Certification Office
Presentation Team Introduction

• **Tonya Bartlett** – Administrative Program Specialist

• **Kyle Lofgren** – Customer Service Supervisor

• **Kelli Adjepong** – Customer Service Specialist
Agenda

• Paraeducator Certificate Requirements

• Account Creation Demonstration

• How To Log Professional Development

• Paraeducator Applications

• Clock Hour Information

• Questions
Paraeducator Certificate Requirements
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
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

Fully certificated educators 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
How to Create an Account

To begin select log in link

Education Data System (EDS) Sign In
How to Create an Account

Returning users
• sign in with username and password
How to Create an Account

First time users
• select create account tab
How to Create an Account

First time users

• Fill in as much information as possible
• Follow the prompts to claim or create your account
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
Accessing E-Certification System

- Select E-certification to launch E-Cert

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<tr>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Certification</td>
</tr>
<tr>
<td>Education Data System</td>
</tr>
<tr>
<td>Education Data System Administration</td>
</tr>
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<td>NBPTS Scholarship</td>
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<td>pdEnroller</td>
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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 your Base or Bureau Office to have them send your transcript with the following information: Effective Date, Expiration Date and Issuing State.

***If you do not hold a valid certificate at time of application:*** A fingerprint background check is required to complete the application. You must pay for the test, complete the fingerprint check, and forward the results to the Office of Superintendent of Public Instruction before your application can begin.

**Renewing using clock hours?** Please log your Professional Development (PD) hours under the "Manually Log PD Hours" section. After clock-in, you will also log your classes in the "Manually Log PD Hours" section. After clock-in, you may also log your classes under the "Manually Log PD Hours" section.
Entering FCS/Clock Hours
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
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
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
College Credit

• This can be one entry or multiple entries depending how many classes were taken

• Upload or send transcripts ad documentation
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
Paraeducator Applications
Paraeducator Applications

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

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

- Ways to Submit Documentation:
  - Email document as PDF to 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

• cert@k12.wa.us

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

• http://k12.wa.us/certification/Webinars.aspx