Paraeducator 101 Webinar

Professional Certification, OSPI

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Presenters

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Administrative Program Specialist

Tonya Bartlett
Operations Manager

Sam Von Almen
Customer Service Specialist

Toni Basinger
Customer Service Specialist

Vision

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

Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child

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Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.

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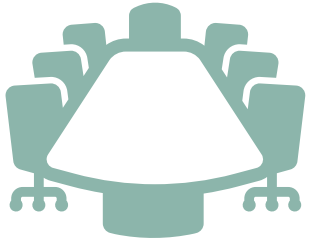
Tribal Land Acknowledgement

I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.

Agenda

- Agency Overview
- Certificate Requirements
- EDS Account + Accessing E-Certification
- Adding Professional Development Hours
- Submitting Applications
- Clock Hour Information
- Contacting the Certification Office

Agency Overview



Professional Educator Standards Board (PESB)

Establishes policies and requirements for the preparation and certification of education professionals

Paraeducator Board, PESB

Oversees the Paraeducator Certificate Program

Establishes policies and professional development requirements of paraeducators

Agency Overview

Office of Superintendent of Public Instruction (OSPI)

Oversees public PK-12 education in Washington State

Professional Certification, OSPI

Implements policies and requirements set by the PESB

Reviews and processes PK-12 educator certificate applications

- Administrators
- Educational Staff Associates
- Paraeducators
- Teachers

Paraeducator Certificate Types

General Paraeducator Certificate

Subject Matter Certificate

English Language Learners

Special Education

Advanced Paraeducator Certificate

Certificate Requirements
Fundamental Course of Study (FCS)

28 clock hour course consisting of 12 units

Paraeducator will enter as one course in Professional Development section of E-Cert when complete

Application list for paraeducator certificates becomes available once the FCS has been entered into E-Cert

Certificate Requirements
General Paraeducator Certificate

70 additional clock hours or equivalent

- Subject Matter Cert trainings count towards 70 hours

One Professional Growth Plan (PGP) can be used

Valid for life

Educators holding a valid, full certificate only need to complete the FCS

Certificate Requirements
ELL Subject Matter Certificate

First Issue: 20 clock hours or equivalents

- Moodle Modules

Renewal: 20 Clock hours or equivalents

Valid for five years

Educators holding a valid, full certificate with English language learner or bilingual education endorsement only need to complete the FCS

Certificate Requirements
Special Education Subject Matter Certificate

First Issue: 20 clock hours or equivalents

- Moodle Modules

Renewal: 20 Clock hours or equivalents

Valid for five years

Educators holding a valid, full certificate with special education or early childhood special education endorsement only need to complete the FCS

Certificate Requirements
Advanced Paraeducator Certificate

First Issue: 75 hours clock hours or equivalent related to the duties of an advanced Paraeducator

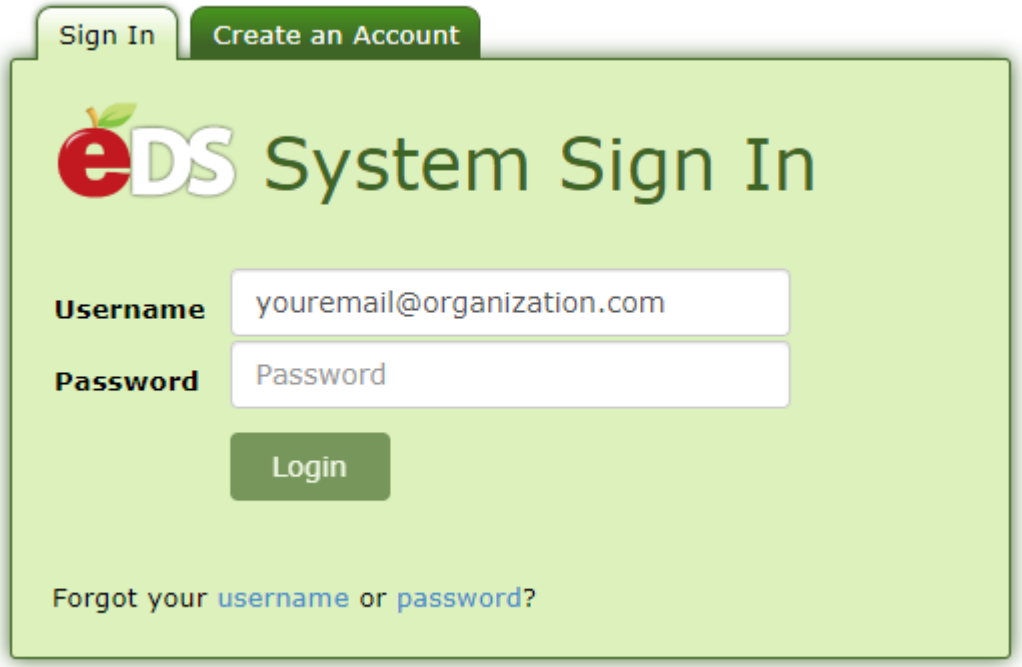
Can earn clock hours once the requirements and application have been submitted for the General Paraeducator Certificate

- Beginning September 1, 2023, clock hours for the Advanced Certificate must be earned from the date of issuance of the General Certificate.

Renewal: 30 clock hours or equivalent

Creating EDS Account

To begin, select login link: [EDS login]

