

Pre-Residency Certificate Clearance Instructions

The following will show you how to access the Pre-Residency Certificate Clearance application, which is required for all applicants to education certification programs in Washington State.

A few things to keep in mind before starting your pre-residency certificate clearance application:

- When you create your initial account, the full account will be created after a waiting period of 1 hour. Once the initial account is completed by submitting basic demographic information, applicants must wait one full business day before the Pre-Residency application itself appears as an option to fill out. The whole process will take 2 days to complete from start to finish. So please plan ahead.
- You will need 3 character references, with physical addresses, phone numbers, and email addresses (optional). These are required fields and without them, you cannot complete your application.
- Processing these applications can take a while, so please make sure you get all the way to the end and ensure you reach the final screen. No receipt of processing will be given to you at the end. As long as you've chosen Saint Martin's University as your institution, your application can be found and processed when necessary.
- You should have already completed your fingerprinting requirements through a local Educational Service District (ESD). If you haven't been fingerprinted by a local ESD, your pre-residency application may not be completed.

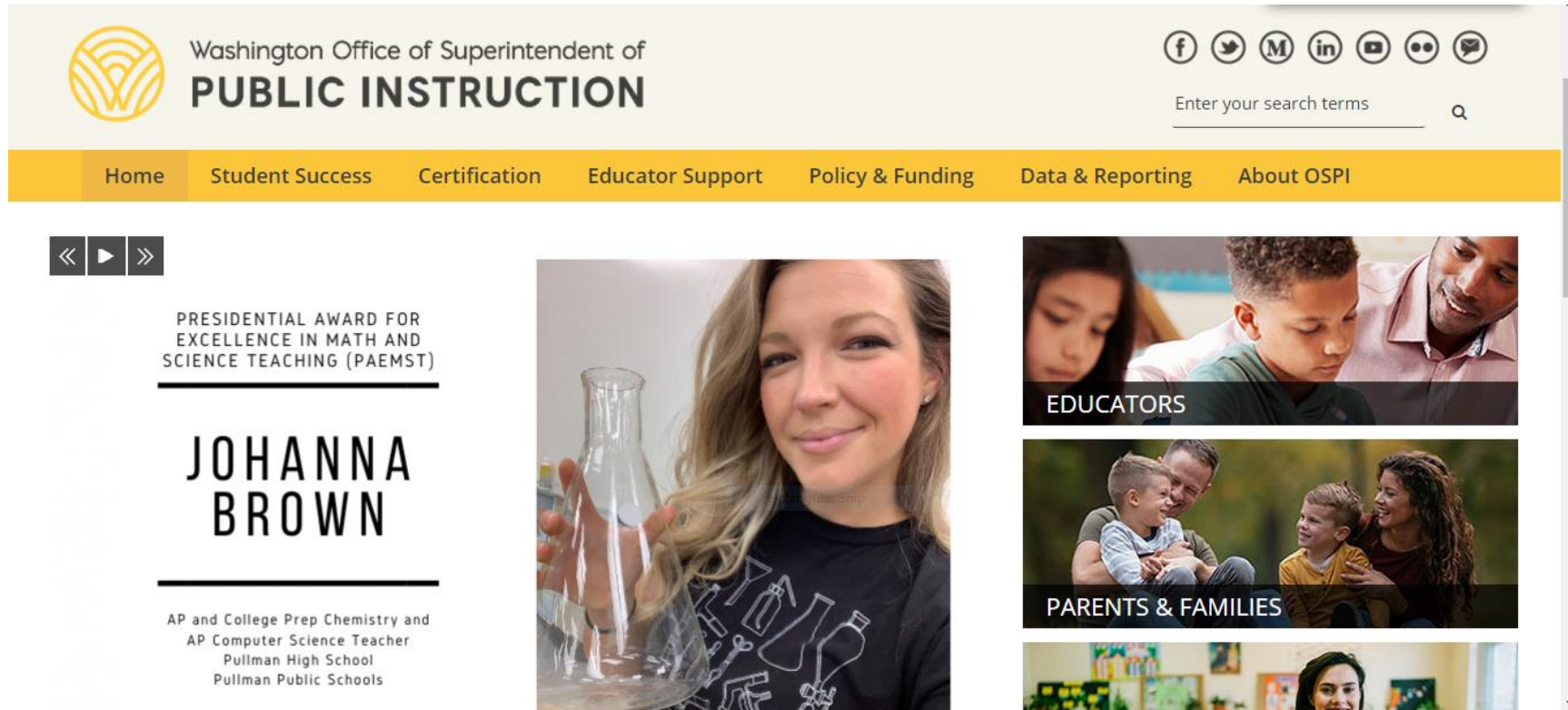
Let's get started!

