

Paraeducator 101 Webinar

Professional Certification, OSPI



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Presenters

Kelli Adjepong

Administrative Program Specialist

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Operations Manager

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Customer Service Specialist

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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



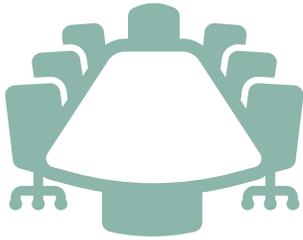
Clock Hour Information



Contacting the Certification Office

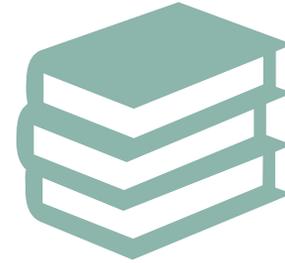


Agency Overview



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

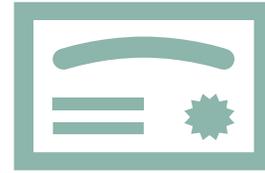


Agency Overview



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](#)

Sign In Create an Account

eDS System Sign In

Username youremail@organization.com

Password Password

Login

Forgot your [username](#) or [password](#)?



Creating EDS Account

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



The screenshot shows the EDS System Sign In page. At the top, there are two tabs: "Sign In" and "Create an Account". The "Create an Account" tab is highlighted with a red rounded rectangle, and a red arrow points to it from the right. Below the tabs is the "eDS System Sign In" logo. The page contains two input fields: "Username" with the placeholder text "youremail@organization.com" and "Password" with the placeholder text "Password". Below these fields is a green "Login" button. At the bottom, there is a link that says "Forgot your [username](#) or [password](#)?"



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

Sign In Create an Account

eDS 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:

Data for Linking to a Certificate

Gender: Male Female Not Specified

Certificate:

SSN (last four):

Contact Email: ×

[Register](#)



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
<input type="button" value="This is me"/>	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
<input type="button" value="This is me"/>		TEST	1/1/0001	Not Provided				1/1/0001

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.

My Personal Information

 Please enter a Phone Number.

 Please verify or correct the personal information about you on the next page and then click the "Create Account" button.
 You must select the "Create Account" button to complete your registration for access to OSPI's Education Data System.

All fields marked with an asterisk (*) must be completed. You may edit your personal information on this page, including the email address used for your username, at any time. The information on this page is secure and OSPI will not share it. We will use the information on this page to contact you with official OSPI business only.
Please complete all required fields. When finished, click the **Create Account** button.

Create Account

Personal Information (Information provided here may be used to verify your EDS account)

* First Name: Gender: Male Female Not Provided
Middle Name: Birth Date: (mm/dd/yyyy)
* Last Name: Ethnicity:
Race: Ethnicity:

Teaching Certificate Information

Cert Number: -No Certificate-

Account Information

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

Email Information

* Primary: Alternate:

Home Information (Information provided here may be used to verify your EDS account and OSPI may send official mail correspondence, such as certificate renewal information, to this address.)

Address Line 1: Address Line 2:
City: State:
Zip Code: Country:
* * Phone Number: Fax:

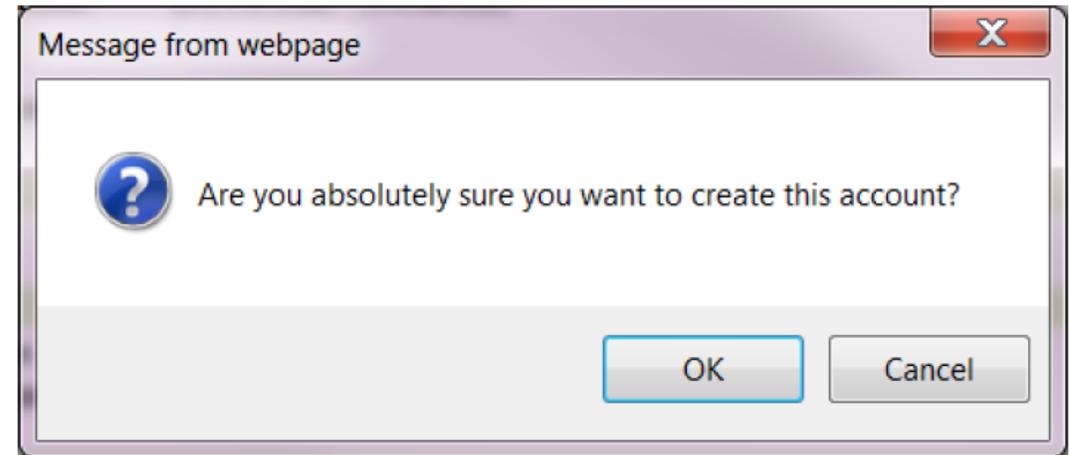
Business Information

Address Line 1: Address Line 2:
City: State:
Zip Code: Country:
Phone Number: Fax:

