Washington State Electronic Certificate System (E-Certification)

College and University Candidate User Guide

2026

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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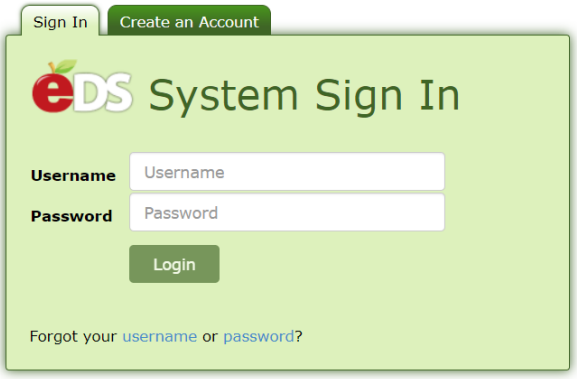
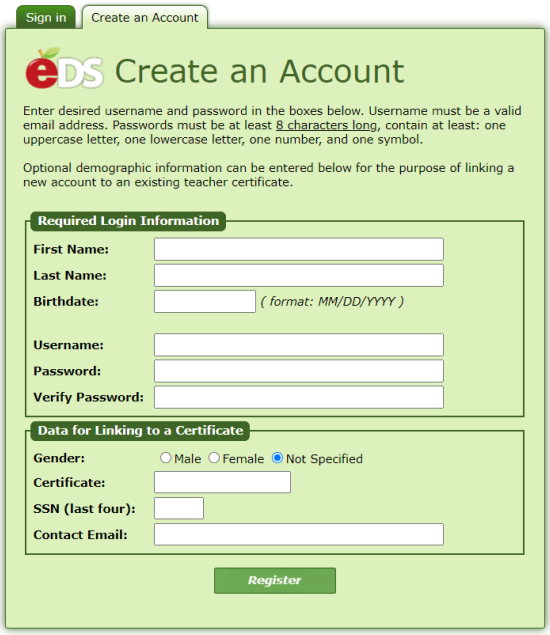
Welcome

Welcome to the Washington State Educator Electronic Certification System (E-Certification). This user guide is designed to assist educators in navigating the E-Certification (eCert) platform. After logging in, educators will be able to update their profile, view their credentials, and access a variety of other features.

To Begin, Navigate to the [Education Data System (EDS) Login Page.]



First-Time User: Select the **Create an Account** tab



Returning Users: Sign in or claim an existing account.

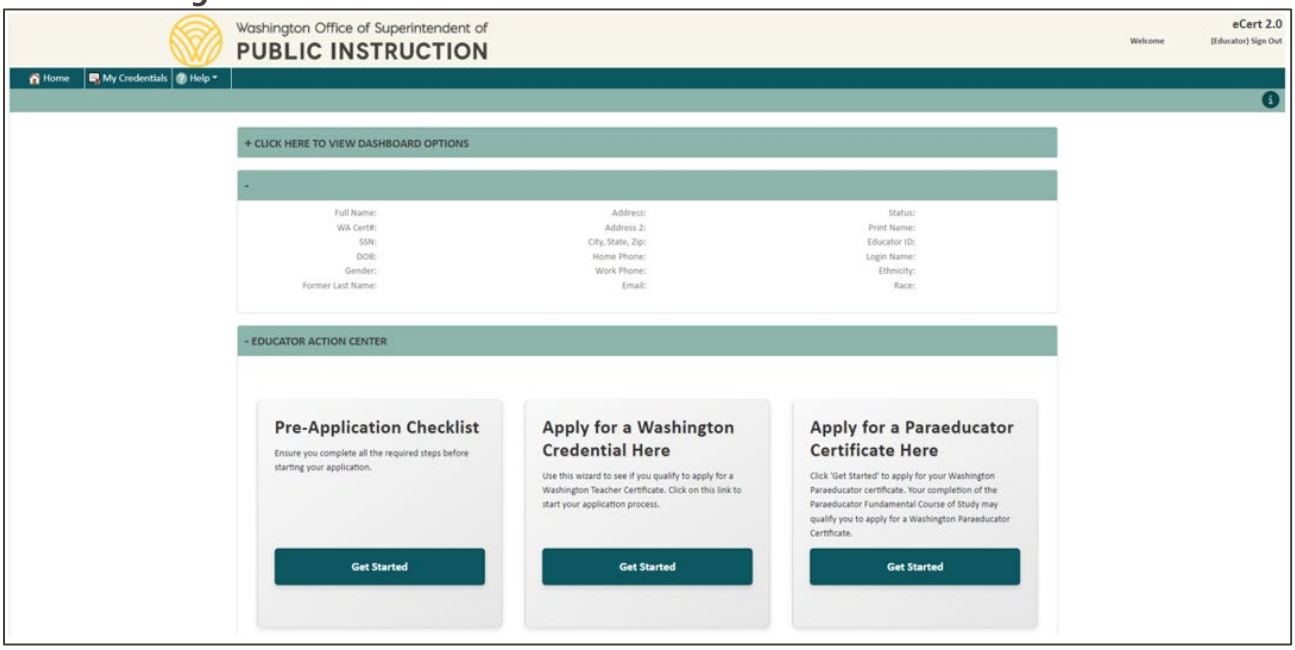
To claim an existing account, college and university candidates will need to provide **Required Login Information** and the **Data for Linking to a Certificate**. Educators may already have an account, even if they have not yet been issued a certificate. If an educator has never signed into EDS, they should complete as much information as possible in this section.

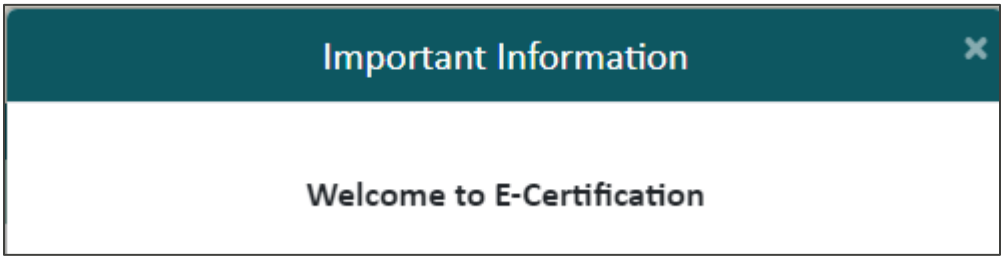
Home Page

The *Home Page* serves as the landing page for the educator upon logging into eCert. A pop-up with important information will appear; you must close this pop-up to view the rest of the home page. At the top of the home page, there are three tabs:

- **Home-**Directs you back to the home screen
- **My Credentials-**Displays credential information
- **Help-**Provides contact details for user assistance

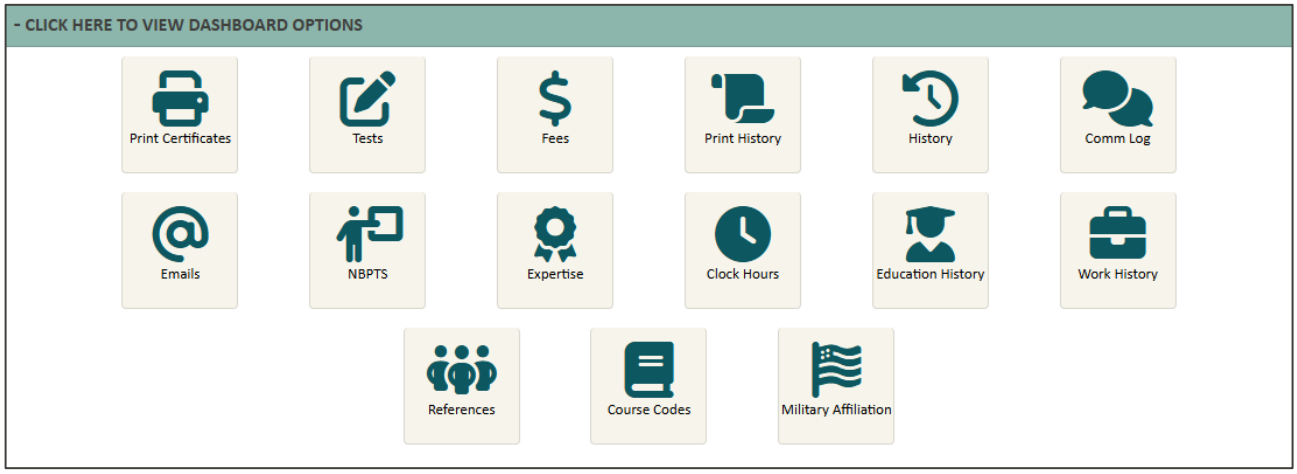
eCert Home Page





In addition to the *Home Page*, the educator will have access to both an *Action Center* and *Dashboard Options*. To explore these, simply scroll down and click on the relevant tile for the desired action. For additional options, select **click here to view dashboard options.** The displayed icons are explained in more detail later in the user guide.

Dashboard Options



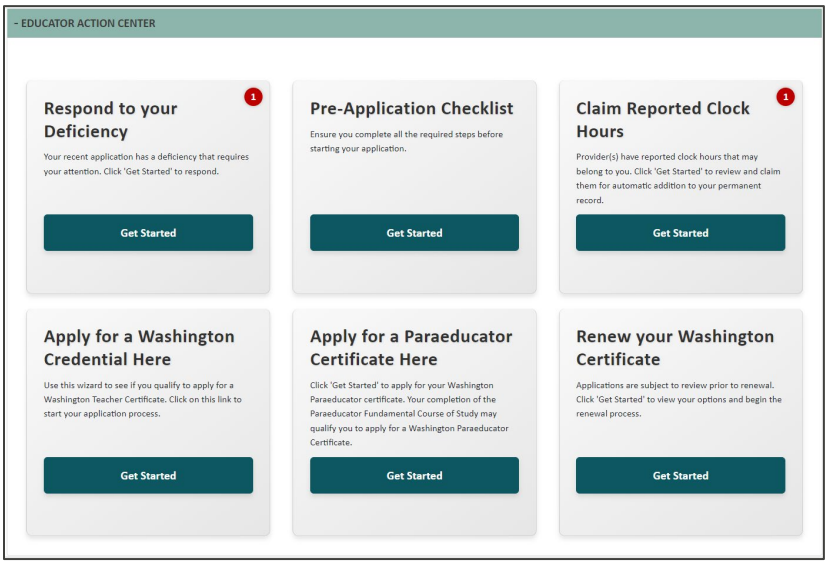
On the *Home Page*, you will find links that are relevant to your educator status. For example, when it's time to renew your certificate, a notification will appear, guiding you to a step-by-step wizard to assist with the renewal process. You will also have access to an *Action Center* that includes a Pre-Application Checklist and Claiming Reported Clock Hours, imported by an approved provider.

- The **Pre-Application Checklist** feature allows educators to input required information in advance, so those sections are prefilled during the application, streamlining the process and reducing the time needed to complete it.

- The **Respond to Your Deficiency** option allows an educator to respond electronically to a deficiency once the application has been reviewed by an evaluator. By responding to a deficiency, the application will automatically reopen for further review by an evaluator.

- The **Claim Reported Clock Hours** option allows an educator to claim imported clock hours and add them to their Clock Hours section of the system. This is explained further in detail in the Clock Hours sections of the user guide.

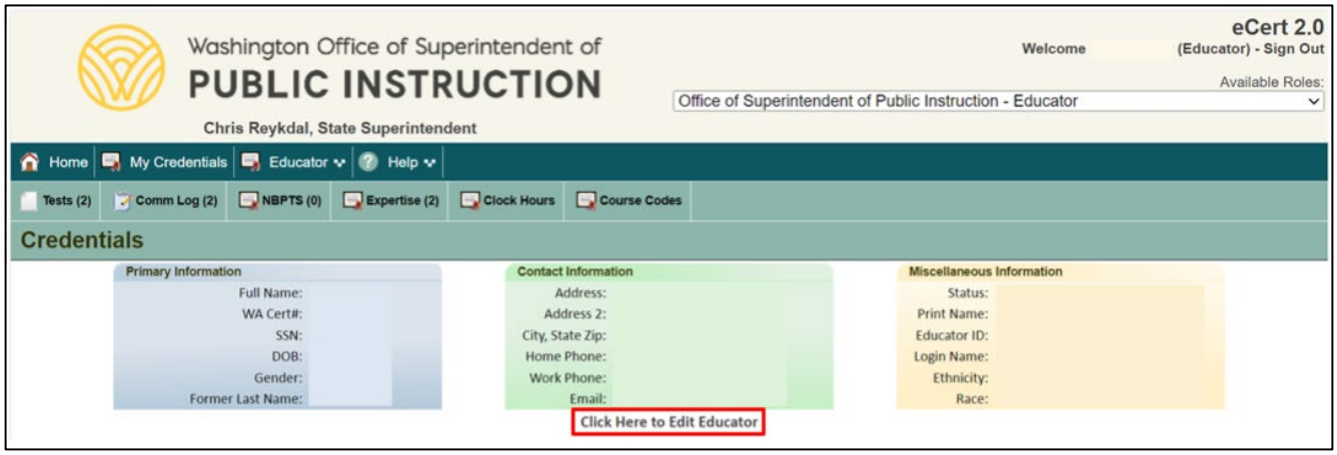
Educator Action Center



View My Credentials

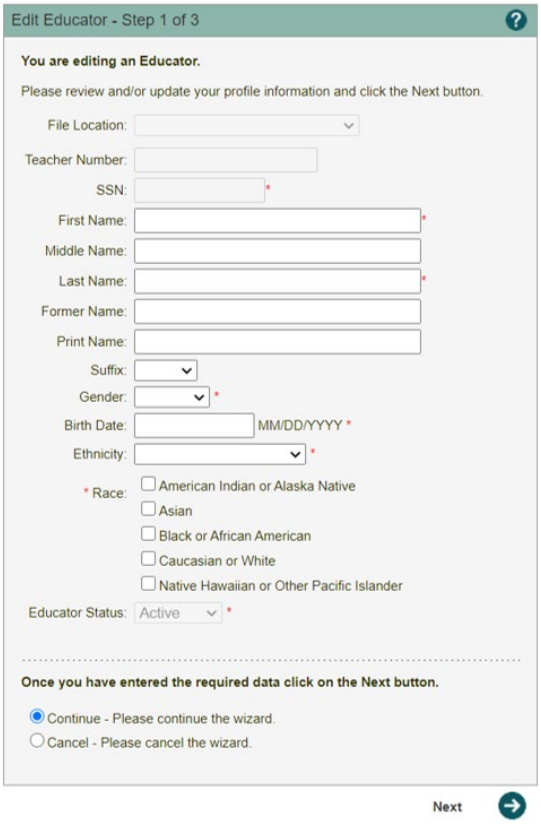
By selecting **My Credentials** on the toolbar, educators can view both their current and past credential information. Selecting this tab displays the educator's record, showing submitted applications and issued certificates.

After selecting **My Credentials**, the educator will be taken to the *Credentials* screen. At the top of the screen, their primary, contact, and miscellaneous information will be displayed.



Edit Educator Information

An educator can update their information by selecting **Click Here to Edit Educator.** A three-step wizard launches, guiding the educator through each step.



Step 1

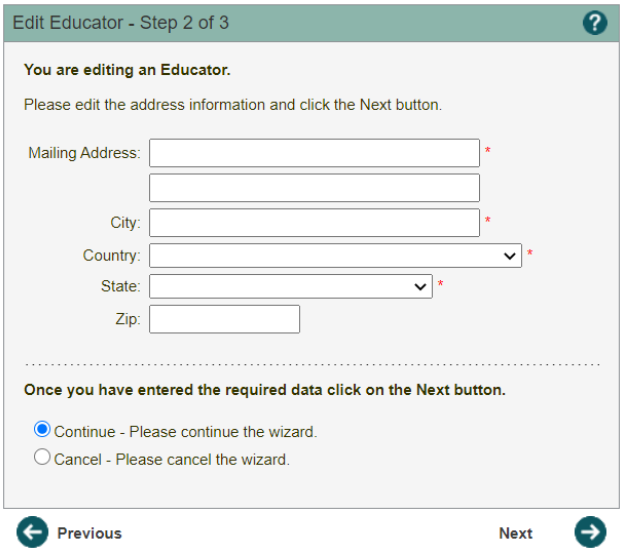
The first step allows the educator to update their profile information. For privacy, most information has been removed from the example. Fields marked with a red asterisk (*) are required. Some fields also include drop-down menus that allow the educator to select the appropriate option.

- Fill out all required fields.
- Follow date format when entering a date.
- To terminate the edit educator process, select **Cancel**. Then select **Next**.
- Once changes have been made, select **Next** to continue.

Step 2

The second step allows the educator to update their address, if applicable.

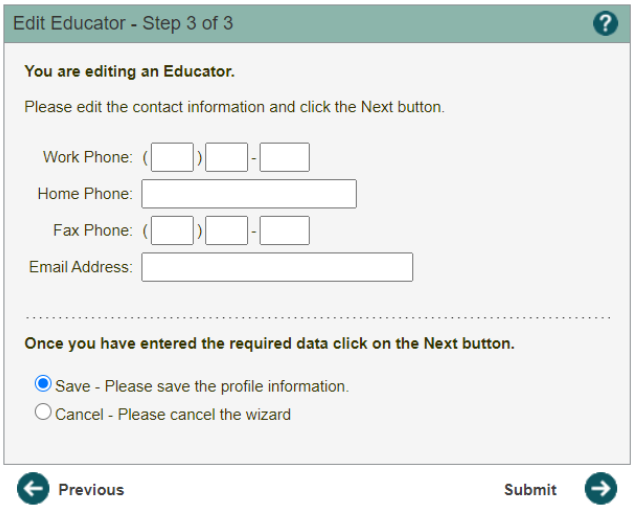
- Fill out all required fields.
- Follow date format when entering a date.
- To terminate the edit educator process, select **Cancel**. Then select **Next**.
- Once changes have been made, select **Next** to continue.



