

Professional Certification Office Paraeducator Presentation February 26, 2021

Office of Superintendent of Public Instruction
Professional Certification

Certification Office

Presentation Team Introduction

- **Tonya Bartlett** –Administrative Program Specialist
- **Kyle Lofgren** –Customer Service Supervisor
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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

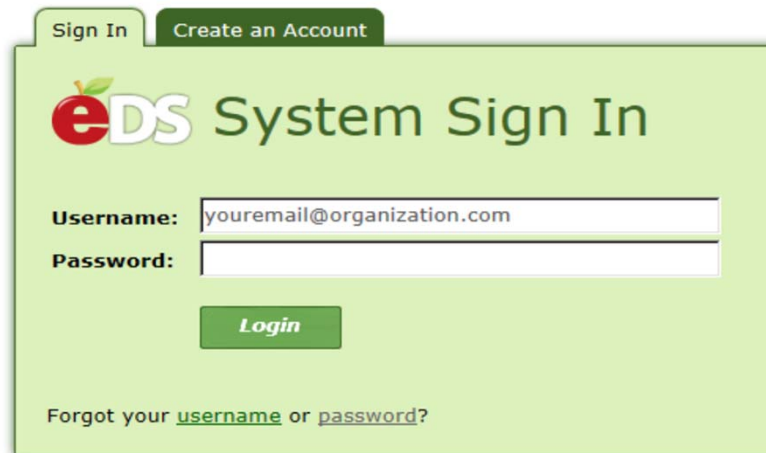


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How to Create an Account

To begin select log in link

[Education Data System \(EDS\) Sign In](#)

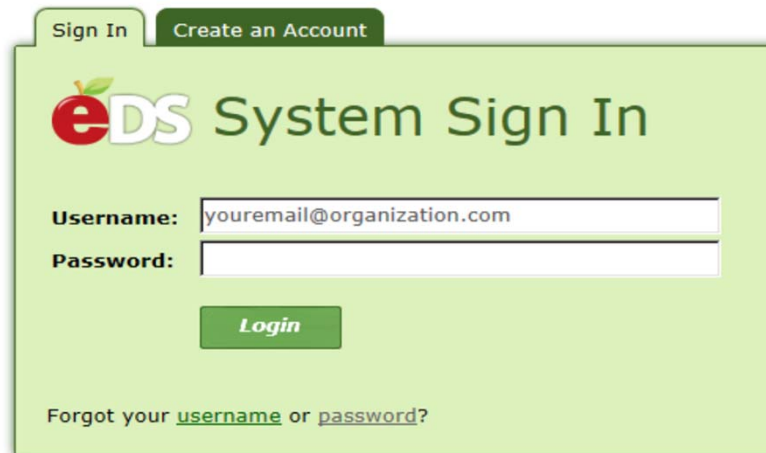


The screenshot shows a web interface for the Education Data System (EDS) Sign In. At the top, there are two tabs: "Sign In" (selected) and "Create an Account". Below the tabs is the "eDS System Sign In" logo. The form contains two input fields: "Username:" with the placeholder text "youremail@organization.com"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

How to Create an Account

Returning users

- sign in with username and password

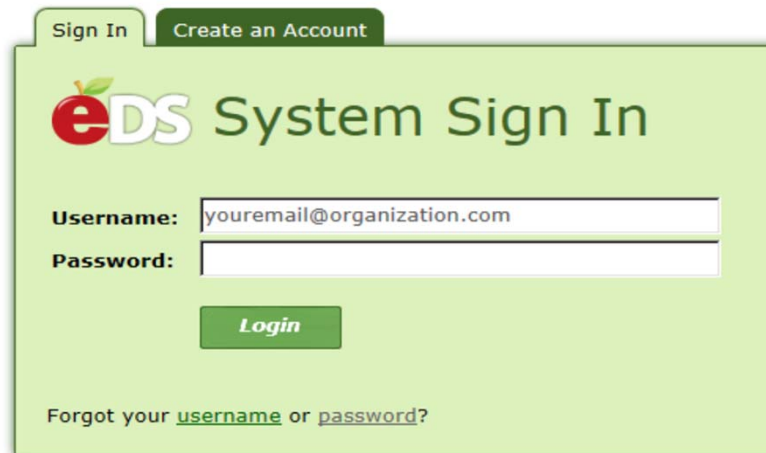


The screenshot shows a web form titled "eDS System Sign In". At the top, there are two tabs: "Sign In" (which is active) and "Create an Account". The form has a light green background. It features a logo with a red apple and the text "eDS". Below the logo, there are two input fields: "Username:" with the placeholder text "youremail@organization.com" and "Password:". A green "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot your [username](#) or [password](#)?".

How to Create an Account

First time users

- select create account tab



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

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 two tabs: 'Sign In' and 'Create an Account', with 'Create an Account' being the active tab. 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.' Below this is another paragraph: '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. The first section is titled 'Required Login Information' and contains six input fields: 'First Name', 'Last Name', 'Birthdate' (with a format hint '(format: MM/DD/YYYY)'), 'Username', 'Password', and 'Verify Password'. The second section is titled 'Data for Linking to a Certificate' and contains four fields: 'Gender' (with radio buttons for 'Male', 'Female', and 'Not Specified', where 'Not Specified' is selected), 'Certificate', 'SSN (last four)', and 'Contact Email'. At the bottom of the form is a green 'Register' button.

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](#)

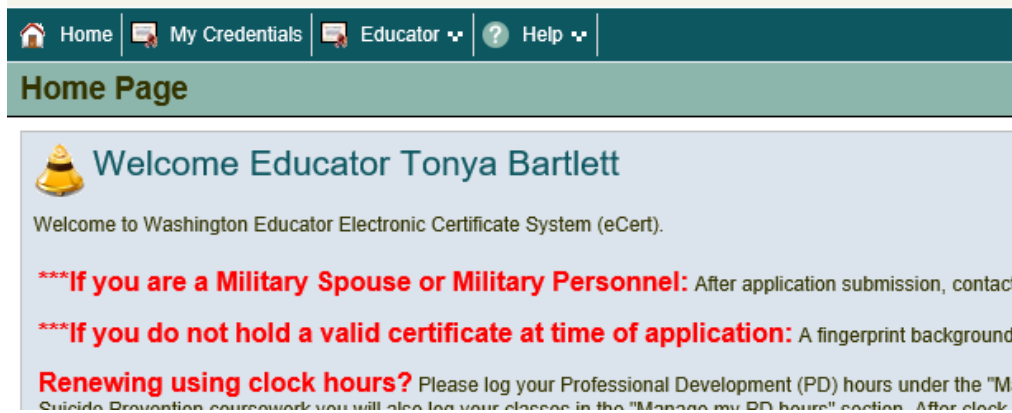


Accessing E-Certification System

- Select E-certification to launch E-Cert

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


E-Certification System



The screenshot shows the top navigation bar with links for Home, My Credentials, Educator, and Help. Below the navigation bar is a header for the Home Page. The main content area features a welcome message for Educator Tonya Bartlett, followed by a general welcome to the eCert system. Three important notices are listed in red text: one for military spouses/personnel, one for those without a valid certificate at the time of application, and one regarding the renewal process using clock hours.

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



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:

State: Washington *

Organization/Company: School District *

Class: Fundamental Course of Study *

Other Hours: 28 *

Begin Date: (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: *

Approved Providers:

Class: *

Clock Hours: *

Begin Date: (Optional)

Completed Date: * MM/DD/YYYY

Type of Study: *

Suicide Prevention Coursework:

STEM related content:

Issues of Abuse Coursework:

CTE related content:

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>



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.



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
 - 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>