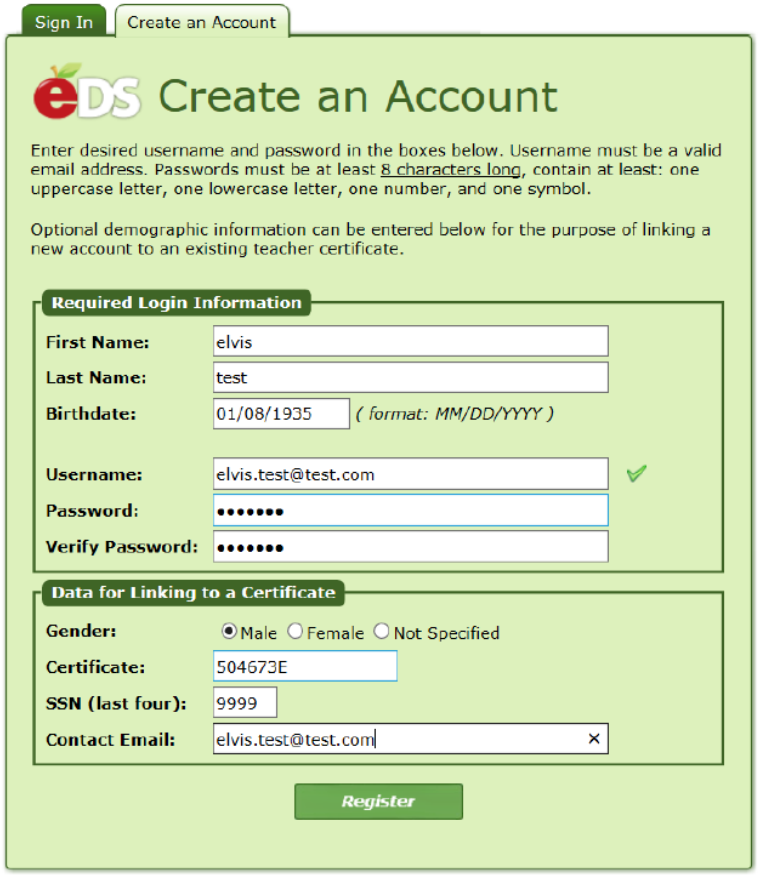


Creating EDS Account

First-time users, select *Create an Account* tab:

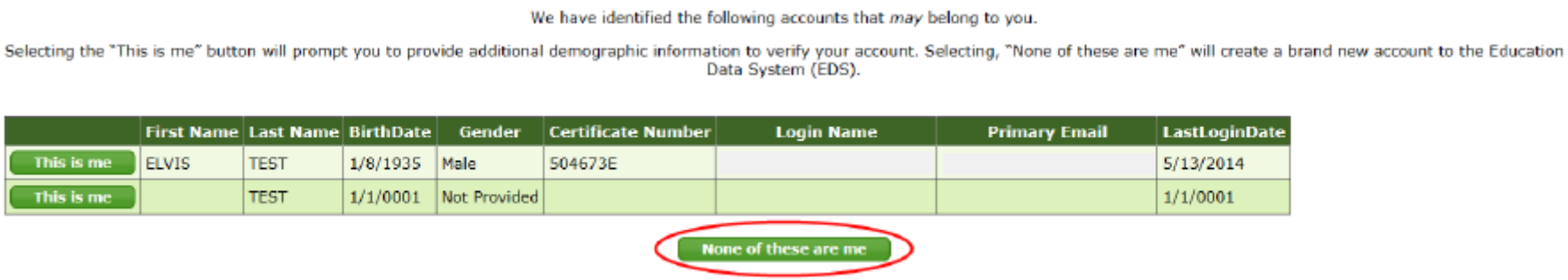
Creating and Claiming EDS Account

- Enter “Required Login Information” and “Data for Linking to a Certificate” (if applicable)
  - Fill in as much information as possible
- Click *Register* and follow the prompts to claim or create your account
- Waiting period if account is brand new



Creating EDS Account

If you already have an EDS account, the information entered will match the existing account. You will be directed to a page showing the First Name, Last Name, Birth Date, Gender, Certificate Number, Login Name, and Primary Email, and the Last Login Date of the account(s) with partially matching information.



We have identified the following accounts that *may* belong to you.

Selecting the "This is me" button will prompt you to provide additional demographic information to verify your account. Selecting, "None of these are me" will create a brand new account to the Education Data System (EDS).

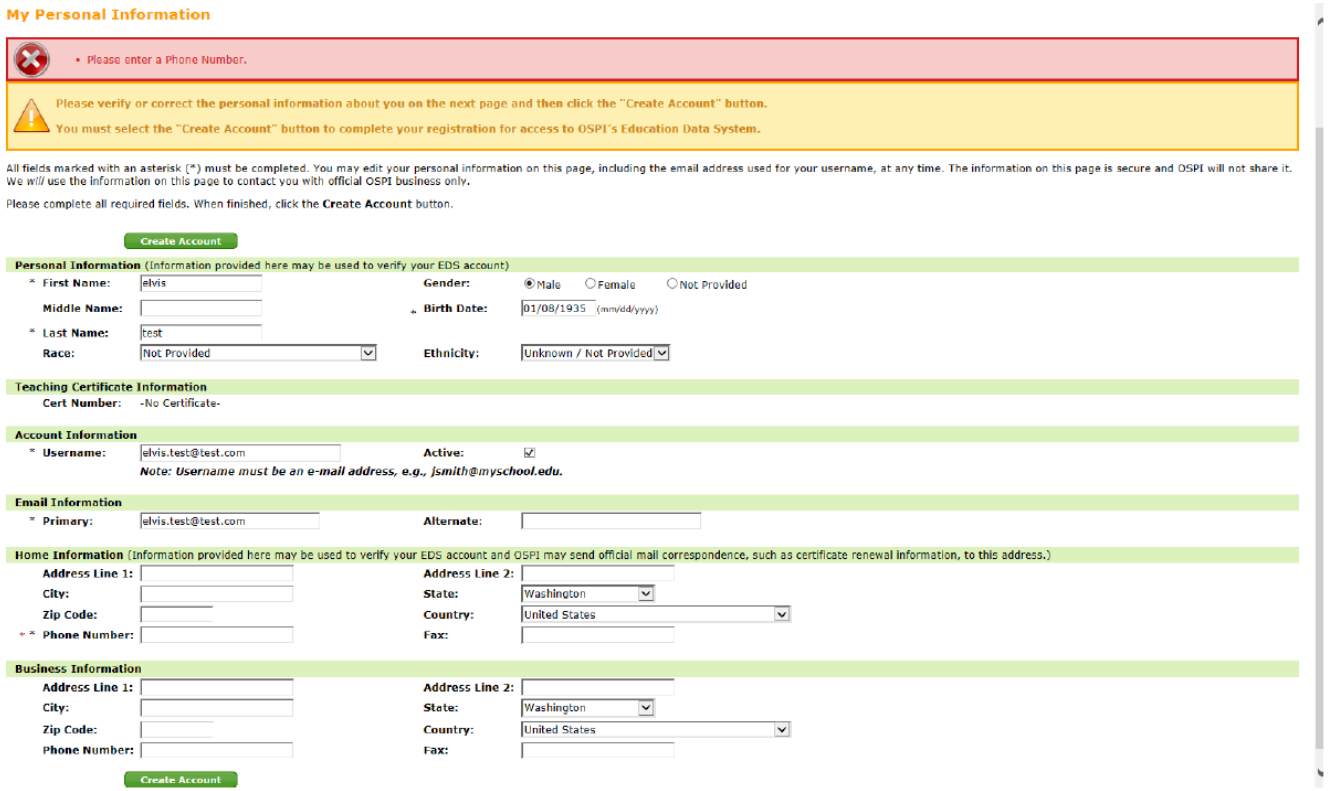
	First Name	Last Name	BirthDate	Gender	Certificate Number	Login Name	Primary Email	LastLoginDate
This is me	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
This is me		TEST	1/1/0001	Not Provided				1/1/0001

