



Educator Credential Information System (ECIS)

User Guidebook

Division of Elementary, Secondary, and Specialized Education
Educator Quality and Effectiveness Unit

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Introduction

The Office of the State Superintendent of Education (OSSE) is responsible for reviewing the credentials and qualifications of applicants seeking teacher, administrator, or school service provider certification in the District of Columbia. OSSE's Division of Elementary, Secondary, and Specialized Education is responsible for overseeing procedures and protocols that govern licensure application submission and ensure responsive service to applicants.

The Educator Credential Information System (ECIS) is an electronic educator licensure application portal designed in an effort to provide those seeking authorization to serve as a teacher, administrator, or school service provider with a user-friendly, web-based format for submitting applications for a DC credential. Through ECIS, applicants will be able to enter personal and demographic information, upload supporting documents, and pay for application processing fees electronically using a credit card.

If, at any time during the registration process, you experience technical challenges or issues, please contact the ECIS Help Center at OSSE.ECIS@dc.gov. If you have questions about policies or procedures related to educator credentialing and certification, please contact the Educator Credentials Team at (202) 741-5881 or through email at osse.asklicensure@dc.gov.

Applicant Registration and Approval Procedures

Before you will be permitted to submit an application for an educator credential through ECIS, you must complete the following steps to register as an ECIS user. If you are a District of Columbia government employee and have an active DC.GOV email account you must be sure to use your DC.GOV email address when registering.

1. Visit the ECIS [home page](#) and click the blue 'Click here to begin' button at the bottom of the page. You will be redirected to the applicant registration screen.
2. ***** Special Note for District Government Employees:** District of Columbia Government employees already have general access to District QuickBase applications, of which ECIS is an extension. **If you are a District of Columbia Government employee, we strongly encourage you to use your active DC.GOV email address when registering, in order to access ECIS.** Once registered, you will enter the existing DC Government username and password credentials you normally use to log in to your computer and other District of Columbia applications. If you are a District employee, please do not use other e-mail accounts (e.g. Hotmail, Gmail, Yahoo, etc.), to avoid conflicting errors with other.
3. Enter all required information on the form.
4. Once you have entered all of the required information, review your entries and click the "Save" button. You will receive a notification via email acknowledging receipt of your registration request.
5. Your initial registration information will be submitted to a representative to review and finalize your registration. Once your request has been assigned to a representative, you will receive a second email notification informing you that the request is under review.
6. Once your registration has been approved, you will receive a final email notification which confirms approval and provides a link to the online application portal login area.
7. Registration approval will occur within 24 hours or during the next business day (excluding state and national holidays).

Before You Begin Submitting Your Application

Required Electronic Documents to be Uploaded Into ECIS

Before you begin creating your online application, be sure to review the following list of documents so you may gather them electronically. These documents will need to be uploaded into ECIS as file attachments before your application can be submitted:

Document	Required For:
Copies of official transcripts showing all undergraduate and graduate degrees completed	All educator licensure applicants
FBI criminal history report that has been issued within the previous 12 months	All educator licensure applicants
A completed approved program verification form (signed by the certifying official of the institution where you completed your program)	Applicants seeking a license based on completion of a state-approved educator preparation program
A program detail and verification letter, signed by the program coordinator or certifying official, describing the sequence of education, testing and experience requirements the applicant was required to complete	Applicants who have completed a non-university or college based alternative-route educator preparation program, where an official transcript is not available
Score report for the licensure examinations you have taken (all pages of the score report are required)	Applicants seeking a Regular 1 License, Regular 2 License, or Administrative Services Credential
Copies of credentials/licenses held in other states	Applicants seeking a Regular 2 license in the District of Columbia through interstate-reciprocity
Signed verification of previous full-time employment experience (if completed)	Applicants seeking a Regular 2 license in the District of Columbia through interstate-reciprocity or Administrative Services Credential

Once you have gathered the necessary documents to attach to your application, follow the steps below to create and submit the online application.

Application Submission Procedures

Once you have completed the ECIS registration process you are ready to begin creating your online application.

Sign In to ECIS and Begin Application

1. Sign in to ECIS by visiting the following URL: <https://octo.quickbase.com/db/main?a=SignIn> and logging in using your email address and the password created during registration.

The image shows a sign-in form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A blue link that says "I forgot my password".
- A green button labeled "Sign in".
- A checkbox labeled "Keep me signed in on this computer".
- A horizontal line at the bottom with the text "Not a QuickBase user? [Create a log-in.](#)".

