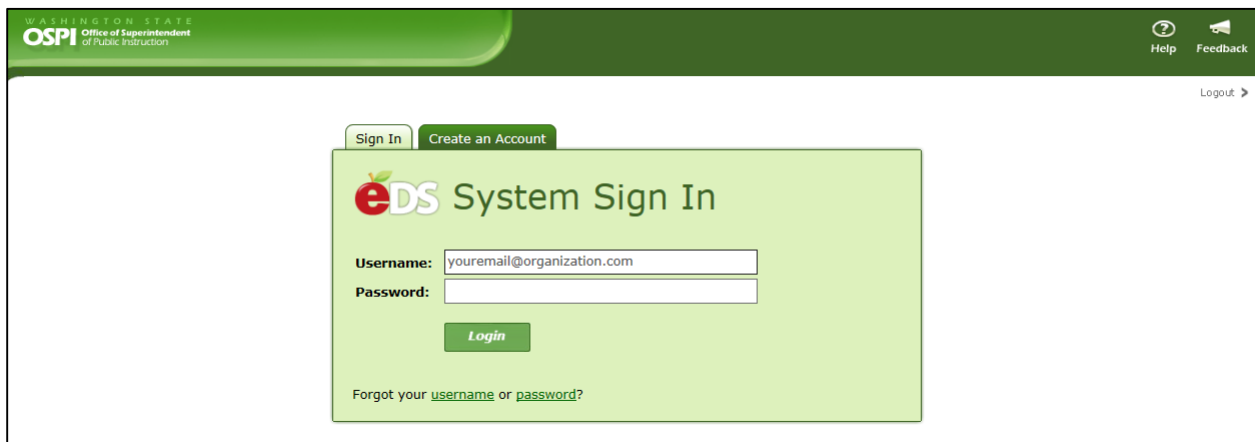


## Accessing E-Certification

E-Certification is found on the Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS).

Select Education Data System Portal from the Professional Certification webpage <http://www.k12.wa.us/Certification/e-Cert> or type into your browser <https://eds.ospi.k12.wa.us/Login.aspx>. First time users will need to select “Create an Account” within the Educational Data System (EDS) prior to accessing E-Certification.

If your college or university has already created an account or if you have previously created your own account, select “Sign In” and use the email address you used when first creating your account or select “Forgot your username or password” in order to reset your username and/or password. Creating an account when certificate information is already within the system may create multiple accounts and you will need to contact Customer Support.



### First time users click “Create an Account” tab

- Username:** Must be valid email address  
(If your email address indicates that the username has previously been registered Do Not create another account using a different email address. Follow the prompts or contact Customer Support)
- Password:** Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

To complete the profile Information – Click Submit. You will be prompted to “Request Application Roles”.

(If you are already a certificate holder and your school district participates in eVAL, you may request a role at this time, or Select the “Not Now” button to continue to E-Certification)

[Sign In](#) [Create an Account](#)

# Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

### Required Login Information

**First Name:**

**Last Name:**

**Birthdate:**  ( format: MM/DD/YYYY )

**Username:**

**Password:**

**Verify Password:**

### Optional Data for Linking to a Certificate

**Gender:**  Male  Female  Not Specified

**Certificate:**

**SSN (last four):**

**Contact Email:**

[Register](#)

