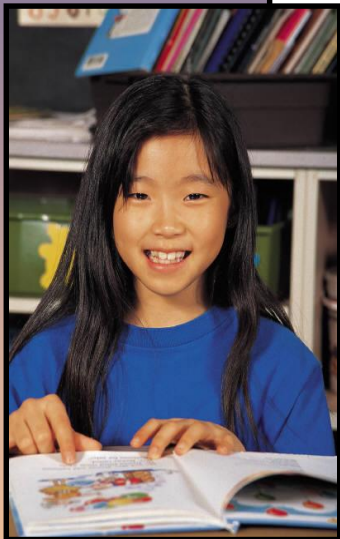


Washington State Educator Electronic Certificate System (E-Certification)

College/University Administrator User Guide



November 13, 2014

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College/University Personnel Administrators

Overview

Welcome to the E-Certification College/University User's Guide. The Table of Contents outline numbering found to the left of the section heading is a reference to the External User Processing Design Document inclusive of all user roles. This document is a subsection of the main user guide and focus' on the role and function of the College/University Administrator role. The Washington State E-Certification system provides the ability for the Washington State Office of Superintendent of Public Instruction to maintain approved teacher education programs and requested educator certificates. The system administrator will have the ability view, add, update, and delete approved teacher education program certificate requests.

The approved program feature allows recommending College/University Personnel Administrators to enter directly into the E-Certification system, educators who have completed their institution's teacher education programs. The Approved Program maintenance tool will define which programs and endorsements the particular institution may enter for these educators. It will also prevent the institution from recommending endorsements to program completers for which the institution does not have an approved program.

The system also provides for the assignment of credential endorsements to approved programs. For instance, the Education Administration approved program will allow the recommending institution to recommend any administrative endorsement to students who completed this program.

The E-certification system allows College/University Personnel Administrators to directly enter certificates and endorsements for their program completers.

Any institution in the E-certification system can be defined as having a Washington Approved Teacher Education Program. The system is pre-populated with OSPI's current institutions and new programs can be easily added.

The list of allowable endorsements for each approved teacher education program is completely customizable. For example, the Science approved teacher education program is defined so that only Science endorsements can be recommended to the program completers. The current allowable list of endorsements will be pre-populated for all current approved teacher education programs.

Each institution and approved program combination can be customized to restrict the allowable endorsements that can be recommended beyond the endorsements normally allowed for an approved program. For instance, the Special Education approved program will allow the recommending of all Special Education endorsements. Some institutions do not offer all endorsements even though they would normally be allowed.

The system is designed so that entered credentials can be in one of two statuses. The first is Pre-Completion of Program. This status allows the institutions to enter the credentials prior to completion of the program. This is very helpful in the case of large institutions with hundreds of graduates. All the students can be entered prior to the completion of the school year. Once the school year is completed and the student meets all requirements of the approved program, the status can then be changed to Completed Program. Smaller schools may choose to enter the successful graduate's credentials with the Completed Program status without first putting them in the Pre-Completion of Program status. Once a student has credentials in the Completed Program status the student may get online and apply for the credentials.

College/University Personnel Administrator Home Page

The home page is the landing page for the College/University Personnel Administrator when logging into the website. This page can be accessed from any other page in the website via the Home tab on the toolbar. The page will also have announcements and messages from OSPI under the Welcome announcement.

On the Home Page, the College/University Personnel Administrator will receive notice if he or she has Pre-Residency Clearance Educators to Process.

The screenshot shows the eCert 2.0 Home Page. The header includes the Washington State Office of Superintendent of Public Instruction logo and name, the user's name (Randy Dorn, State Superintendent), and the eCert 2.0 logo. The user is logged in as "Central Washington University - eCert College Personnel Administrator". The toolbar contains links for Home, My Recommendations, Search, and Tools. The Home Page content includes a welcome message, a professional certification update, and a section for processing pre-residency clearance educators.

Office of Superintendent of Public Instruction
Randy Dorn, State Superintendent

Welcome (eCert College Personnel Administrator) - Sign Out

Available Roles: Central Washington University - eCert College Personnel Administrator

Home My Recommendations Search Tools

Recent Educator:

Home Page

Welcome eCert College Personnel Administrator

Professional Certification Update: New e-Certification System Launch for Educators
The following certification activities are available to educators:


- Check certificate, permit, and application status for all educators
- Renewal of continuing teacher, administrator, and educational staff associate certificates
- Reissuance of residency teacher certificates
- Request duplicate copies of educator certificates
- Teacher certificate applications for teacher preparation program candidates

Additional online applications will be coming soon!

Process Pre-Residency Clearance Educators Here
You have 1 open and 0 pending Pre-Residency Clearance applications. Click on this link to start the application process.

Pre-Residency Clearance Educators

By clicking on the link, “You have [#] open Pre-Residency Clearance applications” the administrator is launched to a screen housing the open application.



Process Pre-Residency Clearance Educators Here
You have 1 open and 0 pending Pre-Residency Clearance applications. Click on this link to start the application process.


The open application indicates that the educator has made application for pre-residency clearance and the status of the application is pending review from the institution.

By clicking the View link, the Administrator can peruse the educator’s credentials.


Open Pending Review				
View	Educator	SSN	Request Date	Action
View		*****	4/29/2014 1:57:49 PM	Process

As shown below, the College and University Candidate User Guide describes how the candidate will create an account in EDS and access E-Certification to fill in profile information and how to apply for the Pre-Residency Certificate.


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



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.



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.



Instruction
Randy Dorn, State Superintendent

Available Roles:
Office of Superintendent of Public Instruction - Educator

Home My Credentials Educator

Educator Application List

Available Applications

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

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

My Recommendations

The My Recommendations tab directs the Administrator to a search page for Educator Recommendations. On this page, the Administrator can search for recommendations, add a new recommendation or export the search results.



The administrator should enter known information and click Search Recommendations to begin a search. The system is designed to search for one or more entries. The institution field is set at default to the user's institution, thereby narrowing the search.

The results of the search are displayed in the table below the search box. Clicking View next to an educator's name will take the user to the Educator's profile page. If there is any action to be taken, the Administrator can click on the designated action.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field. Clicking on the Export link in the upper right hand corner will create an excel file that the Administrator can print or save.

The screenshot shows the 'Educator Recommendation Search Screen'. It includes search filters for WA Cert #, SSN, Certificate Status, Last Name, First Name, Institution, Entered From, Entered To, Entered By, Issued From, and Issued To. There are 'Search Recommendations' and 'Clear Search' buttons. Below the filters, a table displays search results. The table has columns for View, Action, Recommendation Type, WA Cert#, SSN, Name, Former Name, Status, Entered, Entered By, and Issued. The first two rows show results for 'Conversion Application' and 'Institutional Teaching'. A red box highlights the 'Export' link in the top right corner of the results table. Another red box highlights the 'Click Here to Add a New Recommendation' link at the bottom of the table.

View	Action	Recommendation Type	WA Cert#	SSN	Name	Former Name	Status	Entered	Entered By	Issued
View		Conversion Application		***, **			Expired	09/15/2008	eCert Admin	09/15/2008
View		Institutional Teaching		***, **			Issued	01/27/2014	Penny Savage	01/27/2014
View		Conversion Application	464626A	***, **			Expired	07/22/2009	eCert Admin	09/28/2009
View		Conversion Application	498068F				Issued	09/30/2013	eCert Admin	09/30/2013

By clicking on the Export link, the system will generate an Excel sheet for printing purposes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TeacherNumber	EducatorID	SSN	FullName	LastName	FirstName	MiddleInitial	MaidenName	StatusCode	Entered	EnteredBy	IssueDate	StatusDescription	Application
2			***, **				L		K	9/15/2008	eCert Admin	9/15/2008	Expired	Conversion Application
3			***, **				K		I	1/27/2014	Penny Savage	1/27/2014	Issued	Institutional Teaching

Add New Recommendation

To add a new recommendation, the Administrator clicks the link, Click Here to Add a New Recommendation, located at the bottom of the Educator Recommendation Search Screen.

Educator Recommendation Search Screen

WA Cert #: SSN: Certificate Status:
Last Name: First Name: Institution:
Entered From: Entered To: Entered By:
Issued From: Issued To:

Educators

1 Record Found - Show items per page Page: [Export](#)

View	Action	Recommendation Type	WA Cert#	SSN	Name	Former Name	Status	Entered	Entered By	Issued
View	Mark Complete	Institutional Teaching		***.*			Pre Completion of Program	05/14/2014		

[Click Here to Add a New Recommendation](#)

This will launch the Add College/University Recommendation Wizard. The system is designed to take the user step by step through an intuitive wizard. Fields with red asterisks are required fields; therefore, if the user does not complete the required field, the system will automatically generate an error message. Once the fields are complete, the system allows the user to continue to the next step. In addition, the wizard is designed to allow the user to go back to the previous screen as well as cancel the action of adding a College/University recommendation.

The Administrator enters the applicant's last four digits of SSN and the last name. Once that has been entered, the user clicks Next.

The screenshot shows a dialog box titled "Add College Recommendation - Step 1 of 7". Inside, it says "You are adding a new certificate recommendation." and "Please enter the last four of the SSN and Last Name of the student/applicant. The student/applicant must already be in the certification database to enter the recommendation." There are two input fields: "Last Four of SSN:" with a small text box and a red asterisk, and "Last Name:" with a larger text box and a red asterisk. Below these, it says "Once you have entered the required data click on the Next button." and has two radio buttons: "Continue - Please search for the student and continue." (which is selected) and "Cancel - Please cancel the wizard." At the bottom right, there is a "Next" button with a right-pointing arrow icon.

In Step 2, the Administrator selects the Recommendation Type. Once selected the user clicks on Next to continue.