Figure 1: Use this form to sign-in.

2. Once you have signed in, click the **ECIS** icon below the 'My Apps' heading to go to the main ECIS page.

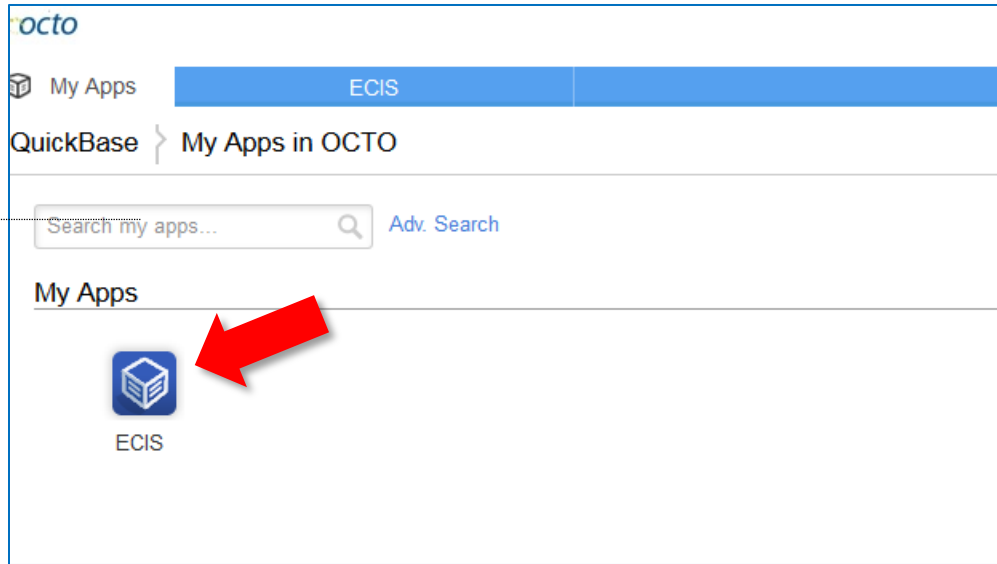



Figure 2: After you sign in, click this icon to get to your application.

3. On the main ECIS page, click the  icon located at the bottom of the page, under the Application Status title bar to open your profile and make changes or create a new application. You will be taken to the online application.

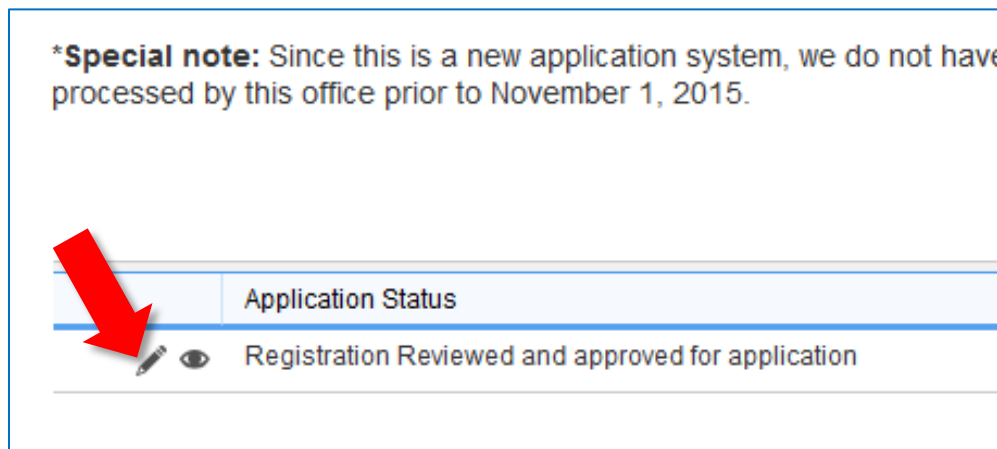


Figure 3: Click the pencil icon to edit your application.

4. The first thing you will see on the online application page is the Applicant Information you submitted during the registration process. Next, you will need to click the gray “Click here to add Additional Applications” button to the remaining application information.

Applications

Click here to add Additional Applications

Applicant Unique ID	Application_ID	Date Created	Date Modified	Last Name	First Name	DOB	Email	SSN
No additional applications found								

Figure 4 - Click the "Click here to add Additional Applications" button to continue the application.

