



MASTER IN TEACHING

College of Education and Counseling - WA Teacher Preparation Program

Applicants must submit **ALL** required materials to Graduate Admissions in order to be considered for program acceptance. In addition, students must meet all graduate admissions requirements for unconditional admission. For more information, please see the SMU Graduate Academic Catalog.

- At least a 3.0 GPA for undergraduate work and a grade of C or better in all pre-professional required coursework. **Official transcripts must be sent to SMU Graduate Admissions.**
- Curriculum vitae outlining professional or work experience details
- Written response of approximately 300-400 words to a prompt provided by the Office of Graduate Admissions
- Two completed recommendation forms/letters from professional references (available through online Saint Martin's University graduate application) and one additional reference's contact information. Each recommender will have the opportunity to submit a letter on the applicant's behalf in which they may further detail the applicant's qualifications and capacity for graduate work and/or the teaching profession.
- WEST-B score report or scores on the SAT/ACT that meet minimum requirements as set by the Washington Administrative Code (WAC).
 - **For SAT/SAT, official score reports must be sent to Graduate Admissions.**
 - To register for the WEST-B, please copy and paste this link - https://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/WA095_TestPage.html
 - WEST-B score reports will be available on your WEST account a few weeks after taking the exam. **You will be required to provide your score report to Graduate Admissions.**
- WSP/FBI Fingerprint Background Check form. The form can be found in this application packet.
- Cleared fingerprints documented by a local Educational Service District (ESD). Fingerprints from other law enforcement agencies are not accepted.
 - You can book an appointment at the following link: <https://www.k12.wa.us/certification/about-fingerprint-records/office-locations>
 - Applicants will be required to upload their ESD fingerprinting receipt or request clearance documentation from the College of Education staff.
 - Applicants must clear OSPI's system under FBI and WSP screening.
- Pre-Residency Certificate Clearance through the Office of Superintendent of Public Instruction (OSPI) certification system.
 - Please see the attached instructions on creating an OSPI account and applying for the Pre-Residency Clearance.
 - **Pre-Residency Clearance applications must be submitted in order to be considered for program acceptance.**
- Pre-Program Observation Requirement Documentation. The form can be found in this application packet.
- Pre-program advising appointment either in person, by phone, or by email with a graduate advisor or graduate program director

College of Education & Counseling

WSP/FBI Fingerprint Background Check



Saint Martin's
UNIVERSITY

Read carefully and sign.

I am aware that:

- I **must** get fingerprinted by an Educational Service District (ESD).
- I must start the WSP/FBI fingerprint background check before acceptance into the College of Education and Counseling Psychology.
- I must be recognized by the Office of Superintendent of Public Instruction (OSPI) to have been cleared by the Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI) as part of my application process and must maintain clearance until the completion of my internship.
- Results from the fingerprint process may take three to four months to be satisfactorily processed which may delay full acceptance into the College of Education and Counseling Psychology's programs.
- Blurred prints or other circumstances may delay the clearance process or necessitate that I return to the ESD office to have them redone.
- The fingerprint background check is valid for two years from the WSP clearance date and must be renewed every two years.
- I must obtain Pre-Residency Certificate clearance from OSPI for the State of Washington as part of my application process and must renew it before I can begin my student internship if it has expired or will expire prior to completing my internship.
- Completion of Saint Martin's University teacher education/school counselor/master's program does not guarantee certification.
- Any falsification or deliberate misrepresentation, including omission of a material fact, in completing the Pre-Residency Certificate clearance can be grounds for Saint Martin's University non-recommendation and/or OSPI denial of certification.

First Name:	Middle Name:	Last Name:
Signature:		Date:



Applicant Instructions: This form must be submitted upon application to the College of Education and Counseling to document your experience working with children during the last 5 years. This will satisfy the pre-program K-12 observation requirements.

- You must document **ALL** of the following below:
1. 10 hours of experience with children ages 6 - 12 years.
 2. 10 hours of experience with children ages 13 - 18 years
 3. 10 hours of experience in a K-12 school setting

1. 10 Hours of experience working with children 6-12 years old
Your experience could take place within various groups/activities such as volunteering, tutoring, public or private school meetings, youth organizations, camps, sports, or through a course taken at an accredited college or university.