Pre-Residency Certificate Clearance Instructions

Step 1:

Visit the OSPI website:

www.k12.wa.us



Revised 7.07.2021 MJ, MR

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Step 2:

Click on **E-Certification** circled in red.

Trending Topics COVID-19 Guidance & Resources Pandemic EBT Guidance for Districts E-Certification for State Educators State Learning Standards Since Time Immemorial Curriculum State Testing School Apportionment Apportionment, Enrollment, and Fiscal Reports	Information for... Educators Parents & Families District Administrators Data & Research School Report Card Resource Clearinghouse Education Data System (EDS) CEDARS	Translate This Page <div>Select Language ▼</div> Contact OSPI Contact the Agency Work for OSPI Request Public Records File a Complaint Website Accessibility	Reach OSPI Old Capitol Building P.O. Box 47200 600 Washington St. SE Olympia, WA 98504-7200 360-725-6000 TTY 360-664-3631
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Step 3:

Click the E-Certification Login button circled in red.

E-Certification for Washington State Educators

Explore guidance on activities, applications, instructions and how to access on the online certification system in Washington, E-Certification.

The following activities are available in E-Certification +

The following activities are not yet available in E-Certification +

If you are a Military Spouse: After you submit your application online through E-Certification please contact our office for expedited review.

How to Access E-Certification

Returning user

1. Go to [Education Data System \(EDS\) Sign In](#)
2. Enter your username and password
3. Select **Login**
4. From the EDS homepage you may manage account information, select:
 1. **View my applications**
 2. **My Application List**
 3. **E-Certification**

E-Certification User Guides

- [Educator User Guide \(PDF\)](#)
- [E-Certification College and University Candidate User Guide \(PDF\)](#)
- [E-Certification College and University Administrator User Guide \(PDF\)](#)
- [E-Certification School District Personnel Administrator User Guide \(PDF\)](#)
- [Paraeducator User Guide \(PDF\)](#)

Contact Information

Technical Assistance

360-725-6400



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The screenshot shows a web browser window with the URL <https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=3ba5ae782e3544989b0a8f1>. The browser's address bar and tabs are visible at the top. Below the browser window, the OSPI (Washington State Office of Superintendent of Public Instruction) logo is displayed. The main content area features a light green box titled "eDS System Sign In". At the top of this box, there are two tabs: "Sign In" and "Create an Account". The "Create an Account" tab is circled in red. Below the tabs, there are input fields for "Username" and "Password", followed by a "Login" button. At the bottom of the box, there is a link that says "Forgot your username or password?".

Step 4:

Click the "Create an Account" tab circled in red.

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The screenshot shows a web browser window with the URL <https://eds.ospi.k12.wa.us/Register.aspx?signin=3ba5ae782e3544989b0a8f1abe30>. The page is titled "eDS Create an Account" and is part of the "WASHINGTON STATE OSPI Office of Superintendent of Public Instruction" website. The form has two tabs: "Sign in" and "Create an Account". The "Create an Account" tab is active. The form contains the following fields:

- Required Login Information (highlighted with a red circle):**
 - First Name: [Text Box]
 - Last Name: [Text Box]
 - Birthdate: [Text Box] (format: MM/DD/YYYY)
 - Username: [Text Box] (pre-filled with "cdwyer@stmartin.edu")
 - Password: [Text Box] (masked with dots)
 - Verify Password: [Text Box]
- Optional Demographic Information:**
 - Gender: [Radio Buttons] Male, Female, Not Specified (Not Specified is selected)
 - Certificate: [Text Box]
 - SSN (last four): [Text Box]
 - Contact Email: [Text Box]

A green "Register" button is located at the bottom of the form.

Step 5:

Fill out the required login information circled in red.

Remember this username and password!
You'll use the same login information when you complete your academic program and are eligible to apply for your final teacher certification.