Step 3

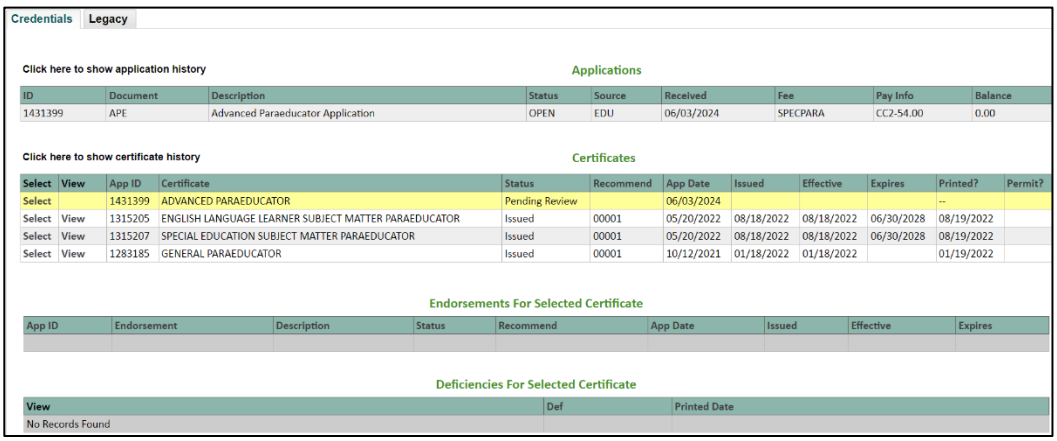
The third step allows the educator to change any contact information.

- Follow the numeric format when entering phone numbers.
- To terminate the edit educator process, select **Cancel**. Then select **Submit**.
- To return to the previous screen, select **Previous**.
- Select **Submit** to save Educator Information.



The second section of the *Credentials* screen displays the educator's applications, certificates, endorsements, and deficiencies for the selected certificates. By choosing **Select** under **Certificates**, the corresponding endorsements and deficiencies will show in the appropriately labeled sections.

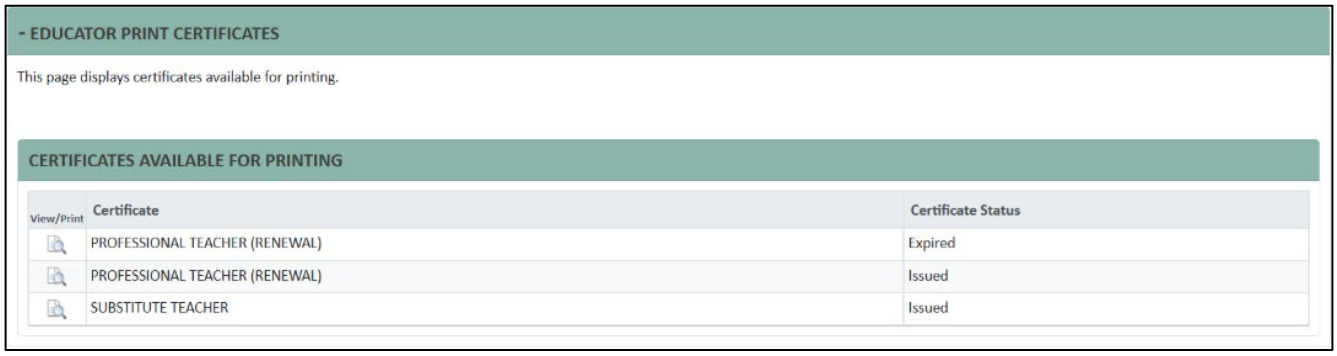
By selecting **Click here to show application history** next to **Applications,** the system will display all applications submitted by the educator. Similarly, selecting **Click here to show certificate history** next to **Certificates** will display all certificates—whether issued, expired, or deficient.



Educator Dashboard Menu

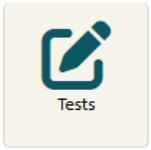
Print Certificates

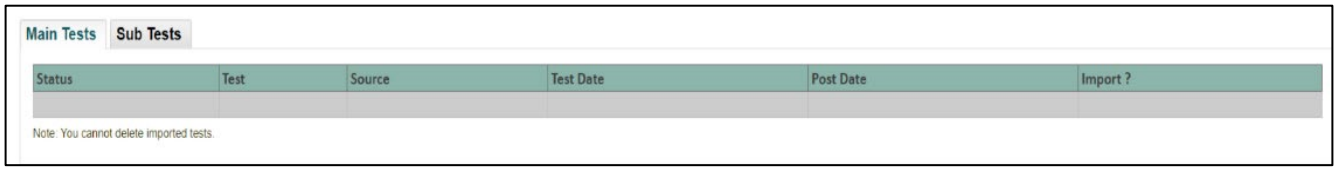
Print Certificates takes the educator to their credential details. By selecting this tile, they can view any issued or expired certificates and print an official copy of their Washington certificate.



Tests

Tests will launch the exams section. The user can view test information imported or added by an E-Certification Specialist. The Educator cannot modify or delete testing data. This is a view-only screen.



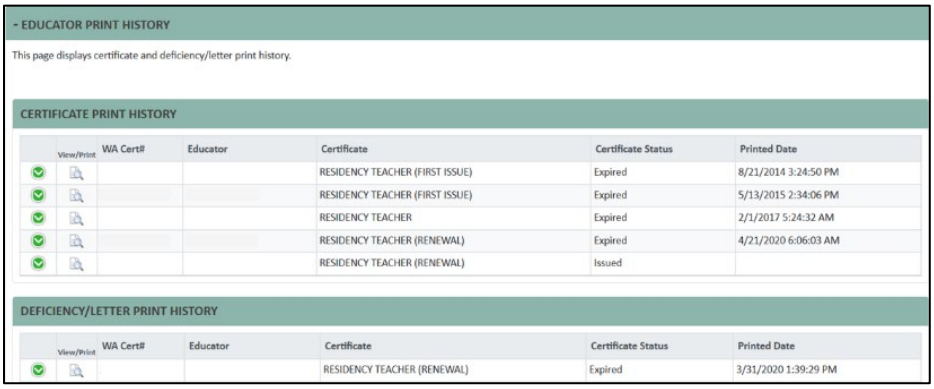


Fees

Fees tile allows the educator to view the fees they have submitted for applications. The Educator cannot modify or delete fee data. This is a view-only screen.

Print History

Print History displays and allows the educator to view a PDF copy of their certificate or any deficiency letter pertaining to their certification.



- EDUCATOR PRINT HISTORY

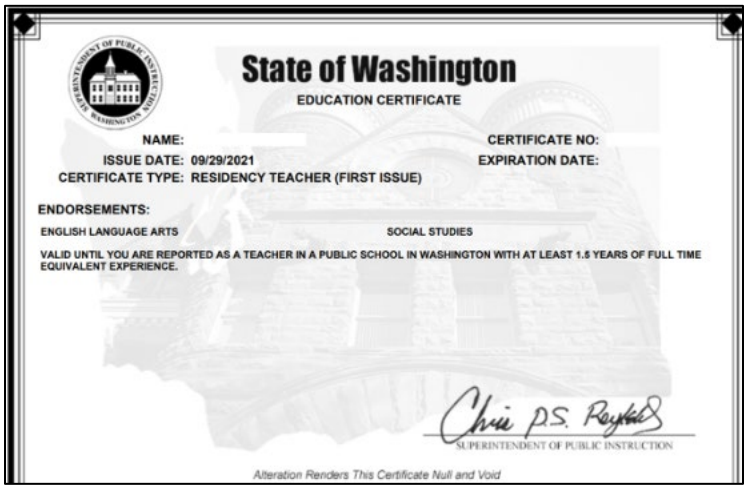
This page displays certificate and deficiency/letter print history.

CERTIFICATE PRINT HISTORY

View/Print	WA Cert#	Educator	Certificate	Certificate Status	Printed Date
			RESIDENCY TEACHER (FIRST ISSUE)	Expired	8/21/2014 3:24:50 PM
			RESIDENCY TEACHER (FIRST ISSUE)	Expired	5/13/2015 2:34:06 PM
			RESIDENCY TEACHER	Expired	2/1/2017 5:24:32 AM
			RESIDENCY TEACHER (RENEWAL)	Expired	4/21/2020 6:06:03 AM
			RESIDENCY TEACHER (RENEWAL)	Issued	

DEFICIENCY/LETTER PRINT HISTORY

View/Print	WA Cert#	Educator	Certificate	Certificate Status	Printed Date
			RESIDENCY TEACHER (RENEWAL)	Expired	3/31/2020 1:39:29 PM



State of Washington

EDUCATION CERTIFICATE

NAME: CERTIFICATE NO:

ISSUE DATE: 09/29/2021 EXPIRATION DATE:

CERTIFICATE TYPE: RESIDENCY TEACHER (FIRST ISSUE)

ENDORSEMENTS:

ENGLISH LANGUAGE ARTS SOCIAL STUDIES

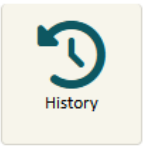
VALID UNTIL YOU ARE REPORTED AS A TEACHER IN A PUBLIC SCHOOL IN WASHINGTON WITH AT LEAST 1.5 YEARS OF FULL TIME EQUIVALENT EXPERIENCE.

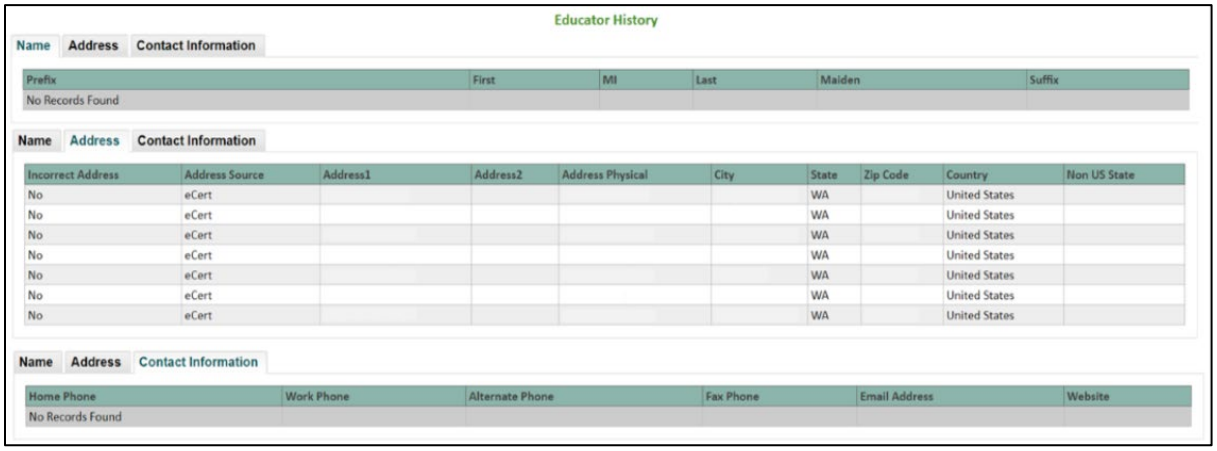
SUPERINTENDENT OF PUBLIC INSTRUCTION

Alteration Renders This Certificate Null and Void

History

History allows educators to view their personal information, such as name, address, and contact information. The Educator cannot modify or delete any History data. This is a view-only screen.





Educator History

Name | Address | Contact Information

Prefix	First	MI	Last	Maiden	Suffix
No Records Found					

Name | Address | Contact Information

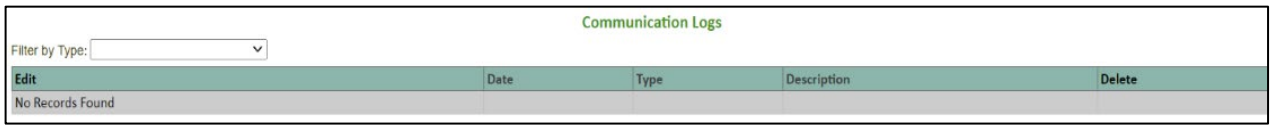
Incorrect Address	Address Source	Address1	Address2	Address Physical	City	State	Zip Code	Country	Non US State
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	
No	eCert					WA		United States	

Name | Address | Contact Information

Home Phone	Work Phone	Alternate Phone	Fax Phone	Email Address	Website
No Records Found					

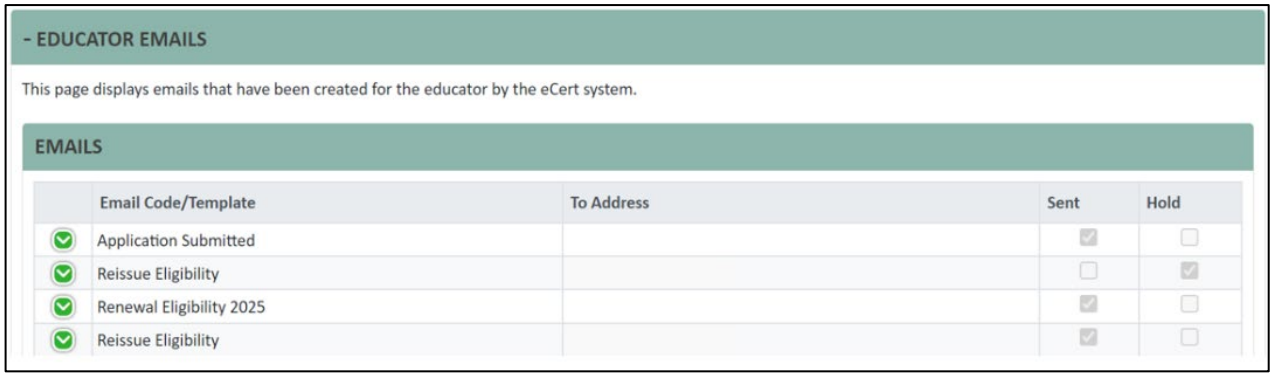
Communication Log

Comm log will display any notes pertaining to the educator, if applicable. The educator cannot modify or delete any Comm Log data. This is a view-only screen.



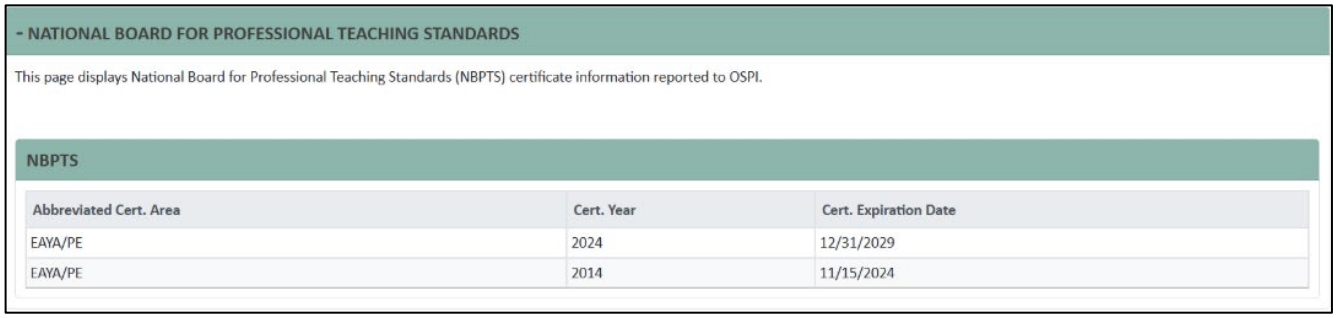
Emails

Emails will display automatic or prompted emails sent from the eCert system with certificate information.



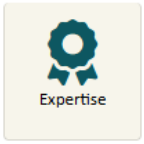
National Board for Professional Teacher Standards (NBPTS)

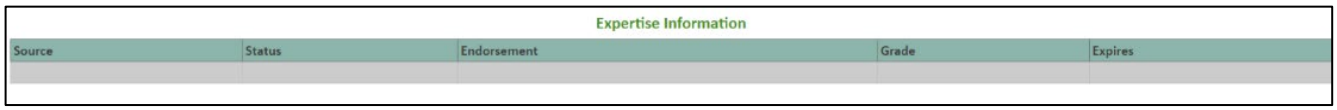
NBPTS will display NBPTS information. This is the imported data for your NBPTS certificate.



Expertise

Expertise displays the educator's area of expertise. The educator cannot modify or delete any Expertise data. This is a view-only screen.



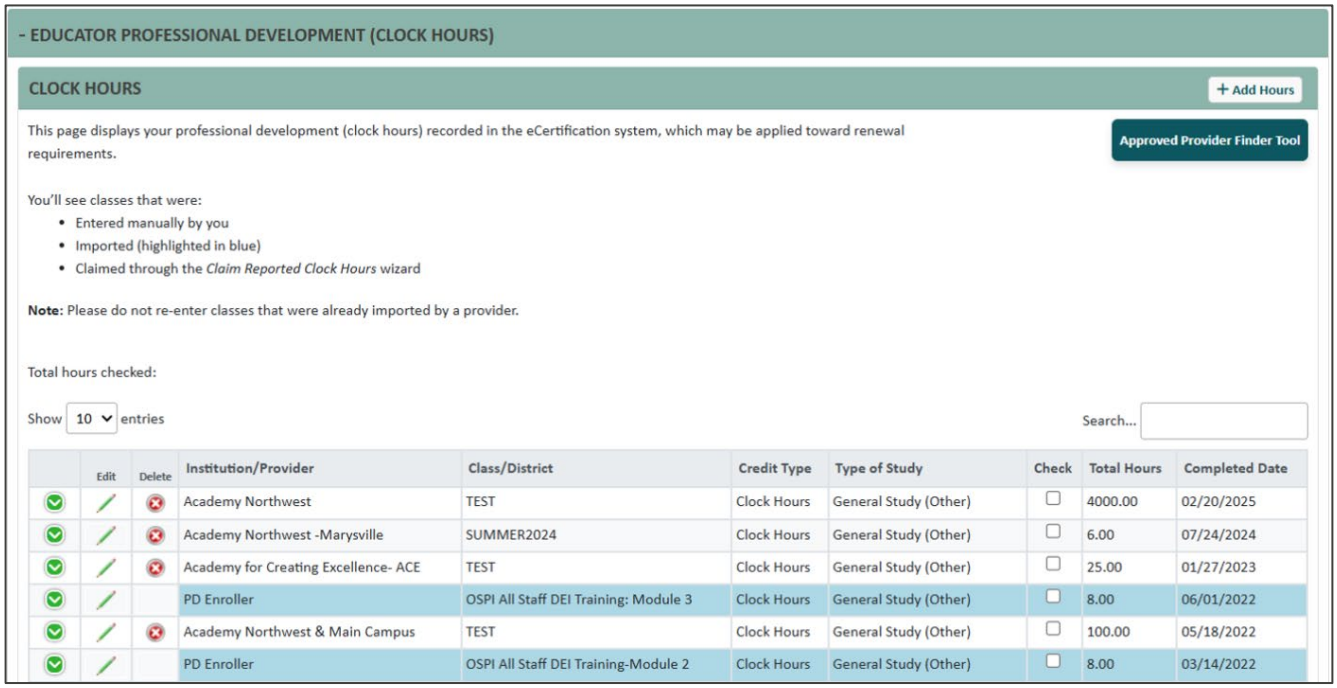


Clock Hours

By selecting **Clock Hours**, educators can view their individually added or approved provider-imported clock hours. In addition, educators can add, edit, and delete clock hour information.

