

CHECK MY APPLICATION STATUS

Applicants can check the processing status of their application anytime by following the steps below.


- 1. Go to [octo.quickbase.com/db/bkdy85kmw](https://octo.quickbase.com/db/bkdy85kmw).
- 2. Click the “Sign In” button.
- 3. **Users (follow the steps below that matches how you registered)**

If you registered using an OCTO-issued email (e.g. K12.dc.gov, DC.gov, etc.), select **YES** when asked "Do you have an OCTO corporate username and password?". Then enter your normal email username and password.

If you registered using a personal email (e.g. Gmail, Hotmail, etc.), select **NO** when asked "Do you have an OCTO corporate username and password?". Then enter your personal email as the username and your password. Use the I forgot my password link to reset it, if necessary.

If you are a DC Public Schools (DCPS) employee or DC government employee **but** you registered using a personal email , you may need to open an **incognito** or **private** window to properly sign in. To open an incognito or private window, click on the three-dots located in the top right corner of your browser (e.g. Chrome, Edge, etc.) and then click on the New Incognito or New Private window option. Then follow the personal email user steps to sign in.



- 4. If you can’t remember the email you used to register, submit an [ECIS Support Ticket](#).
- 5. Click on the **ECIS V2.0** application icon located on the **My Apps** tab.
- 6. When signed in, scroll to the bottom of the screen and click the **pencil** icon. See the screenshot below.

	Application Status	Date Created	Last Name	First Name
	Registration Reviewed and approved for application	11-29-2016 11:59 AM		

- 7. After clicking the pencil, read the Welcome Back pop-up message. Click “OK.”
- 8. Next, scroll down to the **Additional Applications** section.
- 9. The processing status of each application is displayed in the Status column. See the screenshot below.

Click here to create new application

Full Report | More 1-15 of 25 Additional Application records

	Applicant Unique ID	Application_ID	Date Created	Date Modified	Status
	<a href="#">199-90-04772</a>	ADDLAPP0000011868	09-05-2017 10:14 AM	08-22-2022 11:39 AM	Approved
	<a href="#">199-90-04772</a>	ADDLAPP0000034518	07-01-2022 11:59 AM	07-01-2022 12:01 PM	Not Submitted

If you do not see the ECIS V2.0 application icon

- 1. Go to the *My Apps* tab. Above the search bar click on the "Adv. Search" text link.
- 2. Type **ECIS** in the text box and click Search. The application will appear.
- 3. If you require additional assistance, submit an [ECIS Support Ticket](#).

Search for text in the name or description of an application

Text:

☐ Include all/public applications in search

Search

APPLICATION STATUSES AND DEFINITIONS

Applicant	The individual who submitted a formal application to OSSE.
Approved	The application meets the eligibility requirements for approval. Applicants may expect to be issued their approved credentials via email within 7 to 10 days from the date the application status displays “ <i>Approved</i> ”. OSSE has replaced the issuance of physical credentials with electronically secured PDF documents. Additionally, OSSE uploads copies of the approved credential(s) to the online application for the applicant to access at any time.
Closed	The application is no longer eligible for processing due to being incomplete over the specified time period. A new complete application that includes all required supporting documents must be filed to obtain certification.
Not submitted	The application has been created by the applicant, but the processing fee payment has not been submitted. Applications displaying a <i>not submitted</i> status are not transmitted to OSSE for official processing and remain in the applicant’s dashboard as is.
OSSE specialist	An OSSE staff person who has been designated to review and process the application.
Pending docs	OSSE has completed a review of the application and has determined that additional documents must be submitted by the applicant to meet eligibility requirements. An email notification is sent to the applicant regarding the application and includes information to properly submit the requested documents. The applicant becomes responsible for collecting official copies of the requested documents and then submitting them to the OSSE reviewer as instructed. Please read the email message in its entirety to respond as soon as possible. Additionally, the OSSE reviewer uploads copies of the email notification to the online application for the applicant to access at any time.
Rejected	The application does not meet the conditions for processing. A new complete application that includes all required supporting documents must be filed if current certification is being sought.
Submitted	The application has been officially received by OSSE and is in the queue to be assigned to an OSSE reviewer for processing.
Under review	The application is under current review by an assigned OSSE specialist. Upon the completed review of the application, the specialist will provide application status updates and any next steps to the applicant via email.