5. Proceed to the next section.

Applicant General Information

1. Click the checkbox beside 'Applicant General Information' to expand the section.

Applicant General Information *

Applicant General Information

1. Have you been hired or are in the process of being hired as an employee with a P-12?

No

2. Did you earn a complete bachelor's degree at a regionally accredited college or university?

Yes

3. Did you complete applicable degree(s) or studies at an institution outside of the U.S.?

No

If yes, must have your credentials been evaluated by a foreign credential evaluation agency completed in the U.S.

4. Did you designate the District of Columbia as a score recipient for exams administered by ETS?

Yes

(You must identify this agency as a score recipient for ETS delivered exams. The routing of

Figure 5: For each section, you will need to click the checkbox to expand the form so you can enter your responses.

2. Select 'Yes' or 'No' from the drop down menu, for each question.
3. Proceed to the next section.

Applicant Background/Criminal History

1. Click the checkbox beside 'Applicant Background/Criminal History' to expand the section. Select 'Yes' or 'No' from the drop down menu, for each question.
2. If you answered 'Yes' to any of the questions in this section, you must upload copies of official documentation such as court or hearing proceeding document(s) indicating the final judgment and/or current disposition for each offense.
3. Proceed to the next section.

Applicant Education Degree/Program Information

1. Click the checkbox beside 'Applicant Education Degree/Program' to expand the section.
2. Click the gray button at the top of this section to enter the 'Applicant Education Degree/Program Information' dialogue box.

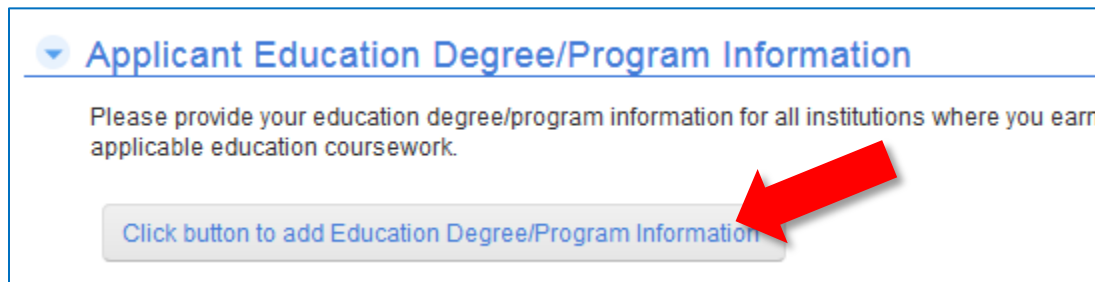


Figure 6: Clicking this button will take you to another screen where you will enter information about your degree program.

3. Enter the required information related to your degree program then click the green 'Save' button in the upper right corner of the screen.
4. Return to the 'Applicant Education Degree/Program' section of the application and click the gray button again to enter information about additional degrees earned or educator preparation programs completed.
5. If there are no additional degrees earned or educator preparation programs completed, you may proceed to the next section of the application.

Transcripts to Be Submitted

**** Special Note: As of March 18, 2016, the procedures for submitting official transcripts and foreign credential evaluation reports to OSSE for educator**

credentialing purposes has changed. Now, licensure applicants have the following options for official transcript submission:

- Upload scanned official transcripts directly into ECIS; or
- Send E-transcripts directly from your institution to OSSE.

This application section only applies to you if you are using an E-transcript service to have your institution send electronic transcripts directly to OSSE. If so, then follow the steps below. If not, however, and you plan to upload your official transcripts directly into ECIS, then you may disregard this section.

1. Click the checkbox beside ‘Transcripts to Be Submitted’ to expand the section.
2. Click the checkbox beside ‘E-Transcript (direct from institution)’.
3. Proceed to the next application section.

Test Scores

1. Click the checkbox beside ‘Test Scores’ to expand the section.
2. If you have completed state licensure exams that are recognized by DC, click the gray button to open the ‘DC Test Score’ dialogue box and enter information about the test and the score obtained. If you have not completed state licensure exams that are recognized by DC, but have completed another state’s comparable licensure exams click the second gray button to open the Non-DC Test Score’ dialogue box.

Test Scores

▼ Test Scores

Click button to add DC Test Score

Full Report More ▼		1 DC Test Score				
	Test Name/Subjects	Code	Score	Pass/Fail	Test Date	Test Type
	Art	5134	185	Pass	11-03-2014	Content

Click button to add Non – DC Test Score

State	Test Name / Subjects	Score	Pass / Fail	Test Date	Test Type
No non - dc test scores found					

Figure 7: Clicking the highlighted button will take you to another screen where you will enter information about DC approved state licensure exams you have completed. Clicking the other button allows you to enter information about other states’ tests you have completed.