Add Clock Hours

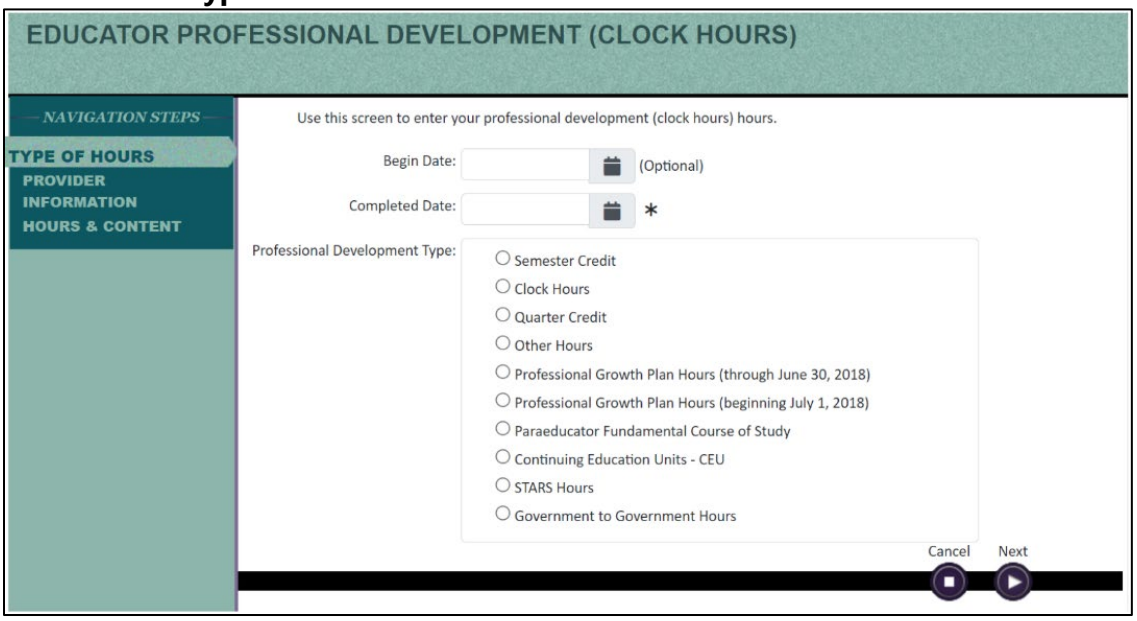
To add clock hours, select **+ Add Hours**. If you have pdEnroller or approved provider imported classes, data will appear in this section highlighted in blue. Educators cannot delete PdEnroller data.



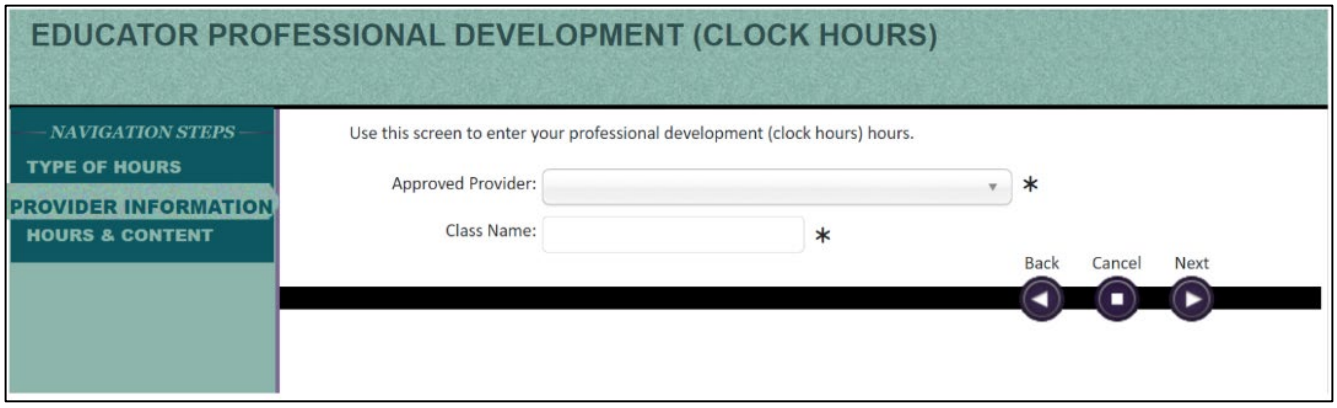
By selecting **+ Add Hours**, eCert will launch the wizard steps to add hours:

- Enter information in all required fields symbolized by a red asterisk (*).
- Select the drop-down arrow to choose the appropriate available option.
- Use the specified format for entering dates.
- To terminate the wizard, select **Cancel**. Then select **Close Wizard**.
- To save clock hours, select **Save**.

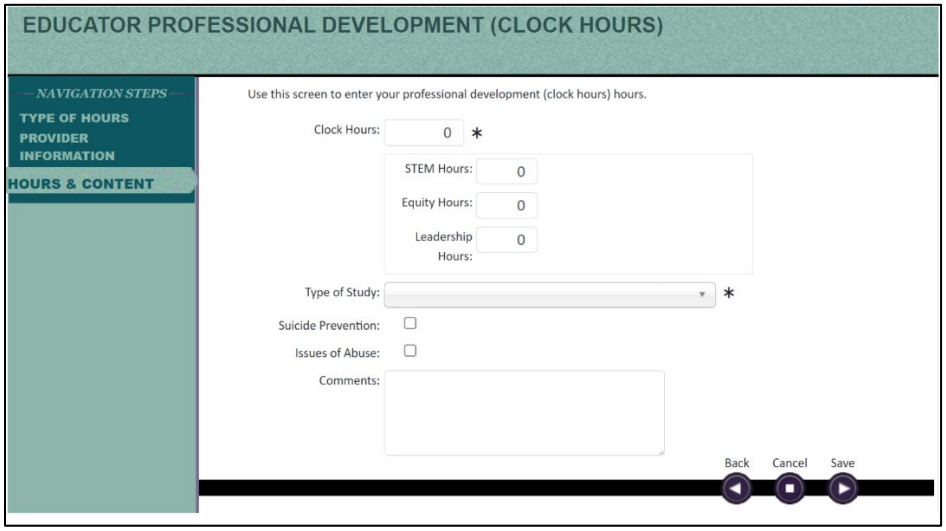
Clock Hours Wizard-Type of Hours



Clock Hours Wizard-Provider Information



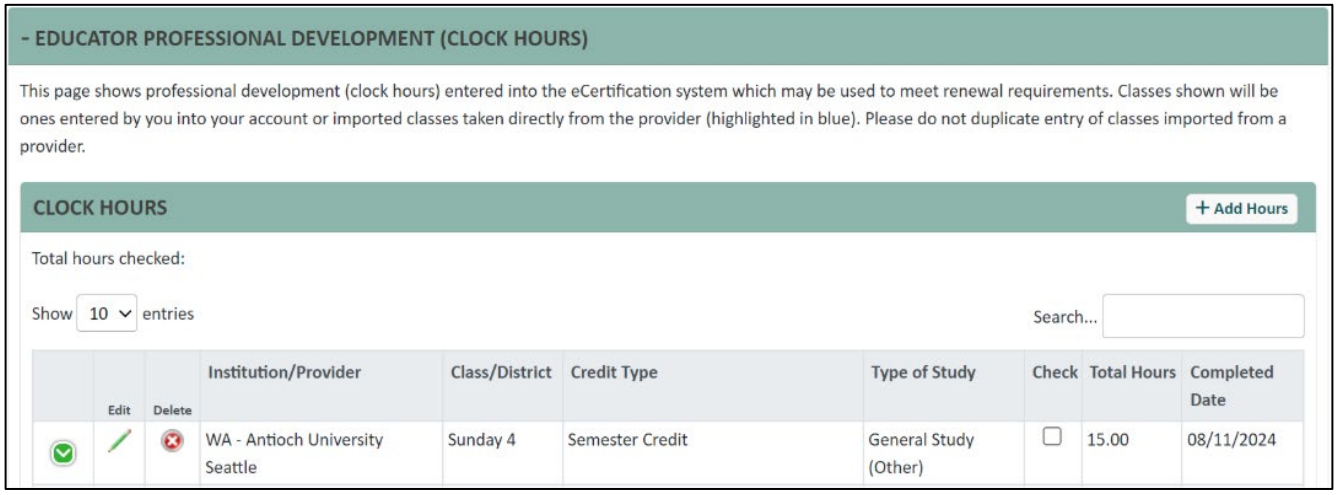
Clock Hours Wizard-Hours & Content



Edit Clock Hours

Selecting the **Edit Icon** (a green pencil) launches the Educator Clock Hours wizard. If applicable, follow the steps below.

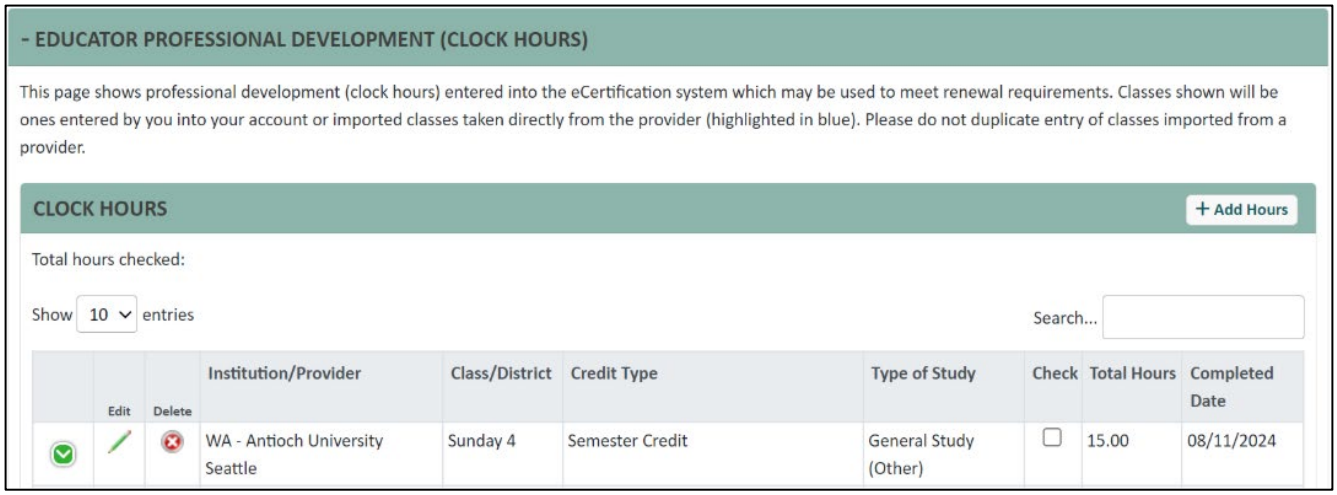
- Make changes to already entered data.
- To terminate the wizard, select **Cancel**. Then select **Close Wizard**
- To save clock hours, select **Save.**

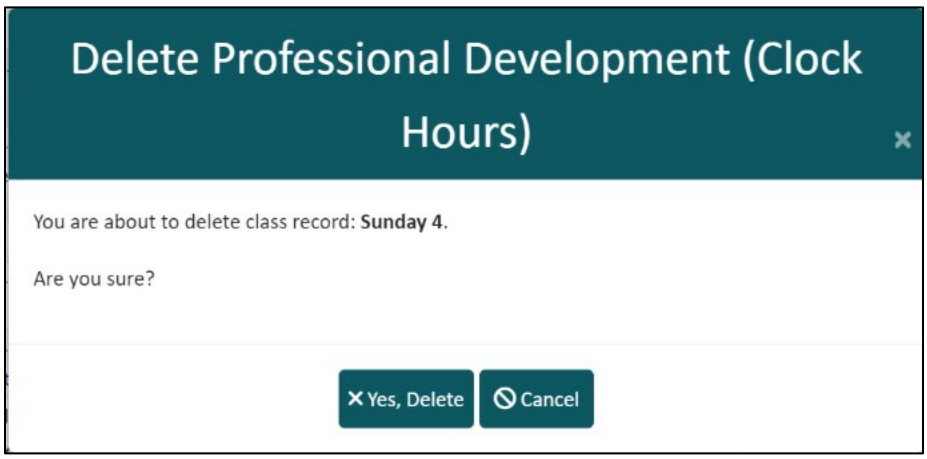


Delete Clock Hours

Selecting the Delete Icon (a red X) opens a wizard to confirm deletion.

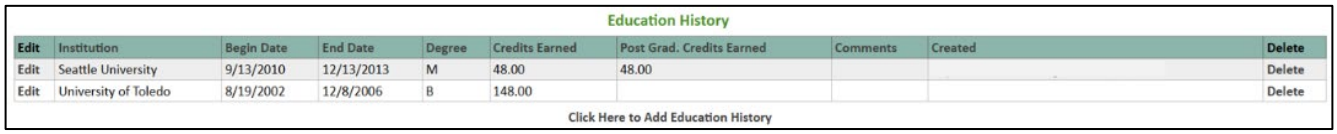
- Review information to verify deletion.
- To terminate the wizard, select **Cancel**.
- To delete clock hours, select **Yes, Delete**, and the entry will be removed from eCert.





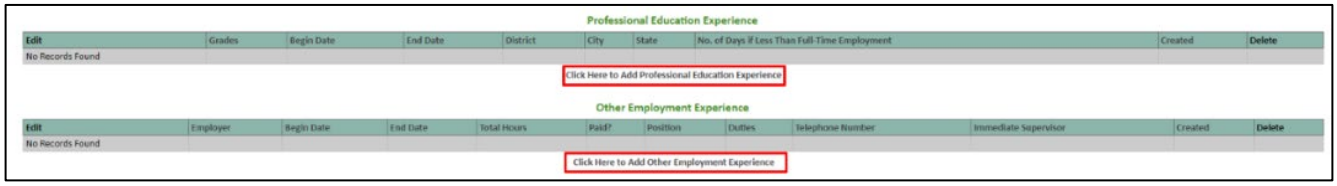
Education History

By selecting **Education History**, the educator's education history will display, if applicable.



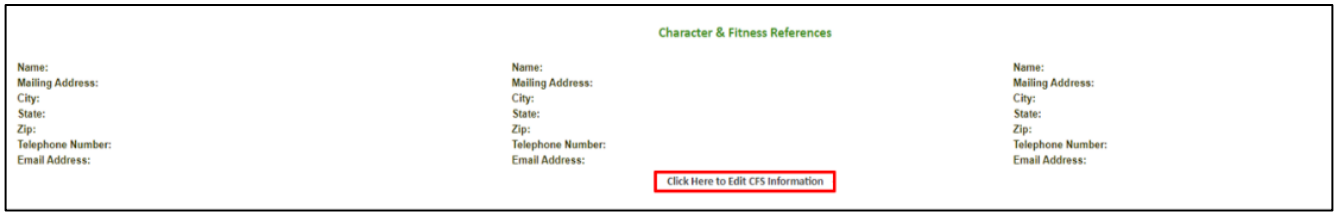
Work History

By selecting **Work History**, the educator's work history will display, if applicable.



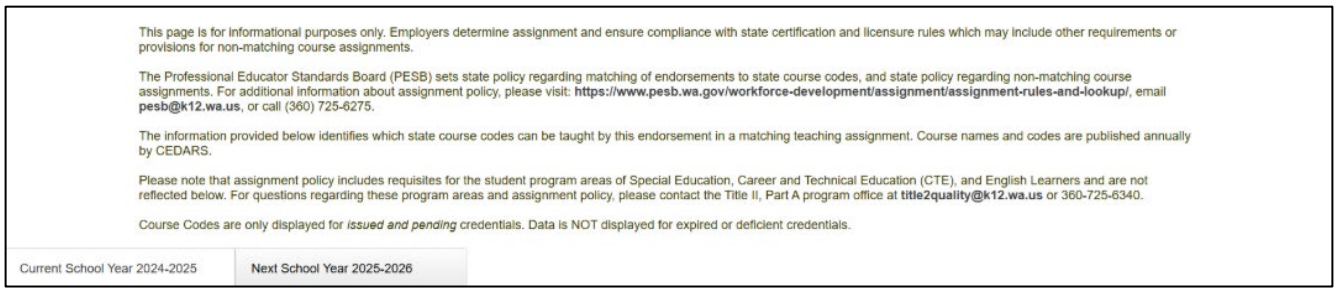
Character and Fitness References

By selecting **References**, the educator's character and fitness references will display, if applicable.



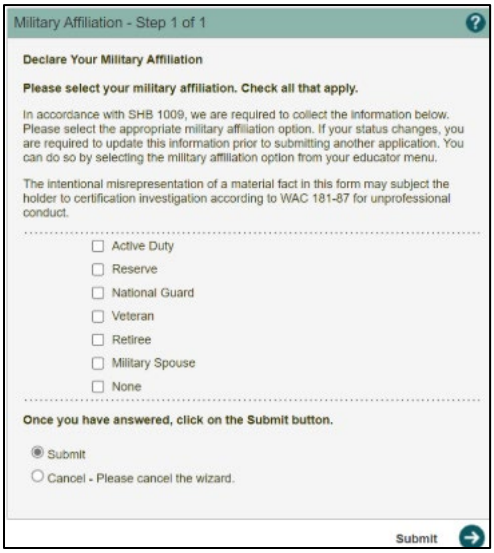
Course Codes

By selecting **Course Codes**, information is provided to identify which state course codes can be taught by each endorsement area, if applicable.



Military Affiliation

By selecting **Military Affiliation**, a wizard step will appear, allowing you to modify the already selected affiliation options. Check all that apply.