None of these are me

If an account on this page belongs to you, you should continue onto the "Claiming an Account and Linking to a Certificate" section. If not, you should select *None of these are me* to continue creating a new EDS account.

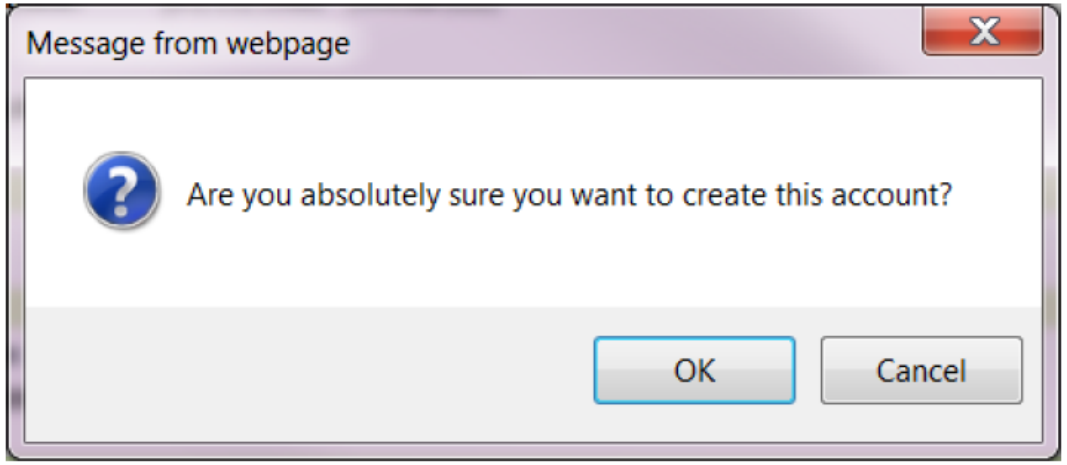
Creating EDS Account

You will be taken to a page titled “My Personal Information” to fill in contact and demographic information.



Creating EDS Account

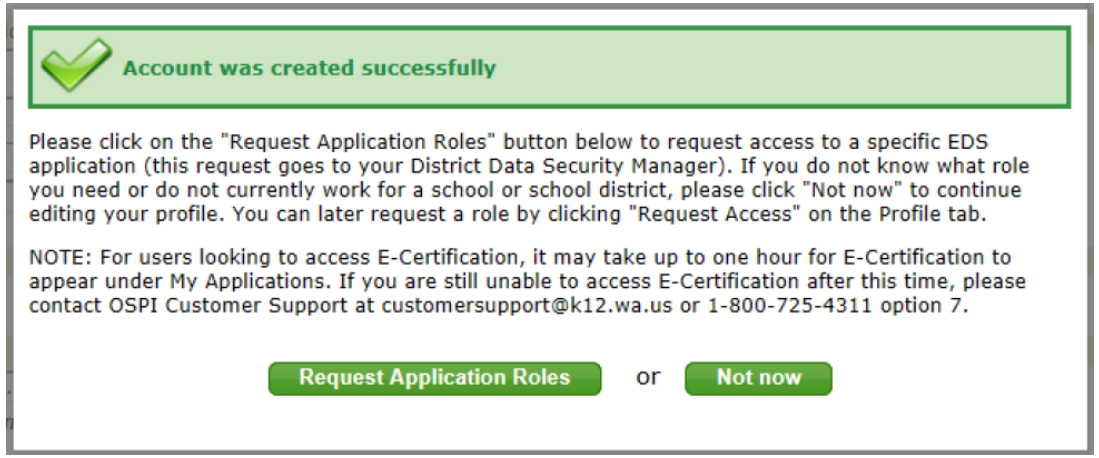
Once you enter all required fields and any other information, click *Create Account* and you will be prompted to confirm creation of the account.



Creating EDS Account

After clicking *OK*, the account will be created. A screen will pop up confirming the account creation and the opportunity to request EDS Application Roles.

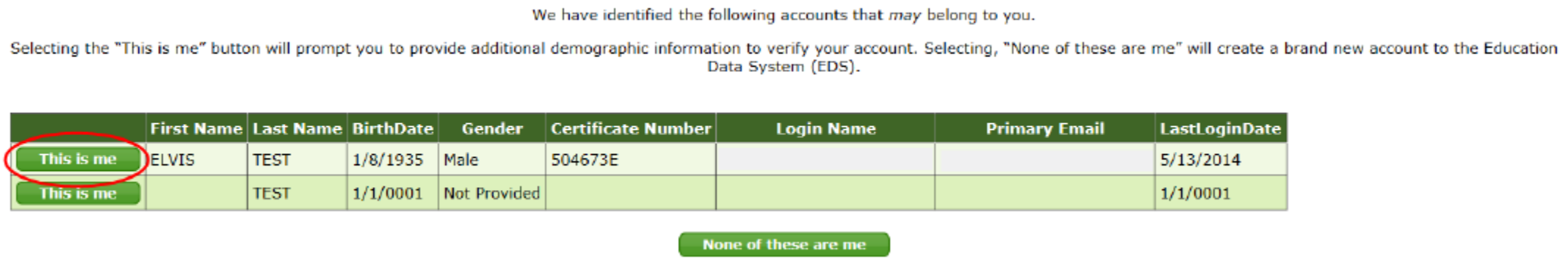
Please Note: If you do not know which role you will need, click *Not Now* to continue editing your profile. The E-Certification Application role will be assigned to the account automatically within one hour of account creation.



