

District of Columbia
Office of the State Superintendent of Education



Educator Credentialing Information System (ECIS)

User Guidebook

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

Last Updated August 1, 2016

Table of Contents

Introduction	3
Applicant Registration and Approval Procedures	4
Before You Officially Submit an Application	6
List of Required Supporting Documents	7
Signing into ECIS	9
Open your Profile to create or view Applications	11
Creating a New Application	13
Selecting the Subject Areas for the Credentials you are seeking	15
Uploading the Required Documents	17
Adding Comments	19
Review your Information and Prepare for Checkout	20
Making a Payment to Officially Submit an Application	21
Request Changes to my Profile Information	24
How to Upload Additional Documents after You’ve Submitted an Application	25
Questions or Technical Assistance	26

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 valid Visa or MasterCard payment card.

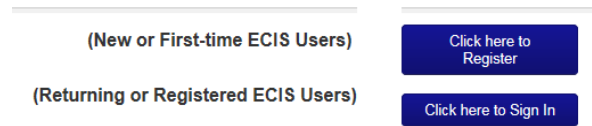
For general questions regarding certification requirements, policies or other general information please visit our [Educator Credentialing](#) website or contact us at osse.asklicensure@dc.gov.


If you are experiencing problems using ECIS or require technical assistance you may contact us at, osse.ecis@dc.gov.

Applicant Registration and Approval Procedures

To obtain access to use ECIS as a first-time user, you must register and receive an invitation to join the application.

1. To get started, go to <https://octo.quickbase.com/db/bkdy85kmw>
2. Scroll to the bottom portion of the page. If you are a first-time user you must click the “Click here to Register” button. If you have previously registered or are a returning user click the “Click here to Sign In” button. See image below.



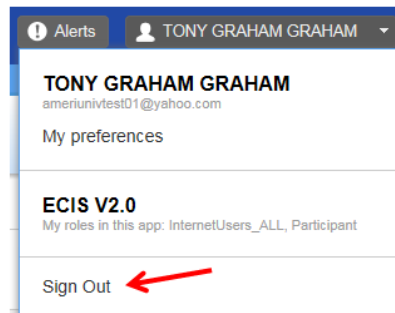
3. Complete all fields requested in the Personal Information section when registering. Once completed, review for accuracy. (This is important. Once you click “Save” you will not be able to edit or make changes yourself. Changes or edits may only be done by OSSE staff.)
4. Once you have verified that all information is correct, click the green “ Save” button located in the upper right corner of the page.
5. A successful Save shall trigger three (3) e-mail notifications that will be sent to the e-mail address you registered with.
 - Email 1 - Your ECIS registration request has been received.....
 - Email 2 - Your ECIS registration was reviewed and your unique ID number provided....
6. Once your request for registration is approved by an OSSE staff person, you will receive a 3rd email message inviting you to the ECIS application. Open that message and click on hyperlink text “GO TO THIS APP IN QUICKBASE”. This will re-direct you to a final registration screen to create a password and select your security question for secured access.
 - Email 3 - Invitation to the ECIS online application in Quickbase....
7. Create your password and then complete all required security question information. Review information for accuracy.

Note: If you provided a DCGov email address as your primary email contact during registration, you will bypass the create password page. As an active DCGov account user, you will use your *existing* DCGov email address username and password to sign in once you receive the ECIS invitation email message.

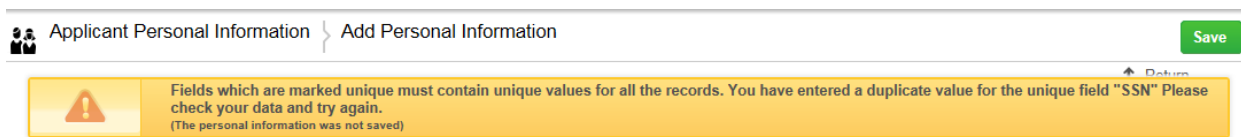
- Click to select the “agree to the terms of service” checkbox. Then, click the green “Register” button.



- After clicking the green register button, you will be redirected to the ECIS application and you will be automatically signed into ECIS. You have completed the registration process.
- You may stay signed in and start a new application or you may sign out and come back later.
- To sign out or leave the application, click on the dropdown arrow located next to your name in the upper right corner of the page and select “Sign Out”.



NOTE: If you receive a “...contain unique value...” error message during registration, you are entering an e-mail address or social security number that have already been used. This happens because you have previously registered on a prior date. ECIS does not allow duplicate e-mail addresses or social security numbers. Instead of clicking the register button, click the “Sign In” button. Then enter the email address username and password you created when you initially registered. The error message will look like the screen shot below.