Create Account

Creating EDS Account

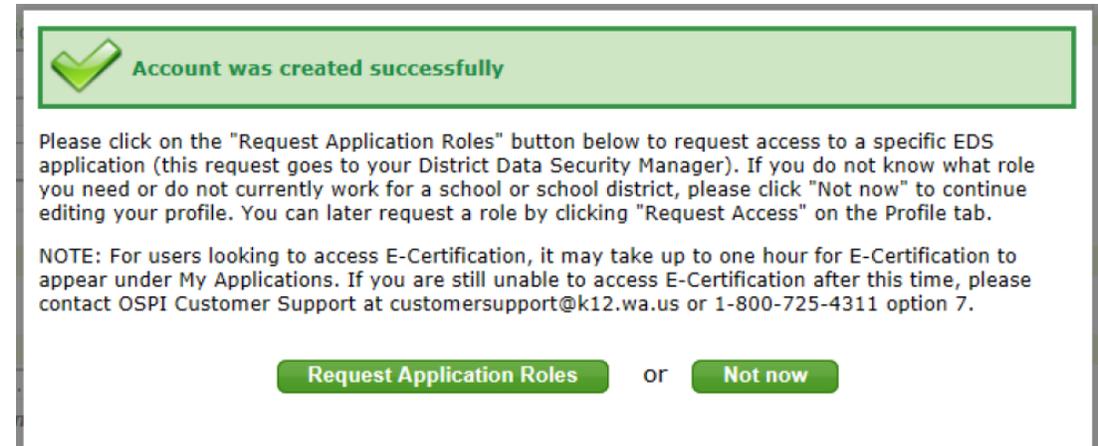
Once you enter all required fields and any other information, click *Create Account* and you will be prompted to confirm creation of the account.



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.



The screenshot shows a confirmation dialog box with a green header bar containing a checkmark icon and the text "Account was created successfully". Below the header, there is a paragraph of text: "Please click on the 'Request Application Roles' button below to request access to a specific EDS application (this request goes to your District Data Security Manager). If you do not know what role you need or do not currently work for a school or school district, please click 'Not now' to continue editing your profile. You can later request a role by clicking 'Request Access' on the Profile tab." Below this text is a note: "NOTE: For users looking to access E-Certification, it may take up to one hour for E-Certification to appear under My Applications. If you are still unable to access E-Certification after this time, please contact OSPI Customer Support at customersupport@k12.wa.us or 1-800-725-4311 option 7." At the bottom of the dialog, there are two buttons: "Request Application Roles" and "Not now", separated by the word "or".

Account was created successfully

Please click on the "Request Application Roles" button below to request access to a specific EDS application (this request goes to your District Data Security Manager). If you do not know what role you need or do not currently work for a school or school district, please click "Not now" to continue editing your profile. You can later request a role by clicking "Request Access" on the Profile tab.

NOTE: For users looking to access E-Certification, it may take up to one hour for E-Certification to appear under My Applications. If you are still unable to access E-Certification after this time, please contact OSPI Customer Support at customersupport@k12.wa.us or 1-800-725-4311 option 7.

Request Application Roles or Not now

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.

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
<input type="button" value="This is me"/>	ELVIS	TEST	1/8/1935	Male	504673E			5/13/2014
<input type="button" value="This is me"/>		TEST	1/1/0001	Not Provided				1/1/0001



Accessing E-Certification

- Select *View my applications*

What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [Search EDS Directory](#)
- [View Security Managers](#)
- [View CEDARS District Administrators](#)



Accessing E-Certification

- Select E-Certification to launch E-Cert

Application
E-Certification
Education Data System
Education Data System Administration
Events Manager
NBPTS Scholarship
pdEnroller



E-Certification System

Military Affiliation - Step 1 of 1

Declare Your Military Affiliation

Please select your military affiliation. Check all that apply.