Claiming an EDS Account and Linking to a Certificate

You will be taken to a page listing First Name, Last Name, Birth Date, Gender, Certificate Number, Login Name, Primary Email, and the Last Login Date of the account(s) with information that matches what you entered.

To claim an account, select *This is me* next to the account you would like to claim.



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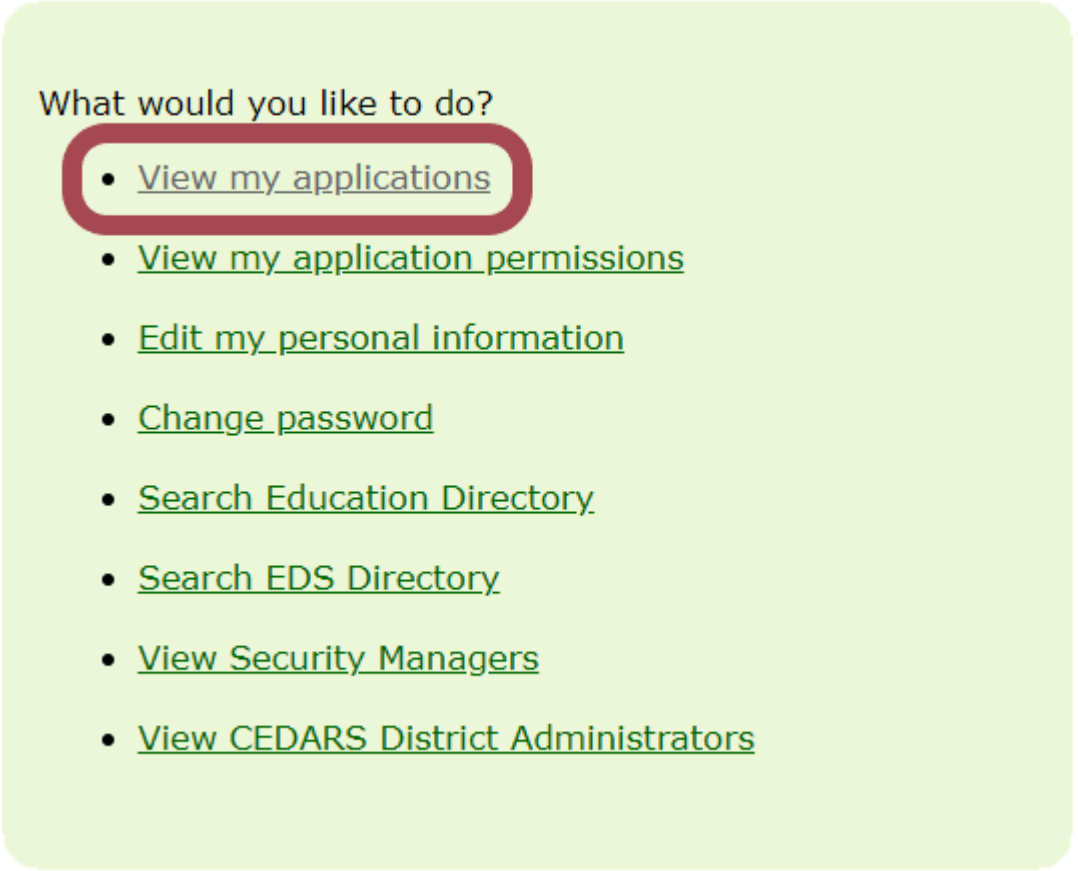
This is me	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
This is me		TEST	1/1/0001	Not Provided				1/1/0001

