HOW TO RECORD FCS HRS./CLOCK HRS. W/ OSPI

1.Click Ctrl + Link here: https://www.k12.wa.us/certification/e-certification-washington-state-educators

2. Please click First-Time User to create an account. If you encounter any issues please go to to the bottom of the page and email one of the DDSMs from the list so they can help you.

3.Returning User: click on, Returning User or directly on the link below and follow the steps:

Go to Education Data System (EDS) Sign In

1. Sign in: Username/Password
2. My Applications
3. E-Certification
4. Manage Your PD Hours
5. Go to: Click Here to Add Professional Development Hours at the bottom of the page
6. Fill in all the fields required. Use the visual picture of my example as needed and click Submit
7. Go back to step 5 using the back arrow or click on Home and then Manage Your PD Hours to see that your hours are displayed at the bottom of the page. That's it!

If the tab is not displaying the hrs., repeat step 6 again or email District Data Security Managers (DDSM) below:

Seattle Public Schools

Steven Wright	swright@seattleschools.org
Min Yee	mlyee@seattleschools.org
Aruna Devi Ramaiah	arramaiah@seattleschools.org
Aaron Carlisle	aocarlisle@seattleschools.org
Mindy Robinson	marobinson@seattleschools.org

BY: Herminia Helms, Paraprofessional @ SPS/PARA Board-Member At Large @ SEA (Info. gathered from OSPI website)

Home » Certification » E-Certification for Washington State Educators

CERTIFICATION

Teachers ▸
Paraeducators ▸
Administrators ▸
Educational Staff Associates ▸
National Board Certified Teachers ▸
Troops to Teachers ▸
Professional Certification Webinars and Presentations
Regulations and Reports
Contact Information
Helpful Links
Forms ▸
Application Fees ▸
Fingerprints & Background Checks ▸
International Education ▸

E-Certification for Washington State Educators

Explore guidance on activities, applications, instructions and how to access on the online certification system in Washington, E-Certification.

The following activities are available in E-Certification

The following activities are not yet available in E-Certification

If you are a Military Spouse: After you submit your application online through E-Certification please contact our office for expedited review.

How to Access E-Certification

Returning user

1. Go to Education Data System (EDS) Sign In
2. Enter your username and password
3. Select Login
4. From the EDS homepage you may manage account information, select:
   1. View my applications
   2. My Application List
   3. E-Certification
5. From the E-Certification homepage, you may apply for a certificate, change your role, or use the dropdown menu for a desired action.

E-Certification User Guides

- Educator User Guide (PDF)
- E-Certification College and University Candidate User Guide (PDF)
- E-Certification College and University Administrator User Guide (PDF)
- E-Certification School District Personnel Administrator User Guide (PDF)
- Paraeducator User Guide (PDF)

Contact Information

Technical Assistance
360-725-6400

OSPI Office of Superintendent of Public Instruction
WASHINGTON STATE

Application List
Application Roles
Education Directory
EDS Directory
Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click

If you need access to more applications, please contact

Application
E-Certification
Education Data System
Education Data System Administration
Events Manager
NBPTS Scholarship
pdEnroller

- Our office no longer prints certificates, You can view/print your certificate
- If you have documents or verification forms to submit, after your applicati
- If you have questions regarding which application to submit, please cont

View Your Credentials Here
Your credentials are available online. You are now able to see your current other certification information

Manage Your PD Hours Here
Click here to log and track professional development hours. Issues of

Apply For Your Paraeducator Certificate Here
Click here to apply for your Washington Paraeducator certificate your complet Fundamental Course of Study may qualify you to apply for a Washington Para this link to check your options.

Apply for a Washington Credential Here
Use this wizard to see if you qualify to apply for a Washington Teacher Certifica your application process.

Former Last Name: N/A

Email: hahelms@seattleschools.o

Click Here to Edit Educator

This page shows professional development entered into the eCertification system which Classes shown will be ones entered by you into your account or imported classes taken from pd entry of classes taken from pdEnroller. If you have taken classes from PD enroller since July 1, 2 pdEnroller account and follow the steps to link your account to eCertification.

y Certificate   All

Professional Development Hours

Edit	Institution/Approved Provider	Cl___/School District	Credit Type	Type of Study	___ Hours	Comple___ Date
Edit	Seattle Public Schools	FCS	Paraeducator Fundamental Course of Study	General Study (Other)	28.00	4/24/2021

Click Here to Add Professional Development Hours

MacBook Air

You are adding Educator Professional Development Hours.

Educator Certificate ID:
Credit Type: Paraeducator Fundamental Course of Study
City: seattle
State: Washington
Organization/Company: seattle public school
Class: FCS
Other Hours: 28
Begin Date: 02/01/2020 (Optional)
Completed Date: 03/02/2021 MM/DD/YYYY
Type of Study:
Comments:

Once you have entered the required data click on the Submit button.

⦿ Save and add new PD hours
○ Save and exit PD entry
○ Cancel - Please cancel the wizard

Submit

BY: Herminia Helms, Paraprofessional @ SPS/PARA Board-Member At Large @ SEA (Info. gathered from OSPI website)