In accordance with SHB 1009, we are required to collect the information below. Please select the appropriate military affiliation option. If your status changes, you are required to update this information prior to submitting another application. You can do so by selecting the military affiliation option from your educator menu.

The intentional misrepresentation of a material fact in this form may subject the holder to certification investigation according to WAC 181-87 for unprofessional conduct.

Active Duty
 Reserve
 National Guard
 Veteran
 Retiree
 Military Spouse
 None

Once you have answered, click on the Submit button.

Submit
 Cancel - Please cancel the wizard.

Submit 

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

Edit Educator - Step 1 of 3

You are editing an Educator.

Please review and/or update your profile information and click the Next button.

File Location:

Teacher Number:

SSN: ***-**-5555 *

First Name: *

Middle Name:

Last Name: *

Former Name:

Print Name:

Suffix:

Gender: *

Birth Date: MM/DD/YYYY *

Ethnicity: *

* Race: American Indian or Alaska Native
 Asian
 Black or African American
 Caucasian or White
 Native Hawaiian or Other Pacific Islander

Educator Status: Active *

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

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

Next 



E-Certification System



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PUBLIC INSTRUCTION

Chris Reykdal, State Superintendent

eCert 2.0

Welcome [redacted] (Educator) - Sign Out

Available Roles:

[Home](#) [My Credentials](#) [Educator](#) [Help](#)

Home Page

Welcome Educator [redacted]

Welcome to Washington Educator Electronic Certificate System (eCert).

*****If you do not hold a valid certificate at time of application:** A fingerprint background check is required. Information regarding the fingerprinting process is available online here: [Fingerprint Records](#)

Renewing using clock hours? Please log your Professional Development (PD) hours under the "Manage my PD hours" section of your E-Certification account. If you need to attest to completion of Issues of Abuse coursework or Suicide Prevention coursework you will also log your classes in the "Manage my PD hours" section. After clock hours are logged you may then apply for renewal.

Quick Tips:

- **Emergency Substitute/Conditional Certificate**, select the option to '[Apply for your district request here](#)'. If the option is not available contact your employing school district for further instructions.
- **Washington State program graduates**, do not submit an application until you see '[Apply for your college recommendation here](#)'. If you do not see this option, contact your institution for further instructions.
- **Our office no longer prints certificates**, You can view/print your certificate electronically by selecting 'My Credentials' and 'view' once logged into your E-Certification account. *These are Official Washington State Certificates*
- **If you have documents or verification forms to submit**, after your application is submitted, materials can be sent as a PDF attachment to cert@k12.wa.us
- **If you have questions regarding which application to submit**, please contact OSP! Professional Certification through our website at: [Certification Main Page](#) or (360)725-6400/cert@k12.wa.us

 [View and/or Print Your Certificates Here](#)
Click here to view and/or print your certificates.

 [View Your Credentials Here](#)
Your credentials are available online. You are now able to see your current and prior certificates, permits and other certification information.

 [Before you apply! Manage Your PD Clock Hours Here](#)
Click here to log and track professional development clock hours, Issues of Abuse and Suicide Prevention training.

 [Before you apply! Enter or Update Your Work History Here](#)
Click here to enter or update your work history. Entering this data prior to starting your application will greatly improve your application experience.

 [Before you apply! Enter or Update Your Education History Here](#)
Click here to enter or update your education history. Entering this data prior to starting your application will greatly improve your application experience.

 [Before you apply! Enter or Update Your Character and Fitness References Here](#)
Click here to enter or update your Character and Fitness References. Entering this data prior to starting your application will greatly improve your application experience.

 [Apply for a Washington Credential Here](#)
Use this wizard to see if you qualify to apply for a Washington Teacher Certificate. Click on this link to start your application process.



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Adding Professional Development Hours



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Chris Reykdal, State Superintendent

eCert 2.0

Welcome [redacted] (Educator) - Sign Out

Available Roles:

[Home](#) [My Credentials](#) [Educator](#) [Help](#)

Home Page

Welcome Educator [redacted]

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Use this wizard to see if you qualify to apply for a Washington Teacher Certificate. Click on this link to start your application process.

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Your credentials are available online. You are now able to see your current and prior certificates, permits and other certification information.