Pre-Residency Certificate Clearance Instructions

eds.ospi.k12.wa.us says

Are you absolutely sure you want to create this account?

OK Cancel

Logout >

My Profile

My Personal Information

Please enter a valid recovery email address.
Please enter a Phone Number.

Please verify or correct the personal information about you on the next page and then click the "Create Account" button.
You must select the "Create Account" button to complete your registration for access to OSPI's Education Data System.

All fields marked with an asterisk (*) must be completed. You may edit your personal information on this page, including the email address used for your username, at any time. The information on this page is secure and OSPI will not share it. We will use the information on this page to contact you with official OSPI business only.
Please complete all required fields. When finished, click the **Create Account** button.

Create Account

Personal Information (Information provided here may be used to verify your EDS account)

* **First Name:** Test **Gender:** ☐ Male ☒ Female ☐ Not Provided
Middle Name: * **Birth Date:** 01/01/1990 (mm/dd/yyyy)
* **Last Name:** Account **Race:** Not Provided **Ethnicity:** Unknown / Not Provided

Teaching Certificate Information
Cert Number: -No Certificate-

Account Information
* **Username:** education@stmartin.edu **Active:** ☒
Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.

Email Information
* **Primary:** education@stmartin.edu * **Recovery:** cecp@stmartin.edu

Home Information (Information provided here may be used to verify your EDS account and OSPI may send official mail correspondence, such as certificate renewal information, to this address.)
Address Line 1: **Address Line 2:**
City: **State:** Washington
Zip Code: **Country:** United States
* **Phone Number:** 360-438-4333 **Fax:**

Business Information
Address Line 1: **Address Line 2:**
City: **State:** Washington
Zip Code: **Country:** United States

Step 6:
Enter your personal information as required.

Click "ok" when prompted, unless you're having second thoughts....

eds.ospi.k12.wa.us says

Are you absolutely sure you want to create this account?

OK Cancel

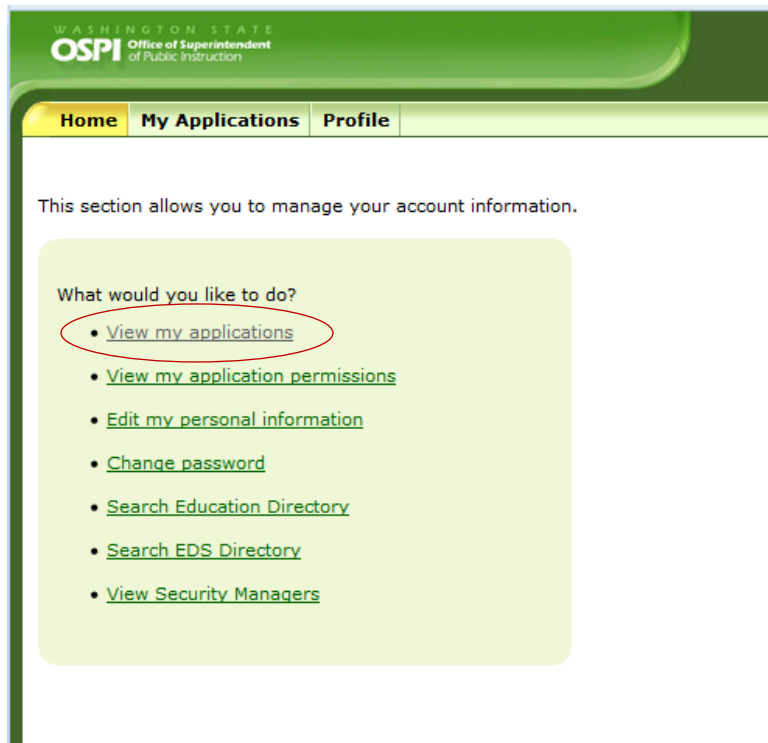
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Step 7:

Please agree to OSPI's EDS terms.



Step 8:

Click "View my applications"

Pre-Residency Certificate Clearance Instructions

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
E-Certification
Education Data System
Education Data System Administration
Events Manager
NBPTS Scholarship
pdEnroller

Step 9:

At this point, your account will only show “E-Certification” as an option **after an hour has passed**.

Take a well-earned break. Eat a sandwich. Watch a show on Netflix. Then, after an hour has passed, log back into the account you just created and click “E-Certification”.