The screenshot shows a dialog box titled "Add College Recommendation - Step 2 of 7". Inside, it says "You are adding a new certificate recommendation." and "Please select the type of recommendation being made from the list below." Under the heading "Recommendation Types", there are four radio button options: "TEACHING - I am recommending the applicant for a Teaching certificate.", "ADMIN - I am recommending the applicant for an Administrative certificate", "ESA - I am recommending the applicant for an ESA certificate.", and "ENDORSEMENT - I am recommending the applicant for an additional endorsement." Below these, it says "Once you have selected the recommendation type click on the Next button." and has two radio buttons: "Continue - Please continue the wizard." (which is selected) and "Cancel - Please cancel the wizard." At the bottom left, there is a "Previous" button with a left-pointing arrow icon, and at the bottom right, there is a "Next" button with a right-pointing arrow icon.

In Step 3 the Administrator selects the applicant's degree information. The system is designed to allow for one or more majors. Once Major One is selected, the field for Major Two is activated, thus the same for Major Three. Also in the design are drop-down arrows allowing the user to make a selection by clicking on the arrow. Date formats are displayed to the right of the date field box. Once all required information is entered, the user clicks on Next to continue.

Add College Recommendation - Step 3 of 7

You are adding a new certificate recommendation.
Please enter the educator degree information and press the Next button.

Country:

State:

Institution:

Degree Code:

Major One:

Major Two:

Major Three:

Degree Date: (MM/DD/YYYY) *

.....

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

☒ Save - Please save the degree.
☐ Cancel - Please cancel the wizard.

In the next step, the Administrator selects the Certificate Type and Approved Program by clicking on the drop-down arrows. The system deactivates fields that have already been selected in previous steps to avoid unnecessary or incorrect changes. Once the selections have been made, the user clicks on Next.

The screenshot shows a web-based wizard window titled "Add College Recommendation - Step 5 of 7". The window contains the following elements:

- Header:** "Add College Recommendation - Step 5 of 7" with a help icon.
- Instructions:** "You are adding a new certificate recommendation." and "You are adding credentials for."
- Form Fields:**
 - Credential Source:** A dropdown menu with "First Issue" selected.
 - Certificate Rule:** A dropdown menu with "Washington Institution Program Completer" selected.
 - Certificate Type:** An empty dropdown menu.
 - Recommendation Date:** A text input field containing "5/14/2014" and a label "MM/DD/YYYY".
 - State:** A dropdown menu with "Washington" selected.
 - Institution:** A dropdown menu with "19901 - Central Washington University" selected.
 - Approved Program:** An empty dropdown menu.
- Form Validation:** Red asterisks (*) are placed to the right of the Credential Source, Certificate Rule, Certificate Type, Recommendation Date, State, Institution, and Approved Program fields.
- Instructions:** "Once you have entered the required data click on the Submit button."
- Navigation:** Two radio buttons at the bottom: "Continue - Please continue the wizard" (selected) and "Cancel - Please cancel the wizard".
- Buttons:** "Previous" (with a left arrow icon) and "Next" (with a right arrow icon) buttons at the bottom.

In Step 6 the Administrator selects the applicable endorsement. The Approved Program maintenance tool defines which programs and endorsements the particular institution may enter for educators. It also prevents the institution from recommending endorsements to program completers for which the institution does not have an approved program.

Once selection has been made, the user clicks on Next to continue.

Add College Recommendation - Step 6 of 7

You are adding a new certificate recommendation.

You are adding credentials for

Please select the educator's Endorsements and click Next.

Include	Approved Program	Endorsement
<input type="checkbox"/>	TCH - Teacher	3830 - AGRICULTURE EDUCATION
<input type="checkbox"/>	TCH - Teacher	3307 - BILINGUAL EDUCATION
<input type="checkbox"/>	TCH - Teacher	3831 - BUSINESS EDUCATION
<input type="checkbox"/>	TCH - Teacher	3310 - CHINESE
<input type="checkbox"/>	TCH - Teacher	3100 - DESIGNATED ARTS: DANCE
<input type="checkbox"/>	TCH - Teacher	3308 - DESIGNATED ARTS: MUSIC: CHORAL
<input type="checkbox"/>	TCH - Teacher	3301 - DESIGNATED ARTS: MUSIC: GENERAL
<input type="checkbox"/>	TCH - Teacher	3309 - DESIGNATED ARTS: MUSIC
<input type="checkbox"/>	TCH - Teacher	3361 - SPECIALTY AREA: GIFTED AND TALENTED
<input type="checkbox"/>	TCH - Teacher	3360 - SPECIALTY AREA: DEAF EDUCATION
<input type="checkbox"/>	TCH - Teacher	3836 - TECHNOLOGY EDUCATION

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

☒ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard

Next

In Step 7 the Administrator can either mark the applicant Complete or Not Complete. Explanation of each recommendation is clarified in the wizard. By clicking on Submit, the Administrator is electronically signing the approved status of the student's application.

Add College Recommendation - Step 7 of 7

You are adding a new certificate recommendation.

You are adding credentials for

Marking a recommendation complete allows the student to apply for the certificate online. In many cases the certificate will be automatically issued. It is very important to only mark the recommendation complete if the student has met ALL requirements for the approved program and has been awarded a degree. Marking the recommendation complete is the same as signing the college recommend certificate application.

If you are entering students prior to graduation then you should NOT mark them complete.

Please confirm the current standing of the student and electronically sign off on the student's approved program status below.


.....


Once you have reviewed the information above indicate the student's status below .

☐ COMPLETE - Student has completed all requirements

☒ NOT COMPLETE - Student has NOT completed all requirements

☐ Cancel - Please cancel the wizard

 Previous

Submit 

Mark Recommendation as Complete

If an Educator has a recommendation for certification but has not met all the requirements, the application will be marked as Incomplete. Once the requirements are met, the Administrator can change the status to Complete by clicking on the Mark Complete link.

View	Action	Recommendation Type	WA Cert#	SSN	Name	Former Name	Status	Entered	Entered By	Issued
View		Institutional Teaching		***.***			Completed Program	05/14/2014	Jamie Daniels	
View	Mark Complete	Institutional Teaching		***.***			Pre Completion of Program	05/14/2014	Jamie Daniels	
View	Mark Complete	Institutional Admin		***.***			Pre Completion of Program	05/15/2014	Jamie Daniels	

The Mark Complete link will launch a pop up window. The Administrator should verify the information and click OK to mark the recommendation as complete and change the status to Completed Program. This will also remove the Mark Complete under the Action column.

Please Indicate if Student has Completed Program.

Clicking OK indicates all requirements have been completed.

- Associated pending degrees will be changed to awarded status.
- Recommendation status will be changed to Completed Program(CP).
- Student will be able to complete recommendation application online.

OK

Cancel

View Educator Profile

Clicking View will direct the administrator to the Educator's profile page.

View	Action	WA Cert#	SSN	Name	Former Name	Status	Entered	Entered By	Issued
View		ZJ141	***, **.			Completed Program	01/21/2014	Y F	
View		ZJ141	***, **.			Completed Program	02/09/2014	Y F	
View	Mark Complete	ZJ141	***, **.			Pre Completion of Program	02/11/2014	J D	

At the top of the Educator's profile page is contact information. The system generates information from the educator's data when he or she creates an account. The system allows other means to enter information, for example, users with the proper security rights can add an educator to the system.

The College/University Personnel Administrator has the security rights to edit the selected educator's information.

Primary Information Full Name: WA Cert#: SSN: DOB: Gender:	Contact Information Address: City State, Zip: Home Phone: Work Phone:	Miscellaneous Information Ethnicity: Unknown/Not Provided Status: Active Print Name: Educator ID: Email:
Click Here to Edit Educator		

By clicking on the link, [Click Here to Edit Educator](#), a 3-step wizard is launched. There are fields that are grayed-out (disabled) so that the information is not changed. For example, the Teacher Number should not be changed on this wizard.

The user can change any information in the active fields. The fields with red asterisks call for a required entry. Once the changes are made, the user clicks Next to continue. Step 2 is formatted with drop-down arrows in some fields. The user clicks on these arrows to select the applicable answer. Step 3 allows the user to change any phone number information as well as email address. Once the changes have been made on all three steps, the user clicks on Submit.

Edit Educator - Step 1 of 3

You are editing an Educator.
Please edit the profile information and click the Next button.

File Location:

Teacher Number:

SSN:

First Name:

Middle Name:

Last Name:

Former Name:

Print Name:

Suffix:

Gender:

Birth Date:

Ethnicity:

Race:

Educator Status:

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

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

Next

Edit Educator - Step 2 of 3

You are editing an Educator.
Please edit the address information and click the Next button.

Address ID:

Incorrect Address Flag:

Mailing Address:

City:

Country:

State:

Zip Code:

Updated:

Created:

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

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

Previous Next

Edit Educator - Step 3 of 3

You are editing an Educator.
Please edit the contact information and click the Submit button.

Educator ID:

Work Phone: () - ext.

Home Phone: () -

Alternate Phone: () -

Fax Phone: () -

Email Address:

Updated:

Created:

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

☒ Save - Please save the profile information.
☐ Cancel - Please cancel the wizard.

Previous Submit

Washington State Office of Superintendent of Public Instruction
E-Certification College and University Administrator User Guide

The Administrator has accessibility to view the educator's credential information, such as Applications, Certificates and Endorsements for Selected Certificate. This information is on the Educator Profile screen just below the educator's contact information.

Credentials

Legacy

Show All

Applications

ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance
920672	4401	Institutional Teaching	OPEN	Yes					
920673	4401	Institutional Teaching	OPEN	Yes					
920675	4201	Institutional Admin	OPEN	Yes					
917244	4031	Residency/Sub TCHR Certification	CLOSED	Yes	OSPI	04/01/2014			

The Certificates are shown on the Educator's main profile page under the heading, Certificates. If a recommendation has been entered before the Educator has fulfilled all requirements, the Recommend status will show Pre-Completion of Program, as shown in the example below.

