



The Alternative Learning Department,  
Office of Superintendent of Public Instruction

# Alternative Learning Experience Guide to Teacher Endorsements

2017-18

Prepared by:

## Alternative Learning Department

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## SUMMARY

The following guidelines provide an overview of school district responsibilities to ensure that programs are operating under currently recognized educator certification and endorsement rules in order to ensure students have access to instruction developed, supervised, and evaluated by an appropriately certificated and endorsed teacher.

Creation of certification requirements and continuous monitoring is the responsibility of the Professional Educator Standards Board as outlined in [RCW 28A.410.210](#).

Note: The information in this document is current as of January 2018 and is subject to change.

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# Collaborating Partners

## Professional Educator Standards Board

The purpose of the Washington Professional Educator Standards Board is to establish policies and requirements for the preparation and certification of educators that provide standards for competency in professional knowledge and practice in the areas of certification; a foundation of skills, knowledge, and attitudes necessary to help students with diverse needs, abilities, cultural experience, and learning styles meet or exceed the learning goals outlined in RCW [28A.150.210](#); knowledge of research-based practice; and professional development throughout a career.

### *Contact Information*

Website: <https://www.pesb.wa.gov/>

Email: [PESB@k12.wa.us](mailto:PESB@k12.wa.us)

Phone: (360) 725-6275

## Office of Professional Practices

The Office of Professional Practices provides information and services to school districts, parents, attorneys, the educational community, government agencies, and the general public in three specific areas including investigations, fingerprint records, and administrative resource services.

The Office of Professional Practices also provides the code of professional conduct for educators. <http://k12.wa.us/ProfPractices/CodeConduct.aspx>

### *Contact Information*

Website: <http://k12.wa.us/ProfPractices/default.aspx>

Email: [OPP@k12.wa.us](mailto:OPP@k12.wa.us)

Phone: (360) 725-6130

## Title II, Part A

Title II, Part A is a federal grant program that provides funding to increase the academic achievement of all students by helping schools and districts improve the quality and effectiveness of teachers, principals, and other school leaders. Activities include teacher preparation and qualifications of new teachers, recruitment and hiring, induction, retention, and professional development. In addition, Title II monitors teacher qualifications, including certification, endorsements, teaching assignments, and years of experience as required by the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### *Contact Information*

Website: <http://www.k12.wa.us/titleiia/>

Email: [title2quality@k12.wa.us](mailto:title2quality@k12.wa.us)

Phone: (360) 725-6340

## **Certification Office**

The Office of Superintendent of Public Instruction Certification Office provides resources about obtaining certification for teachers, educational staff associates, administrators, and paraeducators, as well as adding teaching endorsements.

### *Contact Information*

Website: <http://www.k12.wa.us/certification/default.aspx>

Email: <http://ospi.certification.sgizmo.com/s3/>

Phone: (360) 725-6400

## **Teacher Certification Expectations**

### **Background**

The Elementary and Secondary Education Act (ESEA), enacted in 1965, is the nation's federal education law. On December 10, 2015, President Obama reauthorized ESEA as the Every Student Succeeds Act (ESSA) which replaced the previous reauthorization of ESEA, known as the No Child Left Behind Act (NCLB), enacted in 2002. ESSA will be fully implemented in school year 2018-19.

Included in ESEA, and reauthorized in 2015 as Every Student Succeeds Act (ESSA), is section Title II, Part A which promotes a teaching staff that meets applicable state certification and licensure requirements and aims to increase the quality and effectiveness of teachers, principals and other school leaders. Grant funded activities include teacher preparation and qualifications of new teachers, recruitment and hiring, induction, retention, and professional development.

In accordance with enactment of ESSA, local education agencies (LEAs) and the Office of Superintendent of Public Instruction (OSPI) are no longer required to identify and report the "Highly Qualified Teacher" (HQT) status of teachers. OSPI will continue to monitor teacher qualifications, including certification, endorsements, teaching assignments, and years of experience required by ESEA, as amended by ESSA.

Specific details on current Washington state certification and endorsement requirements are outlined in [181-82 WAC](#), Certificate endorsements and assignment of certificated personnel is overseen by the [Professional Educator Standards Board](#) (PESB).

### **Alternative Learning Experience Teachers**

Section 3(c) of [WAC 392-121-182](#), Alternative Learning Experience (ALE) Requirements, defines a certificated teacher as an employee of a school district or charter school, of a school district contractor pursuant to [WAC 392-121-188](#), or a charter school contractor pursuant to [WAC 392-121-1885](#), who is assigned and endorsed according to the provisions of chapter [181-82 WAC](#). This means that teachers assigned to ALE schools or programs must meet the same certification and endorsement requirements as all teachers in the state of Washington. Teachers assigned to ALE programs are not exempt from state certification and endorsement requirements no matter the size of the program.

## Online Teachers

Teachers providing instruction must meet Washington state certification and endorsement requirements. This includes both the online teacher, instruction from a distance, and local teachers utilizing online courseware.

## Special Education Teachers

The Every Student Succeeds Act (ESSA) amends the Individuals with Disabilities Education Act (IDEA) provision at 20 USC 1412 (a)(14)(C). Special education teachers must have a bachelor's degree and must either be certificated in special education or hold a special education license in Washington state. These requirements cannot be waived.

# Non-Instructional Staff Expectations

## School Based Support Staff

Per [WAC 392-121-182](#), Section 3(j), school-based support staff are defined as an employee of a school district or a charter school, of a school district contractor pursuant to [WAC 392-121-188](#), or a charter school contractor pursuant to [WAC 392-121-1885](#), who is supporting a student in an online course. The school-based support staff may or may not hold a teaching certificate.