Pre-Residency Certificate Clearance Instructions

Step 10:

Make sure your information is correct, then click “next” through the wizard.

Home My Credentials Help

Edit Educator - Step 1 of 3

You are editing an Educator.

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: MM/DD/YYYY

Ethnicity:

Race:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Caucasian or White
- ☐ Native Hawaiian or Other Pacific Islander

Educator Status:

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

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

Next

Edit Educator - Step 2 of 3

You are editing an Educator.

Please enter 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

Edit Educator - Step 3 of 3

You are editing an Educator.

Please edit the contact information and click the Next button.

Work Phone: -

Home Phone:

Fax Phone: -

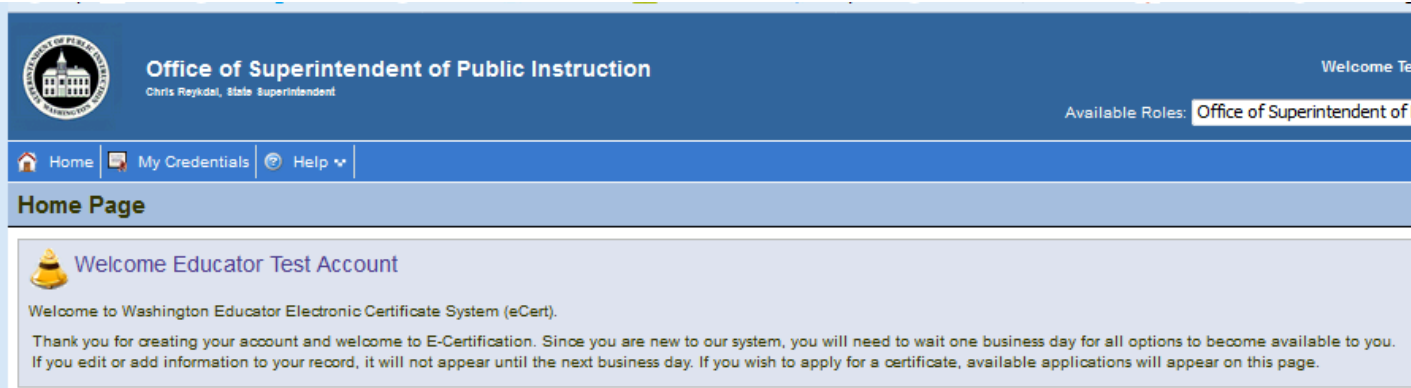
Email Address:

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

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

Previous submit

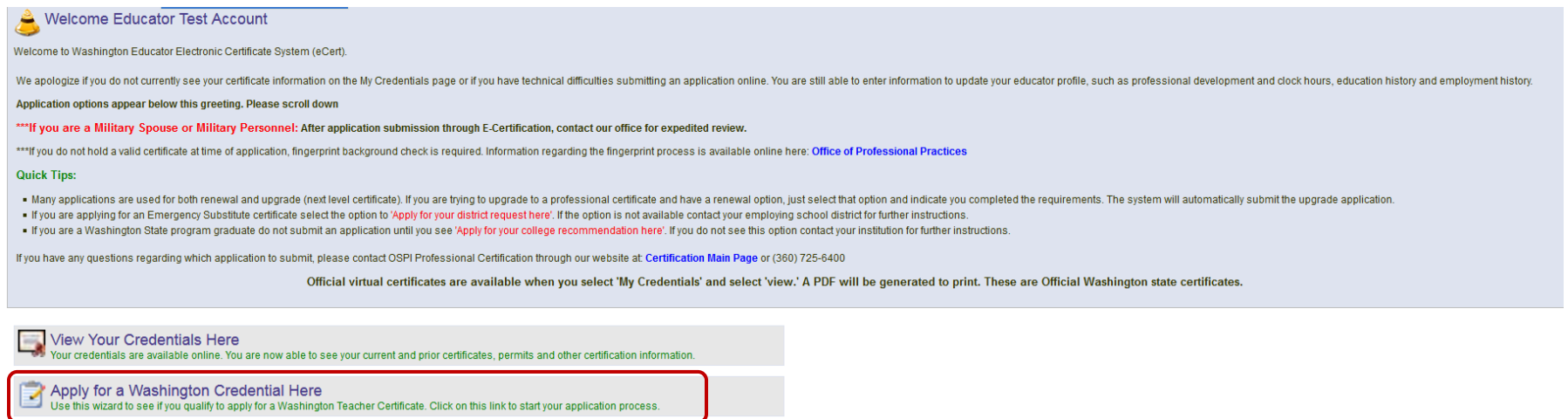
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Step 11:

Now, kick off your shoes and take the day off! Creating accounts is hard work! OSPI will set up your account after one business day has passed, so kick back, relax, and come back tomorrow to complete the process.

