



Washington State Electronic Certificate System (E-Certification)

Apply for Your College Recommendation

User Guide for the College/University Candidate



October 2, 2014

Apply for Your College Recommendation

Overview

This design document will address the different features of the College Candidate module. The main components will be basic College Candidate data, how it is managed; and how the College Candidate navigates through their own account.

The College Candidate Module consists of basic College Candidate data that is not related to credentials. Name, address, contact information, degrees, and history are good examples of the type of data that is tracked in the College Candidate module. All College Candidate information can be accessed from the College Candidate Summary screen. The demographic and contact information is displayed at the top in colored panels while different types of data can be accessed from the College Candidate Options menu in the left panel. The system is designed to automatically store information such as previous addresses, contacts, social security number and names in the History component. Each feature of the basic College Candidate data will be described and illustrated throughout this documentation.

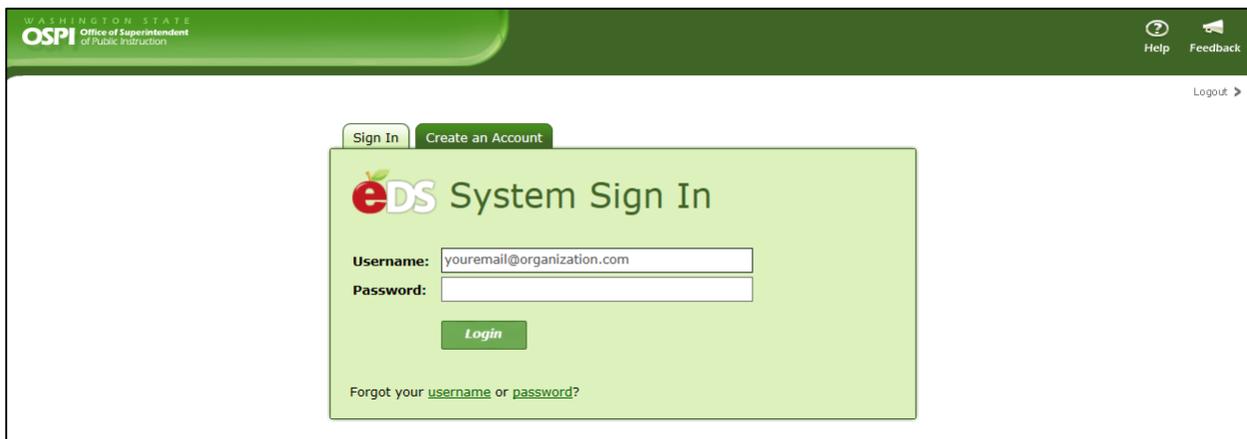
Furthermore, this document will demonstrate how the College Candidate navigates as well as manages their account. The College Candidate has the ability to edit their profile information, make application, renew certificates; requests duplicate certificates in addition to viewing documentation in their account. For the most part, the College Candidate will follow an intuitive step by step wizard when managing their account. The system is designed to navigate the College Candidate through their account with ease and straightforwardness. These types of features will also be described and illustrated throughout this documentation.

Accessing E-Certification

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

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

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



The screenshot shows the EDS System Sign In page. At the top, there is a green header with the OSPI logo and the text 'Office of Superintendent of Public Instruction'. On the right side of the header, there are links for 'Help' and 'Feedback'. Below the header, there are two tabs: 'Sign In' and 'Create an Account'. The 'Sign In' tab is selected, and the form contains the following elements: a 'Username:' label followed by a text input field containing 'youremail@organization.com', a 'Password:' label followed by a text input field, a green 'Login' button, and a link for 'Forgot your username or password?'.

First time users click “Create an Account” tab

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

To Complete Profile Information – Click Submit. You will be prompted to “Request Application Roles”.