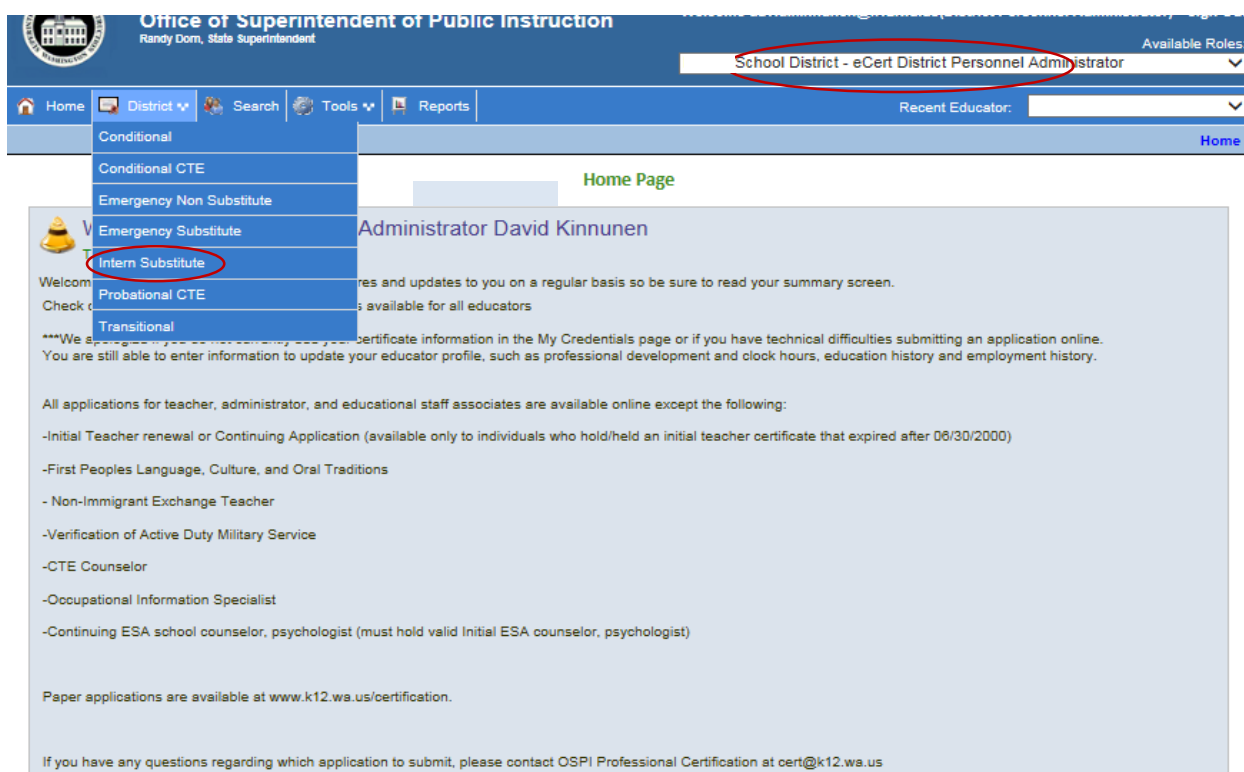
Show All Certificates												
Select	View	App ID	Certificate	Status	Recommend	App Date	Issued	Effective	Expires	Renews	Printed?	Permit?
Select	View	907534	RESIDENCY TEACHER (FIRST ISSUE)	Completed Program	WA-TESC (01/21/2014)						--	
Select	View	907599	RESIDENCY TEACHER (FIRST ISSUE)	Completed Program	WA-TESC (02/09/2014)						--	
Select	View	907604	RESIDENCY ADMINISTRATOR (FIRST ISSUE)	Pre Completion of Program	WA-19901 (02/11/2014)						--	

Endorsements For Selected Certificate								
App ID	Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
920672	3307-00	BILINGUAL EDUCATION (I)	Completed Program	WA-19901 (05/14/2014)				

Intern Substitute Applications

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

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



Once the school district initiates the request the candidate will be able to log into E-Certification and claim the request and complete the application. The application will then be available for review and evaluation at the Professional Certification Office. The Professional Certification evaluator will then check the Comm Log to see if the college or university has approved this candidate to receive this certificate. The college or university administrator can identify their approval in the Comm log. If no information is available, the evaluator will contact the college or university administrator for their recommendation.

Search

The Search feature of the system offers the Administrator the ability to search for educators within the system. By clicking on the Search tab, the Educator Search Screen is launched.



The system is designed to generate a list from information entered in the search fields. The user can enter data in one field or more than one field. Once entered the user clicks on Search Educators to launch a list matching the entered criteria.

This screenshot shows the 'Educator Search Screen' form. It contains several input fields for searching educators: WA Cert#, Last Name, Birthdate, Certificate ID, and Evaluator (a dropdown menu). There are also fields for SSN, First Name, Educator Status (a dropdown menu), and Certificate Status (a dropdown menu). On the right side, there are dropdown menus for State, Institution (with a placeholder 'Please select a state.'), County, District (with a placeholder 'Please select a county.'), and Site (with a placeholder 'Please select a district.'). Below these fields are two buttons: 'Search Educators' and 'Clear Search'. At the bottom center, there is a link 'Click Here to Add a New Educator' which is highlighted with a red box.

Add New Educator

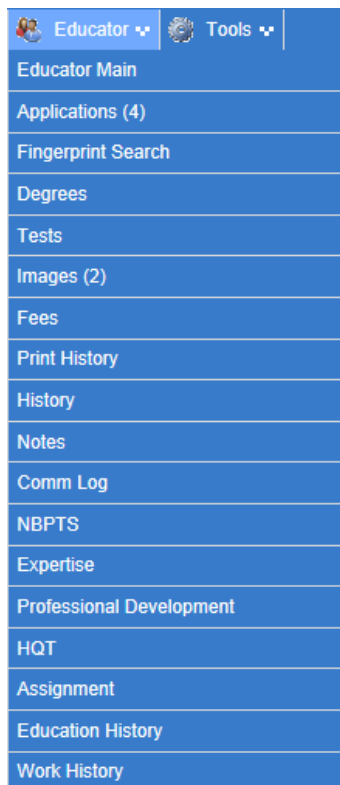
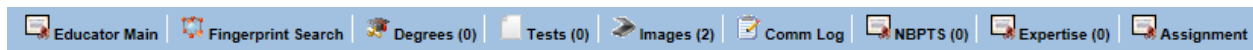
In addition to searching for an educator, the Administrator can add a new educator by clicking on the link, [Click Here to Add a New Educator](#).

The 'Add Educator' wizard consists of three steps:

- Step 1 of 3: Profile Information**
You are adding an Educator. Please enter the profile information and click the Next button.
Fields include: File Location (dropdown), Teacher Number (text), SSN (radio buttons for Assign Temporary SSN and Permanent SSN), First Name, Middle Name, Last Name, Maiden Name, Print Name, Suffix (dropdown), Gender (dropdown), Birth Date (MM/DD/YYYY), and Ethnicity (dropdown). Navigation buttons: Previous, Next.
- Step 2 of 3: Address Information**
You are adding an Educator. Please enter the address information and click the Next button.
Fields include: Mailing Address, City, Country (dropdown, set to United States), State (dropdown, set to Washington), and Zip Code. Navigation buttons: Previous, Next.
- Step 3 of 3: Contact Information**
You are adding an Educator. Please enter the contact information and click the Submit button.
Fields include: Work Phone, Home Phone, Alternate Phone, Fax Phone, and Email Address. Radio buttons for Save (selected) and Cancel. Navigation buttons: Previous, Submit.

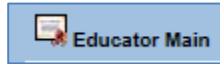
Managing Educator Information

The College/University Personnel Administrator can view educator information as well as manage some aspects of their data. Once the Administrator selects View next to the selected educator whether through a searched recommendation or a searched educator, two different avenues are available for access. One is a heading bar with tabs, while the other is a pull down menu. The heading bar is displayed for quick referencing while the menu contains all options.



Educator Main

The first tab in the heading bar, Educator Main, navigates the Administrator to the selected educator's profile page. By clicking on this tab, the educator profile (default screen) is launched.



Credentials
Legacy

Show All
Applications

Edit	Checklist	ID	Document	Description	Status	Background	Source	Received	Fee	Pay Info	Balance	Evaluator	Created	Updated	Delete	Action	Detail
Edit	Checklist		4025	Conditional	CLOSED	Yes	OSPI	01/16/2014									
Edit	Checklist		1522	Endorsement Add	CLOSED	Yes	OSPI	01/16/2014								Delete	

[Click Here to Add an Application](#)

Show All
Certificates

Select	Override	Manage	Edit	App ID	Certificate	Status	Rule	Source	Recommend	App Date	Issued	Effective	Expires	Renews	Evaluator	Printed?	Permit?	Updated	Delete	
Select	Override	Manage	Edit		CONDITIONAL CERTIFICATE	Issued	TRAD-WA	FIRST	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	07/01/2015		--		01/16/2014	-	Delete

Endorsements For Selected Certificate

Manage	Override	App ID	Endorsement	Description	Status	Rule	Source	Recommend	App Date	Issued	Effective	Expires	Renews	Evaluator	Updated	Delete
Manage	Override	909226	3321-00	SWEDISH (I)	Issued	ALT-OOS	FIRST	50031	01/16/2014	03/19/2014	03/19/2014	06/30/2015	07/01/2015			Delete
Manage	Override	909225	3832-00	BUSINESS AND MARKETING EDUCATION(I)	Issued	TRAD-WA	FIRST	WA-TESC (01/16/2014)	01/16/2014	01/16/2014	01/16/2014	06/30/2015	07/01/2015			Delete

Deficiencies For Selected Certificate

Edit	Code	Endorsement	Def	Group	Seq	Details	Enc?	Removed	Created	Remove
No Records Found										

Fingerprint Search

By clicking on the Fingerprint Search tab, the Administrator is navigated to the educator's fingerprint information. If no records are on file, a red banner is displayed across the top of table.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.

The system is designed to allow the user to contact Fingerprint Records. By clicking on the link, Contact Fingerprint Records, an email is generated addressing the proper authorities.

Fingerprint Search

No results found.