STEP 1 OF 2 – APPLICANT REGISTRATION

If you cannot remember the email address you registered with, send an email to osse.ecis@dc.gov to request to be sent that information. Additionally, if you cannot remember your password, go to <https://octo.quickbase.com/db/main?a=SignIn> , then, click the “I forgot my password” text link to reset your password.

Before You Officially Submit an Application

You must make sure that you have received all of the required supporting documents to upload into ECIS **before** you make a payment and submit your application. Since all documents must be converted into an electronic format for uploading, you will need to scan all required documents and then save them as “PDF” files to your computer or other flash storage device. This will require you to open the sealed envelopes that your documents were originally mailed in order to scan them. When scanning documents that contain multiple pages, you must scan all pages of that document into one (1) pdf file. For example, if your FBI personal criminal history report consists of 3 total pages, you will scan all 3 pages into one document and save it as one pdf file. Once scanned, you will then name it (i.e. John Doe FBI report). Follow these steps for each of the documents you will be uploading.

To avoid potential denials or delays in the processing of your application, you must upload all supporting documents required for the credential(s) you are seeking. Please be advised, the processing time it takes to review your application does not start until OSSE receives a complete application packet that includes all required fees and supporting documents. To make sure you possess the proper documentation required for the credential(s) you are seeking, review the requirements at [Educator Credential Requirements Overview](#).

To see a list of the required supporting documents that you must upload, see the “List of Required Supporting Documents” section of this user guide.

List of Required Supporting Documents

1. **Personal criminal history record report** issued by the FBI or an FBI approved “channeler” agency, an agency which has the ability to provide any United States citizen or lawful permanent legal resident the right to request a copy of their personal FBI criminal background check. Criminal history record reports must have been issued within the previous 12 months from the date an application is submitted and shall remain valid with OSSE for a period of four (4) years from the date the report was generated.
 - a. In instances where the FBI channeler agency will only send the report directly to an agency, the report may be e-mailed to osse.ecis@dc.gov.
 - b. If you are currently employed or have recently completed the clearance process with the DC Public Schools (DCPS) agency, DCPS will provide OSSE with electronic access to your criminal history clearance information.

2. **Official education transcripts** issued by the registrar’s office of the college or university where you completed a degree and where applicable education preparation training/coursework has been completed. Education transcripts must be scanned as full, non-fragmented PDF pages using the “auto-color detection” setting. Grade reports or student account transcript records are not accepted.
 - a. If you completed studies at an institution outside of the U.S. (including Canada), you must submit a foreign credential equivalency report issued by an approved agency. The District of Columbia accepts foreign credential equivalency reports provided by the following entities: (1) organizations that have current membership with the [National Association of Credential Evaluation Services \(NACES\)](#) or the [Association of International Credential Evaluators \(AICE\)](#); (2) accredited four year colleges/universities; and (3) evaluation organizations that are approved by other state educator licensing/credentialing agencies for licensing purposes.
 - b. The report must include a U.S. equivalency degree summary statement and a course by course listing of all completed coursework that includes the grade earned and credit hours completed for each course.
 - c. Do not send diplomas, foreign transcripts, or any documents not printed in English.

3. **Program verification form** confirming your admission and/or completion of an approved educator preparation licensure program.
 - a. A completed F-4 Program Admission Verification form - The purpose of the F-4 is to verify the program enrollment and employment of an applicant seeking the issuance of an *Initial* teaching credential
 - b. A completed F-1 In-state Program Completer Verification form - The purpose of the F-1 form is to verify satisfactory completion of an approved educator licensure program for applicants who completed their training program at a DC based institution.
 - c. A completed Out-of-State Approved Program completion verification form (The purpose of this form is to verify satisfactory completion of an approved educator licensure program for applicants who completed their training program at institutions outside DC.

4. **Alternative program completion verification letter** confirming the sequence of requirements completed if you completed an alternative or non-traditional educator preparation program in another state where an official institution transcript was not issued.
5. **Examinee score report(s)** verifying passing scores for the required credentialing exams. Applicants submitting score reports for comparable exams passed in another state must submit a valid full credential from another state where those exams were accepted for issuance of the credential. All score reports must be printed in English and indicate the test name, test date, test score, and pass/fail indication. All pages of the score report must be submitted.

Note: If your state did not require any component of the credentialing exams as required by the District of Columbia (e.g. basic skills, subject content or pedagogy), you will be required to present passing scores for the missing exam prior to the issuance of the applicable D.C. credential.

