Next Step: How to Set Up an E-Cert account

Link: https://eds.ospi.k12.wa.us   (save as a Favorite)

First time user: Select 'Create an Account'   tab
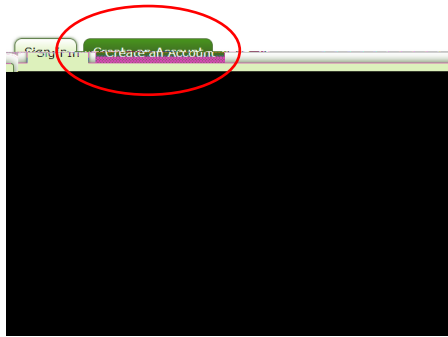
> If you already have an eCert account, simply log in and select Data for Linking to a Certificate

Required Login Information

First Name:
Last Name:
Birthdate: (format: MM/DD/YYYY)

Username:
Password:
Verify Password:

Data for Linking to a Certificate

Gender: ◯ Male ◯ Female ⦿ Not Specified
Certificate:
SSN (last four):
Contact Email:

> Fill in Required Login Information; then Register

Login and select View My Applications tab, Select E Certifications , then Manage Certifications , then select Add Certification Hours.   **Please note! If the E -Certifications link is not immediately available, please log out of your   account and re -enter at a later time to allow the system to 'load' that application into your account.**

Select My Credentials to view current and prior certification (for   most of you this screen will be blank unless you hold and have held Washington State teaching certificat   ion). You can edit this screen by selecting 'Click Here to Edit Educator'; select 'Next' to continue.

The second part of the Credentials screen displays the Paraeducator's Applications, Certificates, Endorsements and Deficiencies for Selected Certificates.

Select the PD Hours tab   -- to add Professional Development hours, select the link Click Here to Add Professional Development Hours   .

Enter the following:

  xCredit type: select Paraeducator Fundamental Course of Study from drop-d   own
  menu
  xCity: % H O O L Q J K D P
  xState: Washington
  xOrganization/Company: % H O O L Q J K D P 3 X E O L F 6 F K R R O V
  xClass: Paraeducator
  xOther Hours: 28 (pre-I oaded)
  xBegin Date: 09/01 /2019 (or 09 /01/2020 if new hire in th   e 2020-21 school year)
  xCompleted Date: enter date you completed the FCS training
  xType of Study: General Study (pre-I oaded)
  xSave and exit PD entry; log out.