None of these are me

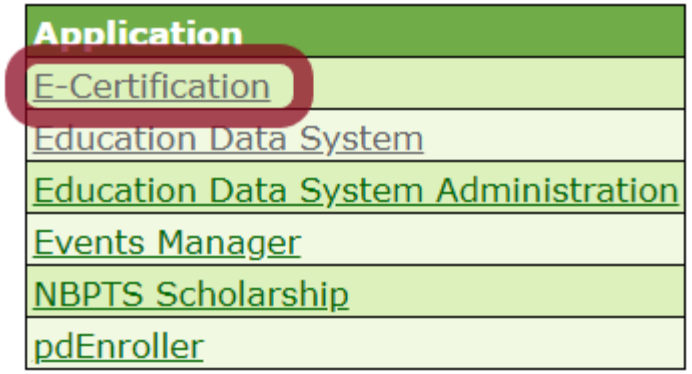
Accessing E-Certification

- Select *View my applications*

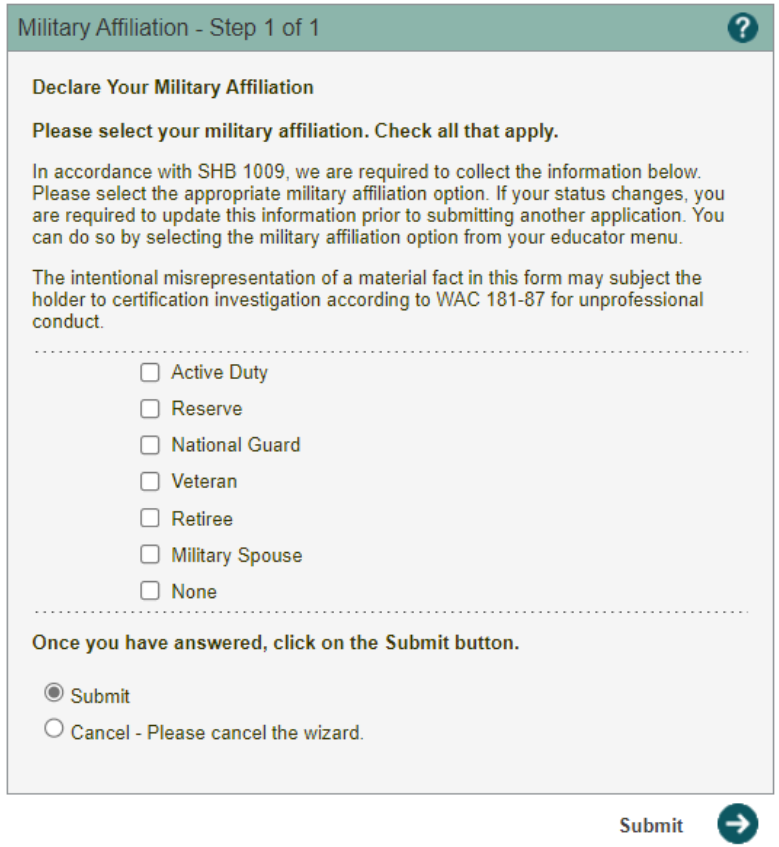


Accessing E-Certification

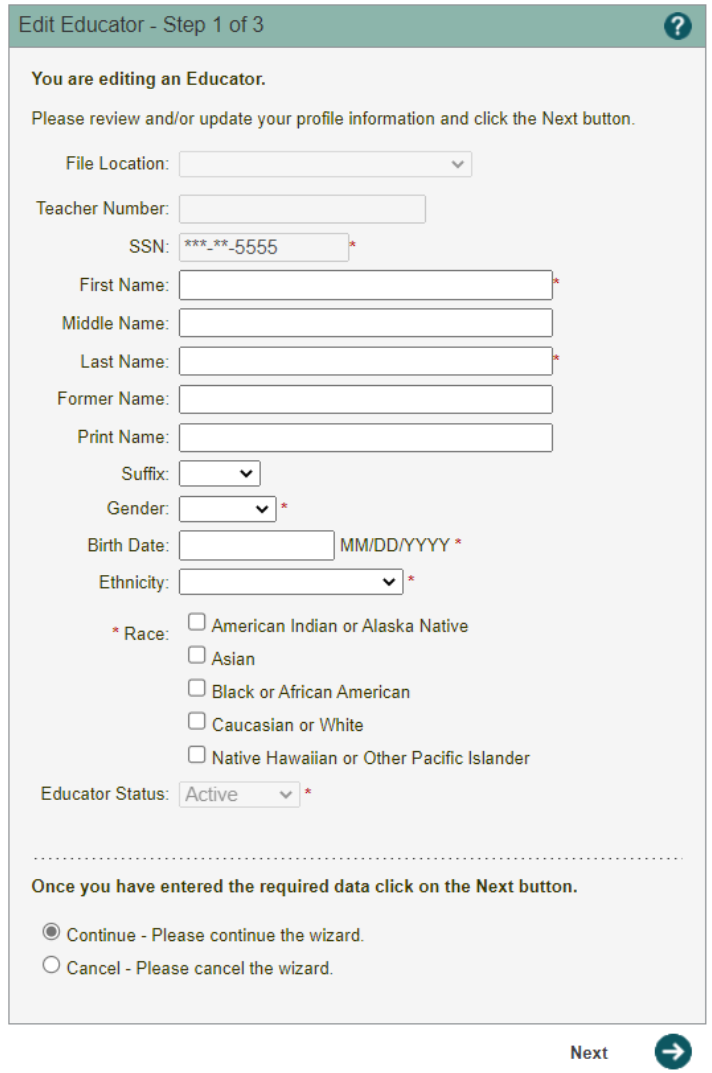
- Select E-Certification to launch E-Cert



E-Certification System



- First time users will come to "Military Affiliation" and "Edit Educator" screens
- Fill in your information and click *Submit* or *Next*



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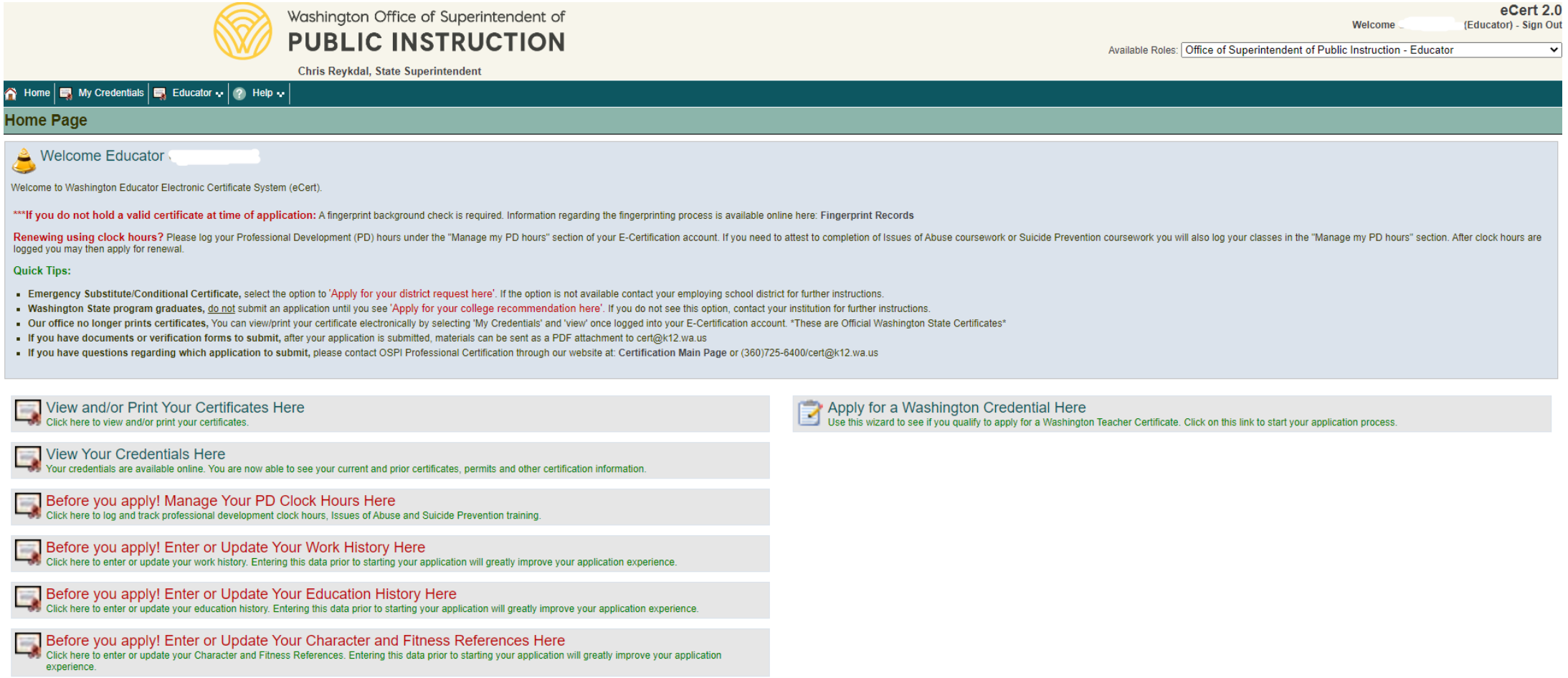
E-Certification System