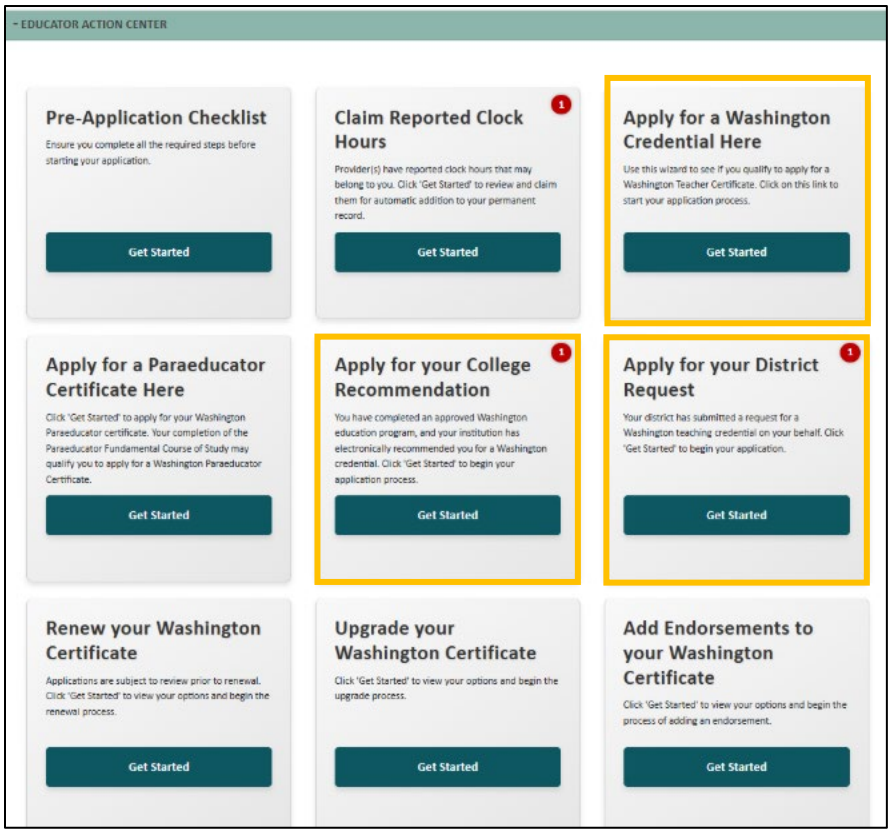
Applications & Wizards

Each application includes a wizard that guides educators through the submission process step by step. While each wizard is designed for a specific application, many steps are shared across different applications.

Most wizards follow a consistent format. Some fields use drop-down menus, some accept only numeric values, and most fields are required. Required fields are marked with a red asterisk (*). If a required field is left blank, an error message will explain what information is needed before the educator can continue.

For multi-step wizards, navigation buttons such as **Next**, **Previous**, and **Submit** appear at the bottom of the page to guide users through the process. Educators may also cancel the application by selecting **Cancel**. If an application is canceled, the educator must restart the application from the beginning to complete the certification process.

This user guide will walk educators through the college candidate options highlighted below and demonstrate how the application process works via step-by-step wizards. These examples will help educators understand how to navigate and complete any application process, regardless of the certificate they are applying for.



College Candidate Certificate Options

Pre-Residency Clearance Application

Pre-Residency Clearance allows college and university teacher candidates to be approved for field experience and student instruction placements in schools.

If you have previously held a Washington state certificate, you may see different application options based on your certification history. Most first-time candidates in a Washington state preparation program should apply for Pre-Residency Certification Clearance.

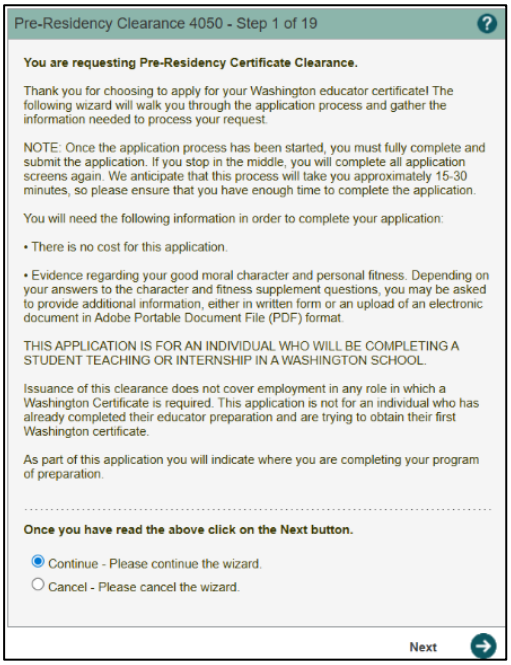
To apply, select **Get Started** under **Apply for a Washington Credential** and choose Pre-Residency Certification Clearance from the available options.

From here, the application wizard will guide you through each step of the process. Most of the steps are like those used for other certificate applications in eCert.

Because most first-time candidates do not have professional teaching experience, many sections and tables will be blank. In these cases, select **Yes, the information above is correct**.

Step 1: Application Overview

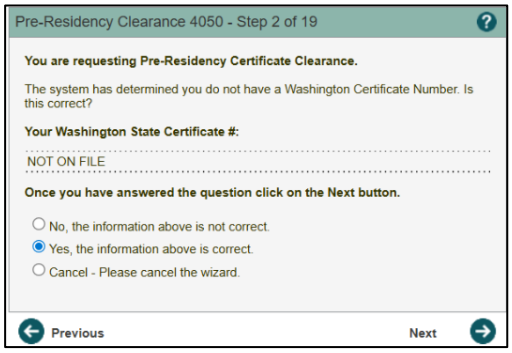
- Read the information about the Pre-Residency Application process.
- If you want to stop the application, select **Cancel**, then **Next**.
- To continue with the application, select **Next**.



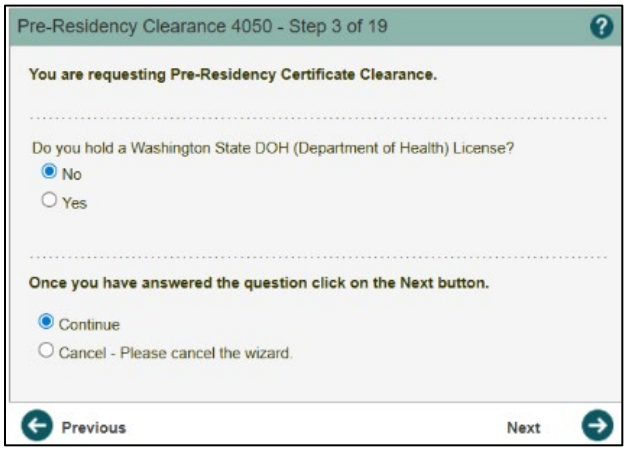
Step 2–6: Professional Experience

- Select **Yes** or **No** for each question.
- To exit the application without continuing, select **Cancel**.
- Select **Next** to proceed.

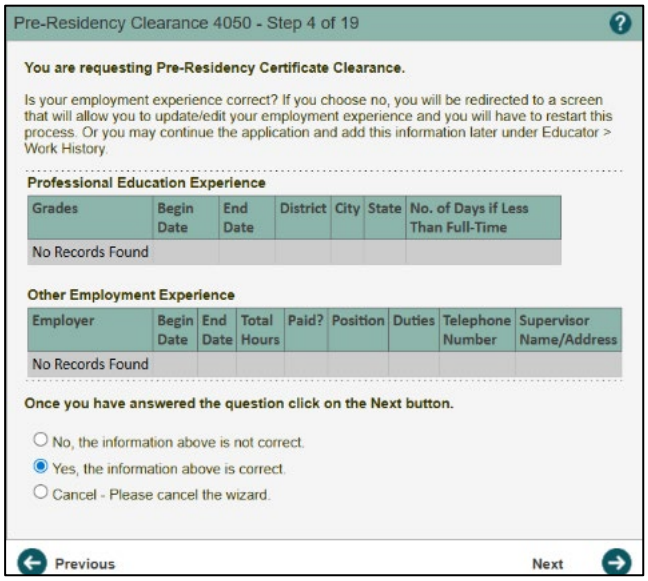
Washington Certification



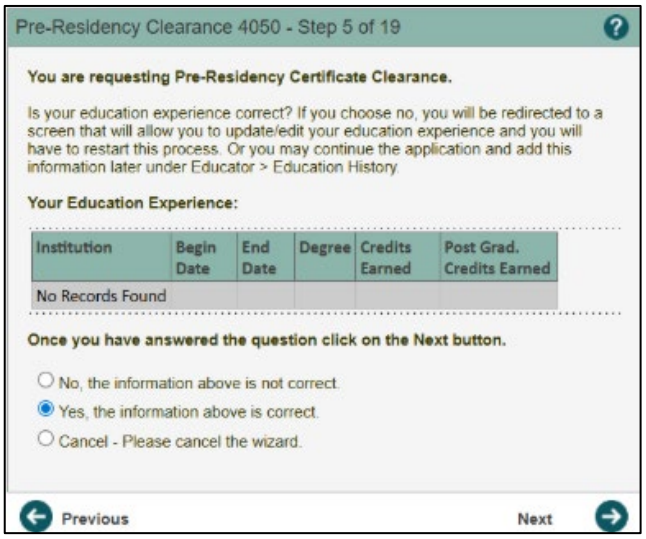
Department of Health (DOH) License



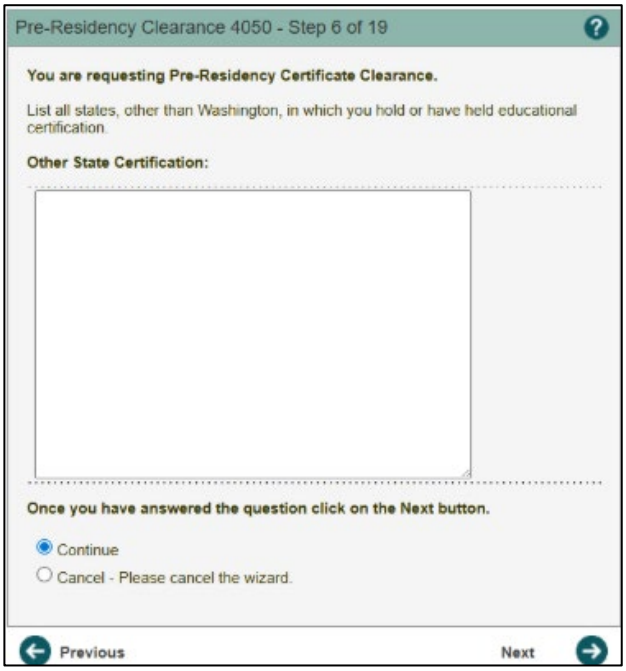
Employment Experience



Education History

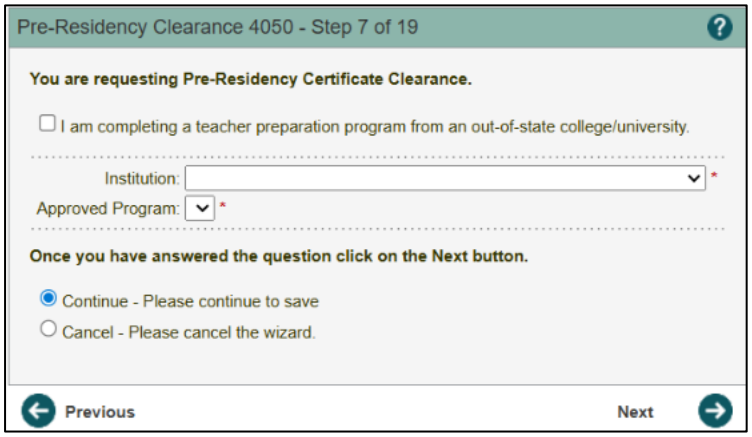


Other State Certification



Step 7: Select Your Preparation Program

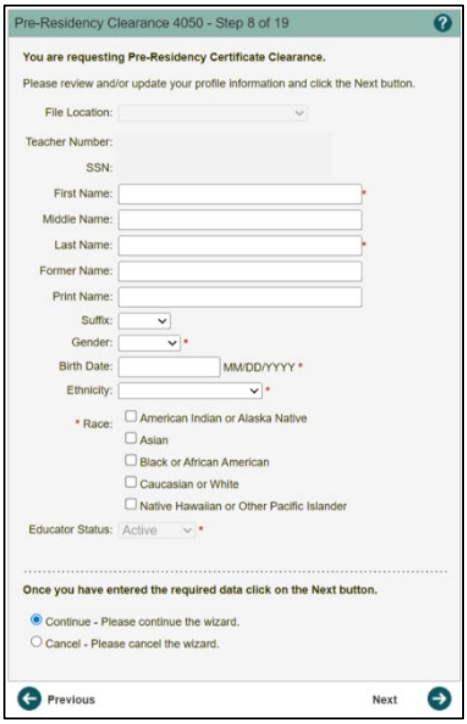
- Select the in-state college or university preparation program you are attending or indicate that you are completing an out-of-state program.
- Select **Continue** and **Next** to move forward in the application.
- To exit the application without continuing, select **Cancel**.



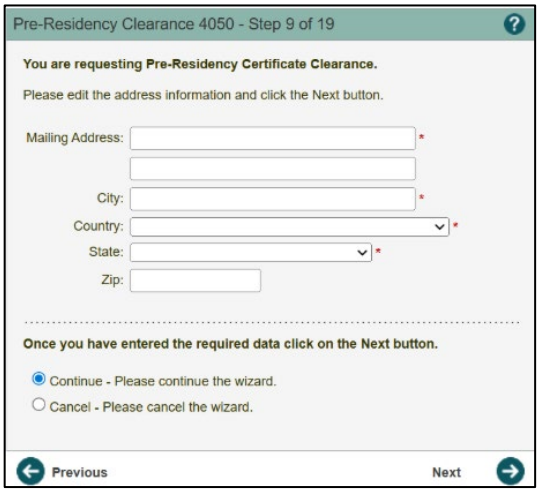
Steps 8–10: Update Your Profile Information.

- Complete any required fields, select the appropriate options from drop-down menus, applicable checkboxes, and enter dates and numbers in the specified format.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

Profile Information



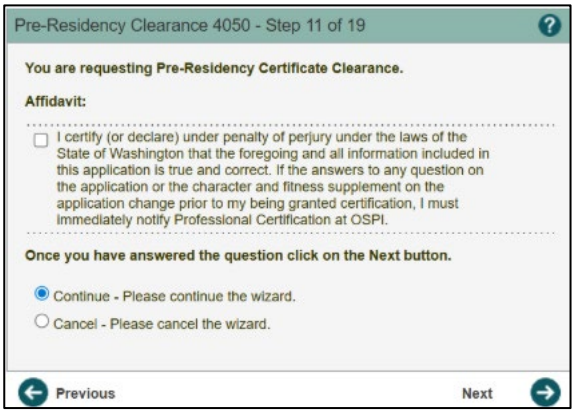
Mailing Address



Contact Information

Step 11: Complete the Affidavit

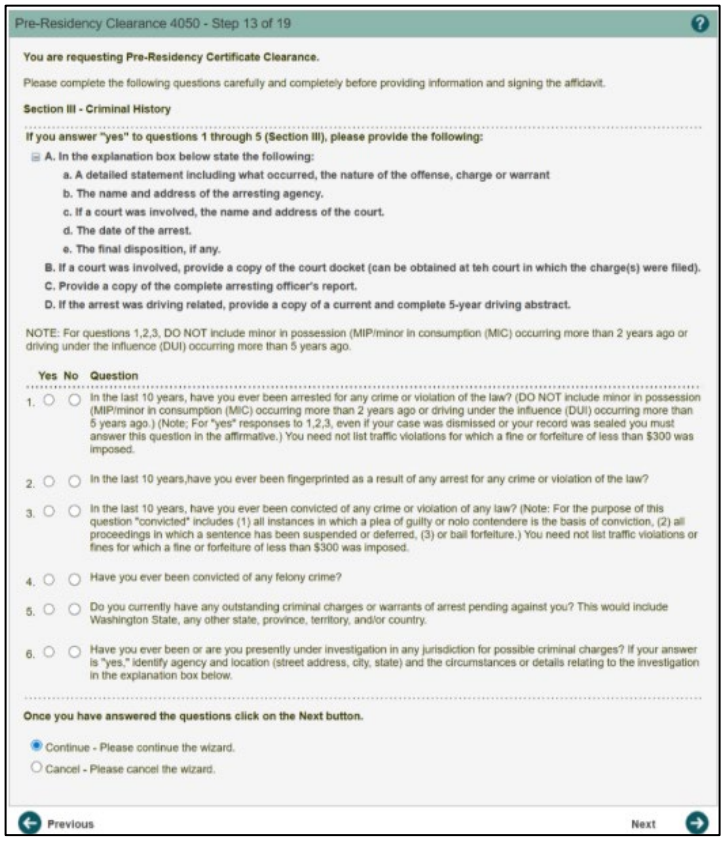
- Select the checkbox to electronically sign the affidavit.
- Answer all affidavit questions by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



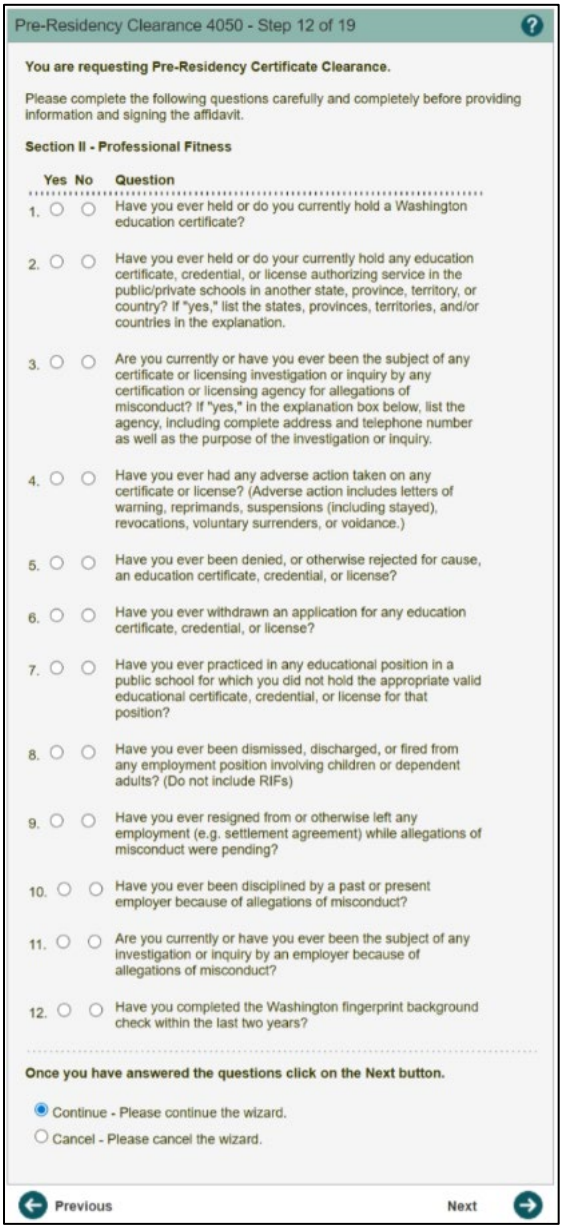
Steps 12–14: Complete the Criminal History and Fitness Questions

