

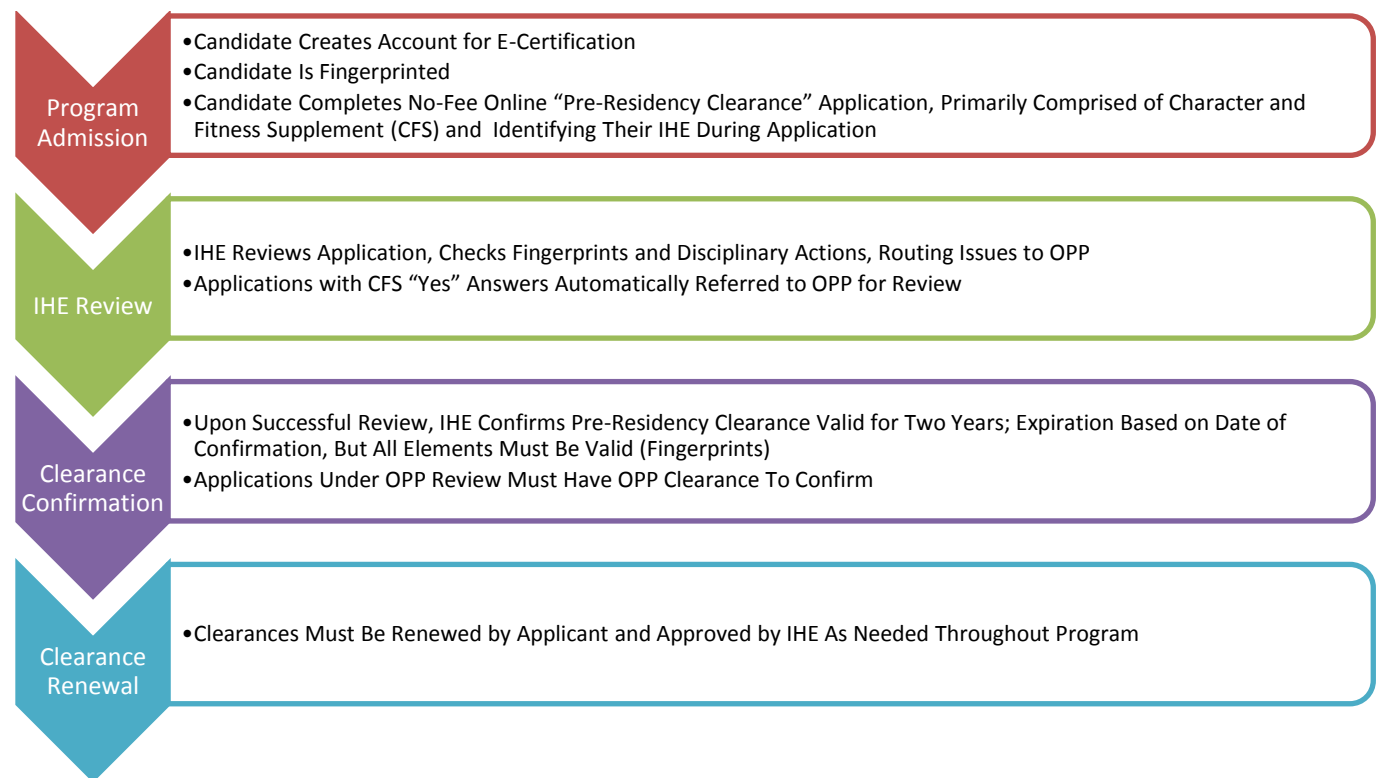
Transition to E-Certification for Colleges and Universities

Introduction

This document provides certification officers for Institutions of Higher Education (IHEs) with approved Washington State educator programs with details on the transition to the full use of the new E-Certification system. The document starts by describing how the E-Certification system will be used by IHEs and their candidates for character and fitness clearance then continues to cover specific topics around the transition to the new system based on feedback received from previous communications.

