

# Professional Certification Office Paraeducator Presentation October 15, 2021

Office of Superintendent of Public Instruction  
Professional Certification



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# Certification Office

## Presentation Team Introduction

- **Tonya Bartlett** – Administrative Program Specialist
- **Kelli Adjepong** – Customer Service Specialist
- **Bridget Fieldstad** – Customer Service Supervisor

# **Agenda**

- **Paraeducator Certificate Requirements**
- **Account Creation Demonstration**
- **How To Log Professional Development**
- **Paraeducator Applications**
- **Clock Hour Information**
- **Questions**



# Agency Overview

- **Office of Superintendent of Public Instruction (OSPI)** - Our agency oversees public K-12 education in Washington State.
  - **Certification Office** – Our office reviews and processes K-12 educator certification applications. This includes teachers, educational staff associates, administrators, and paraeducators.
- **Professional Educator Standards Board (PESB)** - Establishes policies and requirements for the preparation and certification of education professionals.
  - **Paraeducator Board** – Oversees the Paraeducator Certificate Program and establishes policy and required professional development for paraeducators.

# Paraeducator Certificate Requirements



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# **Certification Requirements**

- **Fundamental Course of Study**

## **Certificates:**

- General Paraeducator Certificate
- Subject Matter Certificate
  - English Language Learners
  - Special Education
- Advanced Paraeducator Certificate



# Fundamental Course of Study

## Fundamental Course of Study (FCS)

- 28 clock hour course consisting of 12 units
- Paraeducator will enter as one course under PD when complete
- Application list for paraeducator certificates becomes available once the FCS has been entered into E-Certification

- Send in FCS document via email as PDF to [cert@k12.wa.us](mailto:cert@k12.wa.us)



# Paraeducator Certification

## General Certificate:

- 70 additional clock hours or equivalent
- Subject Matter Cert trainings count towards 70 hours (SPED & ELL)
- One Professional Growth Plan (PGP) can be used
- This is a lifetime certificate

Fully certificated educators holding a valid certificate only need to complete the FCS.



# Paraeducator Certification

## Subject Matter Certificates:

- English Language Learner/Special Education
  - 20 clock hours or equivalent
  - Moodle Modules
- Renewals:
  - Hold or have held the Subject Matter Paraeducator Certificate
  - 20 clock hours or equivalent

Teachers with ELL/Bilingual or Special Education/Early Childhood Special Education endorsements qualify once FCS is complete



# Paraeducator Certification

- Advanced Paraeducator Certificate:
  - 75 hours clock hours or equivalent related to the duties of an advanced Paraeducator
  - Can apply for once the requirements and application have been submitted for the General Paraeducator Certificate
- Renewals:
  - Hold or have held an Advanced Paraeducator Certificate.
  - 30 clock hours or equivalent

# Creating an Account



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# How to Create an Account

To begin select log in link

- [EDS login](#)

<https://eds.ospi.k12.wa.us/>



The screenshot shows a web interface for the EDS System Sign In. At the top, there are two tabs: "Sign In" (active) and "Create an Account". Below the tabs is the "eDS System Sign In" header. The main form area contains two input fields: "Username:" with the placeholder text "youremail@organization.com" and "Password:". Below these fields is a green "Login" button. At the bottom of the form, there is a link that says "Forgot your [username](#) or [password](#)?"

# How to Create an Account

Returning users

- sign in with username and password



The image shows a web form for signing into the eDS system. At the top, there are two tabs: 'Sign In' (highlighted) and 'Create an Account'. Below the tabs is the eDS logo (a red apple with a green leaf) followed by the text 'System Sign In'. There are two input fields: 'Username:' with the placeholder text 'youremail@organization.com' and 'Password:'. Below these fields is a green 'Login' button. At the bottom, there is a link that says 'Forgot your [username](#) or [password](#)?'.



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# How to Create an Account

First time users

- select create account tab



The screenshot shows a web interface for the eDS System. At the top, there are two tabs: "Sign In" and "Create an Account". The "Create an Account" tab is selected and highlighted in green. Below the tabs, the text "eDS System Sign In" is displayed, with the "eDS" logo featuring a red apple icon. There are two input fields: "Username:" with the placeholder text "youremail@organization.com" and "Password:". Below these fields is a green "Login" button. At the bottom, there is a link that says "Forgot your [username](#) or [password](#)?".