Step 12: After one day, logging in and clicking “view my applications” will bring you to this page.




Now click “Apply for a Washington Credential Here”

Revised 7.07.2021 MJ, MR

Pre-Residency Certificate Clearance Instructions

Step 13:

Please click “Apply for Credential” for Document Code 4050 – Pre-Residency Certification Clearance



Office of Superintendent of Public Instruction
Chris Reykdal, State Superintendent

eCert 2.0
Welcome Test Account (Educator) - Sign Out

Available Roles: Office of Superintendent of Public Instruction - Educator

Home | My Credentials | Educator | Help

Educator Application List

Available Applications

Document Code	Description	Certificate Groups	Apply
4001	Administrator Certification Application	Administrative	Apply For Credential
4031	Residency/Substitute Teacher Certification Application	Teaching	Apply For Credential
4050	Pre-Residency Certification Clearance	General	Apply For Credential
4075	Initial CTE Teacher Certificate	Career and Technical Education	Apply For Credential
4098	ESA Residency Certificate Application - School Counselor, Psychologist	Educational Staff Associate	Apply For Credential
4099	ESA Initial Certificate Application	Educational Staff Associate	Apply For Credential

When you’ve finished your academic program and you’ve been recommended by our certification specialist for certification, you’ll come back to this page to complete your application for teacher certification, so don’t forget your OSPI login information!!!

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Step 14:

Go through all 18 pages of the application wizard. As the instructions note, this application is *free*. Screen captures of the 18 sections are shown below.

Pre-Residency Clearance - Step 1 of 18

You are requesting Pre-Residency Certificate Clearance.

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:

- There is no cost for this application.
- Evidence regarding your good moral character and personal fitness. Depending on your answers to the character and fitness supplement questions, you may be asked to provide additional information, either in written form or an upload of an electronic document in Adobe Portable Document File (PDF) format.

THIS APPLICATION IS FOR AN INDIVIDUAL WHO WILL BE COMPLETING A STUDENT TEACHING OR INTERNSHIP IN A WASHINGTON SCHOOL.

Issuance of this clearance does not cover employment in any role in which a Washington Certificate is required. This application is not for an individual who has already completed their educator preparation and are trying to obtain their first Washington certificate.

As part of this application you will indicate where you are completing your program of preparation.

.....

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

☒ Continue - Please continue the wizard.

☐ Cancel - Please cancel the wizard.

Next



Pre-Residency Clearance - Step 2 of 18

You are requesting Pre-Residency Certificate Clearance.

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.



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Pre-Residency Certificate Clearance Instructions

Pre-Residency Clearance - Step 3 of 18

You are requesting Pre-Residency Certificate Clearance.

Is your employment experience correct? If you choose no, you will be redirected to a screen that will allow you to update/edit your employment experience and you will have to restart this process.

Professional Education Experience



Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time
No Records Found						

Other Employment Experience

Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Supervisor Name/Address
No Records Found								

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.

 Previous
 Next 

You can go back later to fill out this information by editing your educator profile.

As the instructions note, if you click “no”, you’ll go to the page to edit this information, but you’ll have to come back and start the pre-residency application again.

Pre-Residency Clearance - Step 4 of 18

You are requesting Pre-Residency Certificate Clearance.



Is your education experience correct? If you choose no, you will be redirected to a screen that will allow you to update/edit your education experience and you will have to restart this process.

Your Education Experience:

Institution	Begin Date	End Date	Degree	Credits Earned	Post Grad. Credits Earned
No Records Found					

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.

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Pre-Residency Clearance - Step 5 of 18

You are requesting Pre-Residency Certificate Clearance.

List all states, other than Washington, in which you hold or have held educational certification.

Other State Certification:

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

☒ Continue
☐ Cancel - Please cancel the wizard.

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If you hold a teaching certificate or other kind of educational certification from another state, please enter it here. (This is rare and highly unlikely. Most people leave this blank.)