Candidate Clearance Prior to Full Certificate Application

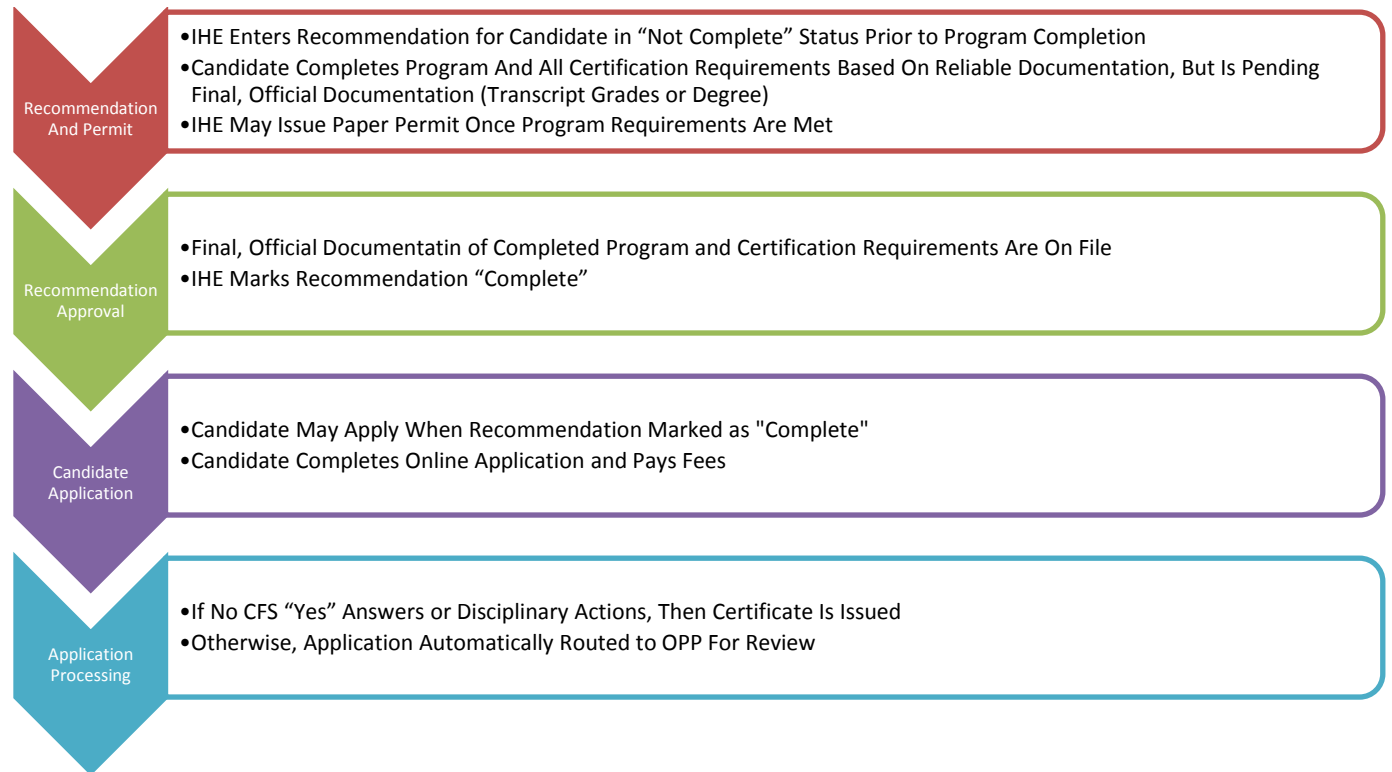
The new E-Certification system will support the background checking and fingerprint clearance process that is currently performed by IHEs through the early collection of certification applications. This process, referred to as the Pre-Residency Clearance, will be facilitated through an online application in the new system. The application will be available to individuals that don't currently hold a valid certificate. The diagram below depicts the process for application, review and confirmation of a Pre-Residency Clearance.



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Process for Approved Program Completers

The process below describes how candidates completing approved programs will be recommended by their IHE, and then will subsequently apply for and receive their certification.



Transition Considerations

Based on feedback received from IHEs, OSPI has developed the following approach for transitioning to using the new E-Certification system. This transition takes into account the timelines for IHE candidates, the process that you follow for collecting applications, and minimizes the impact to in-process candidates.

- Timeline
 - OSPI will continue to accept paper recommendations for candidates who have applied to their IHE prior to August 31, 2014, regardless of when they complete their program after that date.
 - Candidates starting an application after August 31, 2014 should complete all application processes online using the E-Certification system, as described in the above To-Be Process for Approved Program Completers.
- Fee Payment
 - Candidates who will be recommended online may either pay their fee online or through the current process. If they do not pay online, the IHE should record the fee in the system as part of recommending the candidate.
 - Candidates who will be recommended on paper must pay their fee through the current process. We will not be able to accept fees online for candidates that aren’t applying online.

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- Fees that are paid through the current process should be recorded on the 1244 form as currently being done and submit to their ESD or PSESD if their regional ESD certification office is closed.
- Account Creation and Application
 - Candidates who will be recommended online should be encouraged to create an account in EDS and login to the E-Certification system prior to the IHE entering the recommendation.
 - This will save the IHE from having to enter the educator record and associated demographic information.
 - Candidates who are recommended online will be required to complete an online application for their certificate and a CFS form, even if the IHE already has these on file.

Outstanding Items

There are several items related to transitioning to the new E-Certification system that OSPI is currently reviewing and will provide information as soon as it is available. These items are identified below.

- How current fee processes will be impacted by the closure of Puget Sound ESD in the spring and other ESDs in the summer
 - Although PSESD has informed us that they will no longer be operating a certification office, the fiscal office will continue to process college/university and ESD fees. The 1244 forms and accompanying fees for paper applications will continue to be sent to PSESD quarterly. We will provide more information as April 30, 2014 draws near.
 - Any college/university sending students to PSESD for receipting of fees and applications should do so prior to April 30, 2014.
- How intern substitute recommendations and applications will be handled in the E-Certification system.
- Mechanism for IHEs to upload batches of recommendations, as opposed to single entry online.