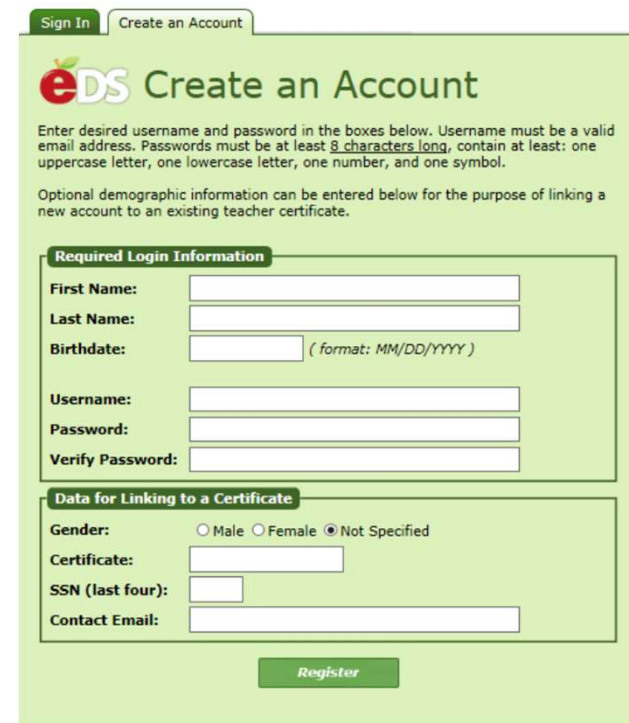


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# How to Create an Account

## First time users

- Fill in as much information as possible
- Follow the prompts to claim or create your account



The screenshot shows the 'eDS Create an Account' web form. At the top, there are tabs for 'Sign In' and 'Create an Account'. The form title is 'eDS Create an Account'. Below the title, there is a paragraph of instructions: 'Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.' Another paragraph states: 'Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.'

The form is divided into two main sections:

- Required Login Information:** This section contains input fields for 'First Name', 'Last Name', 'Birthdate' (with a format hint 'MM/DD/YYYY'), 'Username', 'Password', and 'Verify Password'.
- Data for Linking to a Certificate:** This section contains radio buttons for 'Gender' (Male, Female, Not Specified), and input fields for 'Certificate', 'SSN (last four)', and 'Contact Email'.

A green 'Register' button is located at the bottom right of the form.

# Accessing E-Certification System

- Select view my applications

What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [Search EDS Directory](#)
- [View Security Managers](#)



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# Accessing E-Certification System

- Select E-certification to launch E-Cert

Application
<a href="#">E-Certification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">NBPTS Scholarship</a>
<a href="#">pdEnroller</a>



# E-Certification System

- First time users will come to the "Edit Educator" screen.
- Fill in your information and click "Next"

The screenshot shows a web form titled "Edit Educator - Step 1 of 3". The form contains the following fields and options:

- You are editing an Educator.** (Section header)
- Header text that changes based on the wizard.** (Instructional text)
- File Location:** A dropdown menu.
- Teacher Number:** A text input field.
- SSN:** A text input field with a red asterisk indicating it is required.
- First Name:** A text input field with a red asterisk indicating it is required.
- Middle Name:** A text input field.
- Last Name:** A text input field with a red asterisk indicating it is required.
- Former Name:** A text input field.
- Print Name:** A text input field.
- Suffix:** A dropdown menu.
- Gender:** A dropdown menu.
- Birth Date:** A text input field with a format hint "MM/DD/YYYY" and a red asterisk indicating it is required.
- Educator Status:** A dropdown menu with "Active" selected and a red asterisk indicating it is required.

Below the form fields, there is a section with the text "Once you have entered the required data click on the Next button." and two radio button options:

- ☒ Continue - Please continue the wizard.
- ☐ Cancel - Please cancel the wizard.

At the bottom right of the form, there is a blue "Next" button and a blue circular arrow icon.


# E-Certification System



The screenshot shows the top navigation bar with links: Home, My Credentials, Educator, and Help. Below this is a green header for the "Home Page". The main content area is light blue and features a bell icon next to the text "Welcome Educator Tonya Bartlett". Below the welcome message, it says "Welcome to Washington Educator Electronic Certificate System (eCert)". There are three red text blocks: "\*\*\*If you are a Military Spouse or Military Personnel: After application submission, contact c", "\*\*\*If you do not hold a valid certificate at time of application: A fingerprint background c", and "Renewing using clock hours? Please log your Professional Development (PD) hours under the 'Mar Suicide Prevention coursework you will also log your classes in the 'Manage my PD hours' section. After clock h".

Home | My Credentials | Educator | Help

## Home Page

 Welcome Educator Tonya Bartlett

Welcome to Washington Educator Electronic Certificate System (eCert).