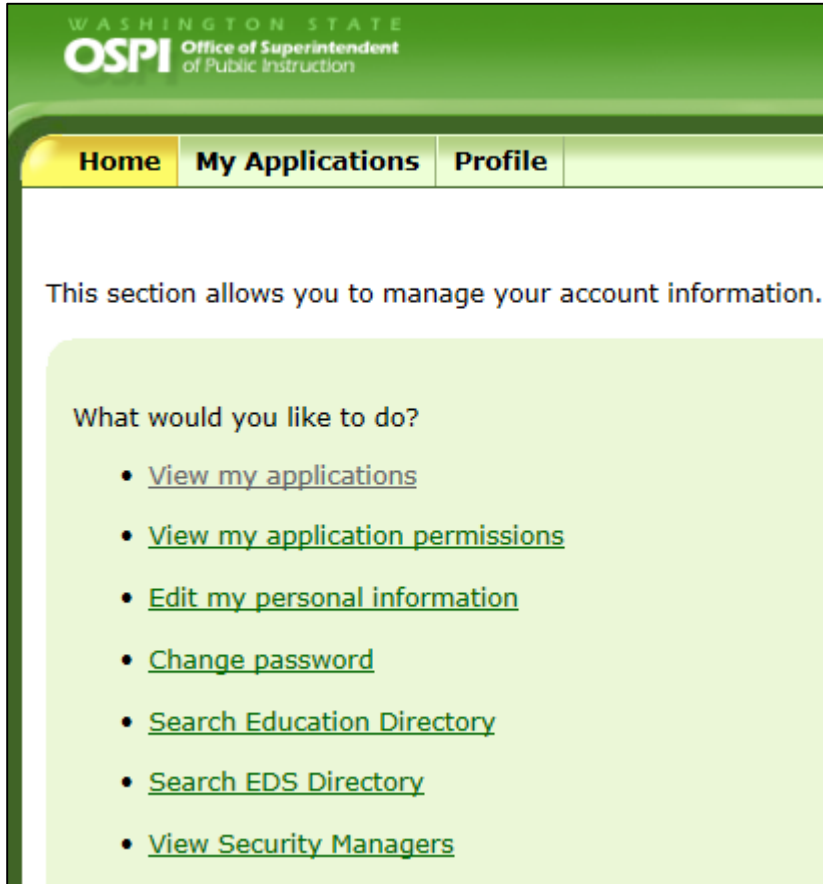
You may find other educators with similar names. If none of these apply select “None of these are me” at the bottom of the page. The optional information is necessary to avoid creating an account that does not link to your certification information.

## My Profile

You must complete all profile information in order to create an account and access E-Certification. Select “Create Account” at the bottom of the page.

## Home Page

Select “View my applications”



Select My Applications.

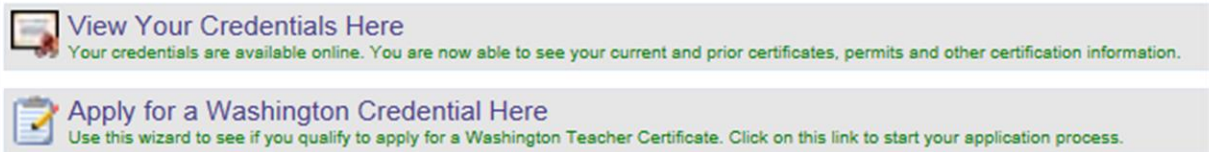
Select E-Certification. (It may take 10-15 minutes for this application permission to show after account creation)

Once you have logged into E-Certification the first time, you may need to begin the process of applying for your Pre-Residency Clearance. After this initial step, the guide will continue to instruct you on how to claim your certificate recommendation at the completion of your program.