Please choose
"SMC-Saint Martin's University" and "TCH-Teacher" as shown below.

Pre-Residency Clearance - Step 6 of 18

You are requesting Pre-Residency Certificate Clearance.

☐ I am completing a teacher preparation program from an out-of-state college/university.

Institution: SMC - Saint Martin's University *

Approved Program: TCH - Teacher *

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

☒ Continue - Please continue to save
☐ Cancel - Please cancel the wizard.

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Pre-Residency Certificate Clearance Instructions

Pre-Residency Clearance - Step 7 of 18

You are requesting Pre-Residency Certificate Clearance.

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: *

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

☒ Continue - Please continue the wizard.

☐ Cancel - Please cancel the wizard.

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Pre-Residency Clearance - Step 8 of 18

You are requesting Pre-Residency Certificate Clearance.

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.

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Pre-Residency Clearance - Step 9 of 18

You are requesting Pre-Residency Certificate Clearance.

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

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Please make sure these sections are correct. They've pulled this information from the initial account you created in steps 4 and 5.

Pre-Residency Certificate Clearance Instructions

Pre-Residency Clearance - Step 10 of 18

You are requesting Pre-Residency Certificate Clearance.



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 Education and Certification at OSPI.

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

☒ Continue - Please continue the wizard.

☐ Cancel - Please cancel the wizard.

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They want you to agree that the following sections of the application are true and correct. Usually, this comes at the end of an application, but apparently OSPI likes to change things up.

Pre-Residency Certificate Clearance Instructions

Pre-Residency Clearance - Step 11 of 18

You are requesting Pre-Residency Certificate Clearance.

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

Section II - Professional Fitness

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. Have you ever held or do you currently hold a Washington education certificate?
<input type="radio"/>	<input type="radio"/>	2. Have you ever held or do you currently hold any education certificate, credential, or license authorizing service in the public/private schools in another state, province, territory, or country? If "yes," list the states, provinces, territories, and/or countries in the explanation.
<input type="radio"/>	<input type="radio"/>	3. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," in the explanation box below, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
<input type="radio"/>	<input type="radio"/>	4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions (including stayed), revocations, voluntary surrenders, or voidance.)
<input type="radio"/>	<input type="radio"/>	5. Have you ever been denied, or otherwise rejected for cause, an education certificate, credential, or license?
<input type="radio"/>	<input type="radio"/>	6. Have you ever withdrawn an application for any education certificate, credential, or license?
<input type="radio"/>	<input type="radio"/>	7. Have you ever practiced in any educational position in a public school for which you did not hold the appropriate valid educational certificate, credential, or license for that position?
<input type="radio"/>	<input type="radio"/>	8. Have you ever been dismissed, discharged, or fired from any employment position involving children or dependent adults? (Do not include RIFs)
<input type="radio"/>	<input type="radio"/>	9. Have you ever resigned from or otherwise left any employment (e.g. settlement agreement) while allegations of misconduct were pending?
<input type="radio"/>	<input type="radio"/>	10. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
<input type="radio"/>	<input type="radio"/>	11. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct?
<input type="radio"/>	<input type="radio"/>	12. Have you completed the Washington fingerprint background check?

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

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

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Pre-Residency Clearance - Step 12 of 18

You are requesting Pre-Residency Certificate Clearance.

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

Section III - Criminal History

If you answer "yes" to questions 1 through 5 (Section III), please provide the following:

☐ A. In the explanation box below state the following:

- a. A detailed statement including what occurred, the nature of the offense, charge or warrant
- b. The name and address of the arresting agency.
- c. If a court was involved, the name and address of the court.
- d. The date of the arrest.
- e. The final disposition, if any.

☐ B. If a court was involved, provide a copy of the court docket (can be obtained at the court in which the charge(s) were filed).

☐ C. Provide a copy of the complete arresting officer's report.

☐ D. If the arrest was driving related, provide a copy of a current and complete 5-year driving abstract.