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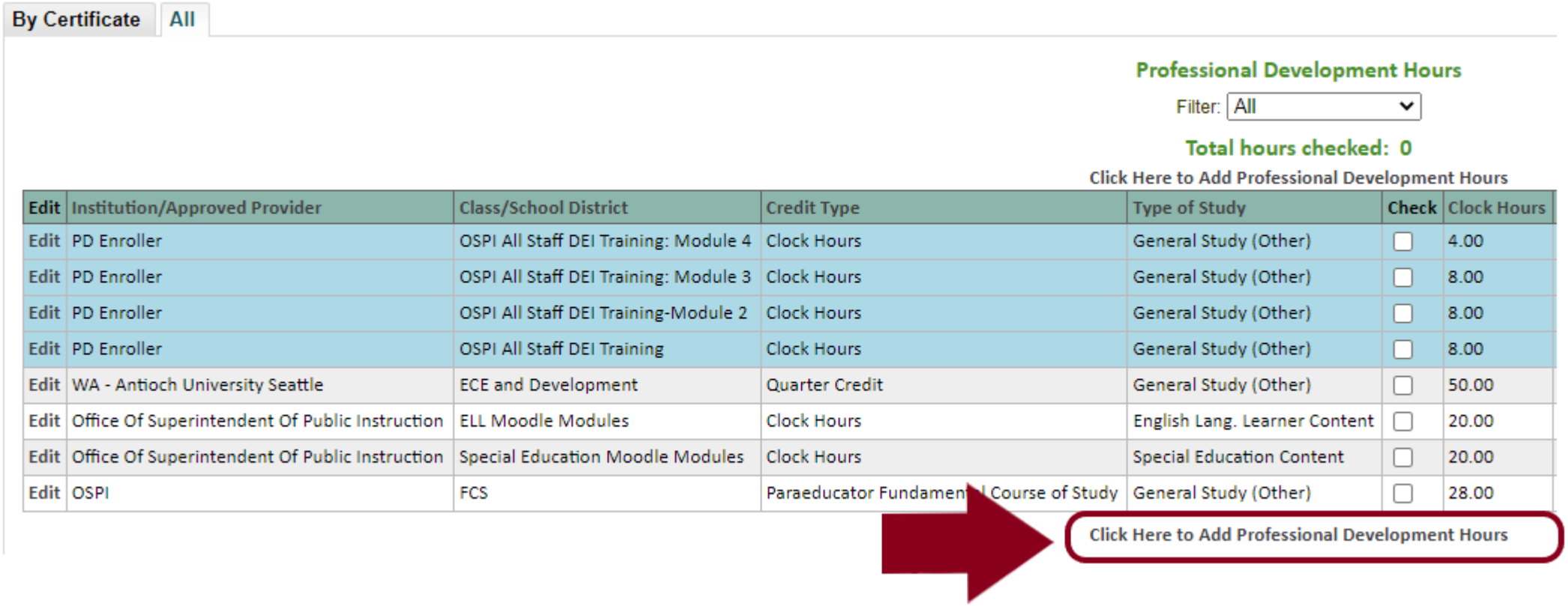
Adding Professional Development Hours

Adding Professional Development Hours

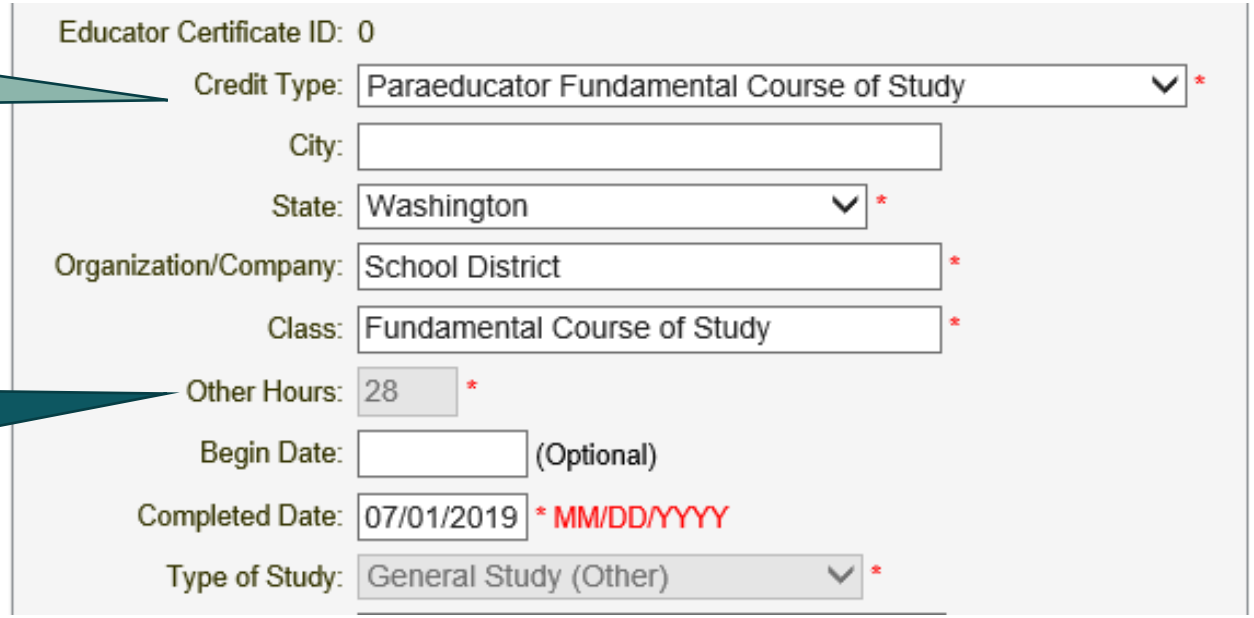
Select *Click Here to Add Professional Development Hours*