Type of experience (what you did):

Where/how you gained experience:

Supervisor name (if any):

Start date: _____ Total hours: _____ Total weeks: _____

2. 10 Hours of experience working with children 13-18 years old
Your experience could take place within various groups/activities such as volunteering, tutoring, public or private school meetings, youth organizations, camps, sports, or through a course taken at an accredited college or university.

Type of experience (what you did):

Where/how you gained experience:

Supervisor name (if any):

Start date: _____ Total hours: _____ Total weeks: _____

3. 10 Hours of experience in a K-12 school setting
Your experience **MUST** take place within a public or private school setting, including volunteering, tutoring, etc.

Type of experience (what you did):

Where/how you gained experience:

Supervisor name (if any):

Start date: _____ Total hours: _____ Total weeks: _____

I verify under penalty of disqualification from the SMU Education Program that the above information provided is true and correct.

Signature:	Printed Name:	Date:

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

The screenshot shows the OSPI website homepage. At the top left is the OSPI logo, a stylized yellow 'W' inside a circle, followed by the text "Washington Office of Superintendent of PUBLIC INSTRUCTION". To the right of the logo are social media icons for Facebook, Twitter, YouTube, LinkedIn, Instagram, and Messenger. Below these icons is a search bar with the placeholder text "Enter your search terms" and a magnifying glass icon. A yellow navigation bar contains the following menu items: Home, Student Success, Certification, Educator Support, Policy & Funding, Data & Reporting, and About OSPI. Below the navigation bar is a carousel of featured content. The first item is a slide for the Presidential Award for Excellence in Math and Science Teaching (PAEMST) recipient, Johanna Brown. The slide includes a left arrow, a play button, and a right arrow. The text on the slide reads: "PRESIDENTIAL AWARD FOR EXCELLENCE IN MATH AND SCIENCE TEACHING (PAEMST)", "JOHANNA BROWN", and "AP and College Prep Chemistry and AP Computer Science Teacher, Pullman High School, Pullman Public Schools". To the right of the text is a photograph of Johanna Brown, a woman with long blonde hair, smiling and holding a glass flask. Below the Johanna Brown slide are three smaller image thumbnails. The first thumbnail shows a man and a woman looking at a young boy, with the caption "EDUCATORS". The second thumbnail shows a man and a woman sitting with two young boys, with the caption "PARENTS & FAMILIES". The third thumbnail shows a woman smiling, with a partially visible caption "COMMUNITY".

Pre-Residency Certificate Clearance Instructions

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 Select Language ▼ 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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All students prepared for post-secondary pathways, careers, and civic engagement.

[Contact Us](#) | [Site Info](#) | [Staff Only](#) | [Privacy Policy](#)

Pre-Residency Certificate Clearance Instructions

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



Pre-Residency Certificate Clearance Instructions

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 includes a search field and navigation icons. Below the address bar is a navigation menu with links for Rep, WAC, OSPI, Pandora, Self-Svc, Salesforce, Home/EMS, Dropbox, US Bank, JotForm, Ac. Calendar, UG Catalog, and Grad Catalog. The OSPI logo is visible in the top left corner of the page content.

The main content area features a sign-in form titled "eDS System Sign In". At the top of the form, there are two tabs: "Sign In" and "Create an Account". The "Create an Account" tab is circled in red. Below the tabs, there are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a link that reads "Forgot your [username](#) or [password](#)?"

