



Emergency Substitute Certification

Eastmont Human Resources/Payroll Office

509.884.7169 payroll@eastmont206.org

Steps for attaining Emergency Substitute Certificate

Eastmont Paraeducators	New Emergency Substitutes
Administrator contacts Brenda Mooney/Human Resources to recommend a Paraeducator for Emergency Certification	New Emergency Substitute will apply online for an open certified teaching substitute position
Human Resources will contact the Paraeducator via email to review the process for applying for an emergency certification.	Human Resources will proceed with the online Onboarding process and email the substitute with instructions on how to apply for the certification.
Paraeducator will review the Emergency Substitute Certification In-State Application information	Candidate will review the Emergency Substitute Certification In-State Application information
Paraeducator will set up/log in to their EDS account. EDS user guide	Candidates will set up/log in to their EDS account. EDS user guide
Once the paraeducator completes their EDS set-up, they will notify Brenda Mooney/HR so that we can submit a request for certification. The district needs the following to request your emergency cert: <ul style="list-style-type: none">• Name• Last four of SSN	Once the candidate completes their EDS set-up, they will notify HR (payroll@eastmont206.org) so that we can submit a request for certification. The district needs the following to request you: <ul style="list-style-type: none">• Name• Last four of SSN
Eastmont will find you in the E-Certification system and add the request online, to your profile.	Eastmont will find you in the E-Certification system and add the request online, to your profile.
Paraeducator will need to contact North Central ESD to schedule to get their fingerprints after their application is complete.	Emergency sub will schedule a time with North Central ESD to get their fingerprints complete after their application is complete.

<p>You will be sent an email to the username you attach to your account. When you have received this notice, you can sign in to your account and access E-Certification to claim the request. You should see the option to “Apply for Your District Request Here,” which you select and then hit the “Begin” button to the far right in order to finish the application process along with paying the fee.</p>	<p>You will be sent an email to the username you attach to your account. When you have received this notice, you can sign in to your account and access E-Certification to claim the request. You should see the option to “Apply for Your District Request Here,” which you select and then hit the “Begin” button to the far right in order to finish the application process.</p>
<p>Once OSPI matches your profile, fingerprints and the district request, they will begin the certification process. This can take 4-6 weeks. Once approved you will receive a notice from OSPI that you can login to complete the application.</p>	<p>Once OSPI matches your profile, fingerprints and the district request, they will begin the certification process. This can take 4-6 weeks. Once approved you will receive a notice from OSPI that you can login to complete the application.</p>
<p>You will receive an email when the certificate has been issued and will be able to print/download a copy of the certificate from your profile. Email Brenda Mooney or payroll@eastmont206.org once your certification is processed.</p>	<p>You will receive an email when the certificate has been issued and will be able to print/download a copy of the certificate from your profile. Email payroll@eastmont206.org once your certification is processed.</p>
<p>Paraeducator can submit for reimbursement of incurred costs for the certificate. Submit to Ana Cortes with form and receipt(s).</p> <p>Reimbursement Form</p>	

Reissue

The Emergency Substitute Certificate may be reissued upon request by an employing school district, approved private school, or educational service district.

[Emergency Substitute Certification In-State Applicants](#)

This application is for educators who have been requested for an Emergency Substitute certificate by an employer and for those who have held or hold an expiring Emergency Substitute certificate and will be working with an employer to be certified again on an Emergency Substitute certificate.

- Application initiated by employing school district and completed by educator
- Submission of [fingerprints](#) for a background check is required, if a valid certificate is not already on record. Instructions below.
- An Emergency Substitute Certificate is issued for two school years.