


# Washington Office of Superintendent of Public Instruction



eCert 2.0 – District & School  
Functionality  
January 22, 2014



# eCert 2.0 Users of the System

- 1. OSPI Staff
- 2. ESD Staff
- 3. IHE Staff
- 4. Districts & Schools
- 5. Educators



# eCert 2.0 Roles

- 1. eCert 2.0 Uses Same Roles As Previous System
  - eCert District Personnel Administrator
  - eCert Certification Viewer
  - eCert Personnel Viewer
  - Fingerprints User
  - Private School Representative
- 2. Districts Should Contact Their District Data Security Manage for Role Changes



# eCert 2.0 Basic Functions

- 1. Logging In
- 2. General Interface and Navigation
- 3. Searching for Educators
- 4. Educator Summary Information
- 5. Educator Menu
- 6. Print Queues
- 7. Disciplinary Actions (NASDTEC) Tools
- 8. Banners



# eCert 2.0 Logging In

- 1. Log in Using EDS
- 2. Each User is Assigned a Role
- 3. That Role Gives Access to Specific System Features
- 4. Additional Roles Available in Header Area of App
- 5. Different Users Land on Different Home Pages



# eCert 2.0 Interface

- 1. Information Will Be Communicated on Landing Page
- 2. Your Current Role is Displayed in Upper Right Corner
- 3. Users Can Switch Between Roles In One Click



# eCert 2.0 Searching

- 1. Click Search on Menu
- 2. Fill in Search Criteria
- 3. Press the Search Button
- 4. All Educator Demographic (Header) Data Comes From EDS
- 5. View Generally Takes the User to the Educator
- 6. Search for Educator Before Adding a New One



# eCert 2.0 Educator Summary

- 1. All Educator Menus Display Data for Current Educator
- 2. The Recent Educators Allows Quick Access
- 3. Statuses Are Very Important – Watch For Them
- 4. New Applications Have Certificates Pending
- 5. Most Important Statuses
  - I : Issued (Certificate is Issued and in Good Standing)
  - D : Deficient (Certificate was NOT Issued and Has a Letter)
  - PR : Pending Review (Certificate is NOT Issued – Waiting)





# eCert 2.0 Educator Menu

- 1. All Educator Data Accessed Through Educator Menu
- 2. Shows Data For the Currently Selected Educator
- 3. Automatically Plugged Into Other OSPI Data as Needed
- 4. System Uses Data Present to Make Decisions
  - Degrees
  - Tests
  - Credentials
  - Background Check
- 5. SAFS and HQT Data is Read Only



# eCert 2.0 Print Queues

- 1. System Saves All Mailings to Print History
  - Certificates
  - Deficiencies
- 2. Print History is a View into the Print Queue



# eCert 2.0 Disciplinary Actions

- 1. Disciplinary Actions (NASDTEC) Tool Allows Search of Disciplinary Actions
- 2. If a Match Then View Link is Available
- 3. Additional Information is Available for Use
- 4. Causes a Banner



# eCert 2.0 Banners

- 1. Banners are Informational
- 2. In Many Cases Will Prevent Automatic Issuing
- 3. Are There to Help You See Important Information
- 4. Many Sources
  - No Degrees
  - Disciplinary Actions File
- 5. Banners are Displayed on All Educator Screens



# eCert 2.0 Common District Functions

- 1. Search/Edit Person
- 2. Search Fingerprints & Disciplinary Actions



# eCert 2.0 Checklist Review

- 1. Checklists Show the Overall Tasks To Perform
- 2. Evaluators Update Checklist As it is Completed
- 3. Similar to Activity Log in Legacy eCert System