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Click here to enter or update your work history. Entering this data prior to starting your application will greatly improve your application experience.

[Before you apply! Enter or Update Your Education History Here](#)
Click here to enter or update your education history. Entering this data prior to starting your application will greatly improve your application experience.

[Before you apply! Enter or Update Your Character and Fitness References Here](#)
Click here to enter or update your Character and Fitness References. Entering this data prior to starting your application will greatly improve your application experience.

Go to the Professional Development section in your E-Cert record



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Adding Professional Development Hours

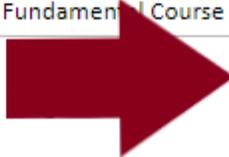
Select *Click Here to Add Professional Development Hours*

By Certificate **All**

Professional Development Hours
Filter: All

Total hours checked: 0
[Click Here to Add Professional Development Hours](#)

Edit	Institution/Approved Provider	Class/School District	Credit Type	Type of Study	Check	Clock Hours
Edit	PD Enroller	OSPI All Staff DEI Training: Module 4	Clock Hours	General Study (Other)	<input type="checkbox"/>	4.00
Edit	PD Enroller	OSPI All Staff DEI Training: Module 3	Clock Hours	General Study (Other)	<input type="checkbox"/>	8.00
Edit	PD Enroller	OSPI All Staff DEI Training-Module 2	Clock Hours	General Study (Other)	<input type="checkbox"/>	8.00
Edit	PD Enroller	OSPI All Staff DEI Training	Clock Hours	General Study (Other)	<input type="checkbox"/>	8.00
Edit	WA - Antioch University Seattle	ECE and Development	Quarter Credit	General Study (Other)	<input type="checkbox"/>	50.00
Edit	Office Of Superintendent Of Public Instruction	ELL Moodle Modules	Clock Hours	English Lang. Learner Content	<input type="checkbox"/>	20.00
Edit	Office Of Superintendent Of Public Instruction	Special Education Moodle Modules	Clock Hours	Special Education Content	<input type="checkbox"/>	20.00
Edit	OSPI	FCS	Paraeducator Fundamental Course of Study	General Study (Other)	<input type="checkbox"/>	28.00

 [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

Educator Certificate ID: 0

Credit Type: Paraeducator Fundamental Course of Study *

City:

State: Washington *

Organization/Company: School District *

Class: Fundamental Course of Study *

Other Hours: 28 *

Begin Date: (Optional)

Completed Date: 07/01/2019 * MM/DD/YYYY

Type of Study: General Study (Other) *

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

Form fields and options for adding Professional Development Hours:

- Educator Certificate ID: []
- Credit Type: **Clock Hours** *
- Approved Providers: **Office Of Superintendent Of Public Instruction**
- Class: **ELL Subject Matter Certificate Module** *
- Clock Hours: **20.00** *
- STEM Hours: [] *STEM, Equity, and Leadership hours are content types that may have been approved for this program as noted on your clock hour documentation. Please indicate the number of hours, if any, in each area you have been granted by the provider.
- Equity Hours: []
- Leadership Hours: []
- Begin Date: [] (Optional)
- Completed Date: **07/01/2019** *MM/DD/YYYY
- Type of Study: **English Lang. Learner Content** *
- Child Abuse Prevention Coursework:
- Issues of Abuse Coursework:
- Comments: []

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

- Save and add new PD hours
- Save and exit PD entry
- Cancel - Please cancel the wizard

Adding Professional Development Hours

General Clock Hours

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

Educator Certificate ID:

Credit Type: *

Approved Providers:

Class: *

Clock Hours: *

Begin Date: (Optional)

Completed Date: * MM/DD/YYYY

Type of Study: *

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:



Adding Professional Development Hours

College Credit

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

Educator Certificate ID: 0

Credit Type: *

State: *

Institution: *

Class: *

Quarter Hours: *

Begin Date: (Optional)

Completed Date: * MM/DD/YYYY

Type of Study: *

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:



Paraeducator Applications

Once FCS is logged, Paraeducator Certificate Application option appears



Apply For Your Paraeducator Certificate Here

Click here to apply for your Washington Paraeducator certificate. Your completion of the Paraeducator Fundamental Course of Study may qualify you to apply for a Washington Paraeducator Certificate. Click on this link to check your options.

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?