PROCESS OVERVIEW

STEP 1 — Find the matching credential option

1. Find the credential type that matches the certification that you are seeking (e.g. classroom teacher, student services provider, or school principal).
2. Review each pathway available for the credential being sought to see a listing of the requirements and documents needed to apply.
3. If you possess copies of the official documents that demonstrate successful completion of each requirement, you may file an application.
4. Visit Educator Certification Requirements for additional details.

STEP 2 — Collect the required application documents

1. Contact each institution that is responsible for issuing official copies of the required documents and request them to be sent to you. Scanned copies of unofficial documents are not accepted.
2. Make sure all documents are saved as complete scanned PDF files. If you receive physical documents from the institution, you must open the envelope and scan all pages of the same document into one complete PDF. Documents received from the institution as an official PDF do not need to be re-scanned.
3. **DO NOT add markings, or notes, or make any alterations to any document as this will render it null and void.**

STEP 3 — Create an online application

1. To officially apply, you must use the ECIS V2.0 online system. The system allows applicants to create an application, upload PDF copies of all required documents and pay the required processing fee(s) using a valid credit or debit card.
2. Follow all video tutorials or written instructions to **Create an account** or to **Sign in as a returning user** found at How to Apply - Educator Certification and Credentialing | osse.
3. When you have collected scanned PDF copies of all required documents, go to octo.quickbase.com/db/bkdy85kmw to apply.
4. Payments may be made using VISA, Mastercard, or American Express. **Application processing fees are non-refundable**. *Note: Applications that have been started but do not include payment are not submitted to OSSE for processing.*
5. **Whenever a payment is submitted, allow 24 hours for the payment to process and for the submission to be reflected as "Application Submitted" in the dashboard's status column.**

STEP 4 — Application review and processing

1. Applications are processed in the order received. Processing times can take **up to six weeks** from the date a complete application is received. Eligibility determinations are made based on the satisfactory completion of all requirements needed for the credential being sought as evidenced by the review of the documents submitted.
2. Whenever a review of an application has been completed, an OSSE specialist will provide application updates and related correspondence directly to the applicant via email. Please note that some email security settings may automatically redirect messages with attachments to a junk or spam folder. Remember to check that folder for any missed messages from OSSE.
3. If an application is deemed incomplete, the applicant shall receive an email notification informing them of the missing items and includes instructions on how to properly submit them. It then becomes the applicant's responsibility to submit the required documents to their reviewer within the time period indicated. Please read those instructions in their entirety prior to submission. Failure to submit the required documents in a timely manner shall cause the application to be closed.
4. If the reviewed application is deemed complete, the applicant shall receive an email notification informing them of the approval. Applicants may expect to receive their approved credentials and related correspondence via email within 7 to 10 days from the date the application status is reflected as *Approved*.
5. All approved credentials and application review correspondence are issued as secured electronic PDF documents.