Adding Professional Development Hours **Fundamental Course of Study**

Credit Type: Paraeducator FCS

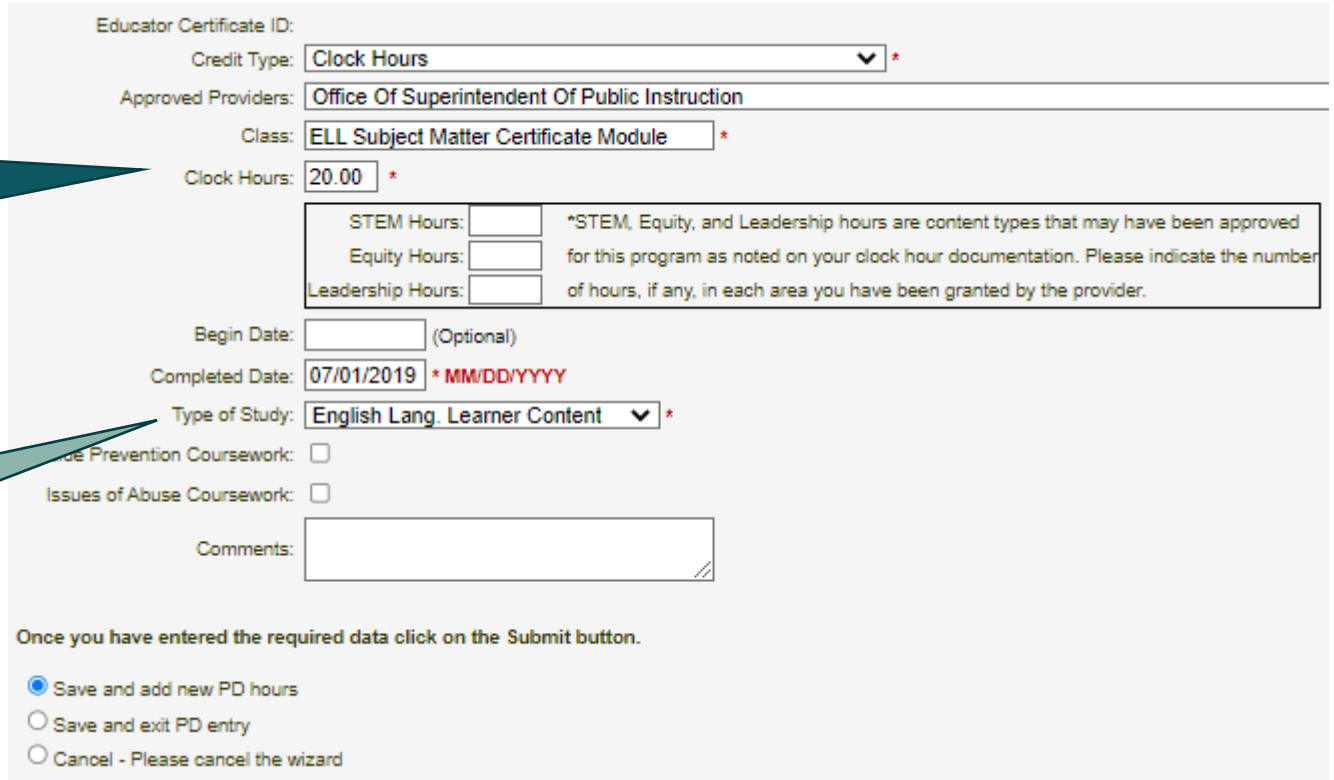
All 12 units will be logged as one 28-hour class



Adding Professional Development Hours **Subject Matter Clock Hours**

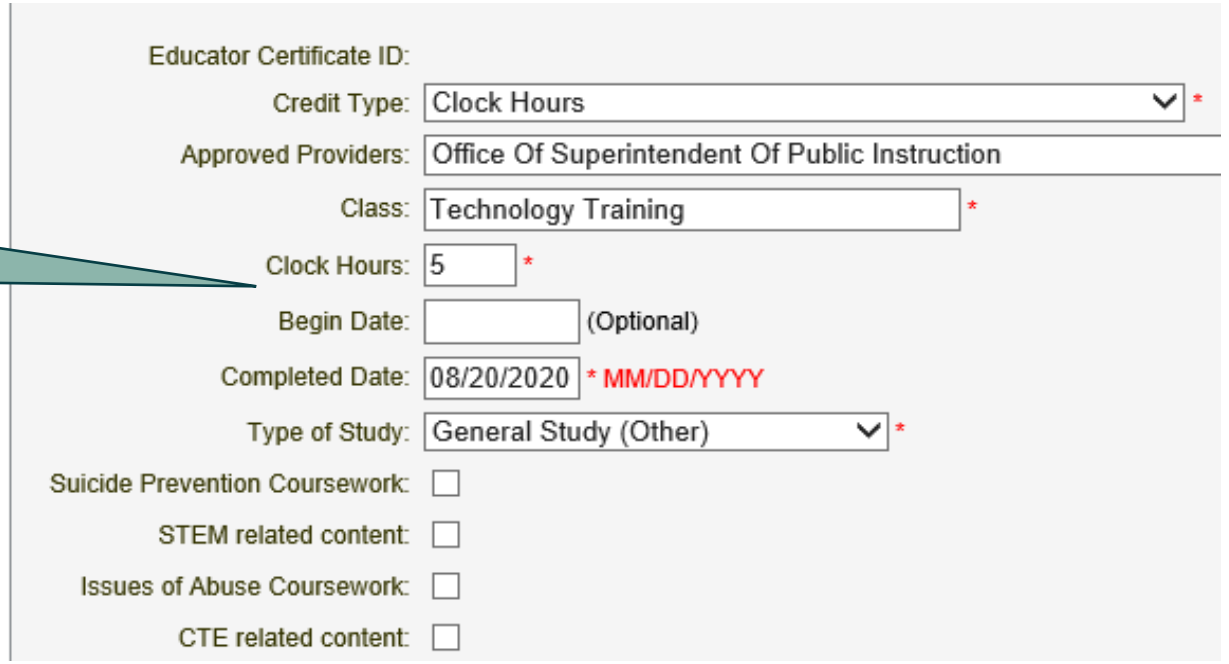
This can be one entry or multiple entries depending on whether all 20 hours were completed with one class/course