3. Enter the required information related to the tests you have completed and then click the green ‘Save’ button in the upper right corner of the screen.
4. Return to the ‘Test Score’ section of the application and repeat Step 3 as many times as necessary to enter information about additional state licensure exams completed.
5. If there are no additional test scores that you are reporting, you may proceed to the next section of the application.

Select Type of Licensure

New Licenses

1. Click the checkbox beside ‘Select Type of Licensure’ to expand the section.
2. Click the checkbox beside the type of license(s) you are seeking to obtain.
3. After selecting the type of license you are seeking, select the subject area from the dropdown menu.

Figure 8: Select the type of license and subject area for the credential you are seeking to obtain.

License Renewal

1. If you are renewing an existing license, check the box beside ‘License Renewal’ then select the type of license you are renewing. This will reveal two new application sections: ‘License Renewal’ and another section specific to the type of license you are renewing (e.g., Regular 2 Teacher, Administrative Services Credential).

2. Click the gray button under the license renewal heading to open the ‘License Renewal’ options screen. Answer the four questions then click the green ‘Save’ button to return to the main application page.

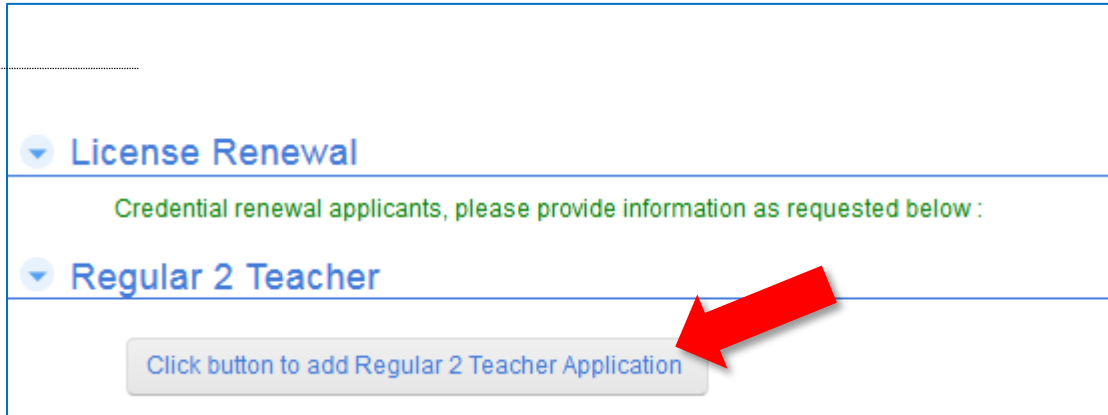


Figure 9: Clicking this button opens another screen where you can provide information about the license you are seeking to renew.

3. Return to the ‘Regular 2 Teacher’ section of the application and repeat Step 5 as many times as necessary to enter information about additional licenses you are seeking to renew.
4. If there are no additional licenses to add, you may proceed to the next section of the application.

Upload Documents

**** Special Note: As of March 18, 2016, the procedures for submitting official transcripts and foreign credential evaluation reports to OSSE for educator credentialing purposes has changed. Now, licensure applicants have the following options for transcript and foreign credential evaluation report submission:**

- Upload scanned PDF copies of all pages of the official transcripts and foreign credential evaluation reports directly into ECIS; or
- Send E-transcripts directly from your institution to the attention of Kadena Duncan-Lawrence at OSSE.ECIS@dc.gov, if your institution offers this service.

Applicants must follow the instructions below, for submitting official transcripts or other required documents.

1. Click the checkbox beside ‘Upload Documents’ to expand the section.
2. Click the gray button under the ‘Upload Documents’ heading to open the ‘Upload Documents’ options screen.

