

## CERTIFICATION WEBINAR 10/12/2016

### Q & A

**Q:** If a teacher only holds a sub cert, should a rush request be submitted for a limited or residency cert or would it not be considered because they already have a sub cert?

**A:** If an individual already holds any other valid certificate (excluding CTE) or permit, a rush request should not be submitted. It will be denied.

**Q:** Is a reminder sent to the certificate holder or just to the district for residency renewal expiration reminder?

**A:** If an educator holds a Residency FI or PS and generates an expiration date and if they have a valid email in E-Certification an automatic email notification will be sent. When expiration dates are added to the system for those who need to reissue districts will be notified to run the expiration date report for those individuals.

For all other certificates the educator and school district can view their current expiration date in the E-Certification system. The school district personnel administrator has the ability to run expiration date reports at any time.

**Q:** So, if you add a Communication Log, does that notify you or do we still need to notify you that the log was added? Or, is that notification just for PDF's?

**A:** If you add an image or make a note in the communication log and the application needs to be re-reviewed then the Certification office will need to be notified to re-open the application. This can be done through a phone call or email to the customer service unit.

**Q:** Is there something I can print for this presentation?

**A:** The PowerPoint, Q & A, and recorded presentation for all webinars are posted to the Certification webpage within 5 business days following each webinar.

**Q:** What type of notification do school districts receive for teachers who have not shown any activity toward getting into ProTeach? How far in advance of their certificate expiring?

**A:** The Certification office director emails a list of certificate holders at risk in March of every year.

**Q:** What about CTE certificates? Teaching a course, without a CTE cert affects funding - though a teacher may have a continuing/residency/professional cert, allowing them to be in a classroom.

**A:** If an individual holds another valid certificate but is applying for a CTE certificate a rush request may be submitted for the CTE application.

**Q:** Can school districts scan documents directly into an educators account?

**A:** No, but you can upload a PDF document to an account. However, we have no idea that you have done that, so you will have to contact us when you do.

**Q:** If a rush was sent in paper form 3 weeks ago should we still follow up with this process?

**A:** Yes, if the application has not been processed and permit or certificate issued.

**Q:** Are applicants able to complete an Emergency Sub application prior to the District submitting the 'RUSH' request?

**A:** No. The school district must submit the district request for emergency substitute and then the applicant will apply. After the application has been submitted and fingerprints have processed a rush request may be submitted.

**Q:** Can we get a list of the Emergency Substitute Certificates for our district?

**A:** Not through E-Certification since those people do not appear on your S275. They can request a list by emailing the Certification office.

**Q:** Who will receive the reminder at the district, regarding expiring certificates?

**A:** The HR personnel who is on our distribution list.

**Q:** For the residency expiration date, do you look at this year's S275 data or our final submission from the previous year?

**A:** We will use the 2016/17 submission to determine the residency certificate holders who need to reissue.

**Q:** The endorsement reporting process is still not working for our district (Cheney). Any advice? I've posed the problem to Cert office, and am told that there is a server processing error and developers are working on it.

**A:** The endorsement report on E-Certification is still in the Beta test mode. You will not receive accurate results when running this report. The developers are currently working to resolve this. When resolved the school districts will be notified.

**Q:** What about CTE certificates, can we request a Rush Request if a teacher has a valid cert and needs the CTE cert in addition to their regular cert? Teaching a course, without a CTE cert affects funding - though a teacher may have a continuing/residency/professional cert, allowing them to be in a classroom.

**A:** If an individual holds another valid certificate but is applying for a CTE certificate a rush request may be submitted for the CTE application.

**Q:** Has there been any thought to allowing all employees of a district to see each other's rush requests or limited certificates instead of just the individual who submitted?

**A:** We will explore this with our vendor.

**Q:** Is there a way to cancel a District Request? For example, I submitted a District request for 2 or 3 Emergency Subs who ended up moving out of the district. They still show up on my list.

**A:** If you are just trying to cancel the district request contact the Certification office and the request can be closed. If the individual has already applied for the certificate you can withdraw the request by contacting the Certification office but the individual will not receive a refund.

**Q:** Can a district request an application to be re-opened through the EDS system, or do we need to email/call with our requests to reopen an application?

**A:** You will need to email or call to have an application re-opened to be reviewed or submit a rush request.

**Q:** 2nd question: If a Professional cert holder who renews with the 15 credit rule, renews early, when does the 5 year count begin? Example: If the cert expires in 2018 and they renew now, is the new renewal date 2023?

**A:** The period of the Professional certificate goes from issued date to expiration date. Even if they apply early they will have longer than a five year period. These are different than the Continuing certificates validity period, which is five years.