How to Create an Account and Apply for Pre-Residency Clearance on the OSPI eCert system

Hint: *Have your SS# available before you start this process.*

Go to https://eds.ospi.k12.wa.us

Step 1: Create an Account (If you already have an account, skip to step 4)

1. First time users click **"Create an Account"** tab. **DO NOT CREATE A DUPLICATE ACCOUNT**

2. Complete only the "**Required Login Information**" (top section); do not complete the "Data for Linking to a Certificate" (bottom section).

   a. **Username**: Must be valid email address. **DO NOT USE YOUR WWU EMAIL ACCOUNT**, use an account you plan to keep for a very long time.

   b. **Password:** Passwords must be at least 10 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol.

3. Click **"Register"**:

   a. **Possible Matches:** The system attempts to match your name with existing records. If it finds a possible match, you'll see this message: "We have identified the following accounts that may belong to you". Choose carefully. Selecting the "This is me" button will prompt you to provide additional information to verify and claim your account. Selecting "None of these are me" will create a new account in E-Cert.

4. If asked to **"Request Application Roles"** - Click **"Not now"**

Step 2: SIGN OUT AND WAIT UNTIL THE NEXT DAY

Step 3: Complete profile

1. Go to https://eds.ospi.k12.wa.us and click "**Sign In**" tab

2. Select "**View my applications**"

3. Select "**E-Certification**" (if you don't see this option, log out and return later)

4. Complete 3 step wizard to confirm your profile information.

Step 4: Apply for a Pre-Residency Clearance

1. Go to https://eds.ospi.k12.wa.us and click the "**Sign In**" tab

2. Select "**View my applications**", select "**E-Certification**", select the "**Home**" tab

3. Scroll down to select "**Apply for a Washington Credential Here**"

4. Select "**Apply for Credential**" to the far right of "**Pre-Residency Certificate Clearance**"

5. * Complete the 19-step wizard. Note:

> Step 2 – Select "Yes, the information above is correct".
>
> Step 4 – Select "Yes, the information above is correct"
>
> Step 5 – Select "Yes, the information above is correct"
>
> Step 7 –
>
> > a. Do <u>not</u> check the box next to "I am completing a teacher preparation program from an out-of-state college/university".
> > b. Institution: **Carefully** select **37906 - Western Washington University** from the drop-down menu. Do not select Western Governors University.
> > c. Approved Program: Select "TCH – Teacher" ; or "COUN – School Counselor" if in the School Counseling program.
>
> Step 16 – **Three Character references** (not related to you; can be friends or roommates)

6. There is no cost for the Pre-Residency Clearance, if the system asks for payment, you're in the wrong wizard!

7. The Woodring Certification office will be able to see that your application has been completed.

* "YES" Answers?

You will need to provide a complete written explanation if you report any:

- Negative actions taken on a certificate or license you have applied for, hold or have held.
- Various behavior or misconduct issues.
- Severe medical or drug related conditions.
- Financial default or non-compliance with any Court orders or educational loans.

You will also need to submit other documentation if you report any:

- Investigations, arrests and/or convictions for violations of the law.

If in doubt, contact the OSPI Office of Professional Practices (opp@k12.wa.us or (360) 725-6130)

Technical issues with the OSPI website? Please contact: cert@k12.wa.us, 360-725-6400