[Contact Fingerprint Records](#)

First Name: Middle Name: Last Name: Submitted To:
Birth Date: Activity From Date: Activity To Date:

8 Records Found - Show items per page Page:

View	FingerprintSearchID	Name Birth Date TCN	Cert/ NonCert	Submitted To	WSP Entry Date	WSP Result glossary	FBI Result glossary	AFIS Result glossary	Last Activity Date
No Records Found									

View Fingerprint Results

Clicking on the View button next to a search result item will open a PDF file showing the fingerprint results for the selected educator.

Office of Superintendent of Public Instruction
State of Washington

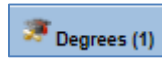
Fingerprint Result

Date of Birth:
TCN:
Certificate or Non-Certificate:
Organization Name:
Submission Date: 8/17/2011 12:00:00 AM

Washington State Police	FBI	AFIS
Entry Date: 8/18/2011 12:30:03 PM Result Date: 8/18/2011 12:25:05 PM Result: Clear	Result: 8/18/2011 12:00:00 AM Date: Result: Clear	Result Date: Result: Unknown

Degrees

The Degrees tab houses all degree information for the selected educator. The Administrator has the security rights to add, edit and delete degrees.



By clicking on the Degree tab, the Degree grid is displayed.

Degrees												
Edit	Country	State	Institution	Degree	Degree Status	Major One	Major Two	Major Three	Degree Date	Create Info	Updated Info	Delete
Edit	US	WA	Antioch University Seattle	B	Awarded	Advertising			5/1/2014	jdaniels@huppinfotech.com - 05/15/2014	jdaniels@huppinfotech.com - 05/15/2014	Delete
Click Here to Add a Degree												

Add Degree

The Administer can add a degree by clicking on the link, [Click Here to Add a Degree](#). This action will launch the Add Degree wizard. The user clicks on the drop-down arrows to select the applicable answer. The Degree Date must be entered according to the format displayed to the right of the field box. In addition fields with red asterisks are required answers. Once all information is entered, the user clicks Submit.

Add Educator Degree - Step 1 of 1

You are adding an educator degree.

Please enter the educator degree information and press the Next button.

Country:

State:

Institution:

Degree Code:

Major One:

Major Two:

Major Three:

Degree Date: (MM/DD/YYYY) *

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

☒ Save - Please save the degree.

☐ Cancel - Please cancel the wizard.

Submit

Edit Degree

By clicking on the Edit icon, the Edit Degree wizard is launched. The user clicks on the drop-down arrows to select the applicable answer. The Degree Date must be entered according to the format displayed to the right of the field box. In addition fields with red asterisks are required answers. Once all information is entered, the user clicks Submit.

The screenshot shows a web-based form titled "Edit Educator Degree - Step 1 of 1". The form contains the following fields and instructions:

- ID:** 1934
- Country:** United States (dropdown menu)
- State:** Washington (dropdown menu)
- Institution:** (dropdown menu) *
- Degree Code:** Bachelor's Degree (dropdown menu) *
- Major One:** Advertising (dropdown menu) *
- Major Two:** Please select a Major One. (dropdown menu)
- Major Three:** Please select a Major Two. (dropdown menu)
- Degree Date:** 5/1/2014 (MM/DD/YYYY) *
- Updated:**
- Created:**

Below the fields, there is a section with the instruction: "Once you have entered the required data click on the Next button." and two radio buttons:

- ☒ Save - Please save the degree.
- ☐ Cancel - Please cancel the wizard.

At the bottom right of the form, there is a "Submit" button with a right-pointing arrow icon.

Delete Degree

By clicking on the Delete link, the Delete Educator Degree wizard is launched. All fields are disabled. No changes can be made. The user verifies the information and confirms if he or she wants to delete the degree. To delete the degree, the user clicks on Submit.

Delete Educator Degree - Step 1 of 1

You are deleting an educator degree.

Please verify that you want to delete the Degree and click Submit.

ID: 1934

Country: United States

State: Washington

Institution: *

Degree Code: Bachelor's Degree *

Major One: Advertising *

Major Two: Please select a Major One.

Major Three: Please select a Major Two.

Degree Date: 5/1/2014 (MM/DD/YYYY) *

Updated:

Created:

Once you have reviewed data click on the Next button.

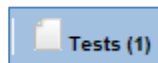
☒ Delete - Please delete this degree.

☐ Cancel - Please cancel the wizard.

Submit

Tests

The Tests tab gives the Administrator access to view tests on the educator's record as well as add tests and subtests.



By clicking on the Tests tab, the test grid is launched. There are 2 tabs associated with the test grid, Passed Tests and Sub Tests. The Administrator can add, edit and delete both types.

Passed Tests

Sub Tests

Edit	Test	Test Date	Post Date	Import ?	Create Info	Update Info	Delete
Edit	History (027)	2/18/2014	5/15/2014	No			Delete

Note: You cannot delete imported tests.

Click Here to Add a Test

Add, Edit and Delete a Test

Throughout the system, the Add, Edit and Delete wizards are designed in the same manner. This documentation detailed the Degree Add, Edit and Delete wizards. To avoid repetitiveness, the remaining wizards will be grouped together and focus on differences rather than the norms.

By clicking on the link, Click Here to Add a Test, the Add Educator Test wizard is launched. The Edit and Delete links, respectively launch the associated wizards. Note the Administrator can delete tests with the exception of imported tests. Imported tests cannot be deleted.

The image displays three side-by-side screenshots of the 'Add Educator Test - Step 1 of 1', 'Edit Educator Test - Step 1 of 1', and 'Delete Educator Test - Step 1 of 1' wizards. Each wizard has a 'Submit' button at the bottom right. The 'Add' wizard prompts for Test Source, Test, Test Date, and Post Date. The 'Edit' wizard prompts for ID, Test Source, Test, Test Date, Post Date, Updated, and Created. The 'Delete' wizard prompts for ID, Test Source, Test, Test Date, Post Date, Updated, and Created. Each wizard also has a 'Cancel' button at the bottom left.

The system generates a calendar for the Test Date field where the Administrator can select the year, month and date.

The image shows a calendar for the Test Date field. The calendar is for the year 2010-2019. The months are displayed in a grid. The current date is May 15, 2014. The calendar is titled '2010-2019' and shows the years 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and 2020. The date 'Today: May 15, 2014' is displayed at the bottom.

The post date is automatically posted and the drop down arrows for Add and Edit allow the Administrator to select the applicable answer.

The Delete wizard contains disabled fields that cannot be changed. The Submit button on each wizard completes the intended action.

Add, Edit and Delete Subtests

Once the Administrator clicks on the Tests tab and the Test grid is launched, the Sub Tests are displayed by clicking on the Sub Tests tab. The Administrator can Add Edit and Delete Sub Tests to the selected educator records as well as view test information already in the system. Note the Administrator can delete tests with the exception of imported tests. Imported tests cannot be deleted.

Passed Tests		Sub Tests						
Edit	Test	Test Code	Test Date	Test Score	Pass ?	Post Date	Import ?	Delete
Edit	Science (021)	021	2/4/2014		Yes	5/15/2014	No	Delete

Note: You cannot delete imported tests.

[Click Here to Add a Sub Test](#)

By clicking on the link, Click Here to Add a Test, the Add Educator Test wizard is launched. The Edit and Delete links respectively launch the associated wizards.

Add Educator Sub Test - Step 1 of 1

You are adding an educator sub test.
Please enter the Test information and press the Submit button.

Test Source: All

Test: Science (021)

Test Date: 02/04/2014

Test Score: 0

Passed: ☐

Post Date: 05/15/2014

First Name:

Middle Initial: A

Last Name:

Birth Date:

SSN:

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

☒ Save - Please save this Test.
☐ Cancel - Please cancel the wizard.

Submit

Edit Educator Sub Test - Step 1 of 1

You are editing an educator sub test.
Please edit the Test information and press the Submit button.

ID: 413250

Test Source: Washington Educator Skills Tests-Endorsements (WEST-E)

Test: 021 - Science (021)

Test Date: 02/04/2014

Test Score: 0

Passed: ☒

Post Date: 05/15/2014

First Name:

Middle Initial: A

Last Name:

Birth Date:

SSN:

Updated:

Created:

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

☒ Save - Please save this Test.
☐ Cancel - Please cancel the wizard.

Submit

Delete Educator Test - Step 1 of 1

You are deleting an educator test.
Please verify that you want to delete the Test and click Submit.

ID: 71948

Test Source: Washington Educator Skills Tests-Endorsements (WEST-E)

Test: 027 - History (027)

Test Date: 02/18/2014

Post Date: 05/15/2014

Updated:

Created:

Once you have reviewed data click on the Submit button.

☒ Delete - Please delete this Test.
☐ Cancel - Please cancel the wizard.

Submit

Images

The document imaging module allows users the capability of importing existing PDFs into system. The system is also designed to create and manage images.



To add a PDF file to the educator's record the user clicks on the Add Image link at the bottom of the Scanned Images grid.

Select Scanner Scan

☐ Check to view scanner Dialog on next scan.

