

1. Log into OSPI eDS here: <https://eds.ospi.k12.wa.us/Apps/MyApplications.aspx>



Sign In Create an Account

eDS System Sign In

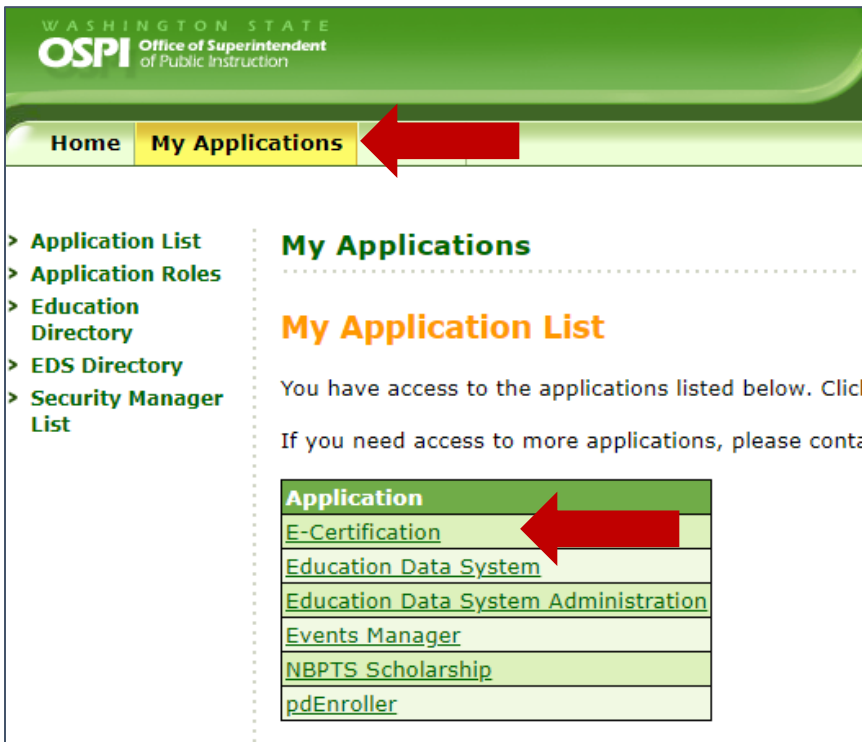
Username

Password

Login

Forgot your [username](#) or [password](#)?

2. Select My Applications at the top of the screen and then select E-Certification.



WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

Home **My Applications**

> Application List
> Application Roles
> Education Directory
> EDS Directory
> Security Manager List

My Applications

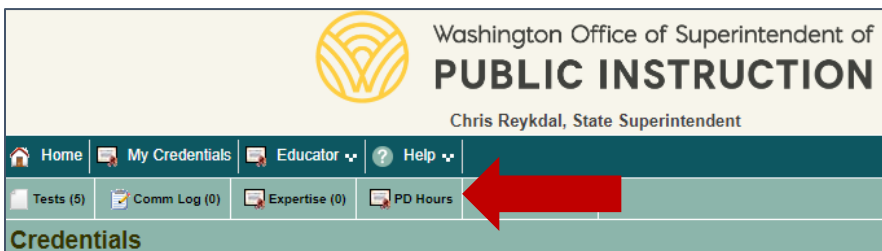
My Application List

You have access to the applications listed below. Click

If you need access to more applications, please conta

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

3. At the top of the screen, there are two rows of menu items. In the second row, find and select PD Hours



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, State Superintendent

Home My Credentials Educator Help

Tests (5) Comm Log (0) Expertise (0) **PD Hours**

Credentials

4. Scroll to the bottom of the page and click where it says:

Hours	Study (Other)					
Click Here to Add Professional Development Hours						

5. Fill out the necessary information in the Educator Professional Development Hours box. Be sure to select Professional Growth Plan Hours (beginning July 1, 2018), type in Everett School District, and enter your completion date.

[Home](#)
[My Credentials](#)
[Educator](#)
[Help](#)

Educator Professional Development Hours - Step 1 of 1

You are adding Educator Professional Development Hours.

Educator Certificate ID: 36700

Credit Type: Professional Growth Plan Hours (beginning July 1, 2018) *

School District: Everett School District

PGP Hours: 1 Professional Growth Plan = 25 Clock Hours

Begin Date: (Optional)

Completed Date: 6/30/2023 * MM/DD/YYYY

Type of Study: Professional Growth Plan *

Issues of Abuse Coursework: ☐

STEM Goal: ☐

Equity Goal: ☐

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 →

6. Click Submit and you're all set.
7. Keep a record for yourself of all work completed used to earn your PGP.
8. If you completed a PGP for each year of the two-year CTE Conditional Cert window, make sure to complete this form twice, once for each applicable school year.
9. Email SMcCoard@everettsd.org with any questions.