



## CAREER AND TECHNICAL EDUCATION CTE CONDITIONAL CERTIFICATION STEPS

Now that your CTE Conditional Certificate request has been entered into OSPI, you will need to go into the system to complete the process. This guide will walk you through all the steps required, you can jump ahead to any part you specifically need assistance with.

1. [COMPLETING YOUR CTE CONDITIONAL CERTIFICATION IN EDS](#)
2. [PAYING THE \\$52 FEE](#)
3. [REQUESTING A COPY OF YOUR RECEIPT](#)
4. [REQUESTING YOUR CTE CONDITIONAL CERTIFICATE REIMBURSEMENT\\*](#)

If you need assistance throughout the application, please reach out directly to OSPI.

If you have questions about your CTE Certificate in general, please email [smccoard@everettsd.org](mailto:smccoard@everettsd.org).

## WHY CERTIFICATION?

### OSPI

It starts with the state. OSPI requires that all CTE courses are part of an approved Framework, each with a corresponding Classification of Instructional Programs (CIP) Code.

### ALIGNMENT

The CIP Codes align to state reporting, graduation pathways, and CTE Dual Credit alignment. This is also tied directly to CTE funding. We do not receive CTE FTE funding for students in CTE courses not taught by a CTE Certificated teacher. These funds are used to provide supplies, materials, and digital resources to your classroom.

### VOCATIONAL

Each CIP Code has one or more corresponding Vocational Codes, or V-Codes. Conversely, each V-Code corresponds to one or more CIP Code. It's not just a one to one connection.

You can review the complete list of CIP and V-Codes on the OSPI website here: <https://www.k12.wa.us/student-success/career-technical-education-cte/cte-resources-essentials/cip-codes>

Teachers prove their knowledge through industry experience, CTE College courses or CTE preparatory program courses, in order to have those V-Codes added to their certificates.

### COURSES

All of our approved frameworks are available for review on our website here: <https://www.everettsd.org/Page/41660>

The CIP Codes align to state reporting, graduation pathways, and CTE Dual Credit alignment. This is also tied directly to CTE funding.

The CTE Department also keeps a list of all our courses and their corresponding CIP Codes.

### GRADUATION

In order for students to graduate via the CTE Graduation Pathway, they need to have completed at least 2 credits of CTE coursework. Those credits can only count when a correctly certificated instructor is teaching the course.

### TEACHER CERTIFICATION

Teachers teaching CTE courses must have valid CTE certification to teach the course. This means the V-codes on a your certificate must align with the CIP code linked to the course you're teaching. There are two types of certification:

- Continuing - valid for seven years with standard renewal requirements
- Initial - valid for five years and requires completion of either CTE certification program or CTE college program, depending on content area, prior to earning
- If you don't have an initial or continuing certification, we will apply for a conditional certificate on your behalf, pending proof of relevant industry experience for the CIP/V-Codes needed. Conditional certificates require a learning plan or 2 professional growth plans and completion of 50 clock hours.



## CAREER AND TECHNICAL EDUCATION COMPLETING YOUR CTE CONDITIONAL CERT

### COMPLETING YOUR CTE CONDITIONAL CERTIFICATION IN EDS

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

The screenshot shows the 'eDS System Sign In' page. At the top, there are links for 'Sign In' and 'Create an Account'. Below these is a green box containing the 'eDS System Sign In' title. Underneath, there are input fields for 'Username' and 'Password', followed by a 'Login' button. At the bottom, there is a link for 'Forgot your username or password?'.

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

The screenshot shows the 'My Applications' page. At the top, there are tabs for 'Home', 'My Applications', and 'Profile'. The 'My Applications' tab is selected. On the left, there is a sidebar with links: 'Application List', 'Application Roles', 'Education Directory', 'EDS Directory', and 'Security Manager List'. The main content area is titled 'My Applications' and contains a section 'My Application List'. It states: 'You have access to the applications listed below. Click on the application you want to access. If you need access to more applications, please contact your District Security Manager.' Below this is a table with the following applications: 'E-Certification', 'Education Data System', 'Education Data System Administration', 'NRPTS Scholarship', and 'edEnroller'. The 'E-Certification' application is highlighted with an orange circle.