6. **Copy of valid educator credential (with no deficiencies) from another state** where you hold comparable endorsements or certifications.
7. **Verification of full-time experience** confirming full-time employment in the applicable assignment area confirmed by the appropriate employment verification official of your hiring agency.
8. **LEA annual performance evaluation review** confirming your evaluation rating achieved for the applicable academic year(s). The evaluation reviews must be properly signed and dated by all required parties. Applicable towards initial credentialing or credential renewal.
9. **Professional development (PD) training completion certificates or PD transcripts** confirming completion of PD activities that have been delivered by your employing LEA/school agency or other PD training organizations. Applicable toward credential renewal only.
 - a. PD training transcripts generated by an employing LEA/school must be on official letterhead and bear the appropriate seals, signatures, and dates.
 - b. PD training certificates issued by other organizations must by the following information: attendee/participant's full name, name of the provider presenting the activity/training, name (title) of the activity/training, number of clock hours of activity/training completed; and dates of activity/training and bear the appropriate seals, signatures and dates.
 - c. Official transcripts verifying completion of appropriate coursework in compliance with document item #2 listed above.

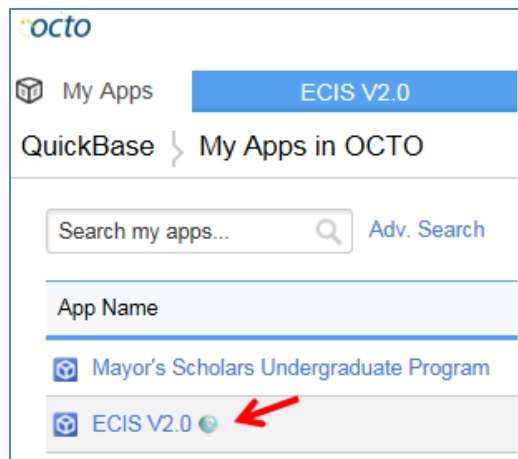
Signing Into ECIS


Once you have successfully completed the registration and approval process and have received an invite to the application, you are ready to access ECIS.

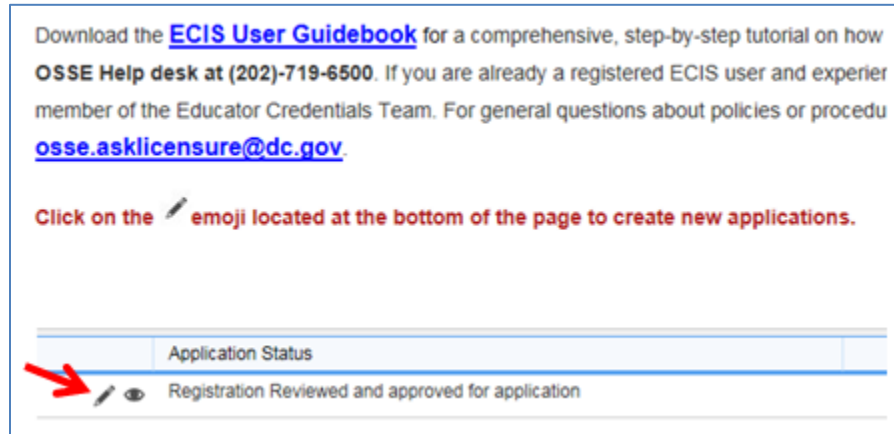
1. To get started, go to: <https://octo.quickbase.com/db/main?a=SignIn>
2. Enter the email address you registered with as your Username.
3. Then, enter the Password you created.
4. Next, click the green Sign In button.

If you registered using a DCGov e-mail account, you will use the same username and password credentials you already possess.


5. Once signed in, find the ECIS V2.0 application icon in your list of “My Apps in OCTO” tab, then click to open. Clicking to open the application will re-direct to the ECIS main web page.



6. Click the  icon located at the bottom of the page, under the “Application Status” title bar to open your profile. (These are the steps you will take to see all of the applications and supporting documents you submitted using ECIS.)



Note: The  icon or emoji opens your application in “Edit” mode.

Note: The  icon or emoji opens your application in “View Only” mode.

7. Proceed to the next section for instructions on how to create a new application or re-opening an application previously started but not submitted.

Open your Profile to Create or View Applications

Once you have clicked on the  to open your profile on the ECIS homepage, you will be taken to this screen.

Applicant Information

Applicant Unique Identifier 199-90-00685

Last Name graham First Name tony Maiden Name

Gender

SSN/Temp. ID# 999-00-0685

DOB FEB-01-2016

Street Address 810 1 st st ne Unit/Apt #

City, Town or Province washington State or District District of Columbia Postal Zip Code 20011