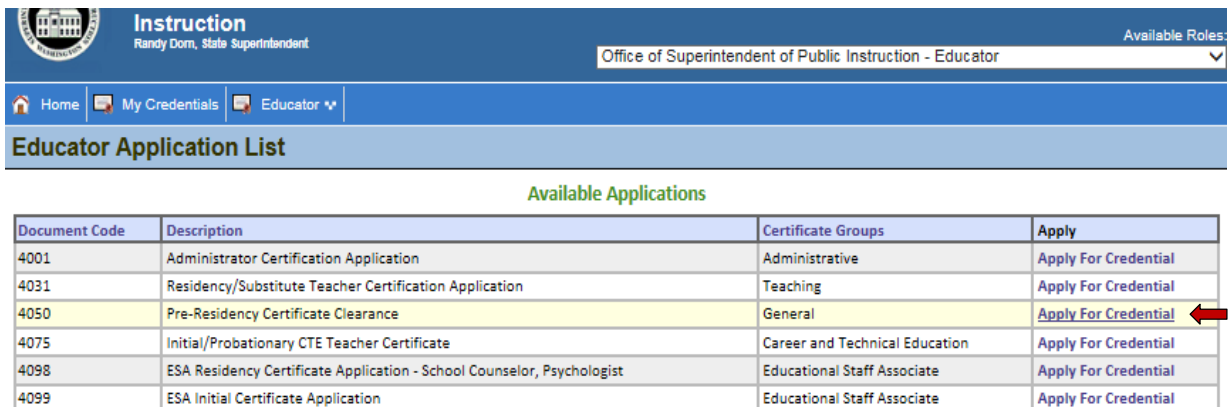
## Pre-Residency Clearance Application

The Pre-Residency Clearance application provides the means for college/university candidates to be cleared and placed within schools for field experience and instruction with students. You should begin this application when your college or university indicates you are ready for this application process.

Once you have created an EDS account and have logged into E-Certification (Described in the previous section) you will be able to “Apply for a Washington Credential...”



Depending on your certification history (if you have previously held a Washington State Certificate) you will have choices of which application you are applying for or claiming from your preparation program. Most first time candidates for Washington State certification through a preparation program will be looking for “Pre-Residency Certificate Clearance”.



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

From here the wizard will guide you through the application process. The steps provided within the wizard are similar with most certificate applications found within E-Certification.

Since most of the first time candidates will not have professional experience as a teacher many of the tables will not be filled in. The answer below “Yes, the information above is correct.” will be the correct answer.

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 

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

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

Section 6 of 18 in the wizard prompts you to choose the in-state college or university preparation program you are attending or identify if you are completing an out of state program.

Instruction  
Randy Dorn, State Superintendent

Office of Superintendent of Public Instruction - Educator

Home My Credentials Educator

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:

Continue - Please

Cancel - Please

17907 - Antioch University Seattle  
19901 - Central Washington University  
29801 - Northwest Educational Service District 189  
32902 - Eastern Washington University  
37906 - Western Washington University  
38905 - Washington State University  
CityU - City University  
Gonza - Gonzaga University  
HC - Heritage University  
LU - Lesley University  
NWC - Northwest University  
PLU - Pacific Lutheran University  
SMC - Saint Martin's University  
SPU - Seattle Pacific University  
SU - Seattle University  
TESC - The Evergreen State College  
UPS - University Of Puget Sound  
UW - University of Washington Seattle  
UWBI - University of Washington Bothell  
UWT - University of Washington Tacoma  
WC - Whitworth University  
WGUW - Western Governors University-Washington  
WWU - Walla Walla University

Previous

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

The screenshot shows a web application interface for the Washington State Office of Superintendent of Public Instruction. The header includes the logo and name of the office, and the user is logged in as an Educator. The main content area is titled 'Pre-Residency Clearance - Step 6 of 18'. The form contains the following elements:

- A checkbox:  I am completing a teacher preparation program from an out-of-state college/university.
- A dropdown menu for 'Institution' with 'Gonza - Gonzaga University' selected.
- A dropdown menu for 'Approved Program' with 'TCH - Teacher' selected. Other options visible in the dropdown include 'COUN - School Counselor', 'COUNPRO - School Counselor Professional Certificate', and 'P-PA - Principal and/or Program Administrator'.
- Radio buttons for 'Continue - Please continue to step 7' (selected) and 'Cancel - Please cancel the wizard'.
- 'Previous' and 'Next' navigation buttons at the bottom.

After selecting the correct Institution and Approved Program, the wizard then progresses you through reviewing your profile information, affidavit, and Character and Fitness section of the application.

Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

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.

 Previous Next 

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 



Washington State Office of Superintendent of Public Instruction  
E-Certification for the College/University Candidate

The processing of your Pre-Residency Certificate Clearance application will be completed by your preparation program. Once processed and issued your Pre-Residency Certificate Clearance application will become available for viewing from your “Credentials” page.