- Answer each question by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

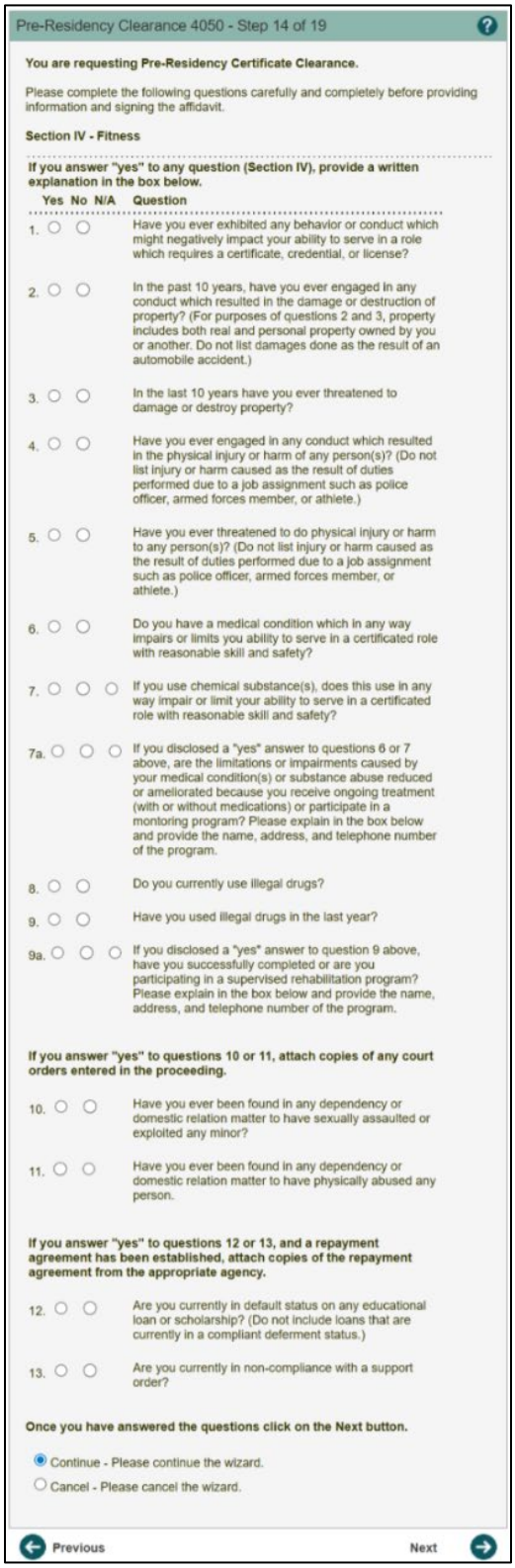
Section III-Criminal History



Section II-Professional Fitness



Section IV-Fitness


Pre-Residency Clearance 4050 - Step 14 of 19

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.	○	○		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.	○	○		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.	○	○		In the last 10 years have you ever threatened to damage or destroy property?
4.	○	○		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.	○	○		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.	○	○		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.	○	○	○	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.	○	○	○	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 montoring 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.

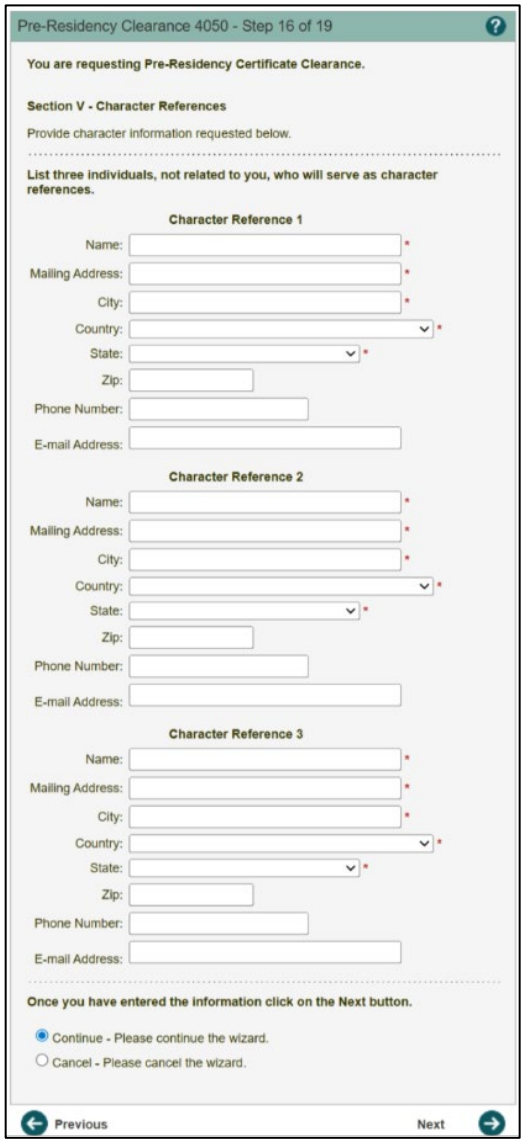
◉ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

Previous Next

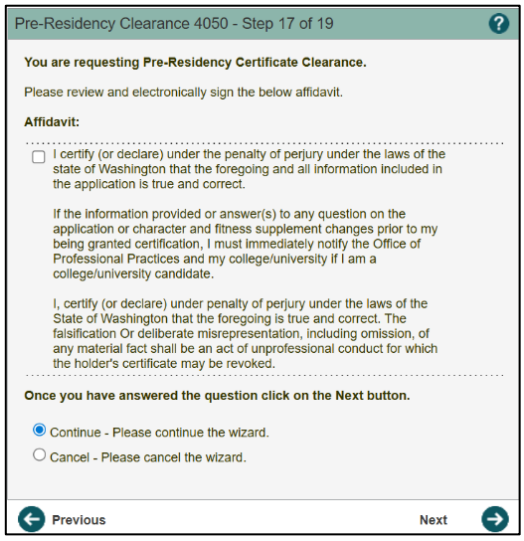
Step 16: Character References

- Complete all required fields.
- Select the appropriate options from the drop-down lists.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



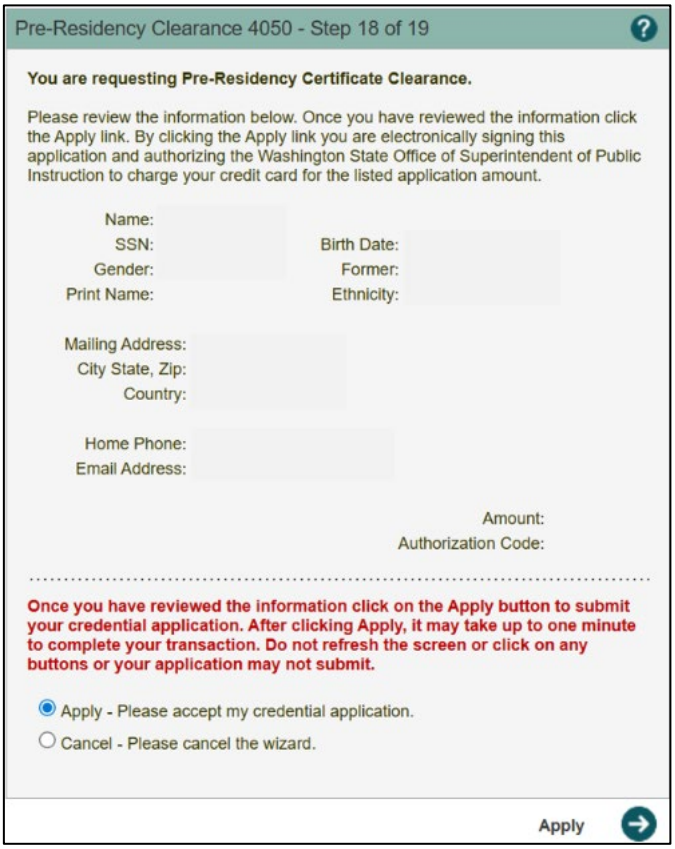
Step 17: Application Affidavit

- Read the affidavit and select the checkbox to electronically sign the affidavit
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



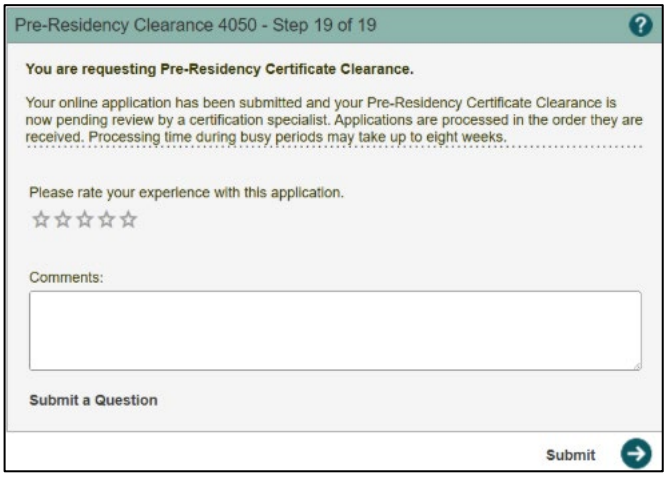
Step 18: Application Confirmation

- Review the application information for accuracy.
- To cancel the application, select **Cancel**, then **Next**.
- To continue, select **Apply- Please accept my application**, then **Next**.



Step 19: Experience Rating

- Select a star rating and, if desired, provide comments.
- Select **Submit** to finish the application and return to your credential screen.
- To skip this step, simply select **Submit**.



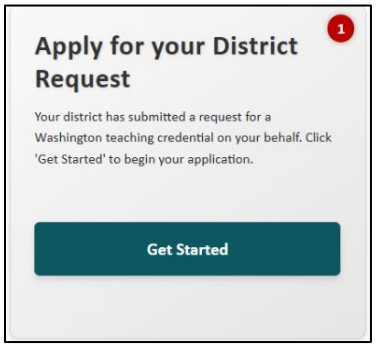
Once you have completed the application and are cleared, your Pre-Residency Certificate Clearance will become available for viewing from your *Credentials* page.

Intern Substitute Applications

In some cases, teacher candidates may qualify for an Intern Substitute certificate while completing their field experience.

This certificate is only available when a school district identifies a need and starts the application. The candidate's college or university preparation program must also approve the request. Candidates should confirm their eligibility with both the school district and preparation program before applying to help avoid unnecessary application fees or a denied application.

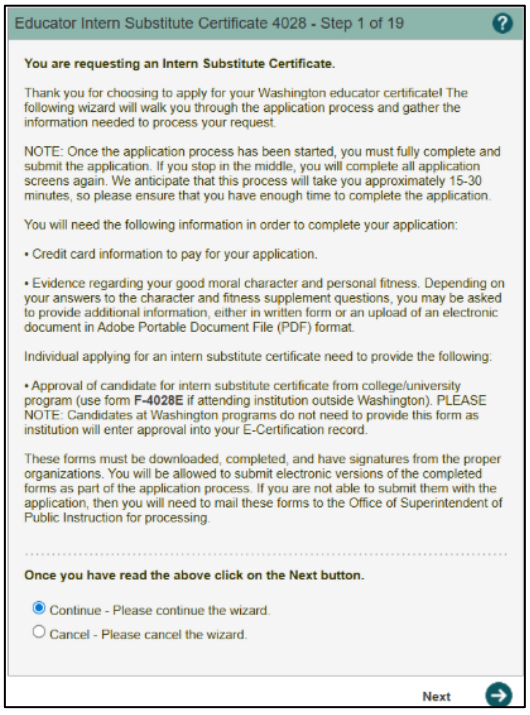
The application process begins with the school district. Once the request has been initiated, the candidate should log in to eCert and select **Get Started** under **Apply for your District Request**.



After selecting the Intern Substitute Credential application, the candidate will be guided through the process in eCert. To complete the application, the candidate must pay all required fees.

Step 1: Application Overview

- Read the information about the Intern Substitute Certificate Application process.
- If you want to stop the application, select **Cancel**, then **Next**.
- To continue with the application, select **Next**.

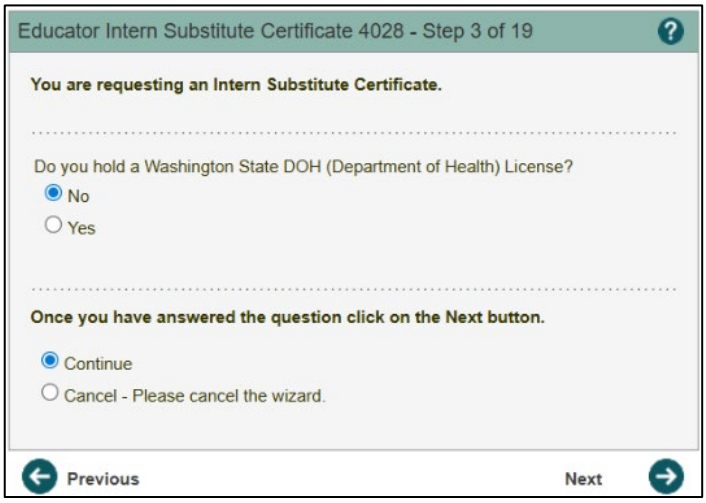


Step 2–5: Professional Experience

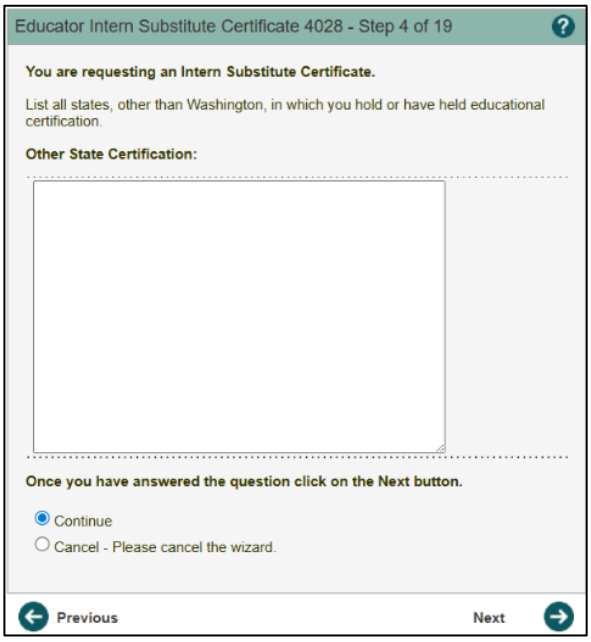
- Select **Yes** or **No** for each question.
- To exit the application without continuing, select **Cancel**.
- Select **Next** to proceed.

Washington Certification

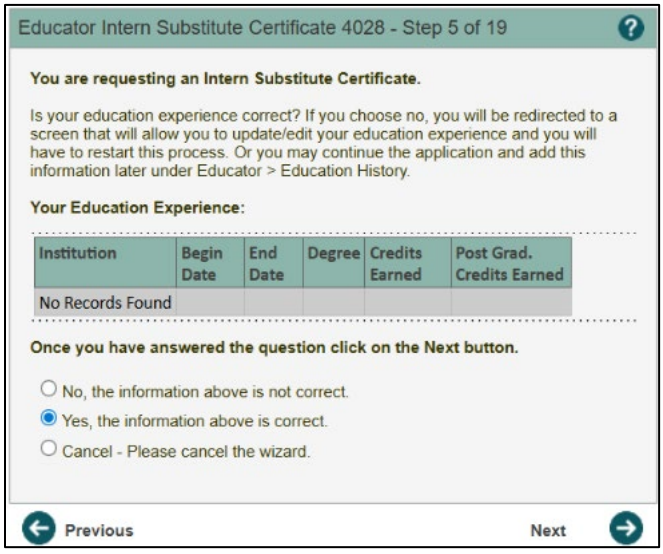
Department of Health (DOH) License



Other State Certification

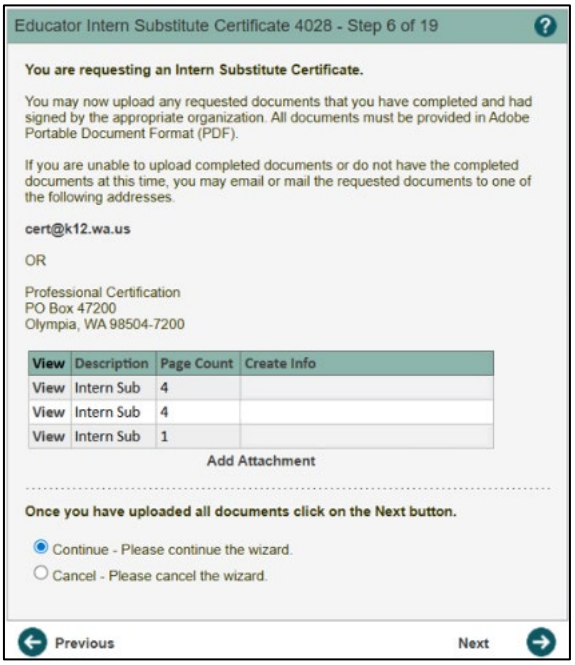


Education History



Step 6: Upload Documentation

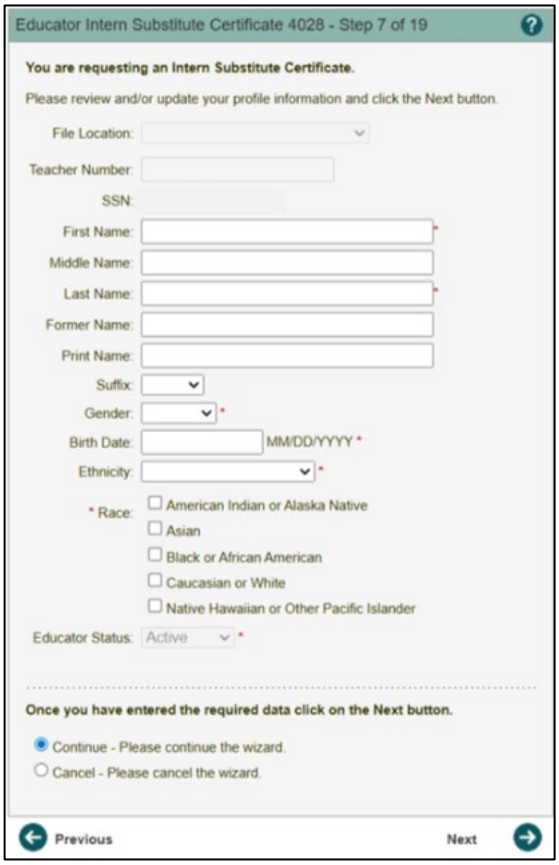
- Upload any requested documents by selecting **Add Attachment**.
- To exit the application without continuing, select **Cancel**.
- Select **Next** to proceed.