3. From your dashboard, select **Get Started** in the Apply For Your District Request Here box.

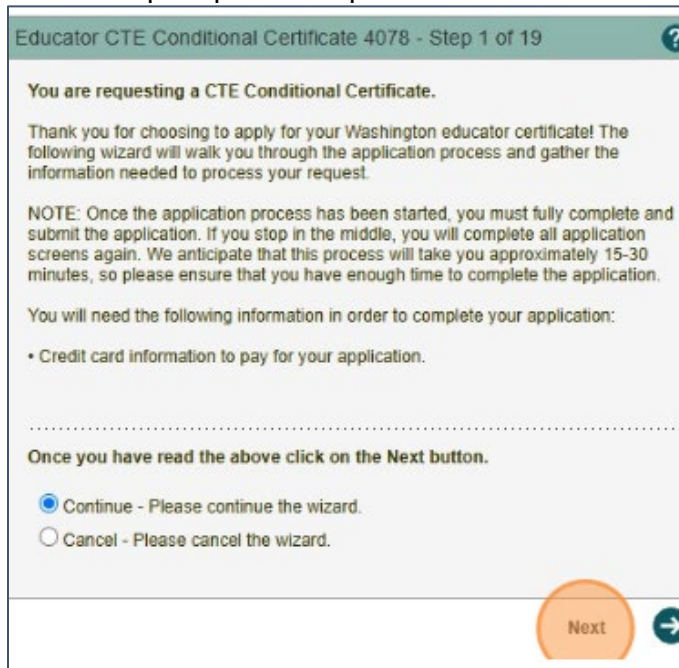
The screenshot shows two boxes side-by-side. The left box is titled 'Apply for a Washington Credential Here' and has a 'Get Started' button. The right box is titled 'Apply for your District Request' and has a 'Get Started' button. A red arrow points to the 'Get Started' button in the right box. The right box also has a red circle with the number '1' in the top right corner.

4. Under the District Request Application List, click Begin at the far right.

The screenshot shows the 'Washington Office of Superintendent of Public Instruction' eCert 2.0 page. The header includes the OSPI logo, the title 'Washington Office of Superintendent of Public Instruction', the name 'Chris Reykdal, State Superintendent', and the user 'Welcome SUSAN MCCOARD (Educator) - Sign Out'. Below the header, there is a section titled 'Application List'. Under this section, there is a table titled 'Available Applications'. The table has the following columns: 'Application', 'District', 'Status', 'Request Date', and 'Action'. The first row of the table is for 'Teacher Certificate' in the 'Everett School District' with a status of 'District Request' and a request date of '3/3/2025 1:15:38 PM'. The 'Action' column for this row has a 'Begin' button, which is highlighted with an orange circle.

Application	District	Status	Request Date	Action
Teacher Certificate	Everett School District	District Request	3/3/2025 1:15:38 PM	Begin

5. Follow the prompts to complete the CTE Conditional Certificate process.



**Educator CTE Conditional Certificate 4078 - Step 1 of 19**

**You are requesting a CTE Conditional Certificate.**

Thank you for choosing to apply for your Washington educator certificate! The following wizard will walk you through the application process and gather the information needed to process your request.

**NOTE:** Once the application process has been started, you must fully complete and submit the application. If you stop in the middle, you will complete all application screens again. We anticipate that this process will take you approximately 15-30 minutes, so please ensure that you have enough time to complete the application.

You will need the following information in order to complete your application:

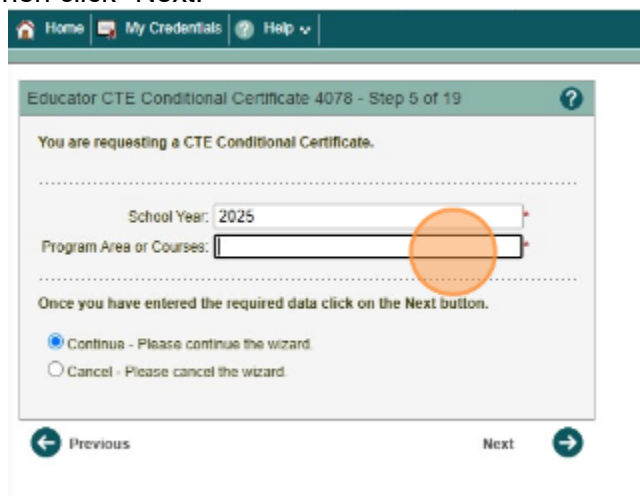
- Credit card information to pay for your application.

