



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

TO: Individual Seeking a Special Education Pre-Endorsement Waiver

FROM: Janice Tornow, OSPI Special Education

RE: Directions for Obtaining a Special Education Pre-Endorsement Waiver

A certified teacher, **currently enrolled in a program**, who has **completed** twenty-four (24) quarter hours (sixteen (16) semester credit hours) of the required special education endorsement course work, is eligible for a pre-endorsement waiver. The waiver enables the teacher to be employed as a special education teacher. The remaining credits and all endorsement requirements must be completed within five years of services as a special education teacher (*See* WAC 392-172A-02090).

In order to apply for a pre-endorsement waiver, the attached application packet must be completed in full. The packet includes two form; *District Request for Special Education Pre-Endorsement Waiver (SPI 1533)* and *Verification of Teacher Program Enrollment (SPI 1534)*. The following steps should be taken to complete the application:

- A. District MUST INITIATE process by:
 - ✓ completing Section B of the *District Request for Special Education Pre-Endorsement Waiver*; and
 - ✓ **Returning the completed form to the Applicant.**
- B. Applicant MUST:
 - ✓ complete all necessary information in Section A of **both** required forms;
 - ✓ submit the *Verification of Teacher Program Enrollment* form to the college or university to complete Section B, which must be accompanied by the list of course work completed, with a request to have the completed form **returned to applicant**; then
 - ✓ Applicant submits the completed packet (both forms – 3 pages) to Office of Superintendent of Public Instruction, Special Education, Room 350; PO Box 47200, Olympia, WA 98504-7200.

Again, a complete packet includes the *District Request for Special Education Pre-Endorsement Waiver* and the *Verification of Teacher Program Enrollment*. **Incomplete packets will be returned to the Applicant.** Upon receipt of the completed packet, OSPI will review the material. The District and the Applicant will be notified, by letter, of the review results. If approved, the approval letter is your waiver and is transferrable from district to district within the State of Washington. If you do move however, to a different district or you change your name, address or phone, please contact Janice Tornow at 360-725-6075, or by email at janice.tornow@k12.wa.us, so we may update our information.

