



EMERGENCY SUBSTITUTE TEACHER CERTIFICATE & CONDITIONAL CERTIFICATE REQUEST PROCESS

Coordinated Steps are Required for Limited Certificate Applications:

1. **Applicant:** Create an account on OSPI's EDS [eCertification](https://www.k12.wa.us/certification/e-certification-washington-state-educators) portal, then notify HR when done. Instructions are provided at the following link under 'First Time User':
<https://www.k12.wa.us/certification/e-certification-washington-state-educators>
 - *Important:* Be sure to enter your **Social Security** number.
 - Once you've completed the setup, please log out and back into your eCertification account to activate it.
2. **HR:** HR submits a district request for your certificate, online via the EDS system, then notifies you when that's done. (HR cannot submit the request until you have set up your profile in the eCertification system.)
3. **Applicant:** Once HR notifies you, you will once again log into your **eCertification** account and 'claim' the request and pay the fee. Please notify HR when you are done with this step.
4. **Applicant Fingerprints:** Applicant fingerprints must be clear and posted on the OSPI Database. The certificate request process can happen concurrently with fingerprinting process. OSPI will not issue a certificate until fingerprints have cleared.
5. **OSPI:** Office of Professional Certification processes request and issues certificate. You should receive an email from them when your certificate is issued.

During the school year, the process - including fingerprinting - may take approximately 2-3 weeks. However, over the summer and the beginning of the school year), results may take longer.

Please don't hesitate to contact me if you have any questions,

Cynthia

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