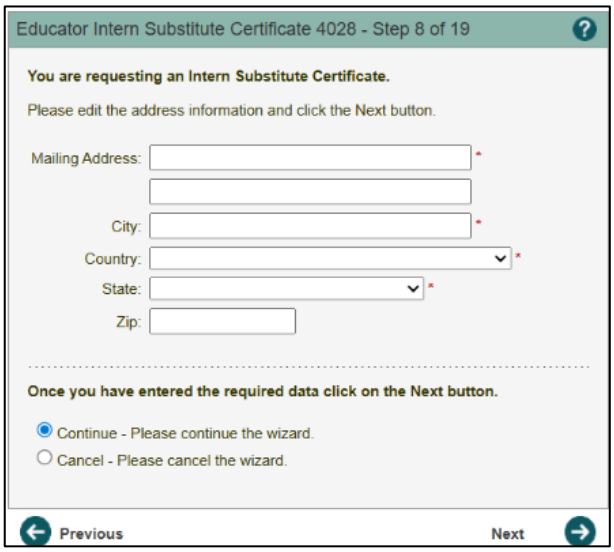
Steps 7–9: Update Your Profile Information.

- Complete any required fields, select the appropriate options from drop-down menus, applicable checkboxes, and enter dates and numbers in the specified format.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

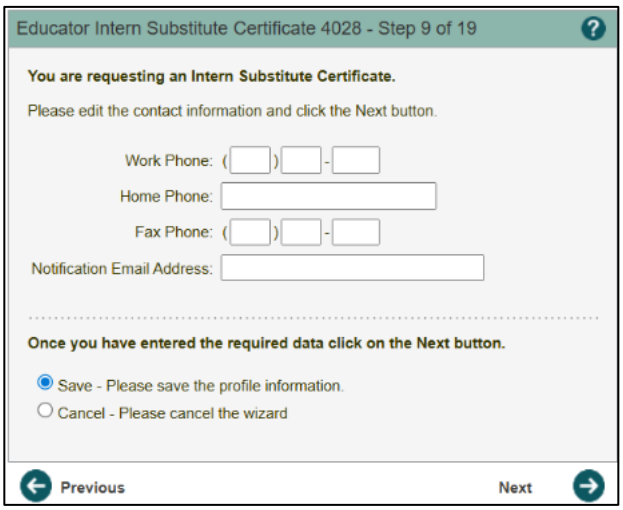
Profile Information



Mailing Address

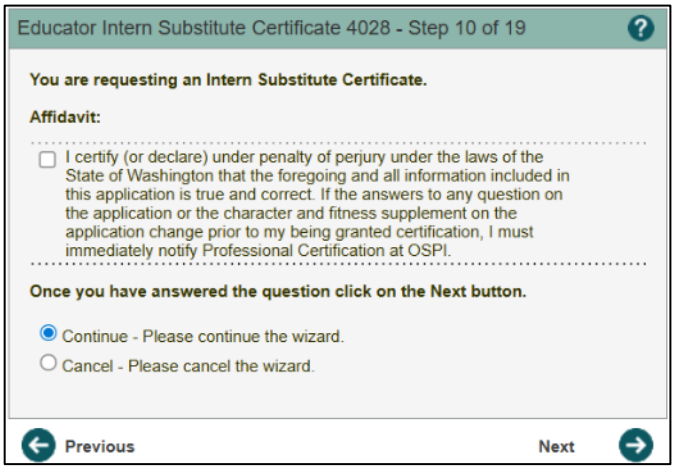


Contact Information



Step 10: Complete the Affidavit

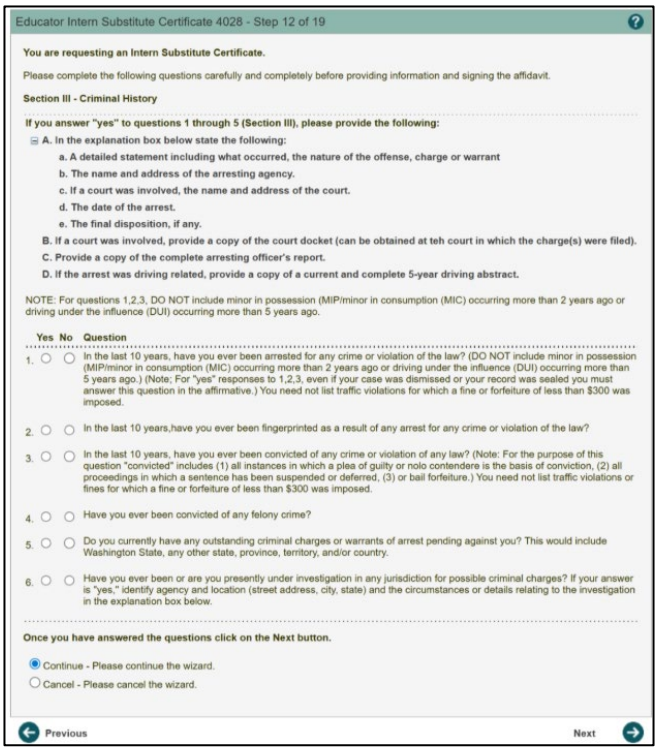
- Select the checkbox to electronically sign the affidavit.
- Answer all affidavit questions by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



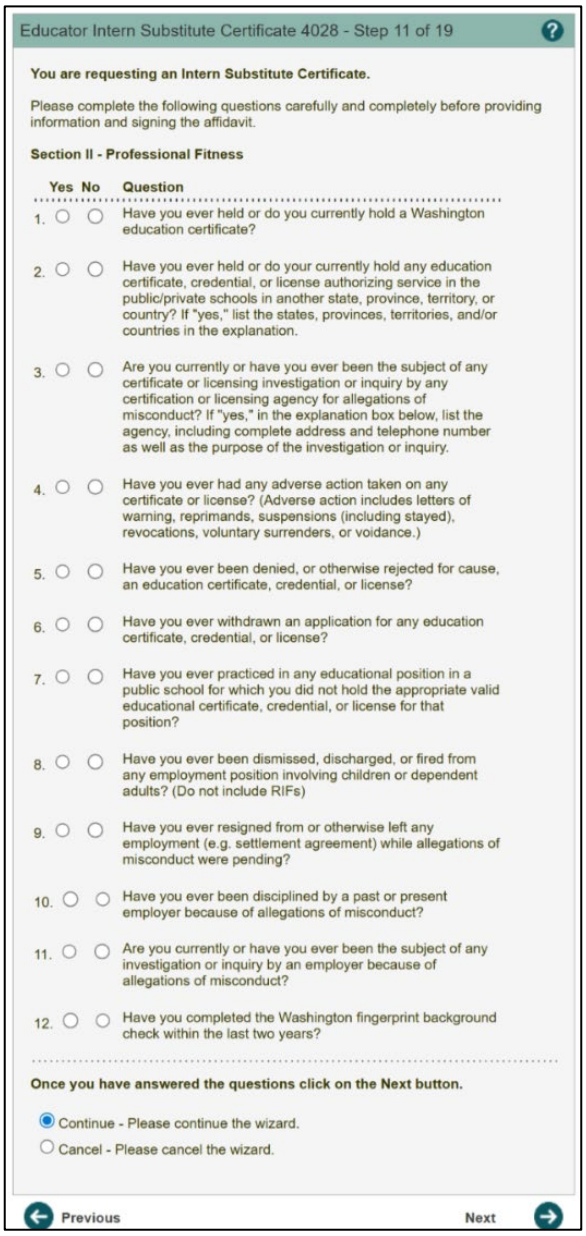
Steps 11–13: Complete the Criminal History and Fitness Questions

- Answer each question by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

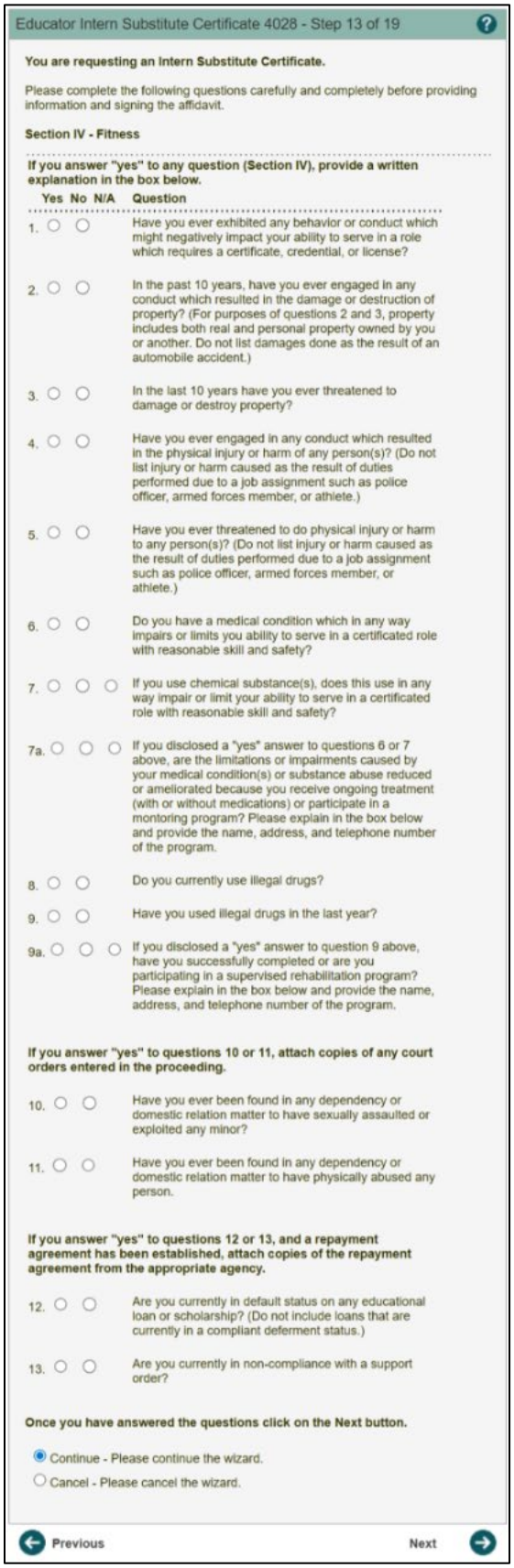
Section III-Criminal History



Section II-Professional Fitness

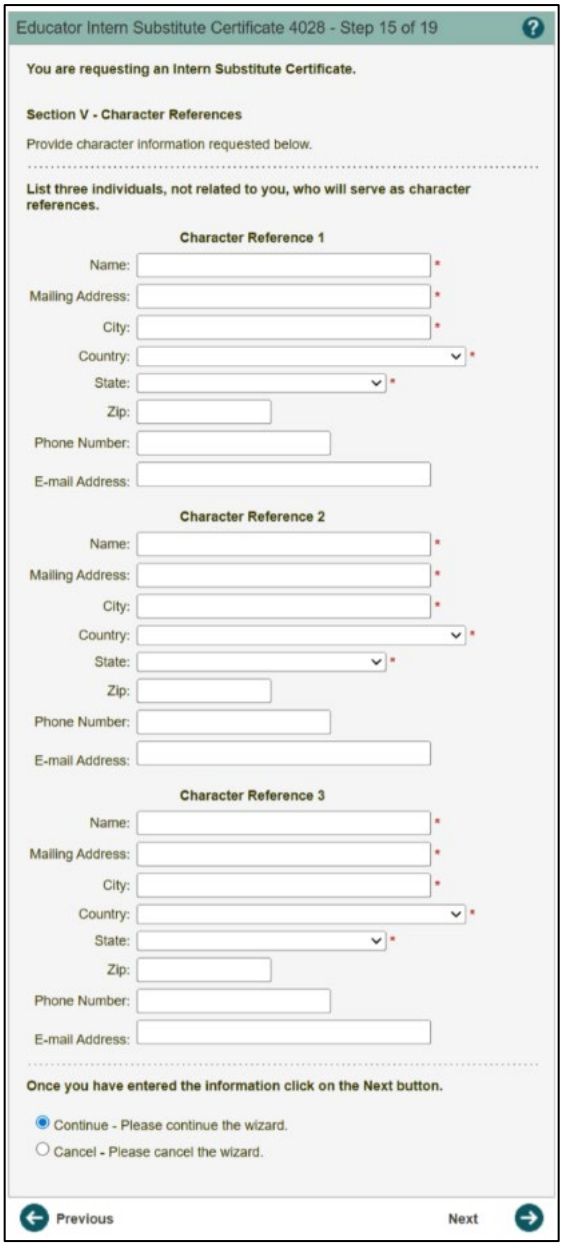


Section IV-Fitness



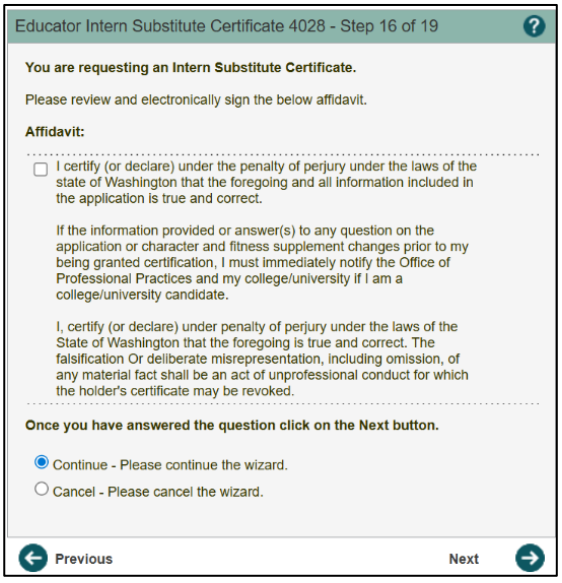
Step 15: Character References

- Complete all required fields.
- Select the appropriate options from the drop-down lists.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



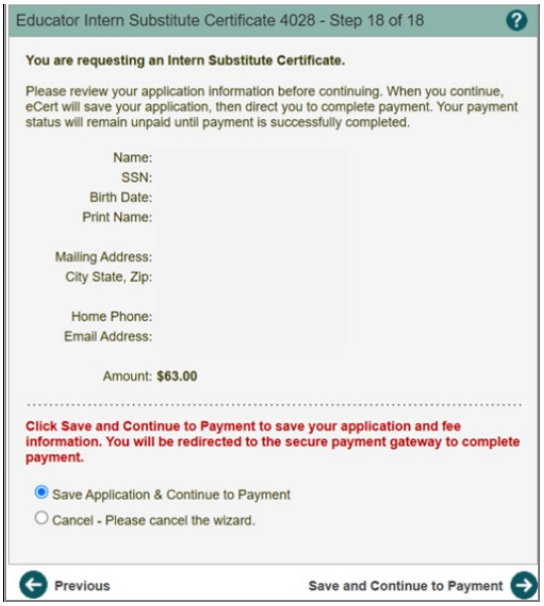
Step 16: Application Affidavit

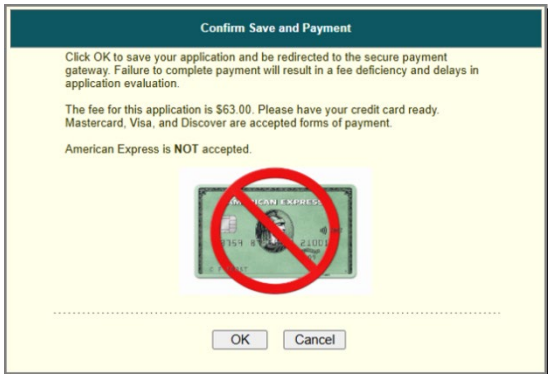
- Read the affidavit and select the checkbox to electronically sign the affidavit
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



Step 18: Payment Gateway

- Select **Save Application and Continue to Payment**
- Then, select **OK** on the Confirm Save and Payment pop-up to submit the application and be redirected to the payment gateway.

