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!
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Step 1:
Visit the OSPI website:

www.k12.wa.us

Click on E-Certification circed in red.
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Step 2:
Click the E-Certification Login button circled in red.
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Step 3:
Click the “Create an Account” tab circled in red.
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Step 4:
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.
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Step 5:
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: [Input]
- Last Name: [Input]
- Birth Date: [Input]
- Race: Not Provided
- Ethnicity: Unknown / Not Provided

Teaching Certificate Information

- Cert Number: No Certificate

Account Information

- Username: education@stmartin.edu
- Email: education@stmartin.edu

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

Email Information

- Primary: education@stmartin.edu
- Recovery: ospi@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: [Input]
- State: [Input]
- Zip Code: [Input]
- Phone Number: [Input]
- Country: [Input]

Business Information

- Address Line 1:
- Address Line 2:
- City: [Input]
- State: [Input]
- Zip Code: [Input]
- Country: [Input]

Click “ok” when prompted, unless you’re having second thoughts....

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Step 6:
Please agree to OSPI's EDS terms.

Step 7:
Click “View my applications”
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Step 8:
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”.

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Step 9:
Make sure your information is correct, then click “next” through the wizard.
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Step 10: 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 11: After one day, logging in and clicking “view my applications” will bring you to this page.

Now click “Apply for a Washington Credential Here”
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Step 12:
Please click “Apply for Credential” for Document Code 4050 – Pre-Residency Certification Clearance

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 13:
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.
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.
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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.

Institution: SMC - Saint Martin’s University
Approved Program: TCH - Teacher
Please make sure these sections are correct. They’ve pulled this information from the initial account you created in steps 4 and 5.
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.
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Please be sure to put the date when you were fingerprinted at your local ESD.

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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
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1. ° Yes ° 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. ° Yes ° In the last 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 a result of an automobile accident.)

3. ° Yes ° In the last 10 years have you ever threatened to damage or destroy property?

4. ° Yes ° 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, military service member, or athlete.)

5. ° Yes ° 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, military service member, or athlete.)

6. ° Yes ° Do you have a medical condition which in any way impairs or limits your ability to serve in a certificated role with reasonable skill and safety?

7. ° Yes ° If you use chemical substances, does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?

7a. ° Yes ° If you provided 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. ° Yes ° Do you currently use illegal drugs?

9. ° Yes ° Have you used illegal drugs in the last year?

9a. ° Yes ° 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. ° Yes ° Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?

11. ° Yes ° 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. ° Yes ° 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. ° Yes ° Are you currently in non-compliance with a support order?

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

—or-

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.
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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!
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Step 14:
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.