Scanned Images

Manage	View	ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	State	Institution	Create Info	Update Info
Manage	View	13	4020H	No	Active Duty Verify	1	pdf	Low			bob.archer - 09/06/2013	bob.archer - 09/06/2013
Manage	View	12	4020H	No	Active Duty Verify	1	pdf	Low			bob.archer - 09/06/2013	bob.archer - 09/06/2013

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

Add Image

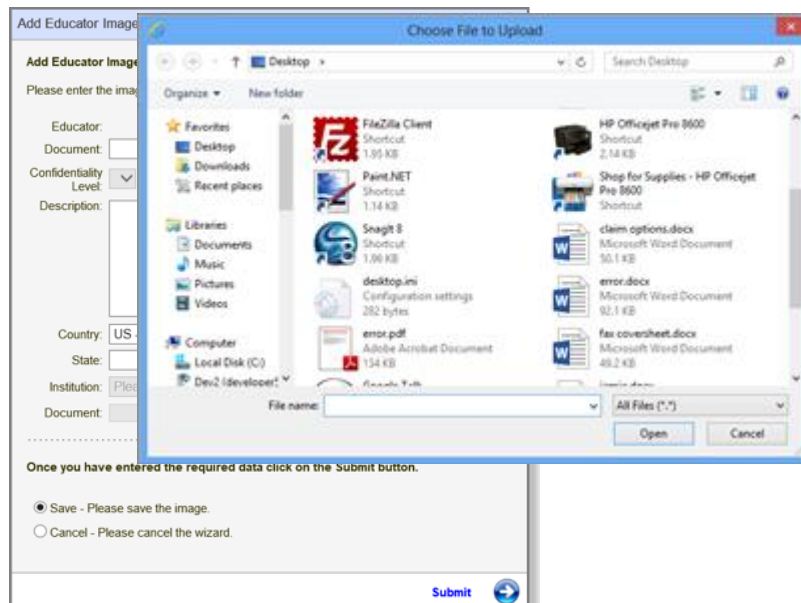
Create Image

When the user clicks on the Add Image link, the system launches the Add Educator Image wizard. On this screen the user selects the document type, sets the confidentiality level and enters a brief description. Once this information has been entered, the user clicks the Browse button to retrieve the existing PDF to import. This action will open a new window allowing the user to choose a file to upload.

Add Educator Image

The system will launch the Add Educator Image wizard. The Administrator selects the document type by clicking on the drop-down arrow. In the Description text box, the user enters a brief description of the document.

By clicking on Browse, a new screen is launched allowing the user to upload a file as the new image. The user will click on the selected file, click Open. Once all required fields are complete, the user clicks Submit.



Create Image

The document imaging module allows users the capability of creating images from text such as copying and pasting of an email.

Select Scanner Scan												<input type="checkbox"/> Check to view scanner Dialog on next scan.
Scanned Images												
Manage	View	ID	Document	Viewed?	Description	Page Count	Image Type	Confidentiality Level	State	Institution	Create Info	Update Info
Manage	View	13	4020H	No	Active Duty Verify	1	pdf	Low			bob.archer - 09/06/2013	bob.archer - 09/06/2013
Manage	View	12	4020H	No	Active Duty Verify	1	pdf	Low			bob.archer - 09/06/2013	bob.archer - 09/06/2013

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

[Add Image](#) [Create Image](#)

To create an image file from text, the user clicks on the Create Image link at the bottom of the Scanned Images grid. When the user clicks on the Create Image link the system launches the Add Educator Image wizard.

On this screen the user selects the document type, confidentiality level and enters the description. Once this is completed, the user can paste the documentation copied from another source. When the user clicks on the Submit button, the system creates a PDF of the Document Text and saves the document to the educator image table.

Add Educator Image - Step 1 of 1

Add Educator Image

Please enter the image information and press the Submit button.

Educator:

Document: F-4020F2 - Verification Out of State Experience

Confidentiality Level: Low

Description: Email received from the University of IL.

Document Text: This letter is to verify that the educator has received a bachelor's degree in the State of IL.
Sincerely,

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

☒ Save - Please save the image.

☐ Cancel - Please cancel the wizard.

Submit

Manage Image

The Manage Image feature of the system allows the Administrator to Split, Merge, View, Edit, Remove and Delete images.

Scanned Images									
Manage	View	ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	St
Manage	View	26	4020H	Yes	Active Duty Verify	2	pdf	Low	
Manage	View	25	4020H	No	Active Duty Verify	1	pdf	Low	
Manage	View	24	4020H	No	Active Duty Verify	1	pdf	Low	
Manage	View	23	4020H	No	Active Duty Verify	1	pdf	Low	
Manage	View	19	4020H	Yes	Active Duty Verify	1	pdf	Low	
Manage	View	18	4020H	Yes	Active Duty Verify	1	pdf	Low	
Manage	View	14	4076	Yes	CTE Certificate	1	PDF	Low	
Manage	View	15	1522	Yes	Endorsement Add	1	PDF	Low	

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

Split Image

Users can split one multi-page image into two separate images by selecting the Split option on the Manage Image screen.

Please Select the Option for Managing This Image

☒ Split - Separate into two images.

☐ Merge - Combine this image with another image.

☐ View - Show image in browser.

☐ Edit - Modify image details.

☐ Remove - Remove page from image.

☐ Delete - Remove image from system.

OK Cancel

When the user selects the Split option the system launches the Split Image wizard. On this screen the user selects the document type for the new image, confidentiality level, description of the new image, and the page number to start the split.

Once the user clicks Submit, the system will launch a dialogue box for application details of the scanned image. The user verifies the information for the new image and can change it if applicable. Once confirmed, the user clicks on the link, Create Applications.

Split Image - Step 1 of 1

Split image

Please enter the information to split this image and click Submit.

Document: 4031 - Teacher Certification

New Confidentiality Level: Low

New Image Description: application for 4031

Start Page Number: 2

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

☒ Save - Please save the image.
☐ Cancel - Please cancel the wizard.

Submit

Please Complete Application Details for Scanned Documents

	History	ImageID	Doc Type	App Date
View	<input type="checkbox"/>	32	4031	09/10/2013

Note: History and Non-Applications do not automatically enter applications

Create Applications

Merge Image

Users can merge two images together by selecting the Merge option on the Manage Image screen. Users will select the first image by clicking on the Manage link to left of the selected image.

Scanned Images								
Manage	View	ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level
Manage	View	26	4020H	Yes	Active Duty Verify	2	pdf	Low
Manage	View	25	4020H	No	Active Duty Verify	1	pdf	Low
Manage	View	24	4020H	No	Active Duty Verify	1	pdf	Low
Manage	View	23	4020H	No	Active Duty Verify	1	pdf	Low
Manage	View	19	4020H	Yes	Active Duty Verify	1	pdf	Low
Manage	View	18	4020H	Yes	Active Duty Verify	1	pdf	Low
Manage	View	14	4076	Yes	CTE Certificate	1	PDF	Low
Manage	View	15	1522	Yes	Endorsement Add	1	PDF	Low

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

When the user selects the Merge option the system launches the Merge Image Wizard. On this screen the user selects the second image he or she wishes to merge with the first image. By clicking Submit, the system will merge the two selected images into one.

Please Select the Option for Managing This Image

☐ Split - Separate into two images.

☒ Merge - Combine this image with another image.

☐ View - Show image in browser.

☐ Edit - Modify image details.

☐ Remove - Remove page from image.

☐ Delete - Remove image from system.

OK Cancel

Merge Images - Step 1 of 1

Merge Images

Please select the image to merge the current image into.

Select	ID	Document	Scan Date	State	Institution
<input type="radio"/>	26	Active Duty Verify	9/10/2013 11:56:46 AM		
<input type="radio"/>	25	Active Duty Verify	9/9/2013 2:50:49 PM		
<input type="radio"/>	24	Active Duty Verify	9/9/2013 2:09:37 PM		
<input type="radio"/>	23	Active Duty Verify	9/9/2013 1:13:35 PM		
<input type="radio"/>	19	Active Duty Verify	9/6/2013 3:42:21 PM		
<input checked="" type="radio"/>	15	Endorsement Add	9/6/2013 3:11:58 PM		
<input type="radio"/>	14	CTE Certificate	9/6/2013 3:11:13 PM		

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

☒ Save - Please merge the images.

☐ Cancel - Please cancel the wizard.

Submit

View

The Administrator can view any image by clicking on the View link to the left of the image located in the Image table or can click on the View link located in the Manage dialogue box.

Scanned Images												
Manage	View	ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	State	Institution	Create Info	Update Info
Manage	View	27	4020H	Yes	Active Duty Verify	2	PDF	Low			bob.archer - 09/10/2013	bob.archer - 09/10/2013
Manage	View	26	4020H	Yes	Active Duty Verify	2	pdf	Low			bob.archer - 09/10/2013	bob.archer - 09/10/2013

Please Select the Option for Managing This Image

☐ Split - Separate into two images.

☐ Merge - Combine this image with another image.

☒ View - Show image in browser.

☐ Edit - Modify image details.

☐ Remove - Remove page from image.

☐ Delete - Remove image from system.

OK Cancel

By selecting either View link, the system will launch the selected image. Note: This action is for viewing only. It should not be used to print the certificate.

EDUCATION CERTIFICATE

3024998

CERTIFICATE TYPE: RESIDENCY TEACHER (FIRST ISSUE)

ISSUE DATE: 09/04/2013

EXPIRATION DATE:

ENDORSEMENTS: SPANISH

SCIENCE

HISTORY

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

Print icon, Refresh icon, Zoom in icon, Zoom out icon, Full screen icon, Close icon

Edit Image

Users can edit the properties associated with an image by selecting the Edit option on the Manage Image screen. When the user selects the Edit option and then clicks on the OK button, the system launches the Edit Image Wizard.

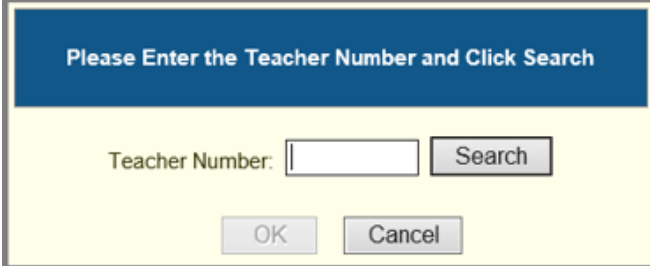
On this screen the user can modify the document type, confidentiality level, description, country and state. Once changes have been made the user clicks on Submit to save changes and return to the previous screen.

Note the Search button to the right of the Educator's name. In the event the image information does not coincide with the listed educator, the user can search for the correct educator by clicking on the Search button and entering the Teacher Number. By clicking on OK, the user will have access to the appropriate educator.

This screenshot shows a dialog box titled "Please Select the Option for Managing This Image". It contains a list of radio button options: "Split - Separate into two images.", "Merge - Combine this image with another image.", "View - Show image in browser.", "Edit - Modify image details." (which is selected and highlighted with a red rectangle), "Remove - Remove page from image.", and "Delete - Remove image from system." At the bottom are "OK" and "Cancel" buttons.