Once you have read the above click on the **Next** button.

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

**Next**

6. For the school year, type "2025" and then type in your program area or courses you anticipate teaching next school year. (Please enter just the CTE Courses if you teach more than just CTE).  
Then click "Next."



**Educator CTE Conditional Certificate 4078 - Step 5 of 19**

**You are requesting a CTE Conditional Certificate.**

School Year:

Program Area or Courses:

Once you have entered the required data click on the **Next** button.

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

**Previous** **Next**



## CAREER AND TECHNICAL EDUCATION PAYING YOUR CTE CONDITIONAL CERT FEE

### CLICK TO PAY NOW

1. After verifying your personal information, you will need to pay the \$52 fee. Click the button that says **CLICK TO PAY NOW**.
2. **Be sure to click the option to have OSPI send a receipt – you will receive an email with your receipt from [noreply@clover.com](mailto:noreply@clover.com) that is needed for CTE reimbursement.**

Educator CTE Conditional Certificate 4078 - Step 17 of 19

You are requesting a CTE Conditional Certificate.

Please select the pay now option below to be redirected to the payment site.

You must complete your transaction in a timely manner so your session does not expire and your application can be submitted.

Payment Type: Credit Card Gateway

Amount: \$52.00

**CLICK TO PAY NOW**

Important! If you have already submitted a payment for this application and encountered issues during the application process, do not submit a duplicate application or payment. Contact our office for further assistance.

Successful payment is required before continuing.

☒ Save - Please save the fee information.

☐ Cancel - Please cancel the wizard.

Pay With Your Credit Card

Card Holder Name : Susan McCoard

Address : 5926

City : State/Province : Zip/Postal Code :

Country :

Credit Card Number :

Expiry Date(MMY) :

Security Code : Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Email ID:

**Pay With Your Credit Card**

3. Finally, click submit to complete the process.

Educator CTE Conditional Certificate 4078 - Step 19 of 19

You are requesting a CTE Conditional Certificate.

You have successfully applied for your new Washington teaching credential.

Your certificate has been routed to a certification specialist for review.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.

[Click here to view your new credential information.](#)

Please rate your experience with this application.

☆☆☆☆

Comments:

**Submit**

4. Under your applications, you should now see the updated Conditional CTE certification. OSPI can take up to 2 or 3 months to process renewals for the upcoming school year.

Click here to show application history					Applications			
ID	Document	Description	Status	Source	Received	Fee	Pay Info	Balance
1362399	4078	Conditional CTE	OPEN	EDU	04/11/2023	CTE	CC2-52.00	0.00

When you receive your updated CTE **certificate**, please email a copy to [smccoard@everettsd.org](mailto:smccoard@everettsd.org).



## CAREER AND TECHNICAL EDUCATION CTE CONDITIONAL CERTIFICATE FEE REIMBURSEMENT

### DID YOU FORGET TO REQUEST YOUR RECEIPT IN EDS?

1. **Note – if you use the option below, you will also need to submit a screenshot of your bank statement showing the purchase. The original receipt from EDS is the best one to use as it shows the last 4 digits of your card used.**
2. 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?