Country

Primary Telephone (202) 741-5881 Secondary Telephone

Primary Email address ameriunivtest01@yahoo.com Secondary Email address


Additional Applications

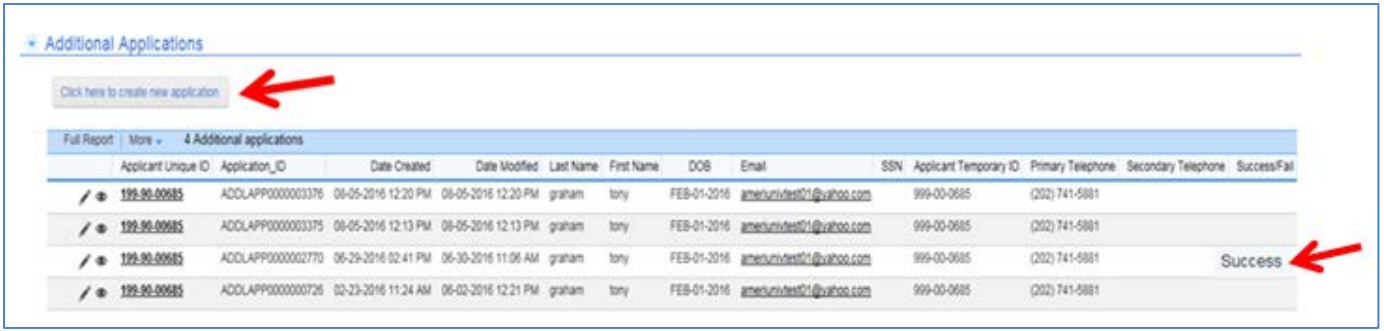
[Click here to create new application](#)





Full Report	More	4 Additional applications						
		Applicant Unique ID	Application_ID	Date Created	Date Modified	Last Name	First Name	DOB
		199-90-00685	ADDLAPP0000003376	08-05-2016 12:20 PM	08-05-2016 12:20 PM	graham	tony	FEB-01-2016
		199-90-00685	ADDLAPP0000003375	08-05-2016 12:13 PM	08-05-2016 12:13 PM	graham	tony	FEB-01-2016



Each time you first open your profile, you will see two (2) sections. The “**Applicant Information**” and “**Additional Applications**” section.

The *applicant information* section contains the information you entered during registration. The information for this section is displayed in “View Only” mode and cannot be changed or edited by you at this time. To request changes or corrections to any field in this section, read the instructions found in the “*How to Request Changes to my Profile*” section of this user guide.


The **additional applications** section is where you will create new applications and also see a listing of the applications you previously started or submitted. Rows that contain the word ‘Success’ in the success/fail column represent applications that have been previously paid for and submitted to OSSE. Once an application has been submitted it is available to you in *View Only* mode only. Rows that do not contain a success result are still open and are available for you to change, edit and/or submit by clicking the  icon located in the row of the corresponding application.



Additional Applications												
Click here to create new application												
Full Report More ▾ 4 Additional applications												
Applicant Unique ID	Application_ID	Date Created	Date Modified	Last Name	First Name	DOB	Email	SSN	Applicant Temporary ID	Primary Telephone	Secondary Telephone	Success/Fail
 ● 199-90-00685	ADDLAPP0000003376	08-05-2016 12:20 PM	08-05-2016 12:20 PM	graham	tony	FEB-01-2016	amerstudent1@yahoo.com	999-00-0685		(202) 741-5881		
 ● 199-90-00685	ADDLAPP0000003375	08-05-2016 12:13 PM	08-05-2016 12:13 PM	graham	tony	FEB-01-2016	amerstudent1@yahoo.com	999-00-0685		(202) 741-5881		
 ● 199-90-00685	ADDLAPP0000002770	06-29-2016 02:41 PM	06-30-2016 11:06 AM	graham	tony	FEB-01-2016	amerstudent1@yahoo.com	999-00-0685		(202) 741-5881		Success
 ● 199-90-00685	ADDLAPP0000000726	02-23-2016 11:24 AM	06-02-2016 12:21 PM	graham	tony	FEB-01-2016	amerstudent1@yahoo.com	999-00-0685		(202) 741-5881		

1. To create a new application, click the  button located in the “**Additional Applications**” section.
2. Or, if you have created other applications that you want to open or view, click on the  icon that is located in the same row of that application.
3. When you click to create a new application or open an existing application, you will be taken to the 1st page or screen 1 of that application.
4. Proceed to the next section for instructions on completing a new application.

Completing a new application

1. When you click the [Click here to create new application](#) button you will be taken to the following screen. This screen is page 1 or screen 1 of your application.
2. You will see a list of sections that you will click to open and enter all required information for that section.
3. The sections that require you to enter information or make selections are marked by a **red arrow** as shown below.
4. You will be completing each section of the application by clicking on the  button located next to that section's title name to Open or Expand that section.