This screenshot shows the "Edit Educator Image - Step 1 of 1" wizard. The title bar says "Edit Educator Image - Step 1 of 1". The main heading is "Edit Educator Image". Below it, a instruction says "Please edit the image information and press the Submit button." The form includes fields for "Image ID: 27", "Educator" (with a "Search" button), "Document" (a dropdown menu showing "4020H - Active Duty Verify"), "Confidentiality Level" (a dropdown menu showing "Low"), and "Description" (a text area). Below these are "Country" (a dropdown menu showing "US - United States") and "State" (a dropdown menu). The "Institution" field is a dropdown menu showing "Please select a state". At the bottom, it shows "Updated: bob.archer - 9/10/2013 1:44:48 PM" and "Created: bob.archer - 9/10/2013 1:44:48 PM". A line of dots separates this from the bottom section, which says "Once you have entered the required data click on the Submit button." and has two radio button options: "Save - Please save the image." (selected) and "Cancel - Please cancel the wizard." At the very bottom right is a "Submit" button with a right arrow icon.

If applicable, the Administrator can search for a different educator by clicking on the Search tab. This will launch a new dialogue box. The user enters the Teacher Number and clicks Search. Once the name is displayed, the user clicks OK.



Please Enter the Teacher Number and Click Search

Teacher Number:

Search

OK

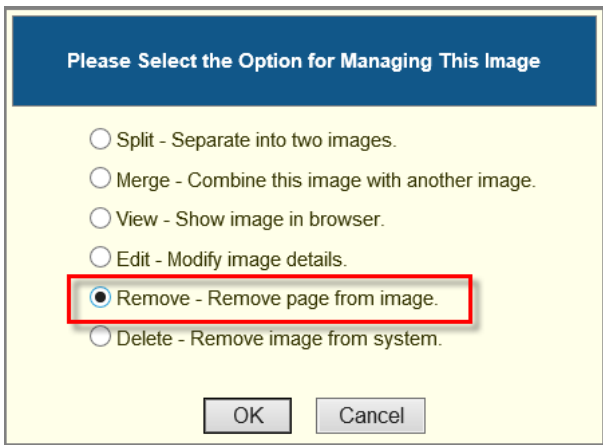
Cancel

Remove Image Page

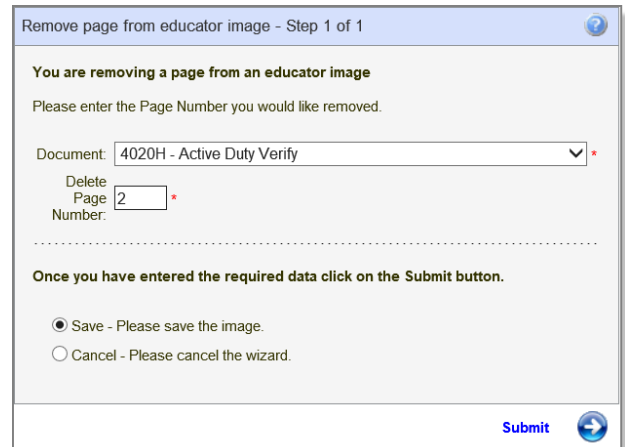
Users can remove an individual page from a multi-page image by selecting the Remove option on the Manage Image screen.

When the user selects the Remove option, the system launches the Remove Page from Educator Image wizard. On this screen the user can enter the page number of the page he or she wishes to remove from the image.

By clicking on Submit the page is removed.



This screenshot shows a dialog box titled "Please Select the Option for Managing This Image". It contains six radio button options: "Split - Separate into two images.", "Merge - Combine this image with another image.", "View - Show image in browser.", "Edit - Modify image details.", "Remove - Remove page from image." (which is selected and highlighted with a red rectangle), and "Delete - Remove image from system.". At the bottom are "OK" and "Cancel" buttons.



This screenshot shows the "Remove page from educator image - Step 1 of 1" wizard. The title bar says "Remove page from educator image - Step 1 of 1". The main text says "You are removing a page from an educator image" and "Please enter the Page Number you would like removed.". There is a "Document:" dropdown menu showing "4020H - Active Duty Verify". Below it is a "Delete Page Number:" text box with the number "2" entered. A red asterisk is next to the text box. Below the text box is a dotted line. The text "Once you have entered the required data click on the Submit button." is displayed. At the bottom are two radio button options: "Save - Please save the image." (selected) and "Cancel - Please cancel the wizard.". At the bottom right is a "Submit" button with a right arrow icon.

Delete Image

Users can delete an image by selecting the Delete option on the Manage Image screen.

When the user selects the Delete option the system launches the Delete Educator Image wizard. All fields are disabled; therefore, no changes can be made. On this screen the user can confirm that he or she wishes to delete the image.

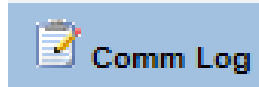
By clicking Submit, the image is removed from the educator's records.

The left screenshot shows a dialog box titled "Please Select the Option for Managing This Image". It contains six radio button options: "Split - Separate into two images.", "Merge - Combine this image with another image.", "View - Show image in browser.", "Edit - Modify image details.", "Remove - Remove page from image.", and "Delete - Remove image from system.". The "Delete" option is selected and highlighted with a red rectangular box. Below the options are "OK" and "Cancel" buttons.

The right screenshot shows the "Delete Educator Image - Step 1 of 1" wizard. It contains the following fields and controls: "Image ID: 23", "Educator:" (disabled), "Document:" (dropdown menu showing "4020H - Active Duty Verify"), "Confidentiality Level:" (dropdown menu showing "Low"), "Description:" (text area), "Country:" (dropdown menu showing "US - United States"), "State:" (dropdown menu), "Institution:" (dropdown menu showing "Please select a state"), "Updated: bob archer - 9/9/2013 1:15:38 PM", and "Created: bob archer - 9/9/2013 1:13:35 PM". Below these fields is a section titled "Once you have reviewed data click on the Submit button." with two radio button options: "Delete - Please delete this image." (selected) and "Cancel - Please cancel the wizard." (disabled). A "Submit" button is located at the bottom right of the wizard.

Communication Log (Comm Log)

Administrators can view communications associated with a selected educator. By clicking on the Comm Log tab, the Communication Logs table is displayed.



The Administrator may also add, edit and delete communication records (depending on the security settings of the user.)

Communication Logs					
Filter by Type: <input type="text"/>					
Edit	Date	Type	Description	Created By	Delete
Edit	2-28-2014 08:02 AM	Note	System merged	eCert.Admin	Delete
Click here to add a Communication Log					

Add, Edit and Delete Communication

The Administrator can add a communication to the educator's record by clicking on the [Click Here to Add a Communication Log](#). The system will launch the Add Communication Log wizard.

The user can click on the drop-down arrows to select the applicable answer. If necessary, the user can edit the security level by clicking on Security. Once all information has been entered, the user clicks Submit.

The Administrator can edit and delete communication by clicking the Edit and Delete links respectively. The delete wizard shows all fields as disabled. No changes can be made in this wizard. The user verifies the information and clicks on Submit to remove the communication.

Add communication log - Step 1 of 1

You are adding a communication log.

Type:

Entity:

Topic:

Note:

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit

Edit communication log - Step 1 of 1

You are editing a communication log.

Note ID: 40

Type:

Entity:

Topic:

Note:

Created: bob.archer - 6/4/2013 3:41:59 PM

Updated: bob.archer - 6/4/2013 3:41:59 PM

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit

Delete communication log - Step 1 of 1

You are deleting a communication log.

Note ID: 40

Type:

Entity:

Topic:

Note:

Created: bob.archer - 6/4/2013 3:41:59 PM

Updated: bob.archer - 6/4/2013 3:41:59 PM

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit

NBPTS

The Administrator can view an educator's National Board for Professional Teaching Standards (NBPTS) credential information by clicking on the NBPTS tab.



By clicking on this tab, the NBPTS Credential Information screen is launched. The Administrator can view the information by Certificate Area, Certificate Year, and Certificate Expiration Date.

NBPTS Credential Information		
Abbreviated Cert. Area	Cert. Year	Cert. Expiration Date
ECYA/ENS	2008	

Expertise

This table documents the Educator's area of expertise.

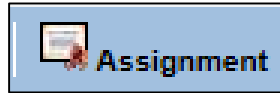


By clicking on Expertise, the Expertise Information table is launched. This is a view-only table for the Administrator.

Expertise Information				
Source	Status	Endorsement	Grade	Expires
ASHA	Issued	Speech - Language Pathology	K thru 12	5/31/2014
ASHA	Issued	Audiology	K thru 12	5/31/2014

Assignments

The Administrator can view an educator's assignment by clicking on the Assignment tab.



Once the Administrator clicks on Assignments, the Assignment screen is launched. The Administrator can view information such as Degree, Experience, Credits, in addition to a breakdown of the educator's Duty Assignments.