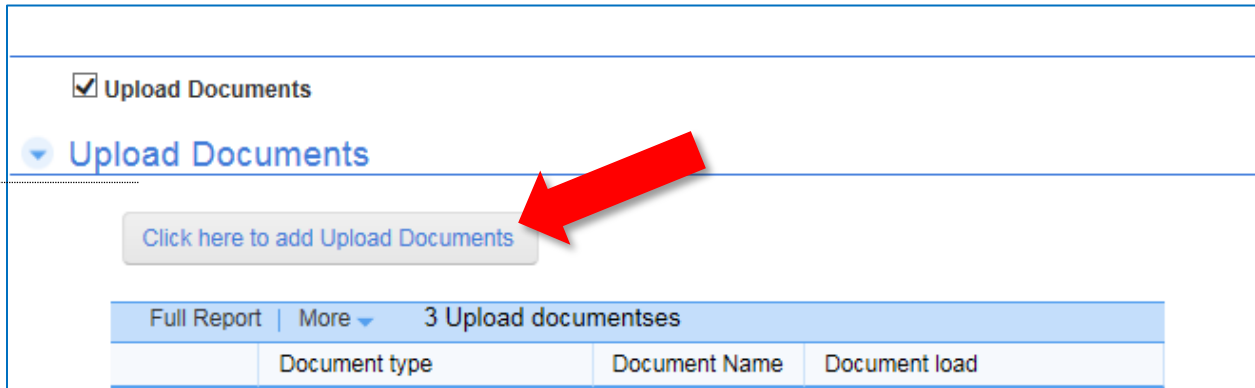


Figure 10: Clicking this button opens another screen where you can upload documents to accompany your application.

3. Review the instructions and guidance related to each type of document you intend to upload to be sure your document meets the appropriate formatting requirements.
4. Select the type of document you want to upload from the dropdown menu then give the file a name in the field below.