**Credentials**

Primary Information  
 Full Name: [Redacted]  
 WA Cert#: [Redacted]  
 SSN: [Redacted]  
 DOB: [Redacted]  
 Gender: [Redacted]

Contact Information  
 Address: [Redacted]  
 Address 2: [Redacted]  
 City, State Zip: [Redacted]  
 Home Phone: [Redacted]  
 Work Phone: [Redacted]

Miscellaneous Information  
 Ethnicity: [Redacted]  
 Status: [Redacted]  
 Print Name: [Redacted]  
 Educator ID: [Redacted]  
 Email: [Redacted]

[Click Here to Edit Educator](#)

**Credentials** Legacy

Show All **Applications**

Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay info	Balance
Checklist	937268	4050	Pre Residency Clearance	OPEN	No	EDU	10/16/2014			

Show All **Certificates**

Select	View	Duplicate	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Printed?	Permit?
No Records Found												

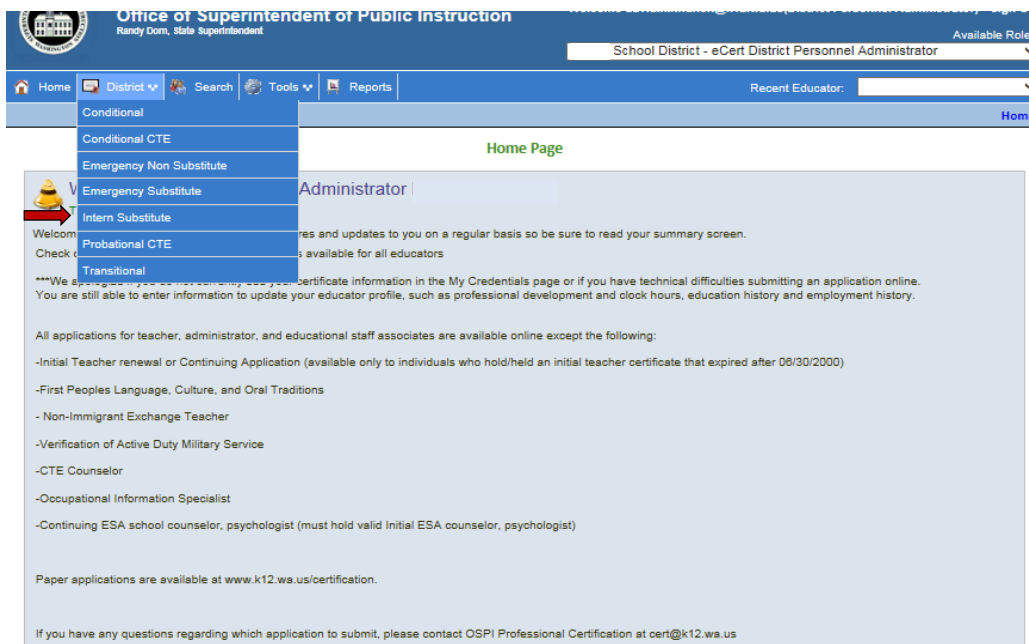
**Endorsements For Selected Certificate**

App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires

## Intern Substitute Applications

There may be situations when an opportunity arises for the candidate to obtain an Intern Substitute Certificate. Through collaboration with the college/university preparation program, the school district, and the candidate, this type of certificate may be recommended. This limited certificate is only available through the need and application initiated by the school district and approved by the college or university where the candidate is conducting their field experience. In all cases, communication between the school district, preparation program, and candidate is essential.

The Intern Substitute Certificate application begins at the school district level.



Similar to all applications initiated by school districts or college/university programs, the candidate will enter E-Certification and “Apply for Your District Request here”.

After the candidate chooses to apply for the Intern Substitute Credential, the E-Certification wizard will guide you through the application process. To claim and complete the application includes paying the fees associated with the certificate and/or processing of the application. Clear communication between the school district and preparation program, and preparation program and candidate can avoid the processing of an application in which the candidate applies, pays the appropriate fees, and then is denied certification.

At the completion of the process and upon submitting the application, the OSPI Professional Certification Office will then begin to review the application. The Professional Certification Office will confirm the approval of the Intern Substitute Certificate during the application review.

Upon approval and issuance of the certificate, an electronic copy of the certificate will be available within the E-Certification system. The candidate, school district, and college/university program administrator will have the ability to view and print the certificate once it is issued. The Intern Substitute Certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate and are used by the intern to serve as a substitute teacher in the absence of the classroom teacher in which the candidate is performing their field experience.