3. 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** Profile

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

4. Move over the **Educator** tab and then select **Fees**

Chris Reykdal, State Superintendent

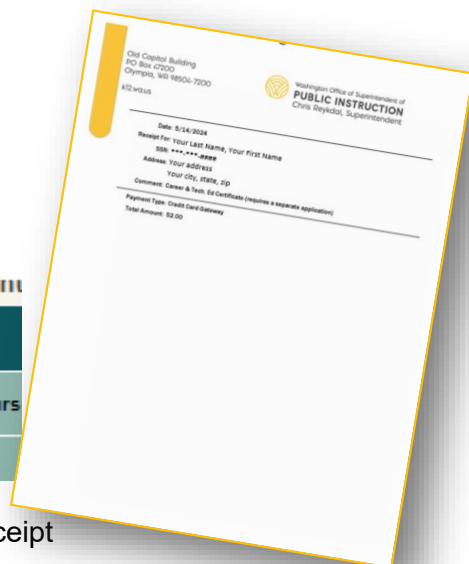
Home My Credentials **Educator** ? Help

Tests (6) Comm Log (0) Tests (6)

**Educator Fees** Fees (6)

5. Click **View** next to the CTE certificate line item to view your receipt

View	ID	Method	Fee	App ID	App
<a href="#">View</a>	444284	CC2	CTE	1427505	4078





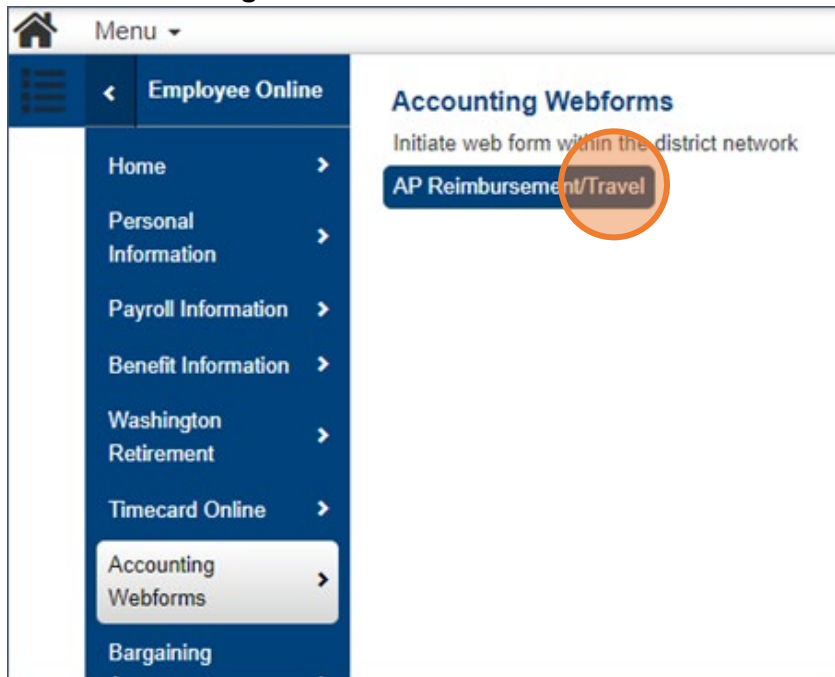
## CAREER AND TECHNICAL EDUCATION CTE CONDITIONAL CERTIFICATE FEE REIMBURSEMENT

### REQUESTING YOUR CTE CONDITIONAL CERTIFICATE REIMBURSEMENT IN EMPLOYEE ONLINE

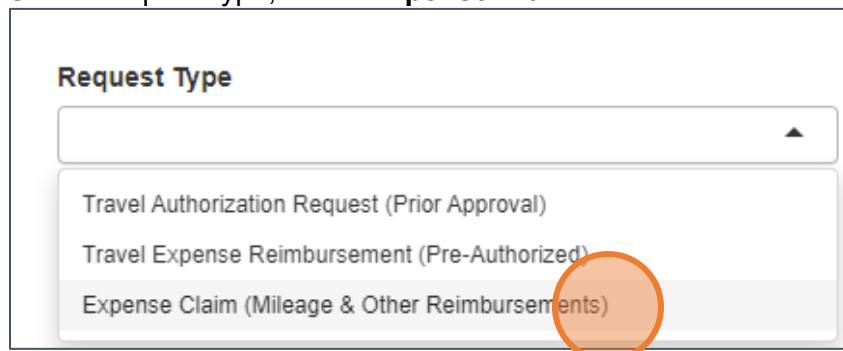
1. Regarding reimbursements, navigate to:

<https://employeeonline.everett.k12.wa.us/businessplus/employeeonline/eohomepage>

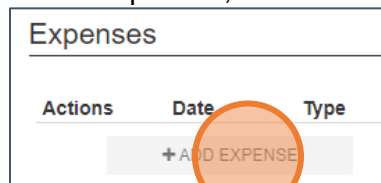
Select **Accounting Webforms** and then **AP Reimbursement/Travel**.