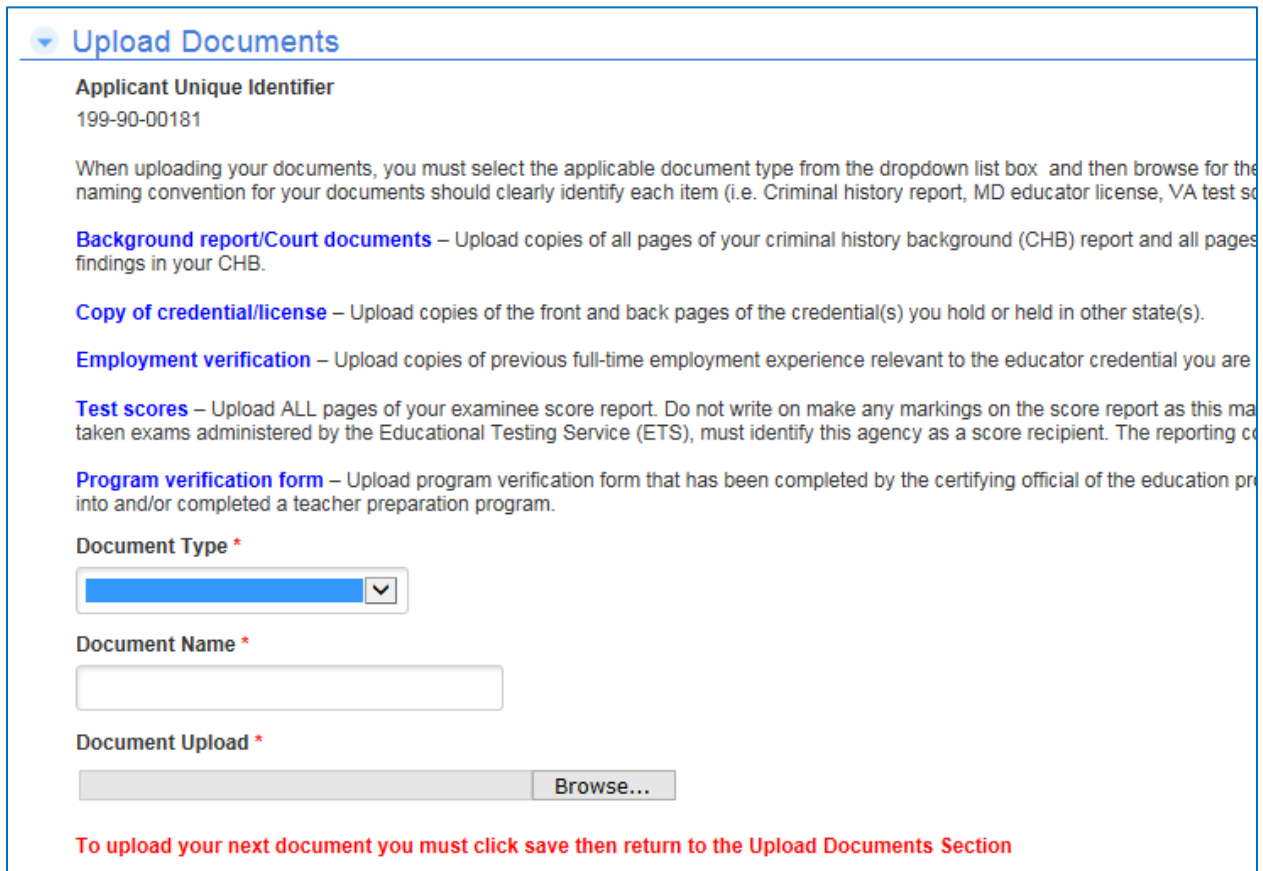


Figure 11: Be sure to review the details for each type of document you want to upload.

5. Click the 'Browse' button below to navigate to the file you would like to upload.
6. **OSSE will only accept documents that are in PDF file format.**
7. **Official transcripts and test score reports submitted must contain all pages.**
8. After you have selected the document to upload, click the green 'Save' button in the upper right corner to upload the document and return to the application's main page.
9. Return to the 'Upload Documents' section of the application and repeat Steps 2 through 6 as many times as necessary to upload all required documents.
10. Once you have uploaded all required documents, you may proceed to the next section of the application.

**** Special Note: OSSE reserves the right not to accept any uploaded documents that do not meet the specified formatting requirements, or that appear to have been altered by the applicant.**

Applicant Comments

1. Click anywhere within the text box to add a comment or provide additional notes that you believe may provide important context about your application.
2. When you are finished entering your comments or if you do not wish to add a comment, click the green 'Save and Edit' button to continue making changes to the application. If you do not plan to make additional changes to the application, click the gray 'Next' button to review and submit your application.

Application Review and Submission

1. Review your responses for each section of the application to ensure accuracy.
2. If you need to make an adjustment to any section of the application, click the gray 'Edit' button at the bottom of the page.
3. If you would like to submit an application for an additional license, click the gray 'Add New Application' button at the bottom of the page.
4. When adding a new application, follow the guidance for each section while submitting your information.
5. Once your application is complete and ready to submit, click the Gray 'Proceed to Checkout' button.

Licensure Application Payment

1. Review the 'Licensure Application Type Fee Schedule' section to ensure the license(s) you are seeking are selected. The total application licensure fee for the licenses you are seeking will appear below.

2. Review your Last Name, First Name, Telephone Number, and Email Address to ensure they are accurate. The email address that appears is the email address where all ECIS alerts and notifications will be sent.
3. Enter your billing address or check the box if your billing and mailing addresses are the same.
4. Click the gray 'Save and Next' button and then click 'Save' in the dialogue box that appears.

Check box if billing address is same as mailing address

Street Address
810 First Street, NE

City
Washington

State
DC - District of Columbia

Zip code
20002

PREVIOUS
SAVE & NEXT

Figure 12: After entering your billing address, you are ready to start the payment process.

Authorization

1. Read the 'Authorization' statement then check the box below to confirm that you agree with the application terms.
2. Click the green 'Next' button.

Total Amount to be Charged
\$100

▼ **Authorization**

I hereby authorize the Office of the State Superintendent of Education (OSSE) to share or obtain any information re employer, or other licensing entity for use in this application process. I also certify that the information on this form is misrepresentation may result in the licensure denial or revocation of my license/ certificate.

I Agree *

NEXT

Figure 13: Agree to the terms and get a credit card ready to begin the payment process.

3. On the next screen, click the gray ‘Make a Payment’ button in the upper left corner of the page to go to the payment screen.

Figure 14: Click this button to go to the payment portal.

Credit Card Payment

1. Enter your credit card details in order to finalize payment.
2. Once you have entered your credit card information, click the button to authorize your payment.

Congratulations, you are finished! You will receive an auto-generated email confirming that your application has been submitted successfully.

Required Documents to Be Mailed to OSSE

The following documents may not be uploaded to ECIS and must be mailed to OSSE:

1. Official sealed education transcripts from ALL institutions where you completed a degree and applicable coursework (required for applicants that do not have the ability to have a direct transcript submission from the university).
2. Official foreign credential evaluation report (required for applicants who completed their education at institutions operating outside of the United States).

Questions or Technical Assistance

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If you have questions about policies or procedures related to educator credentialing and certification, please contact the Educator Credentials Team at (202) 741-5881 or through email at osse.asklicensure@dc.gov.