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

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

Create an Account

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

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

Required Login Information

First Name:

Last Name:

Birthdate: (format: MM/DD/YYYY)

Username:

Password:

Verify Password:

Optional Data for Linking to a Certificate

Gender: Male Female Not Specified

Certificate:

SSN (last four):

Contact Email:

[Register](#)

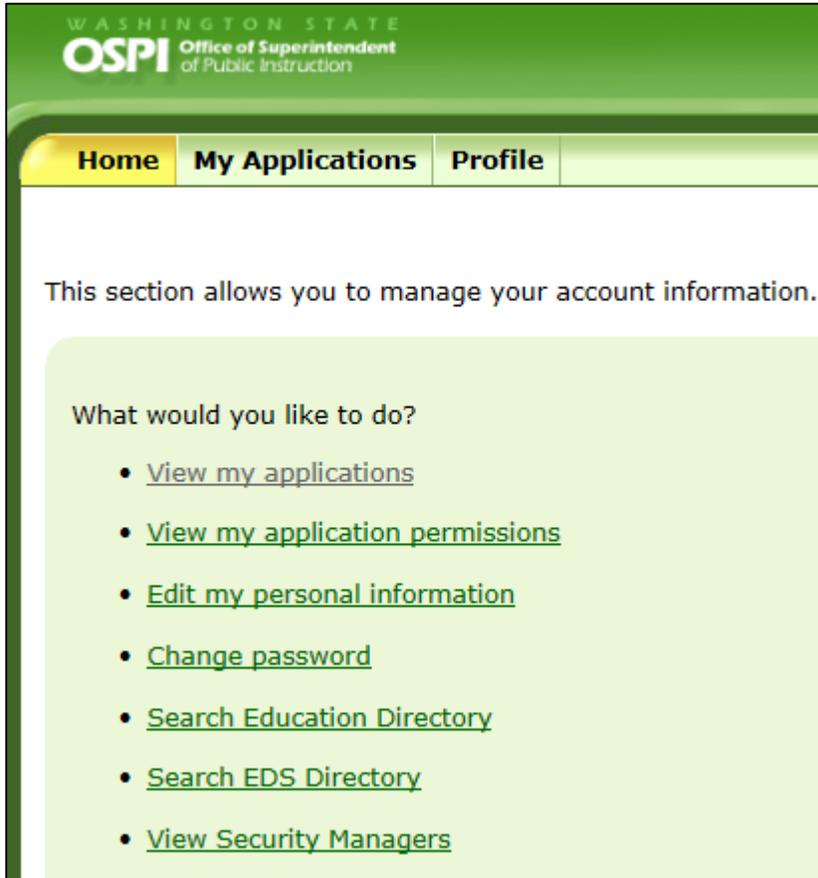
You may find other educators with similar names. If none of these apply select “None of these are me” at the bottom of the page. The optional information is necessary to avoid creating an account that does not link to your certification information.

My Profile

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

Home Page

Select “View my applications”



Select My Applications.

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

Once you have logged into E-Certification, if your college/university has recommended you for certification, the following link will appear on your home page. You may have to scroll down to the bottom of your home page to find this link.

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation



Apply For Your College Recommendation Here
Click here to apply for your Washington college recommendation. You have recently completed an approved Washington teacher education program. Your institution has electronically recommended you for a Washington teaching credential. Click on this link to start your application process.

Once you have selected the link “Apply for your College Recommendation Here” the “Educator Recommendation List” will appear. Select “Apply for Credential”, then you can proceed to the application. Note: if the Status does not show as Completed Program, the educator should contact their institution.



Educator Recommendation List

College Recommendations Awaiting Application

Certificate	Status	Institution	Recommended	Apply
T310600 - RESIDENCY TEACHER (FIRST ISSUE)	Completed Program	University	5/14/2014	Apply For Credential
T310600 - RESIDENCY TEACHER (FIRST ISSUE)	Pre Completion of Program	University	5/14/2014	Apply For Credential

If the above credential is in a Pre-Completion of Program status then your institution has not marked your recommendation complete at this time. Please contact your recommending institution for more information on what you need to do to complete the program.
If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

The Apply for Credential link will navigate the Educator to an 18-step wizard. The wizard is intuitive and the Educator needs to follow directions on each step. Depending on the data in the system, some steps may not be applicable, therefore will not be necessary to complete. In such cases the Educator will be navigated to the next applicable step.

Step 1: Informational introduction to the application process.

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation

- Read carefully the explanation provided in Step 1.
- To terminate the application process, click Cancel, Next.
- Click Next to continue.

Educator Recommendation Application - Step 1 of 18

You are applying for the certificate recommended by your institution.

Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

NOTE: Once the application process has been started, you must fully complete and submit the application. If you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

- Credit card or bank account information to pay for your application.
- Evidence regarding your good moral character and personal fitness. Depending on your answers to the character and fitness supplement questions, you may be asked to provide additional information, either in written form or an upload of an electronic document in Adobe Portable Document File (PDF) format.
- A list of all states where you hold, or have held, an educator certification.
- A list of every community college and four-year institution you have attended since graduating from high school. This information should be filled out before completing your application under My Credentials > Educator > Educator History.
- A list of public school and/or private school work experience. This information should be filled out before completing your application under My Credentials > Educator > Work History > Professional Education Experience.
- A list of other employment experience. This information should be filled out before completing your application under My Credentials > Educator > Work History > Other Employment Experience.