City, Town or Province washington	State or District District of Columbia	Postal Zip Code 20011
Country		
Primary Telephone (202) 741-5881	Secondary Telephone	
Primary Email address ameriunivtest01@yahoo.com	Secondary Email address	
CHECK TO COMPLETE EACH SECTION.		
▶ Applicant Background Information Section ←		
▶ General Information Section ←		
▶ Request for Credential Section ←		
Click here to select subject area(s) ←		
Only "checked" items in the cart	Type Description	Main Subject Area
No selection subject areas found		
TOTAL FEE PAYMENT		
▶ Upload Required Documents Section ←		
▼ Comments ←		
Applicant Comments <input type="text"/>		

- To begin, click the arrow button next to



*Note: For easier viewing, after you complete one section you can click to collapse that section to allow more screen space for viewing other sections of the application that need to be completed.

A screenshot of the 'Applicant Background Information Section' form. The form contains several questions with dropdown menus for answers. A red arrow points to a small rightward-pointing arrow icon to the left of the 'General Information Section' header at the bottom of the form, which is used to collapse the current section.

Applicant Background Information Section

You must provide answer for each item below. Additionally please be advised, if you answer "YES" to any item, you must upload copies of the official court or hearing proceeding documents(s) indicating the final judgement and current status/disposition of each offense. Failure to upload the required documentation or failure to disclose requested information may result in a denial or revocation determination.

1) Have you ever been charged with, convicted of, pled guilty to, entered an Alford plea to, pled no contest/nolo contendere to, entered into probation before judgement for, had a case placed on a stet docket for, or found not guilty by reason of insanity ..

1a) for any crime involving a child or youth? *

1b) for any felony? *

1c) for any crime involving drugs? *

1d) for any crime involving weapons? *

1e) for any felony or other crime involving children, youth, drugs or weapons in another country? *

2) Have you ever had any type of school instructor, pupil services or administrator license denied, revoked, suspended or voluntarily surrendered or have proceedings to deny, revoke, suspend any type of school instructor, pupil services or administrator license been initiated by any state or jurisdiction? *

3) Is any disciplinary action or conditions upon licensure currently in force or pending against you and/or your school instructor, pupil services or administrator license by any state or jurisdiction? *

4) Have you ever been disciplined or had disciplinary action initiated against you, or been dismissed from any position due to immoral or unprofessional conduct? *

5) List all states/jurisdictions where ANY level of disciplinary or dismissal procedures have been actioned against you.

General Information Section

- Answer all questions in this section then, go to the next section.
- Repeat steps 3 thru 5 to complete the "General Information" and "Request for Credential" sections.
- Once completed, you will have to select the subject area of the credential(s) you are seeking.
- Proceed to the "Selecting the Subject Areas for the Credentials you are seeking" section, to see how to do this.

Selecting the Subject Areas for the Credentials you are seeking

Once you complete the Request for Credential section, you will then need to select the subject area of the credential(s) you are seeking.

1. Click the [Click here to select subject area\(s\)](#) button.
2. Point your cursor to click on the arrow to open the dropdown list in the “Make a Selection...” list box.

(Screen before click)

Applicant Unique ID [199-90-00685](#)

ID

Main Subject Area

Sub Category Area

Grade Level

Fee

Type

Add Item to the shopping cart

3. Once you open the dropdown list, you will then scroll through the list to select the subject area of the credential you are seeking.

(Screen after click)

Selection Subject Area } Add Selection Subject Area

Applicant Unique ID [199-90-00685](#)

ID

Main Subject Area

Sub Category Area

Grade Level

Fee

Type

- DUPLICATE CREDENTIAL REQUESTS - NA - Duplicate credential requests - NA - \$20.00
- SCHOOL ADMINISTRATOR - Administrative Services Credential - Principal/Assistant Principal - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Attendance Officer - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Audiologist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Psychometrist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Pupil Personnel Worker - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Reading Specialist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - School Counselor - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - School Librarian / Media Specialist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - School Psychologist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - School Social Worker - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL SERVICE PROVIDER - Speech Language Pathologist - School Service Provider - Grades PreK-12 - \$50.00
- SCHOOL TEACHER - Early Childhood - Early Childhood - PreK-3 - \$50.00
- SCHOOL TEACHER - Early Childhood Special Education - Early Childhood - PreK-3 - \$50.00
- SCHOOL TEACHER - Montessori Primary - Early Childhood - PreK-3 - \$50.00
- SCHOOL TEACHER - Elementary Education - Elementary Education - Grades 1-6 - \$50.00
- SCHOOL TEACHER - Science Resource - Elementary Education - Grades 1-6 - \$50.00

4. Once a selection is chosen, the fields will auto-populate as shown below.

Applicant Unique ID [199-90-00685](#)

ID SCHOOL TEACHER - Montessori Primary - Early Childhood - PreK-3 - \$50.00

Main Subject Area Early Childhood

Sub Category Area Montessori Primary

Grade Level PreK-3

Fee \$50.00

Type ST

Add Item to the shopping cart

5. Next, you must click the checkbox next to the “Add item to the shopping cart” text. If left unchecked that subject area selection will not be added in your shopping cart total when you checkout, and that item will not be reviewed for credentialing.

