**Pre-Residency Certificate Clearance Directions**

All Evergreen MiT teacher candidates must have a Pre-Residency Certificate Clearance to participate in practicums. Below are detailed directions of how to set up your EDS account and apply for the Pre-Residency Certificate. When you go to apply for your Pre-Residency Certificate (the last step) make sure you allow about a half hour to complete the process. If you exit the wizard before it is complete none of your information will be saved. You will be asked to provide name, phone numbers, and addresses for three character references. If you answer “yes” on any of the character and fitness background questions you will need to provide a written statement and supporting documents and your information will be routed to the Office of Professional Practices (OPP). OPP will review your file once you have Washington State Patrol and FBI clearance after being fingerprinted and determine if you qualify for the Pre-Residency Certificate. If you do not answer yes to any of the background questions Evergreen will clear you once you have fingerprint clearance from Washington State Patrol and FBI.

**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

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 (you can leave the certification field blank) – Click Submit
* You will be prompted to “Request Application Roles” select the “Not Now” button to continue to EDS
* Wait an hour 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 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.

**Step 3: Apply Pre-Residency Certificate**

* From your home screen select “Apply for a Washington Credential Here”
* Select “Apply for Credential” by the Pre-Residency Certificate Clearance”
* Step 3 will ask you if your employment history is correct. Make sure you select “yes” otherwise you will be kicked out of the wizard and you will have to start over. If the information is not correct once you complete your Pre-Residency Certificate Clearance Process you can return to the Educator tab and edit the information.
* Step 6 – do NOT select the box that says, “I am completing a teacher preparation program from an out-of-state college/university.” Instead, select The Evergreen State College from the drop down menu.
* Follow the directions and complete all of the steps required in the wizard.
* Evergreen will automatically be notified once you have submitted your application and you will receive your clearance after OPP or Evergreen processes your request.

See How to Access E-Certification on the OSPI website at: <http://www.k12.wa.us/Certification/e-Cert/default.aspx>

See Login instruction Sheet for additional technical assistance at: <http://www.k12.wa.us/Certification/e-Cert/LoginE-cert.pdf>

If you continue to have difficulties, please contact the OSPI certification office at 360-725-6400

**Fingerprinting Information**

If you already have fingerprints on file with the eCert system of OSPI, then please contact MiT staff member Maggie Foran so she can determine if further information is needed and how long your prints are valid.

If you were fingerprinted for the Department of Early Learning (DEL) within the past two years, you may request those results from DEL be sent to you and then you would forward them to OSPI. Please see instructions and link to appropriate form at: <http://www.k12.wa.us/ProfPractices/pubdocs/DELfingerprintinstructions.pdf>. Please make sure you notify Maggie Foran if you are using this process, as it can take quite a bit of time for DEL to respond to your request.

If you do not have current fingerprints on file, you are encouraged to be fingerprinted in mid to late August or early September (generally cleared within one to two weeks) at the Capital Region ESD 113 office in Tumwater and request the prints be provided to Evergreen. Information on location, hours, valid forms of I.D., and types of payment ($81.00) can be found at: https://www.esd113.org/Page/2380. Fingerprints are valid for two years. Please keep your receipt and bring to orientation. Other fingerprinting locations include Olympic Educational Service District 114 in Bremerton, see: <https://www.oesd114.org/site/Default.aspx?PageID=393> ($72.50), and Puget Sound Educational Service District 121 in Renton, see: <https://www.psesd.org/administrative-and-management-services/certification-and-fingerprinting/> ($82.50).