Step 4:

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

Pre-Residency Certificate Clearance Instructions

The screenshot shows a web browser window with the URL <https://eds.ospi.k12.wa.us/Register.aspx?signin=3ba5ae782e3544989b0a8f1abe3f>. The page header includes the OSPI logo and navigation links like 'Help' and 'Feedback'. The main content area is titled 'Create an Account' and contains instructions for entering a valid email address and a secure password. A section titled 'Required Login Information' is highlighted with a red border and contains the following fields:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Birthdate:	<input type="text"/> (format: MM/DD/YYYY)
Username:	<input type="text" value="cdwyer@stmartin.edu"/>
Password:	<input type="password" value="*****"/>
Verify Password:	<input type="password"/>

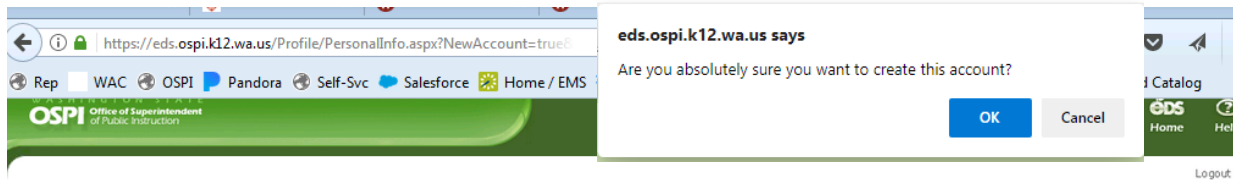
Below this section are fields for Gender (radio buttons for Male, Female, Not Specified), Certificate, SSN (last four), and Contact Email, followed by a 'Register' button.

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



Step 6:
Enter your personal information as required.

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:** **Gender:** Male Female Not Provided

Middle Name: * **Birth Date:**

* **Last Name:** **Race:** **Ethnicity:**

Teaching Certificate Information

Cert Number: -No Certificate-

Account Information

* **Username:** **Active:**

Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.

Email Information

* **Primary:** * **Recovery:**

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:**

Zip Code: **Country:**

* **Phone Number:** **Fax:**

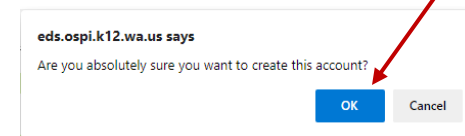
Business Information

Address Line 1: **Address Line 2:**

City: **State:**

Zip Code: **Country:**

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



Pre-Residency Certificate Clearance Instructions



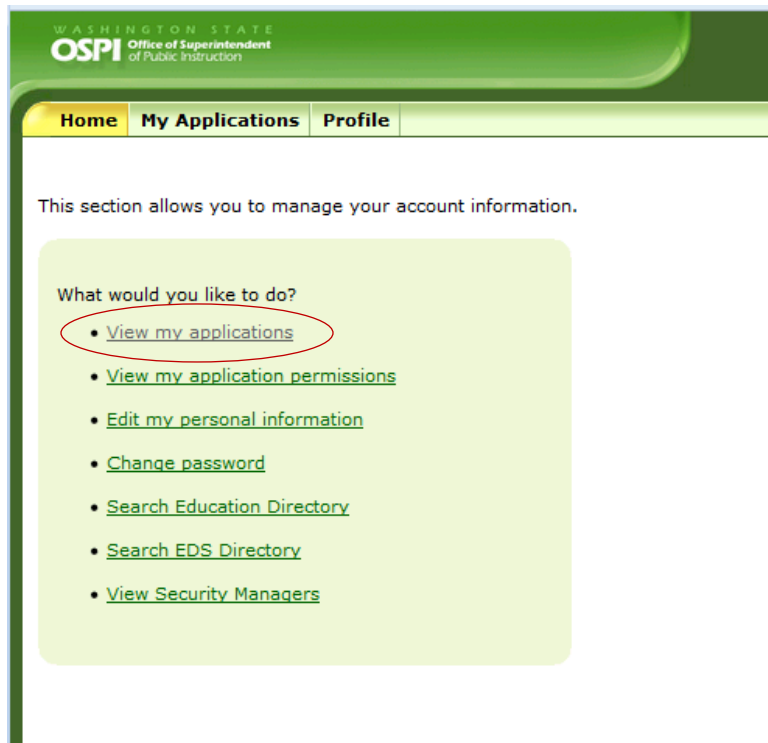
Step 7:
Please agree to OSPI's EDS terms.

***** NOTICE *****

EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy (<http://www.k12.wa.us/EDS/default.aspx>).