Applicant Unique ID [199-90-00685](#)

ID SCHOOL TEACHER - Montessori Primary - Early Childhood - PreK-3 - \$50.00

Main Subject Area Early Childhood


Sub Category Area Montessori Primary

Grade Level PreK-3

Fee \$50.00

Type ST 

Add Item to the shopping cart





6. After you make your selection and then add the item to your shopping cart, you must click the  button located in the upper right corner of the page.

7. Once you click Save, you will be taken back to page 1 of your application. You must repeat steps 1 thru 6, if you want to add additional subject area selections. You may request up to five (5) selections within one application. When all selections are added, go to the “Upload Required Documents Section”.

▶ Request for Credential Section

[Click here to select subject area\(s\)](#)

Full Report | More ▾ | 2 Selection subject areas

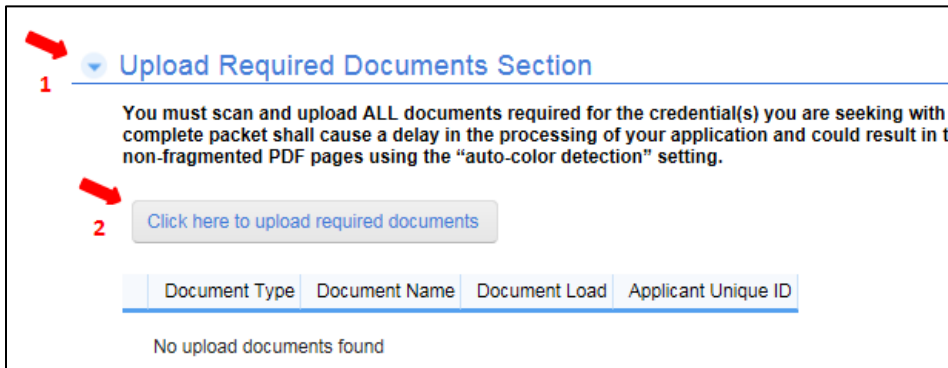
	Only “checked” items in the cart	Type Description	Main Subject Area	Sub Category Area	Grade Level	Fee
 	✓	SCHOOL SERVICE PROVIDER	School Service Provider	Psychometrist	Grades PreK-12	\$50.00
 	✓	SCHOOL TEACHER	Early Childhood	Montessori Primary	PreK-3	\$50.00

TOTAL FEE PAYMENT
[100.00](#)

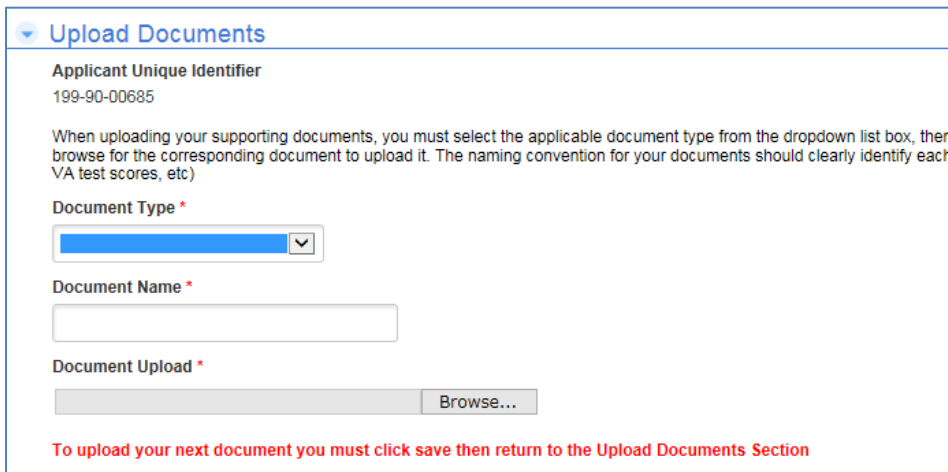
Uploading the required documents

To support your application, you will be uploading the applicable documents required for the credential(s) you are seeking. A description of the acceptable documents for upload, as well as guidance regarding proper documentation formatting are detailed on pages 6-8 of this user guide. Make sure you review this information to ensure your documentation meets submission requirements.

1. Click the arrow button next to the **Upload Required Documents Section** title text.
2. Then, click the [Click here to upload required documents](#) button.



3. You will then be on the following screen.



- Select the type of document you are uploading from the dropdown list for the **'Document Type*'** field.