.....

Once you have read the above click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next

The next step asks the educator to update their personal information if necessary.

If applicable:

- Enter information in required fields.
- Click on drop-down arrow and select answer.
- Use specific format for date.
- Click on one of the checkboxes.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation

Educator Recommendation Application - Step 6 of 18

You are applying for the certificate recommended by your institution.
Please update your profile information and click the Next button.

File Location:

Teacher Number:

SSN:

First Name:

Middle Name:

Last Name:

Former Name:

Print Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Caucasian or White
- Native Hawaiian or Other Pacific Islander

Educator Status:

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

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

[Previous](#) [Next](#)

In Step 7 the educator can change any information if necessary.

If applicable:

- Enter information in required fields.
- Click on drop-down arrow and select answer.
- Click Next to continue.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.

Educator Recommendation Application - Step 7 of 18

You are applying for the certificate recommended by your institution.
Please update your address information and click the Next button.

Mailing Address: x*

City: *

Country: *

State: *

Zip Code: *

.....

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

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

Previous Next

The educator can change any contact information in Step 8.

If applicable:

- Edit any information.
- Use numbers for numeric fields.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 8 of 18

You are applying for the certificate recommended by your institution.
Please edit the contact information and click the Next button.

Work Phone: () - ext.

Home Phone: (217) 555 -

Alternate Phone: () -

Fax Phone: () -

Email Address:

.....

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

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

Previous Next

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation

Step 9 is an affidavit. By clicking on the checkbox, the educator is electronically signing the affidavit.

- Click on the checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 9 of 18

You are applying for the certificate recommended by your institution.

Please review and electronically sign the below affidavit.

Affidavit:

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. If the answers to any question on the application or the moral character and personal fitness section of the application change prior to my being granted certification, I must notify the college/university certification office or the organization program director immediately.

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

Step 10 is a continuance of the affidavit. The educator must answer all the questions.

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 10 of 18

You are applying for the certificate recommended by your institution.

Please complete the following questions carefully and completely before providing information and signing the affidavit.

Section II - Professional Fitness

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. Have you ever held or do you currently hold a Washington education certificate?
<input type="radio"/>	<input type="radio"/>	2. Have you ever held or do you currently hold any education certificate, credential, or license authorizing service in the public/private schools in another state, province, territory, or country? If "yes," list the states, provinces, territories, and/or countries in the explanation.
<input type="radio"/>	<input type="radio"/>	3. Are you currently or have you ever been the subject of any certification or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," in the explanation box below, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
<input type="radio"/>	<input type="radio"/>	4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions (including stayed), revocations, voluntary surrenders, or voidance.)
<input type="radio"/>	<input type="radio"/>	5. Have you ever been denied, or otherwise rejected for cause, an education certificate, credential, or license?
<input type="radio"/>	<input type="radio"/>	6. Have you ever withdrawn an application for any education certificate, credential, or license?
<input type="radio"/>	<input type="radio"/>	7. Have you ever practiced in any educational position in a public school for which you did not hold the appropriate valid educational certificate, credential, or license for that position?
<input type="radio"/>	<input type="radio"/>	8. Have you ever been dismissed, discharged, or fired from any employment position involving children or dependent adults? (Do not include RIFs)
<input type="radio"/>	<input type="radio"/>	9. Have you ever resigned from or otherwise left any employment (e.g. settlement agreement) while allegations of misconduct were pending?
<input type="radio"/>	<input type="radio"/>	10. Have you ever been disciplined by a past or present employer because of allegations of misconduct?
<input type="radio"/>	<input type="radio"/>	11. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct?

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation

Step 11 pertains to the educator's Criminal History. The educator must answer the Yes or No questions by clicking on the radio buttons.

- Answer questions by clicking on the radio button for Yes or No.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 11 of 18

You are applying for the certificate recommended by your institution.
Please complete the following questions carefully and completely before providing information and signing the affidavit.