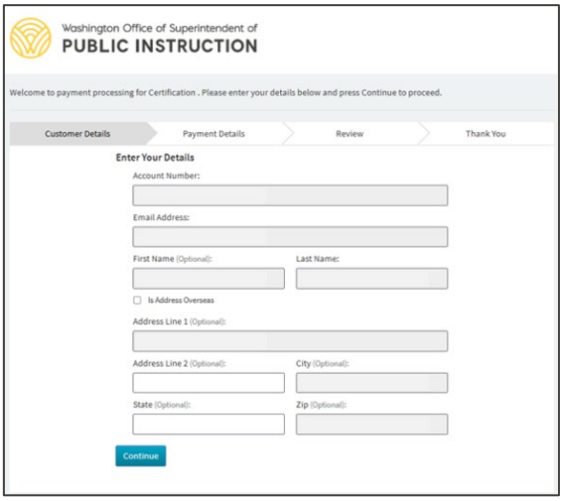




Completing a Payment

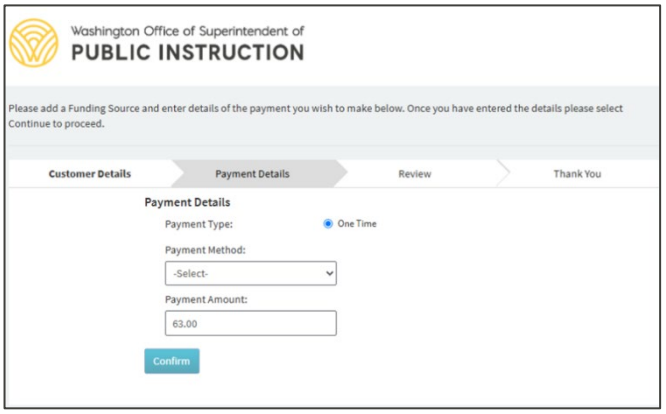
Step 1: Customer Details

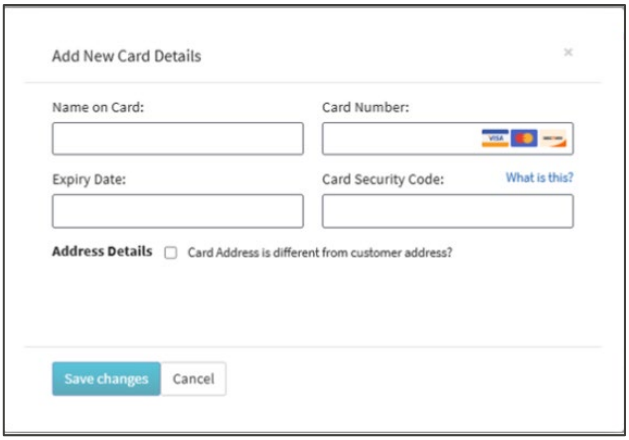
- Complete any required fields.
- Select **Continue** to move to the next screen.

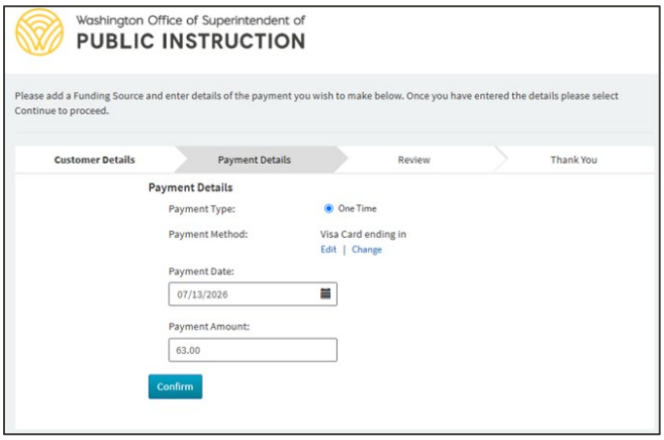


Step 2: Payment Details

- Select the **Payment Method** drop-down.
- Pick the **New Card Account** option
- Select **Confirm** to open the credit card details pop-up.
- Add the credit card details in the pop-up.
- Review and **Confirm** the payment.

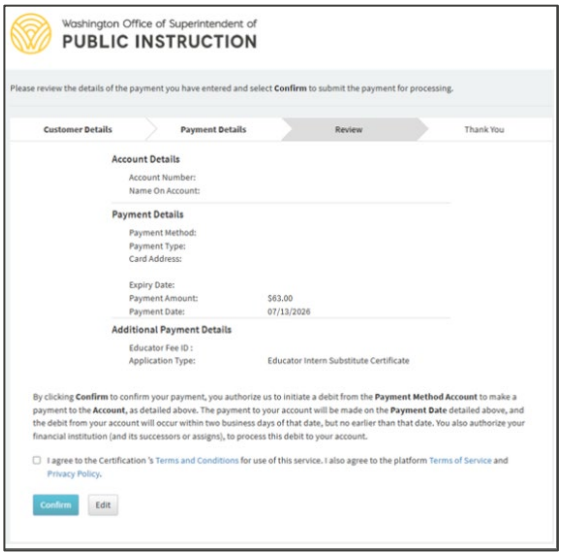






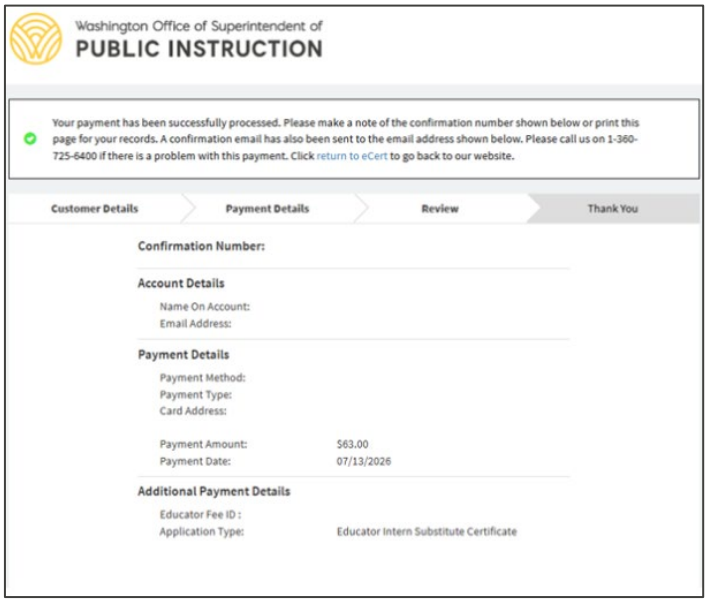
Step 3: Review and Submit

- Review your payment information for accuracy.
- **Check the box** to agree to the Terms of Service and Privacy Policy.
- Select **Edit** to change information.
- Select **Confirm** to submit the payment.



Step 4: Return to eCert for Application Status

After making a successful payment, select **return to eCert** from the payment page, and you will be redirected to the *Educator Action Center*. Select the *My Credentials* tab to view the application status.



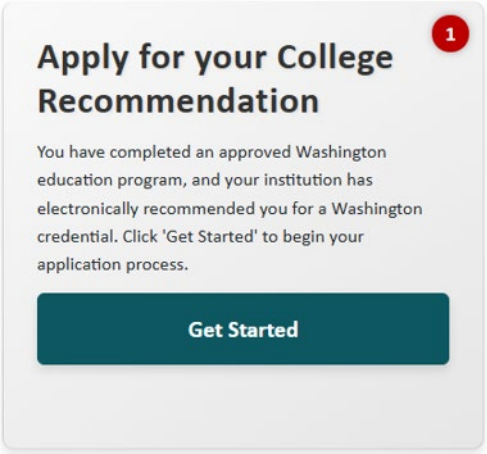
After the candidate submits the application, the OSPI Professional Certification Department will review it and verify approval of the Intern Substitute certificate.

Once approved, the certificate will be issued electronically through eCert. The candidate, school district, and college or university program administrator can view and print the certificate.

The Intern Substitute certificate is valid for up to two years, as indicated by the expiration date on the certificate. It allows the candidate to serve as a substitute teacher for the classroom in which they are completing their field experience when the regular teacher is absent.

Apply for Your College Recommendation

If applicable, the following link will appear on the Educator's Action Center.



To apply for your college recommendation, select **Get Started** on the **Apply for Your Washington College Recommendation** tile.

The Educator Recommendation List will open. Select **Apply for Credential** to begin your application if the program status is **Completed Program**.

If the status is **Pre-Completion of Program**, contact your college or university before applying.

Educator Recommendation List

College Recommendations Awaiting Application

Application	Certificate	Status	Institution	Recommended	Apply
4201 - Institutional Admin	A320815 - RESIDENCY ADMINISTRATOR (RENEWAL)	Pre Completion of Program	WA-Central Washington University	4/19/2021	Contact Institution
1535 - WA Institution Endorsement App	T230700 - CONTINUING TEACHER	Completed Program	WA-Central Washington University		Apply For Credential
4401 - Institutional Teaching	T310600 - RESIDENCY TEACHER (FIRST ISSUE)	Completed Program	WA-Central Washington University	4/19/2021	Apply For Credential

If the above credential is in a **Pre-Completion of Program** status then your institution has not marked your recomendation complete at this time. Please contact your recommending institution for more information on what you need to do to complete the program.

If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

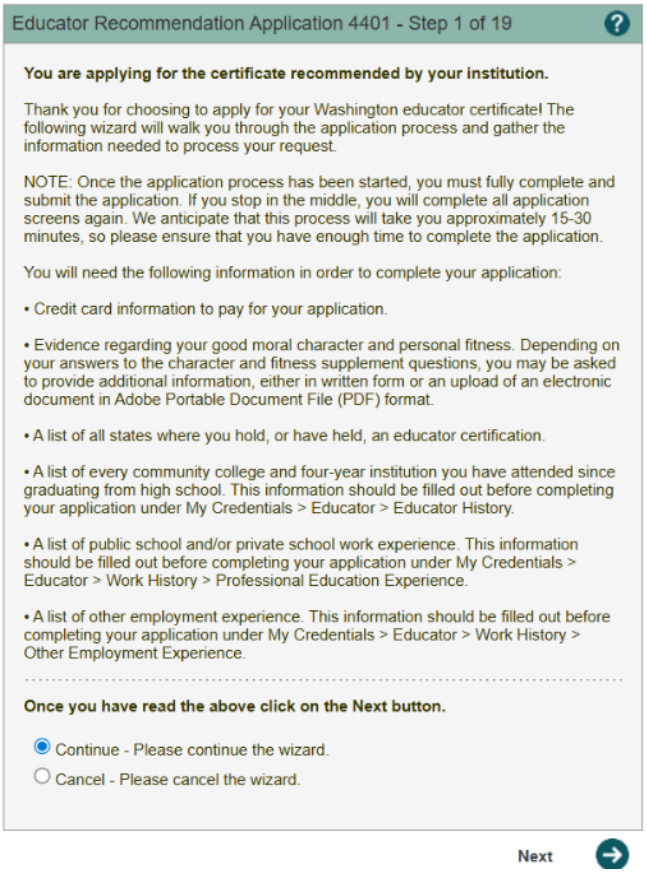
Selecting **Apply for Credential** starts the application wizard.

Follow the instructions on each step. Depending on the information you provide, some steps may be skipped automatically.

The example below shows one type of recommendation application. Although recommendation types vary, the application process is similar, and the wizard will display the steps and information required for your specific recommendation.

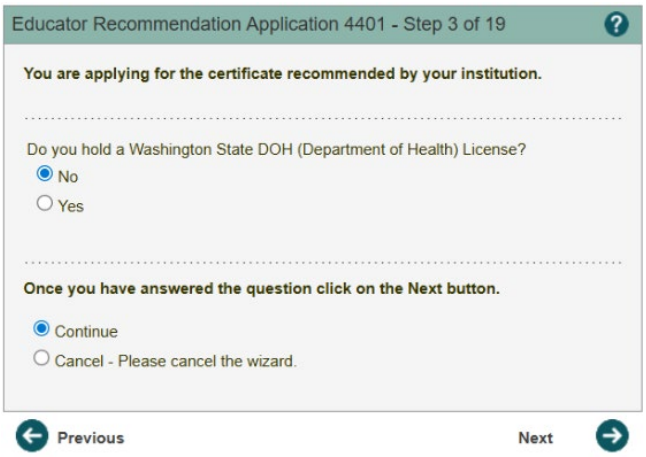
Step 1: Application Overview

- Read the information about the Educator Recommendation Application process.
- If you want to stop the application, select **Cancel**, then **Next**.
- To continue with the application, select **Next**.



Step 3: Professional Experience

- Select **Yes** or **No** for each question.
- To exit the application without continuing, select **Cancel**.
- Select **Next** to proceed.

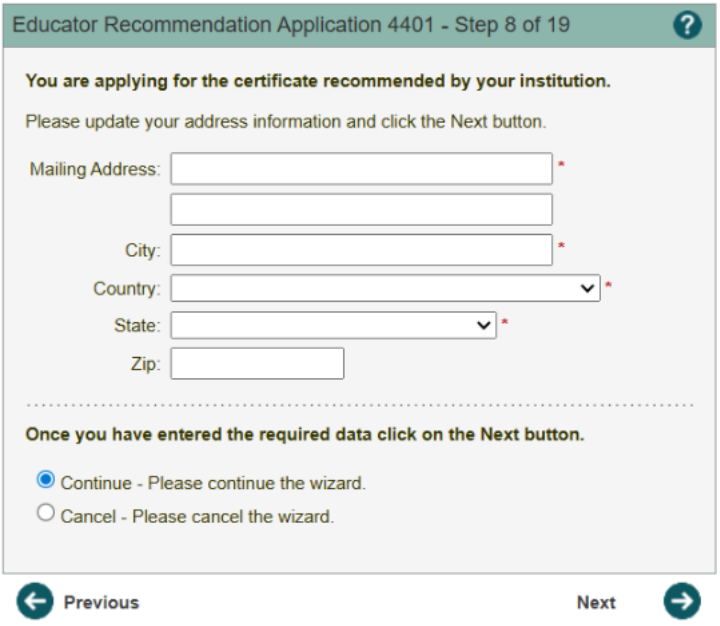


Steps 7–9: Update Your Profile Information.

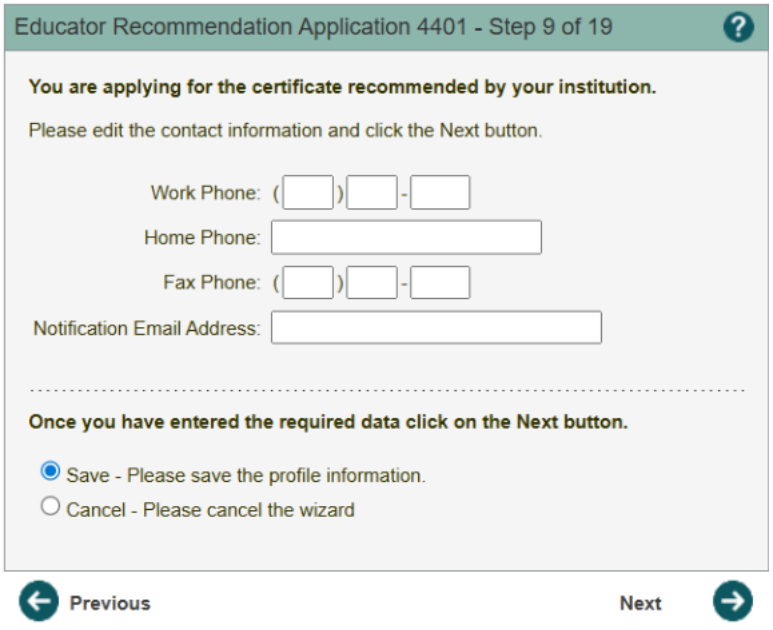
- Complete any required fields, select the appropriate options from drop-down menus, applicable checkboxes, and enter dates and numbers in the specified format.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

Profile Information

Mailing Address

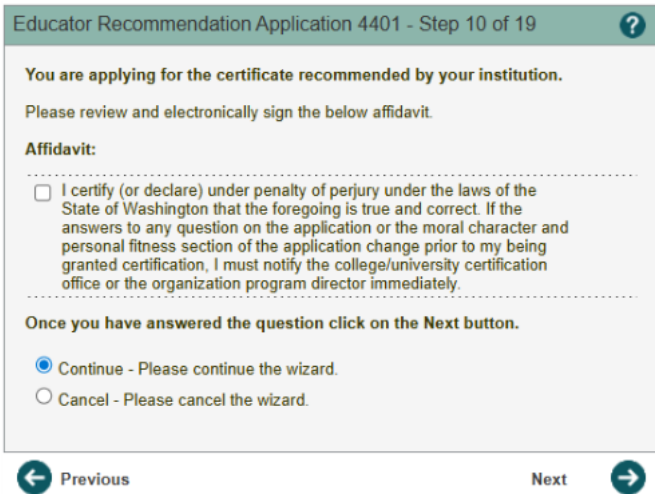


Contact Information



Step 10: Complete the Affidavit

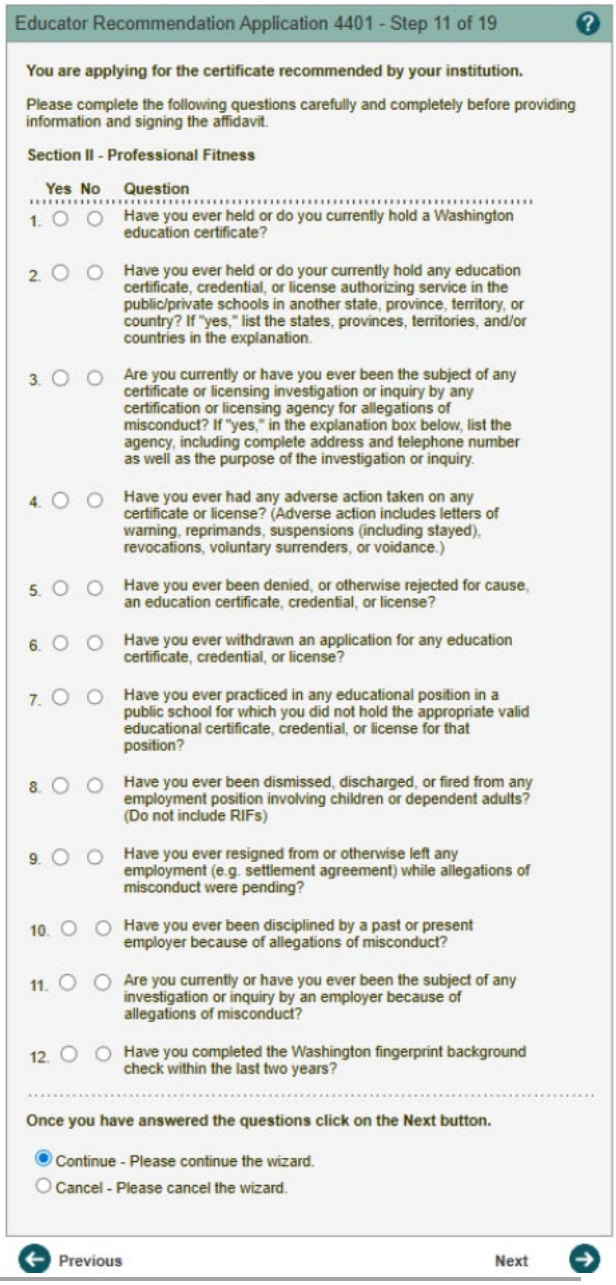
- Select the checkbox to electronically sign the affidavit.
- Answer all affidavit questions by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



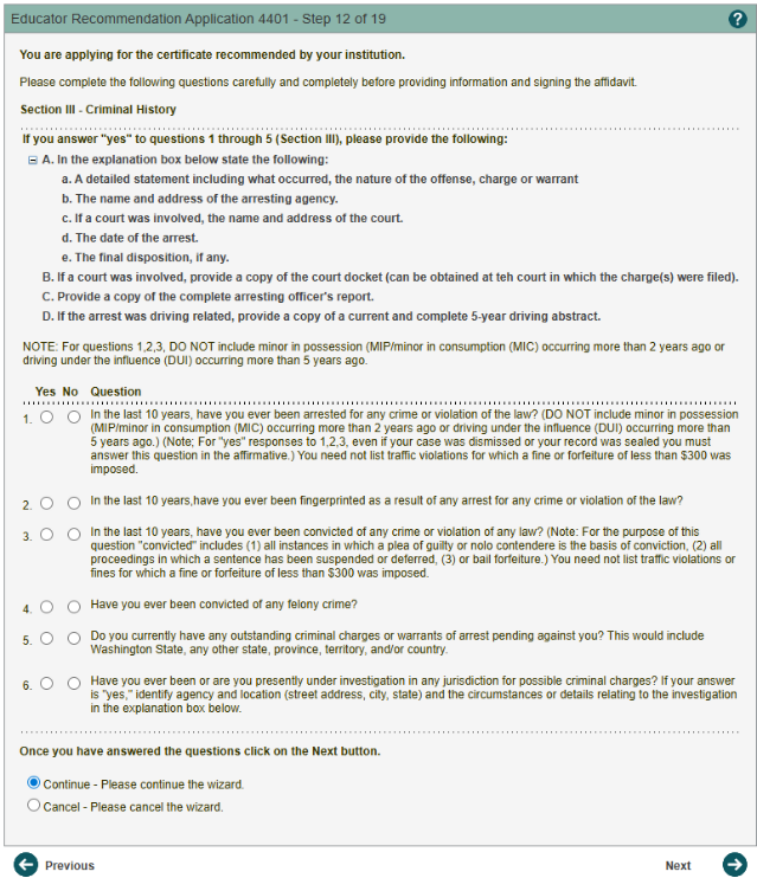
Steps 11–13: Complete the Criminal History and Fitness Questions

- Answer each question by selecting **Yes** or **No**.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.