Upload Documents

Applicant Unique Identifier
199-90-00685

When uploading your supporting documents, you must select the applicable document type from the dropdown browse for the corresponding document to upload it. The naming convention for your documents should clearly VA test scores, etc)

Document Type *

- Background report/Court Doc's
- Credentials/Licenses
- Foreign Credential Report
- Employment experience
- OSSE review/status notice
- Program Verification Form
- Test score report
- Training/Workshop Certificates
- Transcripts

Browse...

To upload your next document you must click save then return to the Upload Documents Section

- Create a name for the file being uploaded and enter it in the **'Document Name*'** field.
- Next, click the 'Browse' button to locate the PDF file you will be uploading. Remember, documents that contain multiple pages must be uploaded as one complete pdf file. Do not upload single pages as individual pdf files for pages that are part of the same document.
- After you select your document to upload, your screen will look like the image below.

Upload Documents

Applicant Unique Identifier
199-90-00685

When uploading your supporting documents, you must select the applicable document type from the dropdown browse for the corresponding document to upload it. The naming convention for your documents should clearly VA test scores, etc)

Document Type *
Background report/Court Doc's

Document Name *
Criminal Background Report

Document Upload *
C:\Users\anthony.s.graham\Documents\AU1 Browse...

To upload your next document you must click save then return to the Upload Documents Section





- Finally, click the **Save** button located in upper right corner of the screen.
- Whenever you click 'Save' from this screen, you will be taken back to page 1 of your application. You must then, repeat steps 2 thru 8 to upload all other documents.


A successful upload will generate a list or table of the documents that have been uploaded to your application. The list will grow by one row each time you upload another document.

Upload Required Documents Section

You must scan and upload ALL documents required for the credential(s) you are seeking with this application. Failure to upload all supporting documents to form a complete packet shall cause a delay in the processing of your application and could result in the denial of your application. The documents must be scanned as full non-fragmented PDF pages using the "auto-color detection" setting.

[Click here to upload required documents](#)

Full Report More ▾ 2 Upload documents				
	Document Type	Document Name	Document Load	Applicant Unique ID
 	Background report/Court Doc's	Criminal Background Report	Jon Doe - My FBI report.pdf	199-90-00685
 	Program Verification Form	Program completion confirmation	Approved Program Verification form.pdf	199-90-00685

Note: You can replace or edit the documents you upload by clicking the  icon that is located in the same row of the document that you need to edit. However, once you officially submit your application, your documents are locked and will be available for you to open in "View only" mode.

10. When all required documents have been uploaded, proceed to the next section.

Applicant Comments

1. Click in the text box to add a comment or provide additional pertaining to your application.

Comments

Applicant Comments

Enter my comments in this space.

SAVE AND NEXT

2. When you are finished entering your comments or if you do not wish to add a comment, click the **SAVE AND NEXT** button to continue.

Review information screen and prepare for checkout

1. When you click the **SAVE AND NEXT** button, you will come to this screen.
2. This is referred to as page 2 or the review page of your application. When you first arrive on this screen, you will notice a green message box indicating that the information you just entered has been saved. Also, notice that the information is displayed in 'View only' mode.

Applicant Information Additional application saved

Application_ID
ADDLAPP0000003513

Applicant Unique Identifier
199-90-00685

Last Name	First Name	Maiden Name
graham	tony	

Gender
[Empty field]

SSN/ECIS Temp. ID#
999-00-0685

DOB
FEB-01-2016

Street Address	Unit/Apt #
810 1 st st ne	

3. Next, review this page to verify that all your information is correct.
4. If you need to make corrections or changes, you must click the 'Edit' button located at the bottom of the page. This will take you back to page 1 of your application, where you can make changes to any section except for the 'Application Information' section.
5. Once your changes are completed, click the 'Next' button located at the bottom of page 1 to return to this screen.

Comments

Applicant Comments
Enter my comments in this space.

EDIT **PROCEED TO CHECKOUT**

6. If all information is correct, click the "Proceed to Checkout" button.



Making a Payment to Officially Submit an Application

1. After you click the “Proceed to Checkout” button, you will see this screen.

Licensure Application Type Fee schedule

Applicant Unique ID
199-90-00685

Full Report | More ▾ | 1 Selection Subject Area

	Only "checked" items in the cart	Type Description	Main Subject Area	Sub Category Area	Grade Level	Fee
 	✓	SCHOOL TEACHER	Early Childhood	Montessori Primary	PreK-3	\$50.00

Total Fee
50.00

PREVIOUS
SAVE & NEXT

2. Review the information that you are preparing to pay for.
3. Then, click the “Save & Next” button.
4. Next, read the ‘Authorization’ statement then check the box below to confirm that you agree with the application terms. (see figure below)

Total Amount to be Charged
50.00

Authorization

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

I Agree *

NEXT

5. Then click the “Next” button.

- Before you click to make payment, read the instructions under the “Make a Payment” section. It provides important information regarding the items in your shopping cart and how to change those items if necessary.
- Next, review the table in the “Licensure Application Type Fee Schedule” section. This table is a list of the subject area credentials that you have selected. Remember, only line items that include a ✓ symbol are being totaled in your shopping cart.