Type of Study: ELL Content *or* Special Education Content



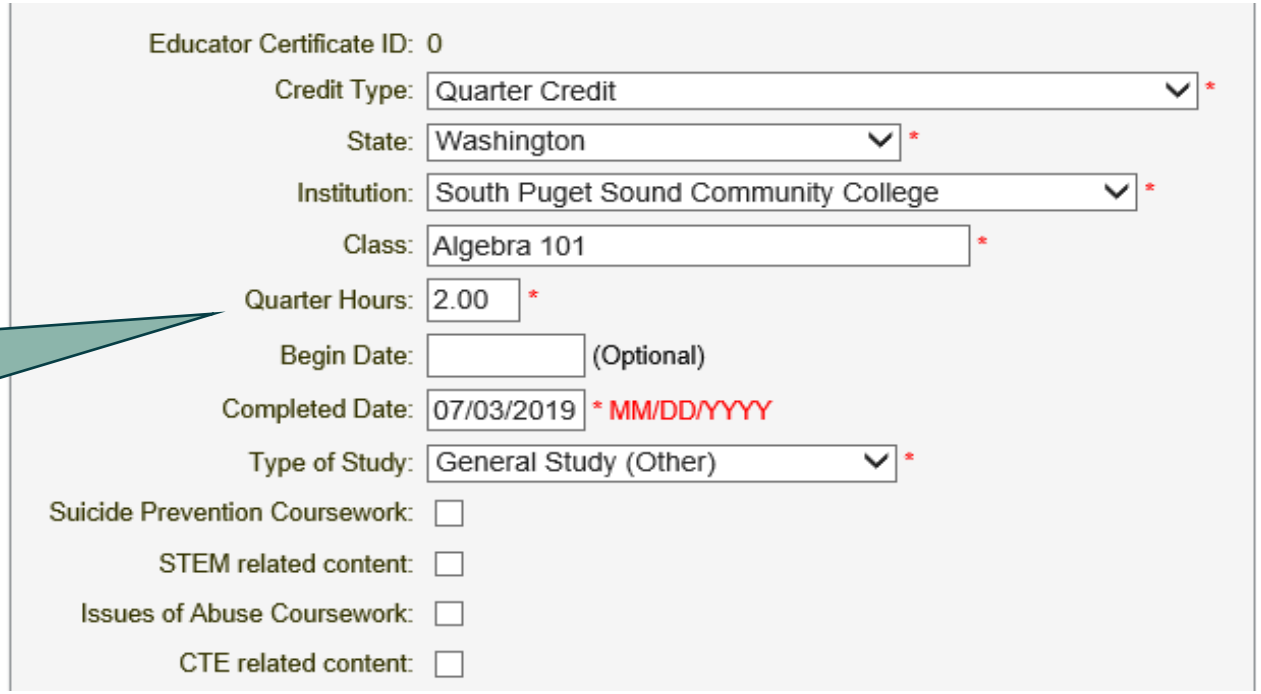
Adding Professional Development Hours **General Clock Hours**

This can be one entry or multiple entries depending on the class/course



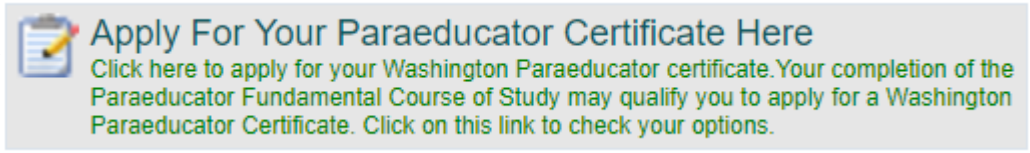
Adding Professional Development Hours **College Credit**

This can be one entry or multiple entries depending on how many classes were completed



Paraeducator Applications

Once FCS is logged, Paraeducator Certificate Application option appears



Applications become available as requirements are met

Paraeducator Certificate Application Information

Paraeducator Certificate Application Information

Certificate	Fundamental Course of Study Completion Date	Qualifying Existing Certificate	Qualifying Professional Development Hours	Apply
GPE0001 - General Paraeducator	07/01/2019	No	81.00 of 70 required hours	Apply For Credential
SMPE001 - ELL Subject Matter Paraeducator	07/01/2019	N/A	0.00 of 20 required hours	Application not available
SMPE002 - SPED Subject Matter Paraeducator	07/01/2019	N/A	0.00 of 20 required hours	Application not available
APE0001 - Advanced Paraeducator	07/01/2019	No	0.00 of 75 required hours	Application not available

Submitting Documentation

All forms and documents must be in Portable Document Format (PDF) to be uploaded into the eCert system

Email PDF to: cert@k12.wa.us

Upload PDF directly into eCert while applying for a Paraeducator Certificate

Clock Hour Resources

- Clock Hour Information
- Online Clock Hour Resources (PESB)
- PGP Templates (PESB)

Professional Certification
Customer Service Contact Information

Email: cert@k12.wa.us

Phone: 360-725-6400

Website:
www.k12.wa.us/certification

Customer service staff are in the office each business day

Phone lines are answered:

- Monday, Wednesday, Thursday, Friday 9:00 am – 4:30 pm
- Tuesday 10:00 am – 4:30 pm

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Questions?