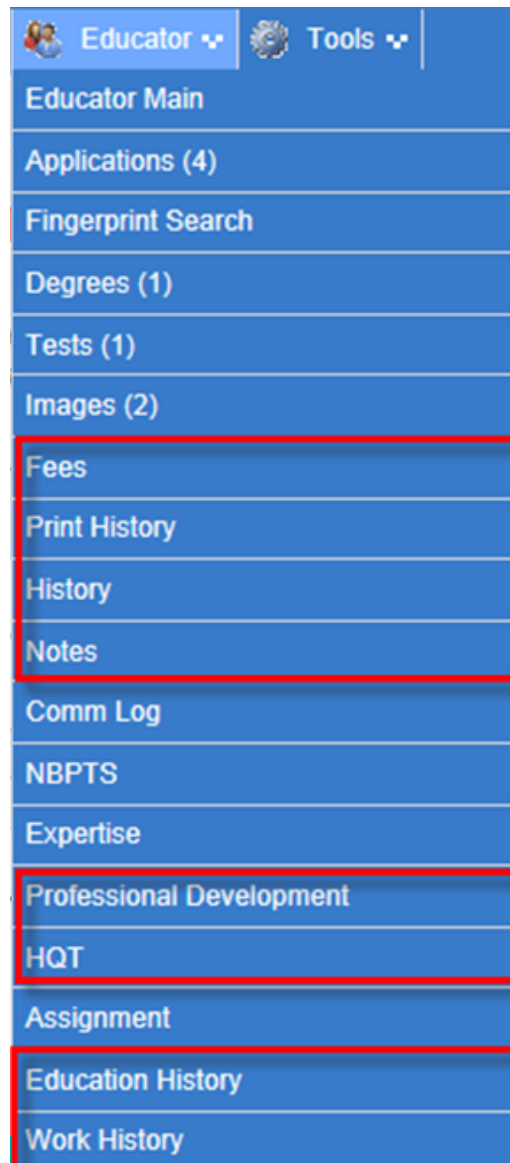
High Degree: Master	Academic Credits: 32.0	Certified FTE: 1.000	Cur Insurance: 10455
Year: 1991	In Service Credits: 17.8	Classified FTE: 0.000	Cur Mandatory: 16883
Experience: 29.0	Excess Credits: 84.8	Certified Base Salary:	Leap15B Mix Fact: 1.88482
CBRTN code: C	Non-degree Credits: 0.0	Classified Base Salary: 0	
Cont Hours: 8.00		Other Salary: 0	
Cont Days: 215.0		Total Salary:	*Last Updated: 2/15/2013 4:51:09 PM

Duty Assignments

Organization	Duty Title	Duty S Title	Program	Percentage
I (3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	50.200000
(3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	33.200000
(3540)	ELEMENTARY PRINCIPAL	BASE CONTRACT	BASIC EDUCATION	16.600000

Educator Menu

In addition to the heading, the Administrator can access educator information via the Educator Menu. The items marked in red are not listed on the heading and will be addressed in the next few sections.



Fees

On the Educator menu the Administrator can view fees associated with the educator.



This information is view only for the College/University Personnel Administrator.

Fees											
ID	Method	Fee	App ID	App	Auth	Batch	Return Reason	Amount	Balance	Returned?	Created
42	CA	CONTREN					Negative entry to balance out a returned fee.	(Negative entry to balance out a returned fee.)		--	jd
41	CA	CONTREN					Rejected	33.00		Yes	yo

Note: You cannot edit or delete fees that are associated with a certificate or endorsement or have been batched.
You cannot return fees that have not been batched.

Print History

The Administrator can view what certificates and deficiencies letters have been printed by clicking on Print History.




This action will launch the Print History Information table.

Print History Information									
Certificate Print History									
View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Queued By	Printed Date	Printed By	Address
View	504i		RESIDENCY ADMINISTRATOR (FIRST ISSUE)	Issued	1/22/2014 1:11:30 PM	@k12.wa.us	1/22/2014 1:11:28 PM	@k12.wa.us	
View	504		RESIDENCY ADMINISTRATOR (FIRST ISSUE)	Expired	1/29/2014 4:23:57 PM	@k12.wa.us			
View	504		RESIDENCY ADMINISTRATOR	Issued	1/29/2014 4:30:34 PM	@k12.wa.us			
View	504		EMERGENCY TEACHER	Issued	1/29/2014 4:54:16 PM	@k12.wa.us			
Deficiency/Letter Print History									
View	WA Cert#	Educator	Certificate	Certificate Status	Queued Date	Queued By	Printed Date	Printed By	Address
No Records Found									

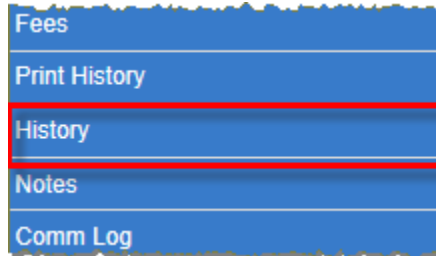
By clicking on the View link next to the selected item, the image is displayed.

EDUCATION CERTIFICATE		3024998
CERTIFICATE TYPE:	RESIDENCY TEACHER (FIRST ISSUE)	
ISSUE DATE:	09/04/2013	
EXPIRATION DATE:		
ENDORSEMENTS:	SPANISH	
	SCIENCE	
	HISTORY	
VALID ONLY UNTIL YOU ARE REPORTED AS A TEACHER IN A PUBLIC SCHOOL IN WASHINGTON WITH AT LEAST 1.5 YEARS OF FULL TIME EQUIVALENT EXPERIENCE.		



History

The Administrator can view the educator's history regarding any changes or updates made to their records. No edits can be made to the table. It is a historical record of the educator's information and the associated updates. The tabs available for the user to view may vary.



For example, shown below is a change made to the educator's middle initial. The system displays when the information was created and when the information was updated.

Educator History								
Name		SSN	Address		Contact Information		Images	Transactions
Prefix	First	MI	Last	Maiden	Suffix	Create Info		Updated Info
	Allen	F						
	Allen	R						

Another example is updates made to the educator's SSN. Each change has been documented in the History table.

Educator History								
Name		SSN	Address		Contact Information		Images	Transactions
New SSN		Old SSN			Create Info		Updated Info	
		000-00-0000						
		5455						
		5454						

Notes

Users with the proper security rights, can view, add, edit and delete notes pertaining to the selected educator.



Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

Add Note

To add a note, click on the link, Click Here to add a Note.

Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

The Administrator or user adding the note can determine the security level of the note on the Add note wizard.

Add note - Step 1 of 1

You are adding a note.

Note:

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit

By clicking Submit, the system will save the note and store it in the Note table. If the user selects security and clicks on Submit, a second wizard is launched allowing the user to set security rights to the entered note. The Administrator selects all applicable users to view the note and clicks Submit. The note will be saved to the Note table only allowing those with the proper security rights to view.

Manage Security Group Note/Log Access - Step 1 of 1

You are managing security for an educator note/log.

<input type="checkbox"/> Certification Management	<input type="checkbox"/> District Personnel Administrator
<input type="checkbox"/> eCert College Personnel Administrator	<input type="checkbox"/> eCert District Authorizer
<input type="checkbox"/> eCert OSPI Personnel Administrator	<input type="checkbox"/> eCert School Authorizer
<input type="checkbox"/> Educator	<input type="checkbox"/> ESD Certification Specialist
<input type="checkbox"/> File Clerk	<input type="checkbox"/> Institution Certification Officer
<input type="checkbox"/> Investigator	<input type="checkbox"/> OSPI Professional Practice Specialist
<input type="checkbox"/> Specialist	<input type="checkbox"/> System Administrator
<input type="checkbox"/> Teacher Quality Data Collection Customer Service	<input type="checkbox"/> Teacher Quality Data Collection Information
<input type="checkbox"/> Teacher Quality Data Collection User	

.....

Once you have made your selections click on the Submit button.

☒ Save - Please save the selected values

☐ Cancel - Please cancel the wizard

Submit

Edit Note

Users with the proper security rights can edit a note by clicking on the Edit link.

Notes				
Edit	Date	Description	Created By	Delete
Edit	9-16-2013 02:57 PM	Check on the educator's degree information.	bob.archer	Delete

[Click here to add a Note](#)

The system will launch the Edit Note wizard. The Administrator can change any applicable information. Once information has been changed, the user clicks on Submit.

Edit Note - Step 1 of 1

You are editing a note.

Note ID: 276905

Note:

Created: eCert.Admin - 2/28/2014 8:02:13 AM
Updated: eCert.Admin - 2/28/2014 8:02:13 AM

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit 

Delete Note

Users with the proper security rights can delete a note pertaining to a selected educator. Once the Administrator verifies the information for deletion, he or she clicks on Submit. The system will delete the note from the educator's record.

Delete Note - Step 1 of 1

You are deleting a note.

Note ID: 276905

Note: System merged

Created: eCert.Admin - 2/28/2014 8:02:13 AM

Updated: eCert.Admin - 2/28/2014 8:02:13 AM

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

☒ Submit - Please continue to save

☐ Security - Edit Security

☐ Cancel - Please cancel the wizard

Submit

Professional Development

The Professional Development link allows the Administrator to view either by Certificate or all of the selected educator's professional development.



Educator Professional Development Education						
Institution/Approved Provider	Class/School District	Credit Type	Clock Hours	Completed?	Begin Date	End Date
Alta Vista	Mathematics	Clock Hours	25.00	True	2/1/2013	2/28/2013
WA - Antioch University Seattle	Mathematics	Semester Hours	60.00	True	5/1/2013	5/31/2013

HQT

Educators who are highly qualified will have their HQT information displayed in the HQT Information table. Administrators can access this information by clicking on the Educator tab and then selected the link, HQT.



This action will launch the HQT Information table. This table reflects the educator's Content Area, Route, Effective Date and Grade Levels associated with the highly qualified status.

HQT Information			
HQT	Washington Courses		
Content Area	Route	Date Effective	Grade Levels
English/Language Arts	Endorsement	05/23/2007	Middle,High
English/Language Arts	State Test	03/14/2009	Middle,High

The HQT Information also list Washington Courses for the Educator, if applicable. By clicking on the Washington Courses tab, the system generates a list of courses by code, name, match type name, date stamp and any notes that might be significant to mention.

HQT Information				
HQT	Washington Courses			
SPANISH				
CourseCode	CourseName	MatchTypeName	Datestamp	Note
06101	Spanish I 06101	Primary		
06102	Spanish II 06102	Primary		
06103	Spanish III 06103	Primary		
06104	Spanish IV 06104	Primary		

Education History

By clicking on the History link, the system launches the Education History grid.



From this table, the Administrator can Add, Edit and Delete Education History associated with the selected educator.

