



EMERGENCY SUBSTITUTE TEACHER APPLICATION PROCESS

School districts, private schools or educational service districts that have exhausted or reasonably anticipated they will exhaust their list of qualified substitutes may request the Office of Superintendent of Public Instruction to issue an emergency substitute certificate to any individual who is not fully qualified as a teacher or administrator or educational staff associate. The emergency substitute certificate is restricted for use in the requesting school district, private school or educational service district once their list of otherwise qualified substitutes has been exhausted. The school district, private school or educational service district shall determine the employment qualifications an individual must meet in order for the emergency substitute certificate to be requested.

Qualifications:

- Bachelors or higher degree
- Satisfactory work history
- Applicable experience and skills
- Satisfactory references

Selection Process For New Hires: Applications will be screened monthly, matching interests, experience, and qualifications with the current needs of the Substitute Pool. The Substitute Coordinator will contact those applicants selected to move forward. ****This is an application process rather than a registration process, applying to this pool does not guarantee placement as an Emergency Substitute Teacher.**

Current Employees Process: There is no need to reply, please start with step 4 below. If you have not been printed within the last 2 years then OSPI may require that new prints be submitted in order to process the request.

FYI In the Shoreline District Emergency Certificated Substitutes are listed as **Classified/Emergency Certificated Substitutes** and it can take up to eight weeks for OSPI to issue the certificate. There are processing fees associated with this process which are the applicant's responsibilities.

Step 1:

Apply to the **Classified Substitute Pool** on the Shoreline School District website at <https://www.shorelineschools.org/jobs>

*If you are already a district employee or sub there is no need to reapply, please reach out to the Substitute Coordinator to express your interest and to start the process.

Step 2:

Completed applications will be processed and screened. If it meets the district's employment qualifications, HR will contact you and invite you to a Substitute Orientation.

Step 3:

After orientation and all new hire paperwork is processed you will be entered into the system as a **Classified Substitute**.

Step 4:

Create an account with the Education Data System (EDS). Update the Substitute Coordinator that you have created your account so that the request for Emergency Certificate can be submitted.

Step 5:

A processing fee of \$63.00 is required by OSPI and must be paid to process your Emergency Certificate after the district submits the request (certificates are good for 2 years). Processing by OSPI could take up to 6-8 weeks, during that time you are encouraged to pick up classified assignments.

*OSPI will notify **you** when your certificate is ready, contact the Substitute Coordinator and a copy will be placed in your application file.

Step 6: *This can be completed at any time during this process*

Complete the mandatory STEDI SubSkills Online Training Package. The courses take approximately 8-10 hours to complete and help to prepare you for the classroom with information about classroom management, teaching strategies, Special Education, etc.

The package is \$39.95, after your 10th Certificated Substitute assignment you can request a reimbursement from the district so please retain your receipt. The course must be passed with an 85% or higher.

Go to STEDI.org > Purchase Courses > Basic Option A > Purchase Now (keep a copy of the receipt for reimbursement)

Once the certificate has been issued by Washington State and the STEDI training has been completed your sub profile will be updated to Classified/Emergency Certificated status and you can work both Classified and Certificated assignments in the district.

If you have any further questions regarding substitute teaching please contact the Substitute Coordinator, via email at substitute.coordinator@ssd412.org or 206.393.4224.



Welcome to the E-Certification 2.0 application process!

Log on to: <https://eds.ospi.k12.wa.us>

First time users select

“Create an Account” tab

Username: must be valid email address

Password: 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 –
Select Register

You will be prompted to:

“Request Application Roles”

If your school participates in eVal, you may request a role at this time or Select the “Not Now” button to continue to E-Cert

On the Home Page

Select - **View my applications**

Select - **E-Certification** (takes 15 min to set role)

***Note:** If you were ever employed by a Washington School District you have data to claim. When creating an account enter required login information AND data for linking to a certificate.

Sign In **Create an Account**

eDS Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

Required Login Information

First Name:

Last Name:

Birthdate: (format: MM/DD/YYYY)

Username:

Password:

Verify Password:

Data for Linking to a Certificate

Gender: ☐ Male ☐ Female ☒ Not Specified

Certificate:

SSN (last four):

Contact Email:

Register

Returning users select

“Sign In” tab

Enter Username and Password – Login

The next screen will allow you to manage account information.

Select: View my applications

My Application List

Select E-Certification

This will take you to the **Home Page**

- Select Available Role
- Select - **My Credentials** tab
- Select - **Educator** tab – drop down to select desired action

Sign In **Create an Account**

eDS System Sign In

Username:

Password:

Login

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

For questions: (360) 725-6400