



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
Professional Certification  
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## REQUIREMENTS FOR WASHINGTON STATE NONIMMIGRANT EXCHANGE TEACHER CERTIFICATE

### Nonimmigrant Exchange Information

All exchange or visiting teachers in the state of Washington receive a Nonimmigrant Exchange Teacher Certificate and file this certificate with the school district office prior to beginning their exchange or visiting teacher assignment.

- The Nonimmigrant Exchange Teacher Certificate application form must be completed and signed by the exchange or visiting teacher and then sent to the district office, along with Section A of the Notice of Exchange or Visiting Teacher form.
- Next, the district must review the application and complete and sign Section B of the Notice of Exchange or Visiting Teacher form.
- The district must ensure the applicant has been properly fingerprinted, and that the date when the Fingerprint cards were sent is noted on the application form.
- The district must then send the packet directly to OSPI's Professional Certification office for processing:

Professional Certification  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

### Packet should include:

- FORM SPI 4046 Application for Washington State Nonimmigrant Exchange Teacher Certificate
- BACKGROUND CHECK – date when Fingerprint card was sent (on page 2 of the application)
- FORM SPI/CERT 4020B Character and Fitness Supplement
- FORM SPI/CERT 4046B Notice of Exchange or Visiting Teacher
- OSPI Processing Fee \$39.00, check made out to “OSPI Fiscal Office”