user wants to export the listing, he or she can do this by clicking on the link Export. This will generate a read-only Excel sheet.

By clicking on the View link, the selected educator’s credential screen is displayed.
Credentials

Show All

By selecting Show All in the Credentials tab, to the left of “Applications” will display all applications the educator has submitted including the conversion of applications and data from the older system. By selecting Show All to the left of “Certificates” will display all applications expired and current.