Section II-Professional Fitness



Section III-Criminal History


Educator Recommendation Application 4401 - Step 12 of 19

You are applying for the certificate recommended by your institution.

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 teh 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
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.
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?
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.
4.	○	○	Have you ever been convicted of any felony crime?
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.
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.

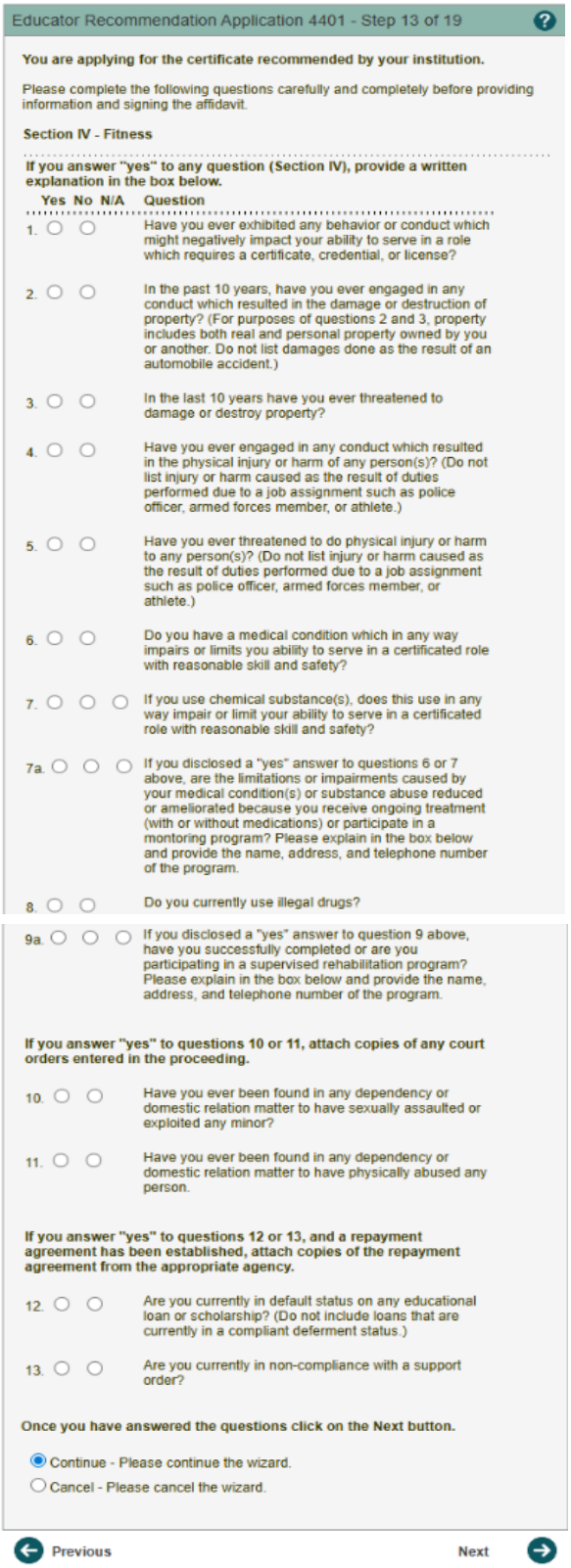
Once you have answered the questions click on the Next button.

◉ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

Previous Next

Section IV-Fitness


Educator Recommendation Application 4401 - Step 13 of 19

You are applying for the certificate recommended by your institution.

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.	○	○		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.	○	○		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.	○	○		In the last 10 years have you ever threatened to damage or destroy property?
4.	○	○		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.	○	○		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.	○	○		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.	○	○	○	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.	○	○	○	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 montoring 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?
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.

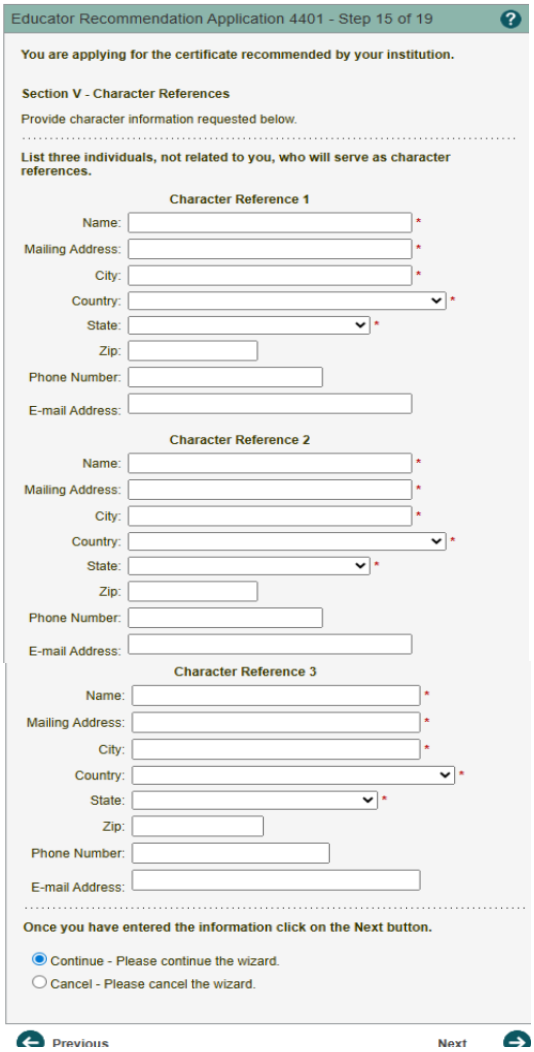
◉ Continue - Please continue the wizard.

○ Cancel - Please cancel the wizard.

Previous Next

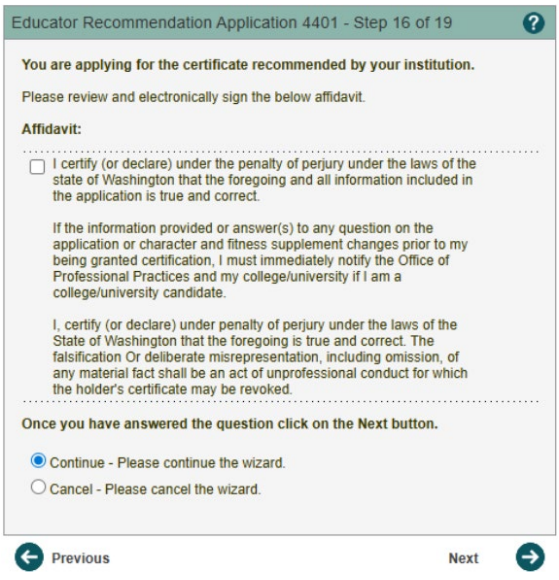
Step 15: Character References

- Complete all required fields.
- Select the appropriate options from the drop-down lists.
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



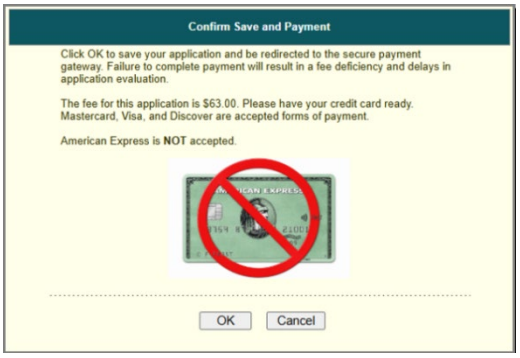
Step 16: Application Affidavit

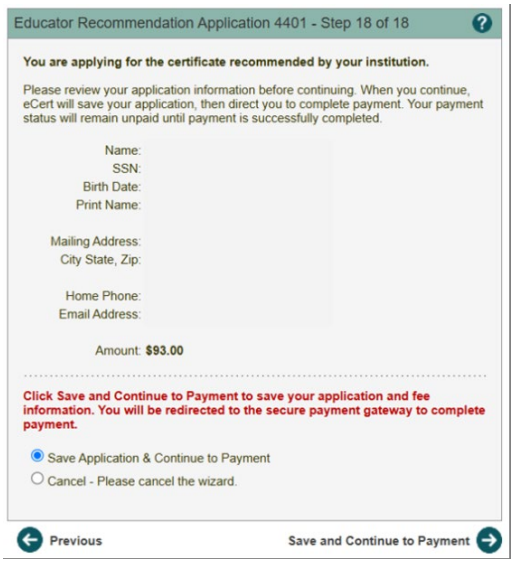
- Read the affidavit and select the checkbox to electronically sign the affidavit
- Select **Previous** to return to the previous screen.
- To cancel the application, select **Cancel**, then **Next**.
- Select **Next** to continue.



Step 18: Payment Gateway

- Select **Save Application and Continue to Payment**
- Then, select **OK** on the Confirm Save and Payment pop-up to submit the application and be redirected to the payment gateway.

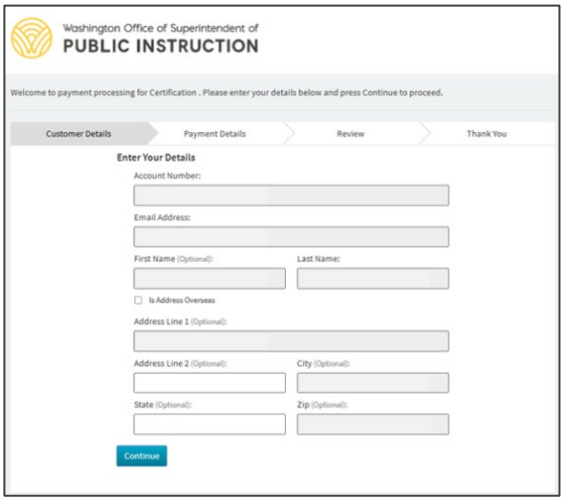




Completing a Payment

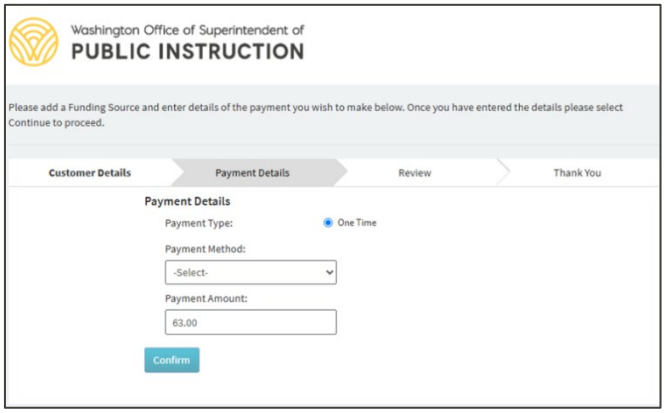
Step 1: Customer Details

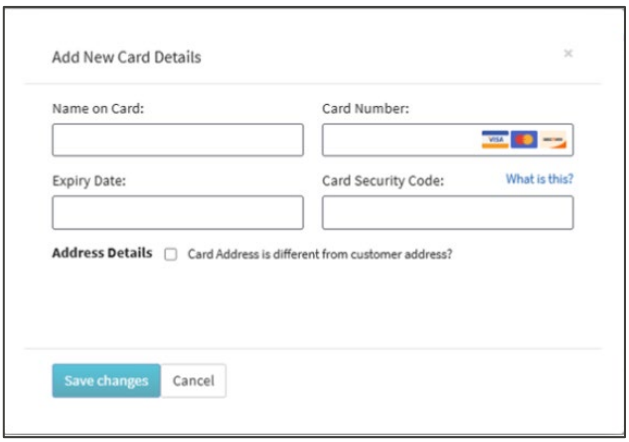
- Complete any required fields.
- Select **Continue** to move to the next screen.

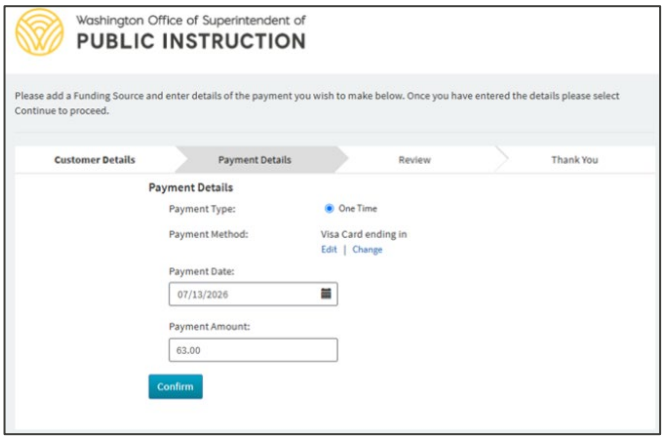


Step 2: Payment Details

- Select the **Payment Method** drop-down.
- Pick the **New Card Account** option
- Select **Confirm** to open the credit card details pop-up.
- Add the credit card details in the pop-up.
- Review and **Confirm** the payment.

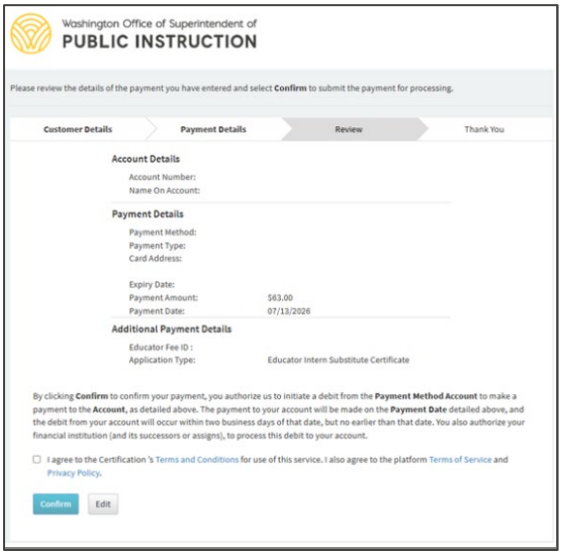






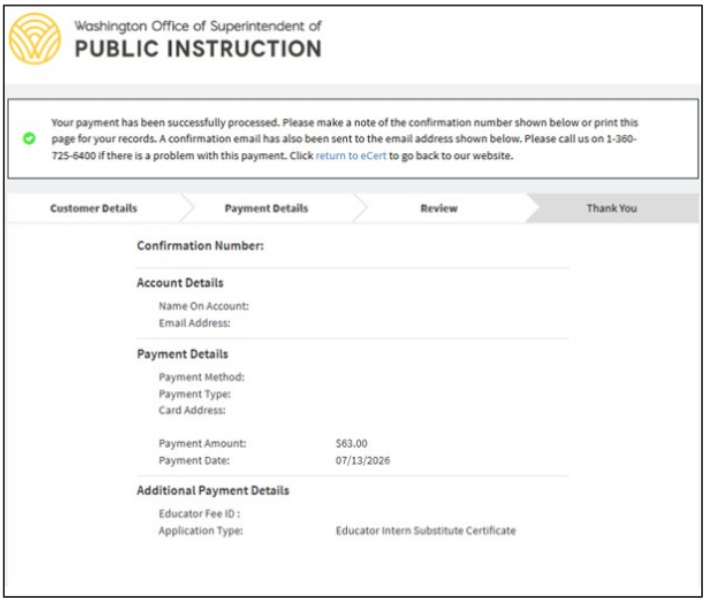
Step 3: Review and Submit

- Review your payment information for accuracy.
- **Check the box** to agree to the Terms of Service and Privacy Policy.
- Select **Edit** to change information.
- Select **Confirm** to submit the payment.



Step 4: Return to eCert for Application Status

After making a successful payment, select **return to eCert** from the payment page, and you will be redirected to the *Educator Action Center*. Select the *My Credentials* tab to view the application status.



Contact Information

If anyone has questions regarding information in this user guide, reach out to the OSPI Professional Certification Department at the contact information below.

OSPI Professional Certification Department
PO Box 47200, Olympia, WA 98504
cert@k12.wa.us
360-725-6400

Legal Notice

ESTD
1889

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

Washington Office of Superintendent of
PUBLIC INSTRUCTION

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