1st read this text

3rd click this button

Before you click to make your payment, review the fee table to verify your credential selections. Remember, only line items that include a “✓” symbol are in your shopping cart. The checked items make up the total fee amount you will pay. If you need to make a change to a line item, you must click the “✎” icon to change the selection or remove the check mark for that item in the shopping cart. If you wish to add an additional credential selection to your shopping cart, go back to the first page of this application, then go to the “Request for Credential Section” and click the “Click here to select subject area(s)” button.

When you have verified your credential selections, click to make your payment. You may only use a valid Visa or MasterCard payment card. Although, an American Express payment option is listed, it is not accepted for payment in this application. Once you input your payment information, you must click the **Submit** button.

IMPORTANT! On the next screen, only click the submit button **ONCE** to avoid the possibility of multiple charges to your card. After you click submit, it may take up to 15 minutes to receive an e-mailed receipt verifying that your application and payment have been successfully submitted and received by OSSE. Also, do not attempt to submit additional application(s) in ECIS until after you receive a receipt for your previous submission. This gives the payment system time to properly refresh.


Licensure Application Type Fee schedule

Applicant Unique ID
199-90-00685

Full Report	More	1 Selection Subject Area	Type Description	Main Subject Area	Sub Category Area	Grade Level	Fee
			SCHOOL TEACHER	Early Childhood	Montessori Primary	PreK-3	\$50.00

Total Fee **50.00**

2nd verify payment amount

- Next, click the  button to proceed to the next screen to enter your debit/credit card information.
- The “Amount to Charge” field is auto-populated and cannot be changed manually. The total is calculated based upon your selection of items you added to your shopping cart.
- You must use a valid Visa or MasterCard payment card. Although, an American Express option is listed it is not accepted for payment in this application.

OSSE Online Credit Card Payment

Amount to Charge: 50

Card Type:

Card Number:


Name on Card:

Expiration:

Card Security Code: A code that is printed (not imprinted) on the back of a credit card. It consists of 3 or 4 digits.

Submit **Cancel**

Transaction ID: 3846

11. Enter the card number.
12. Enter cardholder name.
13. Enter card expiration date.
14. Enter 3 digit security code shown on the back of card.
15. Review information for accuracy.
16. Click the  button. (To avoid multiple charges to your card only click the submit button ONCE.)
17. Or, click Cancel to go back and pay later.
18. Congratulations, you are finished! You will receive an auto-generated email confirming that your application has been submitted successfully. It may take up to 15 minutes for your to receive confirmation.

Request Changes to my Profile Information

To request changes or corrections to your personal information maintained in the “Applicant Information” section of ECIS, you must:

1. Compose an email to send to: osse.ecis@dc.gov
2. In the subject line of the email, type: “Profile change request”, re: enter your Unique Applicant ID# (example: Profile change request, re: 199-90-00685)
3. In message body of the email, type a short description of change (example: Address change or Name change, etc.)
4. Then, type the specific changes as it should be entered. Additionally, when requesting a name change, you must attach a copy of the name change order or a copy of your valid driver’s license or non-driver’s ID card.
5. Click to Send.

Note: Changes cannot be made to your e-mail address. The primary and secondary e-mail addresses you provided during registration are your permanent username credentials when using ECIS.

How to Upload Additional Documents after You've Submitted an Application

1. Scan all pages of the documents that need to be uploaded and save them as “pdf” formatted files. Use the auto-color detection settings when scanning. Also remember, documents that contain multiple pages must be scanned and uploaded as one complete pdf file. Do not upload single pages as individual pdf files for pages that are part of the same document. Once scanned, you will then name the document (i.e. John Doe FBI report).
2. Save the file(s) to a folder on your computer or other storage device for retrieval later.
3. Compose an email to send to: osse.ecis@dc.gov
4. In the subject line of the e-mail type: “Add document(s) to my application”, re: enter your Unique Applicant ID# (example: Add document(s) to my application, re: 199-90-00685)
5. Browse to find the .pdf files that you previously scanned.
6. Then, click to select the files as an attachment to include them in the email being sent.
7. Click to Send.

Questions and Technical Assistance

For general questions regarding certification requirements, policies or other general information please visit our [Educator Credentialing](#) website or contact us at osse.asklicensure@dc.gov .

If you are experiencing problems using ECIS or require technical assistance you may contact us at, osse.ecis@dc.gov.