Education History									
Edit	Institution	Begin Date	End Date	Degree	Credits Earned	Post Grad. Credits Earned	Comments	Created	Delete
Edit	University of Illinois	1/1/2009	6/1/2009	A	5.00				Delete
Click Here to Add Education History									

To add Education History to the selected educator's record, the Administrator clicks on the link, Click Here to Add Education History. This action will launch the Add Education History wizard. The user enters text in the required fields. The system automatically generates a calendar to select the Begin and End Dates. Once all information is entered, the user clicks Submit.

A screenshot of a web form titled 'Add Education History - Step 1 of 1'. The form contains the following fields: 'Institution Name' (text box), 'Begin Date' (calendar icon), 'End Date' (calendar icon), 'Degree' (dropdown menu), 'Credits Earned' (text box), and 'Post Grad. Credits Earned' (text box). Below these is a large 'Comments' text area. At the bottom, there are two radio buttons: 'Save - Please save the certificate' (selected) and 'Cancel - Please cancel the wizard'. A 'Submit' button with a right arrow icon is at the bottom right.

Add, Edit and Delete Education History

Edit and Delete Education History

The Administrator can edit and delete education history information by clicking on the Edit and Delete links respectively. The edit wizard allows the user to make changes while the delete wizard allows the user to remove the information from the educator's record.

Edit Education History - Step 1 of 1

You are editing education history

You are editing credentials for

Institution Name:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Degree:

Credits Earned:

Post Grad. Credits Earned:

Comments:

Once you have edited the desired data click on the Submit button.

☒ Save - Please save the certificate

☐ Cancel - Please cancel the wizard

[Submit](#)

Delete Education History - Step 1 of 1

You are deleting education history

You are deleting education history for

Institution Name:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Degree:

Credits Earned:

Post Grad. Credits Earned:

Comments:

Once you have verified the data click on the Submit button.

☒ DELETE - Please delete the education history

☐ Cancel - Please cancel the wizard

[Submit](#)

Work History

Work History houses both Professional Education Experience and Other Employment Experience. The Administrator can add, edit and delete each component of the educator's record.



By clicking on the Work History link, the grids for Professional Education Experience and Other Employment Experience are launched.

Professional Education Experience										
Edit	Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time Employment	Created	Delete	
Edit	9-12	1/4/2010	1/3/2011	Springfield	Springfield	IL			Delete	
Click Here to Add Professional Education Experience										
Other Employment Experience										
Edit	Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Immediate Supervisor	Created
Edit	self	2/14/2012	6/20/2013	345	No	consultant	tutored	(217) 555-6665	self	
Click Here to Add Other Employment Experience										
Delete										

Professional Education Experience

This grid allows the user to add, edit and delete professional education experience to the selected educator's record.

Professional Education Experience									
Edit	Grades	Begin Date	End Date	District	City	State	No. of Days if Less Than Full-Time Employment	Created	Delete
Edit	9-12	1/4/2010	1/3/2011	Springfield	Springfield	IL			Delete
Click Here to Add Professional Education Experience									

By clicking on the link, Click Here to Add Professional Education Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator's record in the Delete wizard.

Add Professional Education Experience - Step 1 of 1

You are adding professional education experience

You are editing Professional Education Experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have edited the desired data click on the Submit button.

☒ Save - Please save the work history

☐ Cancel - Please cancel the wizard

Submit

Edit Professional Education Experience - Step 1 of 1

You are editing professional education experience

You are editing Professional Education Experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have edited the desired data click on the Submit button.

☒ Save - Please save the work history

☐ Cancel - Please cancel the wizard

Submit

Delete Professional Education Experience - Step 1 of 1

You are deleting professional education experience

You are deleting professional education experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have verified the data click on the Submit button.

☒ DELETE - Please delete the professional education experience

☐ Cancel - Please cancel the wizard

Submit

Other Employment Experience

This grid allows the user to add, edit and delete other employment experience to the selected educator's record.

Other Employment Experience											
Edit	Employer	Begin Date	End Date	Total Hours	Paid?	Position	Duties	Telephone Number	Immediate Supervisor	Created	Delete
Edit	self	2/14/2012	6/20/2013	345	No	consultant	tutored	(217) 555-6665	self		Delete
Click Here to Add Other Employment Experience											

By clicking on the link, Click Here to Add Other Employment Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator's record in the Delete wizard.

Add Other Employment Experience - Step 1 of 1

You are adding other employment experience

You are editing Other Employment Experience for

Employer:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Total Number of Hours: * required for CTE

Paid Hours: ☐

Position:

Duties:

Telephone Number:

Name and Address of Immediate Supervisor:

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

☒ Save - Please save the work history
☐ Cancel - Please cancel the wizard

Submit

Edit Other Employment Experience - Step 1 of 1

You are editing other employment experience

You are editing Other Employment Experience for

Employer:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Total Number of Hours: * required for CTE

Paid Hours: ☐

Position:

Duties:

Telephone Number:

Name and Address of Immediate Supervisor:

Once you have edited the desired data click on the Submit button.

☒ Save - Please save the work history
☐ Cancel - Please cancel the wizard

Submit

Delete Professional Education Experience - Step 1 of 1

You are deleting professional education experience

You are deleting professional education experience for

Grades:

Begin Date: MM/DD/YYYY

End Date: MM/DD/YYYY

District:

City:

State:

No. of Days if Less Than Full-Time Employment:

Once you have verified the data click on the Submit button.

☒ DELETE - Please delete the professional education experience
☐ Cancel - Please cancel the wizard

Submit

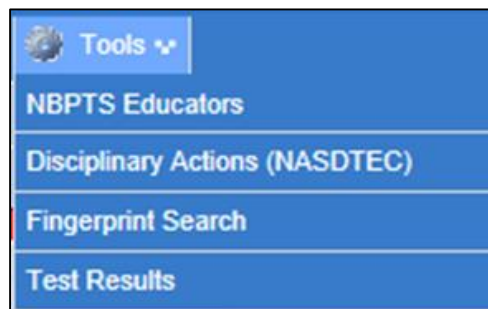
Tools

The Tools menu houses a few links the Administrator can use to help work an application.

Note: NBPTS Educators and Fingerprint Search has already been addressed in this document.

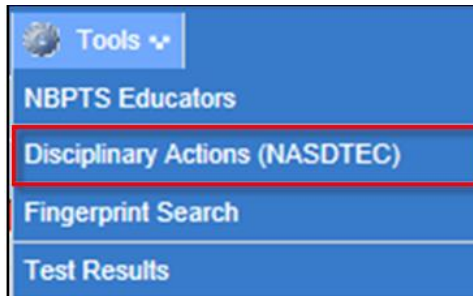


Most of these links the Administrator will use to view an educator's status. For example, the Administrator can check to see if the educator is on the Disciplinary Action list or search to see if the educator has his or her fingerprints on file.



Disciplinary Actions (NASDTEC)

To view NASDTEC, the user clicks on the Disciplinary Actions (NASDTEC) link. This will launch the NASDTEC Educator Search Screen.



Disciplinary Action Educator Search Screen Home > Disciplinary Actions (NASDTEC)

WA Cert. #:

SSN:

Last Name:

Birth Date:

First Name:

Middle Name:

0 Records Found - Show Items per page Page:

View	Certificate Number	SSN	Name	Birth Date	State	Ref Info	Action	Action Start Date	Action End Date	Issue?	Issue User	Issue Date	Source
No Records Found													
<small>Note: Records received from NASDTEC cannot be deleted. The View button will be disabled if no educator is found on the record. Only the top 500 records found will be shown.</small>													

The Administrator can use the Search Screen to determine if an educator is in the system for disciplinary action. The user can enter one or more fields to search for an educator. Once the search criteria is entered, the system will generate a list matching the criteria.

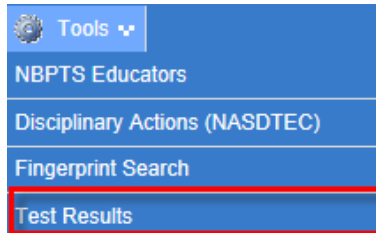
Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field. By clicking on the Export link, the system will generate an Excel spreadsheet.

A	B	C	D	E	F	G	H	I	J	K
NASDTECRevokedID	TeacherNumber	SSN	EducatorID	EducatorIDDescription	ProfileID	FirstName	MiddleName	LastName	Birthdate	RevokedState
		***-**-3217					M		5/10/1957 0:00	WA
										SC

By clicking on the View link, the Administrator is navigated to the educator's home screen. The system is designed that if an educator's certificate is revoked or suspended, a message highlighted in red is displayed across the top of the educator's screen.

Test Results

To view educator's test results the Administrator clicks on the Test Results link. This action will launch the Test Results Screen where users can search for educators.



Administrators have the option to view listed test results for educators or search for a particular educator by using the Search dialogue box. By using the Search, only the selected educator with test results will be displayed.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.

Test Results Screen Home > Test Results

Last Name: SSN:
 First Name: Birthdate:

500-record search limit exceeded.

500 Records Found - Show 60 items per page Page: 1

Assign	Test Code	Test Source	SSN	Last Name	First Name	MI	Birth Date	Street	City	State	Zip	Test Date
Assign	001	WEST-E	*****1478			A	*/**/****		TACOMA	WA	98407	03/01/2014
Assign	001	WEST-E	*****0343			M	*/**/****		BOISE	ID	83704	03/03/2014
Assign	001	WEST-E	*****1436			L	*/**/****		ENUMCLAW	WA	98022	03/07/2014

By clicking on the Export link, the system generates an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	EducatorSubTestID	EducatorID	TestDetailID	TestCode	TestDate	PostDate	LastName	FirstName	MiddleInitial	BirthDate	SSN	TestScore	PassFlag	ImportFlag	Address
1				5730	8/21/2013 0:00	6/13/2014 8:03			K	12/23/1989 0:00		185	TRUE	TRUE	
2				5710	8/21/2013 0:00	6/13/2014 8:03			K	12/23/1989 0:00		181	TRUE	TRUE	
3				5730	8/17/2013 0:00	6/13/2014 8:03			K	5/22/1989 0:00		182	TRUE	TRUE	