

LAKE STEVENS SCHOOL DISTRICT
EMERGENCY CERTIFICATION PROCESS

(BA Degree required)


1. Go to OSPI's website. Click on the link below:

<https://eds.ospi.k12.wa.us>

2. The box below will appear. Click the "Create an Account" button at the top.



3. The following box will then appear. Please fill out all the yellow highlighted sections and select the Green Register button at the bottom. *Make sure you list your full social security number, even though the last four is what will only appear in your profile* **You might have to call OSPI to have them assist with entering your full ss# at 360-725-6400.**



****PLEASE MAKE SURE YOU ENTER ALL INFORMATION AND CLICK THE "CREDENTIAL" TAB JUST ONCE****

4. Notify Rona Welton (rona_welton@lkstevens.wednet.edu) at the Lake Stevens School District that you have completed your profile and give her the last four digits of your social security number.
5. The district (Rona) will go in and request to have you as an emergency certificate applicant.
6. You will then be sent information from OSPI on how to proceed through the application process. Please follow those directions. (The fee is \$63.00 and OSPI may also require you to obtain fingerprints) Fingerprinting: ESD in Anacortes 1-800-567-7979
7. While you are waiting for your emergency certificate, please go to www.lkstevens.wednet.edu and fill out an online application for a certificated substitute teacher. State that you have applied for an emergency cert in the comment section of your application.

Questions?

Rona Welton

Human Resources

rona_welton@lkstevens.wednet.edu