Section III - Criminal History

If you answer "yes" to questions 1 through 5 (Section III), please provide the following:

- ⊖ **A. In the explanation box below state the following:**
 - a. A detailed statement including what occurred, the nature of the offense, charge or warrant
 - b. The name and address of the arresting agency.
 - c. If a court was involved, the name and address of the court.
 - d. The date of the arrest.
 - e. The final disposition, if any.
- B. If a court was involved, provide a copy of the court docket (can be obtained at the court in which the charge(s) were filed).**
- C. Provide a copy of the complete arresting officer's report.**
- D. If the arrest was driving related, provide a copy of a current and complete 5-year driving abstract.**

NOTE: For questions 1,2,3, DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.

Yes	No	Question
1. <input type="radio"/>	<input type="radio"/>	In the last 10 years, have you ever been arrested for any crime or violation of the law? (DO NOT include minor in possession (MIP)/minor in consumption (MIC) occurring more than 2 years ago or driving under the influence (DUI) occurring more than 5 years ago.) (Note: For "yes" responses to 1,2,3, even if your case was dismissed or your record was sealed you must answer this question in the affirmative.) You need not list traffic violations for which a fine or forfeiture of less than \$300 was imposed.
2. <input type="radio"/>	<input type="radio"/>	In the last 10 years, have you ever been fingerprinted as a result of any arrest for any crime or violation of the law?
3. <input type="radio"/>	<input type="radio"/>	In the last 10 years, have you ever been convicted of any crime or violation of any law? (Note: For the purpose of this question "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, (2) all proceedings in which a sentence has been suspended or deferred, (3) or bail forfeiture.) You need not list traffic violations or fines for which a fine or forfeiture of less than \$300 was imposed.
4. <input type="radio"/>	<input type="radio"/>	Have you ever been convicted of any felony crime?
5. <input type="radio"/>	<input type="radio"/>	Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include Washington State, any other state, province, territory, and/or country.
6. <input type="radio"/>	<input type="radio"/>	Have you ever been or are you presently under investigation in any jurisdiction for possible criminal charges? If your answer is "yes," identify agency and location (street address, city, state) and the circumstances or details relating to the investigation in the explanation box below.

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

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

[Previous](#) [Next](#)

Step 12 requires the educator to answer fitness questions. The educator must answer each question.

- Answer questions by clicking on the radio button for Yes or No.

The screenshot shows a web application window titled "Educator Recommendation Application - Step 12 of 18". The content includes instructions to complete questions carefully before providing information and signing an affidavit. It is titled "Section IV - Fitness" and instructs the user to provide a written explanation if they answer "yes" to any question. Below this is a table of five questions, each with radio buttons for "Yes", "No", and "N/A".

Yes	No	N/A	Question
1. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever exhibited and behavior or conduct which might negatively impact your ability to serve in a role which requires a certificate, credential, or license?
2. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In the past 10 years, have you ever engaged in any conduct which resulted in the damage or destruction of property? (For purposes of questions 2 and 3, property includes both real and personal property owned by you or another. Do not list damages done as the result of an automobile accident.)
3. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	In the last 10 years have you ever threatened to damage or destroy property?
4. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever engaged in any conduct which resulted in the physical injury or harm of any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)
5. <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you ever threatened to do physical injury or harm to any person(s)? (Do not list injury or harm caused as the result of duties performed due to a job assignment such as police officer, armed forces member, or athlete.)

Washington State Office of Superintendent of Public Instruction
E-Certification Apply for Your College Recommendation

- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

6. Do you have a medical condition which in any way impairs or limits your ability to serve in a certificated role with reasonable skill and safety?

7. If you use chemical substance(s), does this use in any way impair or limit your ability to serve in a certificated role with reasonable skill and safety?

7a. If you disclosed a "yes" answer to questions 6 or 7 above, are the limitations or impairments caused by your medical condition(s) or substance abuse reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? Please explain in the box below and provide the name, address, and telephone number of the program.

8. Do you currently use illegal drugs?

9. Have you used illegal drugs in the last year?

9a. If you disclosed a "yes" answer to question 9 above, have you successfully completed or are you participating in a supervised rehabilitation program? Please explain in the box below and provide the name, address, and telephone number of the program.

If you answer "yes" to questions 10 or 11, attach copies of any court orders entered in the proceeding.

10. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?

11. Have you ever been found in any dependency or domestic relation matter to have physically abused any person.

If you answer "yes" to questions 12 or 13, and a repayment agreement has been established, attach copies of the repayment agreement from the appropriate agency.