**\*\*\*If you are a Military Spouse or Military Personnel:** After application submission, contact c

**\*\*\*If you do not hold a valid certificate at time of application:** A fingerprint background c

**Renewing using clock hours?** Please log your Professional Development (PD) hours under the "Mar Suicide Prevention coursework you will also log your classes in the "Manage my PD hours" section. After clock h



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# Entering FCS/Clock Hours



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# Fundamental Course of Study

- How to Log FCS:
  - Credit Type: Paraeducator Fundamental Course of Study
  - All 12 units will be logged as one 28-hour class

Educator Certificate ID:	0
Credit Type:	Paraeducator Fundamental Course of Study ▼ *
City:	<input type="text"/>
State:	Washington ▼ *
Organization/Company:	School District *
Class:	Fundamental Course of Study *
Other Hours:	28 *
Begin Date:	<input type="text"/> (Optional)
Completed Date:	07/01/2019 * MM/DD/YYYY
Type of Study:	General Study (Other) ▼ *

# Subject Matter Hours

- Type of Study: English Lang. Learner Content OR Special Education Content
- This can be one entry or multiple entries depending on whether all 20 hours were completed with one class/course

Educator Certificate ID: 0

Credit Type: Clock Hours ▼ \*

Approved Providers: Office Of Superintendent Of Public Instruction

Class: ELL Subject Matter Certificate Module \*

Clock Hours: 20.00 \*

Begin Date: (Optional)

Completed Date: 07/01/2019 \* MM/DD/YYYY

Type of Study: English Lang. Learner Content ▼ \*

Suicide Prevention Coursework: ☐

STEM related content: ☐

Issues of Abuse Coursework: ☐

CTE related content: ☐

# General Clock Hours

- This can be one entry or multiple entries depending the class/course
- Upload or send documentation of clock hours or equivalents in the form of transcripts or clock hour in-service registration form

Educator Certificate ID:	
Credit Type:	Clock Hours ▼ *
Approved Providers:	Office Of Superintendent Of Public Instruction
Class:	Technology Training *
Clock Hours:	5 *
Begin Date:	(Optional)
Completed Date:	08/20/2020 * MM/DD/YYYY
Type of Study:	General Study (Other) ▼ *
Suicide Prevention Coursework:	<input type="checkbox"/>
STEM related content:	<input type="checkbox"/>
Issues of Abuse Coursework:	<input type="checkbox"/>
CTE related content:	<input type="checkbox"/>



# College Credit

- This can be one entry or multiple entries depending how many classes were taken
- Upload or send transcripts and documentation

Educator Certificate ID: 0

Credit Type: Quarter Credit \*

State: Washington \*

Institution: South Puget Sound Community College \*

Class: Algebra 101 \*

Quarter Hours: 2.00 \*

Begin Date: (Optional)

Completed Date: 07/03/2019 \* MM/DD/YYYY

Type of Study: General Study (Other) \*

Suicide Prevention Coursework: ☐

STEM related content: ☐

Issues of Abuse Coursework: ☐

CTE related content: ☐



# Clock Hour Resources

- Clock Hour Information

<https://www.k12.wa.us/educator-support/continuing-education-clock-hours>

- Online Clock Hour Resources (PESB)

<https://www.pesb.wa.gov/resources-and-reports/online-learning>

- PGP Templates (PESB)

<https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/>



# Paraeducator Applications



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# Paraeducator Applications

- Once the FCS has been entered, the Apply For Your Paraeducator Certificate Here link will display on the Paraeducator's Home Page



## Apply For Your Paraeducator Certificate Here

Click here to apply for your Washington Paraeducator certificate. Your completion of the Paraeducator Fundamental Course of Study may qualify you to apply for a Washington Paraeducator Certificate. Click on this link to check your options.



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# Paraeducator Applications

- Paraeducator Certificate Application list will display
- Applications become available as requirements are met

## Paraeducator Certificate Application Information

### Paraeducator Certificate Application Information

Certificate	Fundamental Course of Study Completion Date	Qualifying Existing Certificate	Qualifying Professional Development Hours	Apply
GPE0001 - General Paraeducator	09/06/2018	No	222.00 of 70 required hours	Apply For Credential
SMPE001 - ELL Subject Matter Paraeducator	09/06/2018	N/A	0.00 of 20 required hours	Application not available
SMPE002 - SPED Subject Matter Paraeducator	09/06/2018	N/A	29.00 of 20 required hours	Apply For Credential
APE0001 - Advanced Paraeducator	09/06/2018	No	0.00 of 75 required hours	Application not available



# Paraeducator Certification

- Ways to Submit Documentation:
  - Email document as PDF to [cert@k12.wa.us](mailto:cert@k12.wa.us)
  - Wait until you apply for a paraeducator certificate and upload a PDF in E-Certification



# Professional Certification

**Thank you!**

- (360) 725-6400
  - Office Phone Hours:
    - M, W, TH, F: 9:00am – 4:30pm
    - Tuesday: 10:00am – 4:30pm
- cert@k12.wa.us

This presentation along with other trainings, webinars, and presentations can be found at:

- <http://k12.wa.us/certification/Webinars.aspx>



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