2. Under Request type, select **Expense Claim**

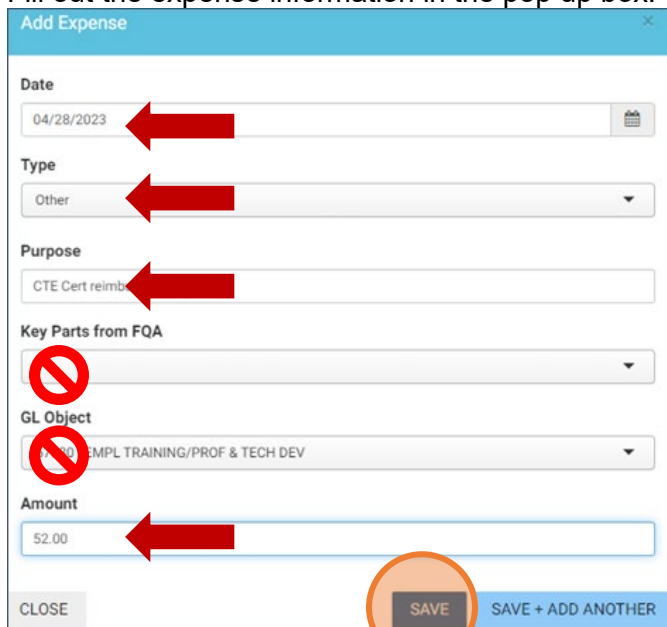


3. Under Expenses, click Add Expense





4. Fill out the expense information in the pop up box.



**Add Expense**

**Date**  
04/28/2023

**Type**  
Other

**Purpose**  
CTE Cert reimb

**Key Parts from FQA**  
[Blank]

**GL Object**  
[Blank]

**Amount**  
\$2.00

CLOSE SAVE SAVE + ADD ANOTHER

**Date** is the date you paid OSPI and shown on your receipt.

**Type** is Other

**Purpose** is CTE Cert Reimbursement

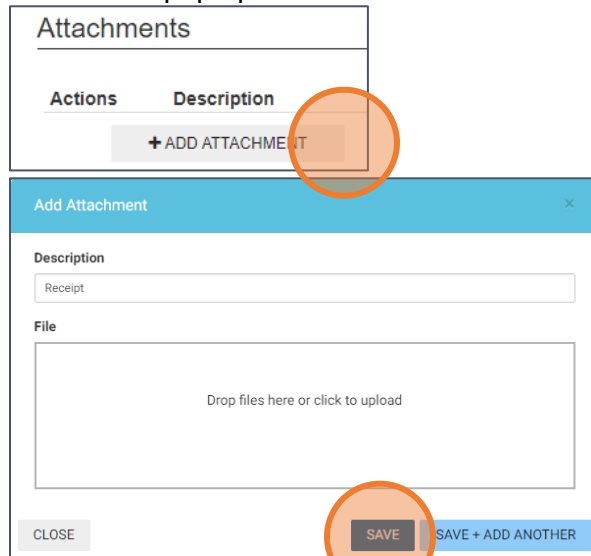
Leave the **Key Parts from FQA** area blank.

Leave the **GL Object** area as is.

**Amount** should be \$52 as shown on your receipt.

Then click **Save**.

5. In the attachments area, select Add Attachment to upload your receipt in the Add Attachment pop up box. Then click save.



**Attachments**

Actions	Description
+ ADD ATTACHMENT	

**Add Attachment**

**Description**  
Receipt

**File**  
Drop files here or click to upload

CLOSE SAVE SAVE + ADD ANOTHER

6. When you're done, click Submit and your request will be processed for payment.



RESET SUBMIT