12. Are you currently in default status on any educational loan or scholarship? (Do not include loans that are currently in a compliant deferment status.)

13. Are you currently in non-compliance with a support order?

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

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

 Previous Next 

In Step 14 the educator is asked to provide 3 references. Once the information is entered, the educator clicks on Next to continue.

- Enter data in required fields.
- Click on drop-down arrow to select answer for State.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to Continue.

Educator Recommendation Application - Step 14 of 18

You are applying for the certificate recommended by your institution.
Provide character information requested below.

Section V - Character References

List three individuals, not related to you, who will serve as character references.

Character Reference 1

Name: *

Mailing Address: *

City: *

State: * (dropdown menu)

Zip: *

Telephone Number: () - *

E-mail Address:

Character Reference 2

Name: *

Mailing Address: *

City: *

State: * (dropdown menu)

Zip: *

Telephone Number: () - *

E-mail Address:

Character Reference 3

Name: *

Mailing Address: *

City: *

State: * (dropdown menu)

Zip: *

Telephone Number: () - *

E-mail Address:

Once you have entered the information click on the Next button.

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

[Previous](#) [Next](#)

Step 15 is an affidavit. By clicking on the checkbox, the educator is signing the affidavit.

- Click on checkbox.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 15 of 18

You are applying for the certificate recommended by your institution.

Please review and electronically sign the below affidavit.

Affidavit:

I certify (or declare) under the penalty of perjury under the laws of the state of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the application or character and fitness supplement changes prior to my being granted certification, I must immediately notify the Office of Professional Practices and my college/university if I am a college/university candidate.

I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification, or in the case of a certificate holder, reprimand, suspension, or revocation of the renewal certificate, credential, or license.

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

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

Step 16 allows the Educator to pay by credit card for their application. The educator enters card information and clicks on Next to continue. Note the amount to be charged to the educator is shown in the Amount field box. This field is disabled so the amount does not change.

- Fill out all required fields.
- Click on the drop-down arrows to select applicable answer.
- Follow numeric format for entered numbers.
- Follow date format when entering date.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Next to continue.

Educator Recommendation Application - Step 16 of 18

You are applying for the certificate recommended by your institution.

Please enter your payment information and click Next.

Payment Type: *

Credit Card #: * no spaces or dashes

Expiration Date: * (Example: 08/11)

Verification Code: *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: *

Address Line 1: *

Address Line 2:

City: *

State: *

Zip: *

Email: *

Amount: *

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

Save - Please save the fee information.

Cancel - Please cancel the wizard.

Step 17 allows the educator to edit any of the information he or she entered before applying for the application. There is an edit link for each section; therefore, if the user wishes to change address information, they click on the edit link directly across from the Address heading.

- If applicable, click on the edit link to make any changes to the information already entered.
- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click Apply to complete application.

Educator Recommendation Application - Step 17 of 18

You are applying for the certificate recommended by your institution.

Please review the information below. Once you have reviewed the information click the Apply link. By clicking the Apply link you are electronically signing this application and authorizing the Washington State Office of Superintendent of Public Instruction to charge your credit card for the listed application amount.

— Profile [\(edit\)](#)

Name:
SSN: Birth Date:
Gender: Former:
Print Name: Ethnicity: Unknown/Not Provided

— Address [\(edit\)](#)

Mailing Address:
City State, Zip: Springfield IL, 62711
Country: U S

— Contact [\(edit\)](#)

Home Phone:
Email Address:

— Payment [\(edit\)](#)

Credit Card #: *****
Expiration Date: 08/15
CC Verification:
CC Name:
CC Address Line 1:
CC Address Line 2:
CC City:
CC State:
CC Zip:
CC Email:
Amount: \$68.00

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Once you have reviewed the information click on the Apply button to submit your credential application. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

Apply - Please accept my credential application.
 Cancel - Please cancel the wizard.

[Previous](#) [Apply](#)

Step 18 completes the process by clicking on Submit. The educator will then be navigated to their credential screen.

- To terminate the application process, click Cancel, Next.
- To return to the previous screen, click Previous.
- Click on Submit to complete the application process.

Educator Recommendation Application - Step 18 of 18

You are applying for the certificate recommended by your institution.

Please review the following information.

You have successfully applied for your new Washington teaching credential.

Your certificate has been routed to a certification specialist for review.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.

[Click here to view your new credential information.](#)

Review the outcome of your application and click Submit.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Submit