NOTE: For questions 1,2,3, DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. In the last 10 years, have you ever been arrested for any crime or violation of the law? (DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.) (Note: For "yes" responses to 1,2,3, even if your case was dismissed or your record was sealed you must answer this question in the affirmative.) You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.
<input type="radio"/>	<input type="radio"/>	2. In the last 10 years, have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?
<input type="radio"/>	<input type="radio"/>	3. In the last 10 years, have you ever been convicted of any crime or violation of any law? (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, (2) all proceedings in which a sentence has been suspended or deferred, (3) or bail forfeiture.) You need not list traffic violations or fines for which a fine or forfeiture of less than \$300 was imposed.
<input type="radio"/>	<input type="radio"/>	4. Have you ever been convicted of any felony crime?
<input type="radio"/>	<input type="radio"/>	5. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include Washington State, any other state, province, territory, and/or country.
<input type="radio"/>	<input type="radio"/>	6. Have you ever been or are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes," identify agency and location (street address, city, state) and the circumstances or details relating to the investigation in the explanation box below.

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

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

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12. ☒ Have you completed the Washington fingerprint background check?

Enter Date Completed: MM/DD/YYYY *

Please be sure to put the date when you were fingerprinted at your local ESD.

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Pre-Residency Clearance - Step 13 of 18

You are requesting Pre-Residency Certificate Clearance.

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

Section IV - Fitness

If you answer "yes" to any question (Section IV), provide a written explanation in the box below.

Yes	No	N/A	Question
1. <input type="radio"/>	<input type="radio"/>		Have you ever exhibited any behavior or conduct which might negatively impact your ability to serve in a role which requires a certificate, credential, or license?
2. <input type="radio"/>	<input type="radio"/>		In the past 10 years, have you ever engaged in any conduct which resulted in the damage or destruction of property? (For purposes of questions 2 and 3, property includes both real and personal property owned by you or another. Do not list damages done as the result of an automobile accident.)
3. <input type="radio"/>	<input type="radio"/>		In the last 10 years have you ever threatened to damage or destroy property?
4. <input type="radio"/>	<input type="radio"/>		Have you ever engaged in any conduct which resulted in the physical injury or harm of any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)
5. <input type="radio"/>	<input type="radio"/>		Have you ever threatened to do physical injury or harm to any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)
6. <input type="radio"/>	<input type="radio"/>		Do you have a medical condition which in any way impairs or limits you ability to serve in a certificated role with reasonable skill and safety?
7. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If you use chemical substance(s), does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?
7a. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If you disclosed a "yes" answer to questions 6 or 7 above, are the limitations or impairments caused by your medical condition(s) or substance abuse reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Please explain in the box below and provide the name, address, and telephone number of the program.

8. ☐

Do you currently use illegal drugs?

9. ☐

Have you used illegal drugs in the last year?

9a. ☐

If you disclosed a "yes" answer to question 9 above, have you successfully completed or are you participating in a supervised rehabilitation program? Please explain in the box below and provide the name, address, and telephone number of the program.

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

10. ☐

Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?

11. ☐

Have you ever been found in any dependency or domestic relation matter to have physically abused any person.

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

12. ☐

Are you currently in default status on any educational loan or scholarship? (Do not include loans that are currently in a compliant deferment status.)

13. ☐

Are you currently in non-compliance with a support order?

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

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

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Pre-Residency Clearance - Step 15 of 18

You are requesting Pre-Residency Certificate Clearance.

Section V - Character References
Provide character information requested below.

List three individuals, not related to you, who will serve as character references.

Character Reference 1

Incorrect Address Flag: ☐

Name:

Mailing Address:

City:

Country:

State:

Zip:

Phone Number: () -

E-mail Address:

Character Reference 2

Incorrect Address Flag: ☐

Name:

Mailing Address:

City:

Country:

State:

Zip:

Phone Number: () -

E-mail Address:

Character Reference 3

Incorrect Address Flag: ☐

Name:

Mailing Address:

City:

Country:

State:

Zip:

Phone Number: () -

E-mail Address:

Once you have entered the information click on the Next button.

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

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If all your answers for sections 11, 12, and 13 are satisfactory, you skip directly to Section 15 (bypassing section 14 completely).

Enter your three character references. These should be people who are ****not your relatives.****

References should know you in a professional capacity, have current contact information, and should know you are using them as a reference ahead of time.

Agree, again, that you have entered truthful information on this application.

Pre-Residency Clearance - Step 16 of 18

You are requesting Pre-Residency Certificate Clearance.

Please review and electronically sign the below affidavit.

