

Continuing Certificate Holders, Clock Hours and Reporting

*Keep track of
your
continuing
education
clock hour
requirement as
you complete
classes.*

Continuing certificate holders must complete 150 clock hours during each validity period and submit a report to the Professional Certification Office prior to their lapse date in order to keep their certificate(s) valid.

Individuals may now create an account on eCert at <https://eds.ospi.k12.wa.us> and use the system to apply for a certificate. By using the eCert system to

apply to update their certificate(s), individuals are able to enter their classes and submit the report electronically, without having to submit any paper. While the system previously required printing and mailing a paper version of the clock hour report, the process has changed and all clock hour reports submitted through the eCert system are now completely electronic.

How does it work? Individuals will create an account using their email address and apply for an update to their continuing certificate(s) using the system. When an application is submitted, the individual will receive automatic email confirmation as the clock hour report is processed. If the Professional Certification Office has any questions or information is needed from the applicant, our office will communicate with the individual by email.

Can I start the online application before I have completed all my hours? Yes, individuals can begin their application and add classes to the electronic application as they are completed. The system saves the information in the application anytime an individual enters data and requests the information to be saved. Individuals should not 'submit' the application until all data has been entered since once submitted, they will not be able to make changes to the clock hour report.

How do I get started? Individuals will need to start here and if they have not already, establish an online account: <https://eds.ospi.k12.wa.us/pda/> Once an individual establishes an account for the online PDA eCert system, they will select the 'certification' tab at the top, then select the *apply for a certificate* link on the certification page. Individuals will then select 'teacher (or administrator or ESA)', 'current or previously certified' 'renew an existing valid certificate' and then select 'clock hour report' from the pop up list.

Only the clock hour report is a paperless process at this time. All other applications on eCert still require printing and mailing of paper documents.

Continuing Certificate holders now have a paperless option to update their certificate as valid for an additional five year period at <https://eds.ospi.k12.wa.us>



State of Washington

Office of
Superintendent of Public Instruction

OSPI

Professional Certification
Old Capital Building
PO Box 47200
Olympia, WA 98504-7200

Phone: 360.725.6400
Fax: 360.586.0145

www.k12.wa.us/certification