All system activity is monitored and logged by OSPI. Since this system contains sensitive and confidential data, users must take the necessary precautions to prevent unauthorized disclosure of data. By continuing to use this system you indicate your awareness of and consent to these conditions of use.

Please report violations to your District Data Security Manager or [OSPI Customer Support](#).



Step 8:
Click "View my applications"

Pre-Residency Certificate Clearance Instructions

The screenshot shows the OSPI Office of Superintendent of Public Instruction website. The navigation bar includes 'Home', 'My Applications', and 'Profile'. A sidebar on the left lists: '> Application List', '> Application Roles', '> Education Directory', '> EDS Directory', and '> Security Manager List'. The main content area is titled 'My Applications' and contains a sub-section 'My Application List'. Below this, there is a paragraph: '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](#).' A table follows with the following rows: 'Application', 'E-Certification' (circled in red), 'Education Data System', 'Education Data System Administration', 'Events Manager', 'NBPTS Scholarship', and '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: () -

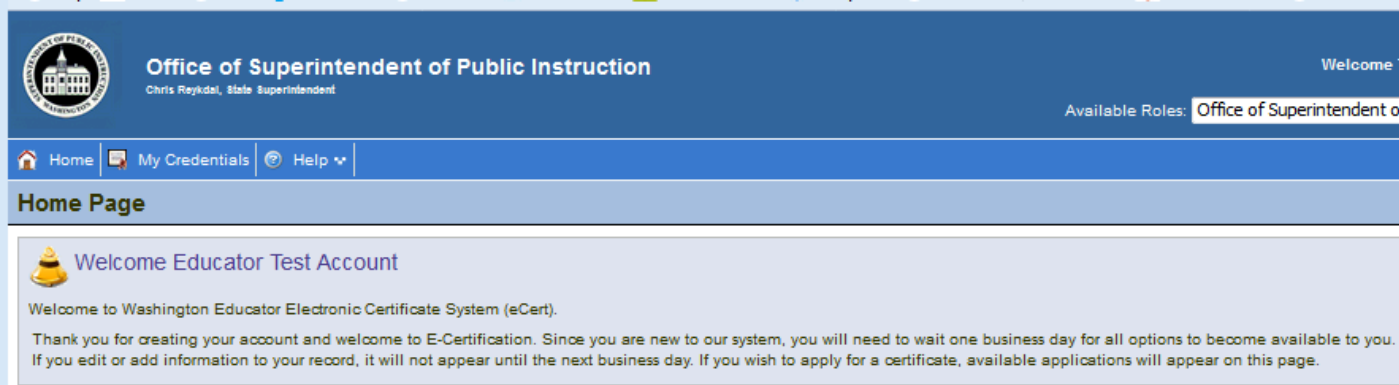
Email Address:

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

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

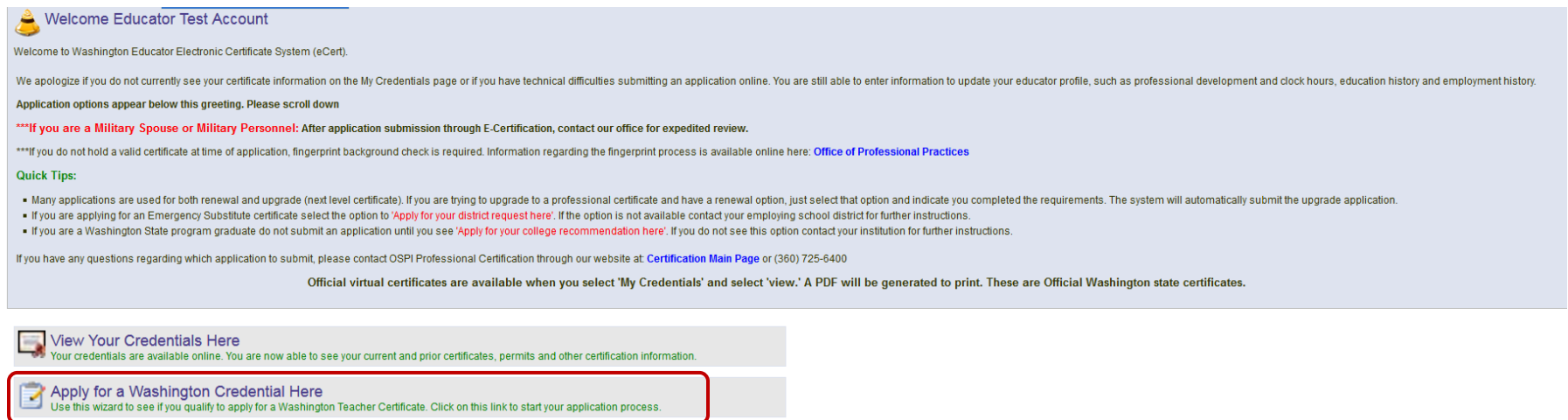
Previous submit

Pre-Residency Certificate Clearance Instructions



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”

Pre-Residency Certificate Clearance Instructions

Step 13:

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

The screenshot shows the eCert 2.0 interface for the Office of Superintendent of Public Instruction. The header includes the OSPI logo, the name of the office and superintendent, and the user's role as 'Office of Superintendent of Public Instruction - Educator'. A navigation bar contains links for Home, My Credentials, Educator, and Help. Below this is the 'Educator Application List' section, which displays a table of available applications. The table has four columns: Document Code, Description, Certificate Groups, and Apply. The row for Document Code 4050, 'Pre-Residency Certification Clearance', is highlighted with a red border.

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!!!

Pre-Residency Certificate Clearance Instructions

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.

 Previous

Next 

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.

Previous
Next

Pre-Residency Certificate Clearance Instructions

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.

[← Previous](#) [Next →](#)

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: *

Approved Program: *

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

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

[← Previous](#) [Next →](#)

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: Test *

Middle Name:

Last Name: Account *

Former Name:

Print Name:

Suffix:

Gender: Female

Birth Date: 01/01/1990 MM/DD/YYYY *

Educator Status: Active *

.....

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

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

[Previous](#) [Next](#)

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: 5000 Abbey Way SE *

City: Lacey *

Country: United States *

State: Washington *

Zip: 98503 *

.....

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

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

[Previous](#) [Next](#)

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: 360.438.4333

Fax Phone: () -

Email Address: education@stmartin.edu

.....

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

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

[Previous](#) [Next](#)

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.

 Previous Next 

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 voluntary.)
<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.

Previous Next

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 detailed statement including what occurred, the nature of the offense, charge or warrant
- The name and address of the arresting agency.
- If a court was involved, the name and address of the court.
- The date of the arrest.
- 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.

Revised 7.07.2021 MJ, MR

Pre-Residency Certificate Clearance Instructions

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 Certificate Clearance Instructions

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:

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.



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.

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Review the outcome of your application and click Submit.

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



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 Department of Public Instruction logo, the text "Office of Superintendent of Public Instruction" with "Chris Reykdal, State Superintendent" below it, and the "eCert 2.0" logo. A welcome message "Welcome Test Account (Educator) - Sign Out" is visible on the right. A dropdown menu for "Available Roles" is set to "Office of Superintendent of Public Instruction - Educator".

The main navigation bar contains links for Home, My Credentials, Educator, and Help. Below this, there are tabs for Educator Main, Comm Log (0), and Expertise (0). The "Credentials" section is active, showing three information panels:

- Primary Information:** Full Name: Test Account, WA Cert#: [redacted], 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: [redacted].
- Miscellaneous Information:** Status: Active, Print Name: [redacted], Educator ID: 914793, Email: education@stmartin.edu, Login Name: education@stmartin.edu.

A link "Click Here to Edit Educator" is located below the contact information panel.

Below the information panels, there are tabs for "Credentials" and "Legacy". The "Applications" section is visible, showing a table with the following data:

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

Below the applications table, there is a "Certificates" section with a table that has columns: Select, View, Duplicate, App ID, Certificate, Status, Recommend, App Date, Issued, Effective, Expires, Printed?, and Permit?.