Affidavit:

☒ I certify (or declare) under the penalty of perjury under the laws of the state of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or character and fitness supplement changes prior to my being granted certification, I must immediately notify the Office of Professional Practices and my college/university if I am a college/university candidate.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the renewal certificate, credential, or license.

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

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

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Pre-Residency Certificate Clearance Instructions

Pre-Residency Clearance - Step 17 of 18

You are requesting Pre-Residency Certificate Clearance.

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: **Test Account**
SSN: *****-**-4569** Birth Date: **01/01/1990**
Gender: **Female** Former:
Print Name: Ethnicity: **Unknown/Not Provided**

Mailing Address: **5000 Abbey Way SE**
City State, Zip: **Lacey WA, 98503**
Country: **US**


Home Phone: **360.438.4333**
Email Address: **education@stmartin.edu**

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 

You're almost done!

Take one final moment to review your information.
If it's correct, click "Apply".

There is no need for credit card information because this application is 100% free.

Then click "Submit"! Don't forget this final step!

Pre-Residency Clearance - Step 18 of 18

You are requesting Pre-Residency Certificate Clearance.


Please review the following information.

Your online application has been processed and your Pre-Residency Certificate Clearance is now pending review by a certification specialist. Applications are processed in the order they are received. Processing time during busy periods may take up to eight weeks.

.....

Review the outcome of your application and click Submit.

☒ Continue - Please view your educator credentials page .
☐ Cancel - Please cancel the wizard.

Submit 

Pre-Residency Certificate Clearance Instructions

Step 15:

Congratulate yourself! If you've made it to this page, and you can see the pre-residency clearance under your Applications, you've completed your task! Well done! Now watch the rest of that season on Netflix, guilt-free.

The screenshot displays the eCert 2.0 web application interface. At the top, the header includes the Washington State Office of Superintendent of Public Instruction logo, the name Chris Reykdal, State Superintendent, and a welcome message for the Test Account (Educator). A dropdown menu shows the available role as 'Office of Superintendent of Public Instruction - Educator'. Below the header is a navigation bar with links for Home, My Credentials, Educator, and Help. A secondary bar contains links for Educator Main, Comm Log (0), and Expertise (0). The main content area is titled 'Credentials' and is divided into three colored boxes: Primary Information (blue), Contact Information (green), and Miscellaneous Information (yellow). The Primary Information box lists details for the Test Account, including WA Cert#, SSN, DOB, and Gender. The Contact Information box lists the address, city, state, zip, home phone, and work phone. The Miscellaneous Information box lists the status, print name, educator ID, email, and login name. A link 'Click Here to Edit Educator' is located below the Contact Information box. Below the Credentials section is a 'Legacy' tab. Under the Legacy tab, there is a 'Show All' link and a table titled 'Applications'. The Applications table has columns for ID, Document, Description, Status, Source, Received, Fee, Pay Info, and Balance. A single row is visible with ID 1077083, Document 4050, Description 'Pre Residency Clearance', Status 'OPEN', Source 'EDU', and Received date '08/16/2017'. Below the Applications table is another 'Show All' link and a table titled 'Certificates'. The Certificates table has columns for Select, View, Duplicate, App ID, Certificate, Status, Recommend, App Date, Issued, Effective, Expires, Printed?, and Permit?.

Office of Superintendent of Public Instruction
Chris Reykdal, State Superintendent

Welcome Test Account (Educator) - Sign Out

Available Roles: Office of Superintendent of Public Instruction - Educator

Home My Credentials Educator Help

Educator Main Comm Log (0) Expertise (0)

Credentials

Primary Information
Full Name: Test Account
WA Cert#:
SSN: ***-**-4569
DOB: 1/1/1990
Gender: Female

Contact Information
Address: 5000 Abbey Way SE
City, State Zip: Lacey, WA 98503
Home Phone: 360.438.4333
Work Phone:

Miscellaneous Information
Status: Active
Print Name:
Educator ID: 914793
Email: education@stmartin.edu
Login Name: education@stmartin.edu

[Click Here to Edit Educator](#)

Credentials Legacy

Show All **Applications**

ID	Document	Description	Status	Source	Received	Fee	Pay Info	Balance
1077083	4050	Pre Residency Clearance	OPEN	EDU	08/16/2017			

Show All **Certificates**

Select	View	Duplicate	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
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