



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | www.asd103.org

Emergency Substitute Certificate Instructions

District Sponsored Process Steps

- Go through your school district emergency substitute application process.
- Following a successful application/ interview process with your district, complete your background check (e.g. fingerprinting). This may be done at the NWESD (\$72) with a reservation. Call 360-299-4043.
- Apply for state certificate (\$44). You must start, and your district must sponsor you through the EDS system (Instructions below.)
- Begin accepting classroom substitute teacher assignments.

Complete the steps below only after you have received notification from the Anacortes School District that you have been approved to substitute.

To apply for an emergency substitute certificate with a local district, you first need to create an Education Data System (EDS) account with the Office of Public Instruction (OSPI) – see instructions below. The second step is for the district to sponsor you, where they will authorize EDS to start/continue your emergency substitute certificate online through the EDS eCert application.

First-time users

1. Go to EDS [EDS System](#) Sign In.
2. Select the Create an Account tab. The username must be a valid email address.
3. Complete the required login information.
4. Complete the data for linking to a certificate. If you have ever been employed by a WA school district, you have data to claim.
5. Click to register. You will be prompted to Request Application Roles. This option can take up to 30 minutes to appear.
6. Click login.
7. From the EDS homepage, select:
 - a. View my applications
 - b. My application list e-certification
8. From the e-certification homepage, select
 - a. Available role
 - b. My credential tab
 - c. Educator tab
9. Use the dropdown to select your desired action.
10. See the [E-Certification Login Instruction Sheet](#) for additional technical assistance.

Once you have successfully created an account with EDS, please email svanderkooy@asd103.org, and we can request your emergency certification be processed.