

# How to Apply

Don't have an E-Certification ("eCert") account?

Please go here to create your account:

[www.k12.wa.us/certification/e-certification-washington-state-educators](http://www.k12.wa.us/certification/e-certification-washington-state-educators)



Sign In Create an Account

**eDS** System Sign In

**Username**

**Password**

Login

Forgot your [username](#) or [password](#)?



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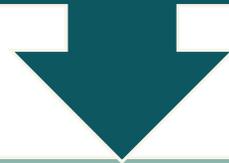
## First-time user

1. Go to [Education Data System \(EDS\) Sign In](#)
2. Select the **Create an Account tab**.  
Username must be a valid email address.  
Password must be at least 8 characters long, and contain at least one uppercase letter, one lowercase letter, one number, and one symbol
3. Complete the **Required Login Information**
4. Complete the **Data for Linking to a Certificate**. If you were ever employed by a Washington school district, you have data to claim.
5. Select Register. You will be prompted to **Request Application Roles**. This option can take up to 30 minutes to appear. If your school participates in eVAL, you may request a role at this time OR select Not Now to continue to E-Certification
6. Select **Register**
7. From the EDS homepage, select:  
**View my applications**  
**E-Certification** (to access this option, please wait 24 hours)
8. From the E-Certification ("eCert") homepage, you may apply for the Initial CTE Certificate, or use the dropdown menu for a desired action.



# How to Apply

Log into your eCert account.



On your “Welcome Educator” homepage, scroll down to “Apply for a Washington Credential Here” and choose the Initial CTE application.  
The fee is \$52.00



# How to Apply

## Returning user

1. Go to [Education Data System \(EDS\) Sign In](#)
2. Enter your username and password
3. Select **Login**
4. From the EDS homepage you may manage account information, select:
  1. **View my applications**
  2. **My Application List**
  3. **E-Certification**
5. From the E-Certification ("eCert") homepage, you may apply for the Initial CTE Certificate, or use the dropdown menu for a desired action.

# How to Apply



All forms and documents must be in Portable Document Format (PDF) in order to be uploaded into the eCert system.



Please have all completed, signed documents (as PDF copies) available during the application process.



If you have all necessary documentation to apply for this certificate, please log into your eCert account.



# How to Apply

During the application process, you will be prompted to "Upload documents here." This is where you may upload PDF copies of your completed, signed documents:

- 4075G
- 4075V
- 4075H
- Basic skills test scores



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## Important Fee Information

### Ensure

Ensure that you select and submit the correct application

### Note

Application fees are **NOT refundable**

### Refund

Refund Policy [Link](#)

### Contact

If you have questions, please contact our office [cert@k12.wa.us](mailto:cert@k12.wa.us)