If the student's written student learning plan (WSLP) includes only online courses, non-certificated school-based support staff working with the online certificated teacher, are able to assist in fulfilling some of the alternative learning experience requirements in the areas of: developing the WSLP (view section 4(a) or 3(n)), evaluating monthly progress (view section 4(c)), and implementing intervention plans (view section 3(f)). Otherwise, non-certificated staff or contractors cannot fulfill any of those requirements.

## Paraeducators

Beginning September 1, of 2018, the minimum employment requirements for Paraeducators in Washington state will become effective. For information on these requirements, visit <http://www.k12.wa.us/certification/Paraeducator.aspx>.

If you have questions about how these rules may affect yourself or your program, please contact the Office of Superintendent of Public Instruction [Certification Office](#) at (360) 725-6400.

## Educational Staff Associate (ESA)

Educational Staff Associate (ESA) personnel include the following roles: School Nurse, School Occupational Therapist, School Physical Therapist, School Speech Language Pathologist, School Social Worker, School counselor, and School Psychologist. ESA staff can function in the role authorized by their ESA certificate. For example, an ESA counselor can function in a school counselor role, which may include all aspects of guidance and counseling, and may also include alternative learning experience (ALE) student "case-management" responsibilities, particularly with students on intervention plans. If the written student learning plan (WSLP) includes only online courses, ESA counselors can work with the online certificated teacher in the role of school-based support staff and are able to assist in fulfilling some of the ALE requirements in the areas of: developing the WSLP (view section 4(a) or 3(n)), evaluating monthly progress (view section 4(c)), and implementing intervention plans (view section 3(f)). Otherwise, the ALE rules make clear certain educational activities are the responsibility of a certificated teacher (including development and implementation of the learning plan, weekly contact, and monthly progress review) and these responsibilities cannot be delegated to others, including ESA certificated staff.

## Options for Endorsement Challenges

1. Obtain endorsements for existing staff.
  - a. Endorsement migration.
  - b. Endorsement assignment lookup.
  - c. Adding endorsements.
2. Hire staff who are appropriately certificated and endorsed in the areas most needed by the program or school.
3. Obtain approval from school board for teaching out of endorsement. Review the section below on out of endorsement area assignment for further information.
  - a. Create plan for preparing teachers for endorsement.
    - i. Test Only.
    - ii. Preparation Program + Test.
4. Utilize courses from OSPI approved online course providers.
  - a. Start by exploring a minimum student headcount needed to cover the cost of purchasing online instructional services.
5. Collaborate with traditional schools to locate appropriately endorsed certificated teachers willing to participate with the alternative learning experience program.
6. Partner with other schools in the district, allowing students access to courses at dual locations.

## Endorsement Migration

Certain endorsements may be added by means of [migration](#) to align with previously-issued endorsements with current standards. For more information on migration, contact the Office of Superintendent of Public Instruction [Certification Office](#).

## Endorsement Assignment Lookup

The [Assignment Rules and Lookup tool](#) is provided by the [Professional Educator Standards Board \(PESB\)](#) to help match which courses can be taught by which endorsements and remain in assignment. Likewise, it can work in reverse to identify which course is matched to a particular teaching endorsement. Please contact [PESB](#) or [Title II](#) with any questions.

## Adding Endorsements

Adding endorsements for certificated teachers can be accomplished through passing a WEST-E/NES test or an alternative approved through the Professional Educator Standards Board (PESB) for the desired endorsement. Endorsements eligible to be added through Test ONLY include:

- Biology
- Chemistry
- Choral Music
- Computer Science
- Dance
- Earth & Space Science
- English Language Arts
- General Music
- Health/Fitness
- History
- Instrumental Music
- Mathematics
- Middle Level Humanities
- Middle Level Mathematics
- Middle Level Science
- Physics
- Science
- Social Studies
- Theater Arts
- Visual Arts
- Designated World Languages

For information on adding an endorsement, visit <http://www.k12.wa.us/certification/teacher/Endorsement.aspx>

For information on teacher assessments, visit  
<http://www.k12.wa.us/certification/Teacher/teachertesting.aspx>

## Out of Endorsement Area Course Assignment

School district response and support for nonmatched endorsements to course assignment of teachers is outlined in WAC [181-82-110](#). According to the WAC, individuals with *initial, residency, endorsed continuing, or professional* teacher certificates who are employed with a school district under [RCW 28A.405.210](#) may be assigned to classes other than in their areas of endorsement. If teachers are so assigned, the following shall apply:

1. A designated representative of the district and any such teacher so assigned shall mutually develop a written plan for a reasonable amount of planning and study time associated specifically with the out-of-endorsement assignment;
2. Such teachers shall not be subject to nonrenewal or probation based on evaluations of their effectiveness in the out-of-endorsement assignments;
3. Such teaching assignments shall be approved by a formal vote of the local school board for each teacher so assigned;
4. A teacher who has completed twenty-four quarter credit hours (sixteen semester credit hours) of coursework applicable to a special education endorsement shall be eligible for a preendorsement waiver from the special education office per chapter [392-172A](#) WAC which will allow that person to be employed as a special education teacher. All remaining requirements for special education endorsement shall be completed within five years.

## Questions

Please direct questions regarding certification and endorsement status to the Office of Superintendent of Public Instruction (OSPI) Certification Office or the Professional Educator Standards Board (PESB).

### OSPI Certification Office

Phone: (360) 725-6400

Email: <http://ospi.certification.sgizmo.com/s3/>

Website: <http://www.k12.wa.us/certification/default.aspx>

### Professional Educator Standards Board

Phone: (360) 725-6275

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