**e-Cert 2.0 Account Set-up**

A full User Guide for College Candidates can be found at: <http://www.k12.wa.us/Certification/e-Cert/E-CertificationCollegeCandidateUserGuide.pdf>

A full User Guide for an Educator can be found at: <http://www.k12.wa.us/Certification/e-Cert/E-CertEducatorUG.pdf>

**Step 1: Create an Account:**

* Go to: <https://eds.ospi.k12.wa.us> . The Office of the Superintendent of Public Instruction (OSPI) has informed us that if you do not provide your social security number in your account, you will experience delays in account creation and processing.
* Click “Create an Account” tab

Username: Must be valid email address (do not use your evergreen.edu account, use an account you will keep for a long time)

Password: Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol. Passwords expire in 90 days so make sure you make a note of your current password. You will not be able to reuse the same password once it expires.

* Complete Profile Information (you can leave the certification field blank) – Click Submit

Please make sure to list all former names, especially if test scores are under a different name then the name you have the account in and/or will use on your teacher certification application

* You will be prompted to “Request Application Roles” select the “Not Now” button to continue to EDS
* Wait an hour at least before you complete the remaining steps:
* Go to the EDS website, <https://eds.ospi.k12.wa.us>
* Login
* Select “My Applications”
* Then select “E-Certification”
* You will be prompted to confirm/enter your demographic information

**Step 2: Complete Education History and Work Experience**

* Go to home page 🡪 My Credentials 🡪 Educator 🡪Education History
* Select “Click Here to Add Education History”
* Input your education history to the best of your knowledge, you can estimate dates and credit hours. The system does not recognize future dates so only include education you have already completed.
* Once you have completed your education history select “work history” under the Educator tab
* Professional Education Experience is paid experience you have completed in a school district (i.e. paraprofessional, coach, bus driver). If you have professional education experience select “Click Here to Add Professional Education Experience”
* Other Employment Experience should include non-education paid jobs. Include a least the last two jobs you have held.
* Again, you can use estimated dates and total number of hours worked. Do not spend a lot of time on this. If additional information is needed you will be contacted by the Office of the Superintendent of Public Instruction.

The e-Cert system attempts to match your profile with any existing records it may have. If old information exists confirm or change it is it is correct. Once you claim your recommendation, you may see a “deficit report” indicating you are lacking fingerprints and test scores. Do not panic! An OSPI certification staff member reviews your application and searches for your fingerprints and test scores to link to your account and application.

In the future you will sign in and be able to:

* Apply for certification, check on your certificate, permit and application status
* Edit your information, important to keep address and email current
* Apply to reissued your residency certificate, added endorsements, etc.
* Request duplicate copies of your certificate