

**To apply for a Pre-Residency Clearance Certificate follow the directions below. Note: this process MUST be complete before you may begin practicum or internship.**

**Step 1: Create an Account:**

- Go to: <https://eds.ospi.k12.wa.us>
- Click “Create an Account” tab
  - Username: Must be valid email address
  - Password: Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.
- To Complete Profile Information (you can leave the certification field blank) – Click Submit
- You will be prompted to “Request Application Roles” select the “**Not Now**” button to continue to EDS
- Wait an hour before you complete the remaining steps:
- Go to the EDS website, <https://eds.ospi.k12.wa.us>
- Login
- Select “My Applications”
- Then select “E-Certification”
- You will be prompted to confirm/enter your demographic information

**Step 2: Complete Education History and Work Experience**

- Go to home page ⇒ My Credentials ⇒ Educator ⇒ Education History
- Select “Click Here to Add Education History”
- Input your education history to the best of your knowledge, you can estimate dates and credit hours. The system does not recognize future dates so only include education you have already completed.
- Once you have completed your education history select “work history” under the Educator tab
- Professional Education Experience is paid experience you have completed in a school district (i.e. paraprofessional, coach, bus driver). If you have professional education experience select “Click Here to Add Professional Education Experience”
- Other Employment Experience should include non-education paid jobs. Include the last two jobs you have held.
- Again, you can use estimated dates and total number of hours worked. Do not spend a lot of time on this. If additional information is needed you will be contacted by the Office of the Superintendent of Public Instruction.

**Step 3: Apply Pre-Residency Certificate**

- From your home screen select “Apply for a Washington Credential Here”
- Select “Apply for Credential” by the “Pre-Residency Certificate Clearance”
- Step 3 will ask you if your employment history is correct. Make sure you select “yes” otherwise you will be kicked out of the wizard and you will have to start over. If the information is not correct once you complete your Pre-Residency Certificate Clearance Process you can return to the Educator tab and edit the information.

- Step 6 – do NOT select the box that says, “I am completing a teacher preparation program from an out-of-state college/university.” Instead, select Pacific Lutheran University from the drop down menu.
- Follow the directions and complete all of the steps required in the wizard.
- PLU will automatically be notified once you have submitted your application and you will receive your clearance after OPP or PLU processes your request.

### **Procedure if you answer yes**

When an applicant answer yes on any pertinent part of the application, supporting documentation must be uploaded through E-Certification and OPP in Olympia will conduct a background investigation. The results of this investigation are communicated to the Office of the Superintendent of Public Instruction (OSPI). Full disclosure is required. Failure to submit, or submission of incomplete information, will delay OSPIs decision on issuance of a certificate. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of the application process can be grounds for denial of certification.