



WASHINGTON STATE
**MAINTENANCE OF A
CONTINUING CERTIFICATE**
WAC 181-85
INSTRUCTIONS

(For more information visit our certification website at <http://www.k12.wa.us/cert>)

CONTENTS: This packet contains the following instructions and forms needed to maintain your certificate.

- Instructions: Contents; Additional Materials Required; How to Report; Checklist [& Requirements] for Maintenance of a Continuing Certificate in Washington.
- 1211 Report of Washington State Certification Clock Hours.

ADDITIONAL MATERIALS REQUIRED:

- Original continuing certificate (we need to stamp the back with a new lapse date).
- **No** documents are required, but you must maintain record of reported clock hours for up to one year after the current lapse date. If your file is audited you will be required to document reported clock hours.

HOW TO REPORT MAINTENANCE OF THE CONTINUING CERTIFICATE IN WASHINGTON

Step 1. Eligibility. To use this report form you must hold a valid continuing certificate. If your continuing certificate has lapsed, you must use Form SPI/CERT 4022, Continuing Certificate Reinstatement.

Step 2. Report. Submit complete report (there is no fee) and **original** continuing certificate to:

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

Step 3. Certificate. When this report is processed, your certificate will be returned to you stamped on the back to indicate the new lapse date. Note: If you have not received your certificate after 8-12 weeks contact OSPI at:

Phone: (360) 725-6400 email: cert@k12.wa.us TTY: (360) 664-3631

CHECKLIST [& REQUIREMENTS]. COMPLETE AND ATTACH THIS CHECKLIST AS A COVER SHEET.

- Eligibility** - [You must hold a valid continuing certificate to use this application.]
- Certificate** - Submit original continuing certificate so that it can be stamped on the back with new lapse date (or if lost/destroyed, indicate that fact on the report form).
- Report** - [Must report completion of clock hour requirement or valid national board certificate.] Submit completed Form SPI/CERT 1211, Report of Washington State Teacher Certification Clock Hours, signing the affidavit at the bottom, and including information about:
 - Continuing Education** (Clock hours) - List all continuing education (approved clock hour inservice, college credit, or Washington technical college clock hours) taken for maintenance of your continuing certificate. When listing the hours taken, list the actual number of hours received and be sure to indicate whether the offering was in clock hours, quarter hours, or semester hours. When listing the provider of the inservice offering, be sure to list the agency that granted you clock hours, quarter hours, or semester hours. (Do not list the instructor, place of offering, etc.)
 - or**
 - National Board Certificate** - (If you have a National Board Certificate) Attach a copy of your certificate issued by the National Board for Professional Teaching Standards.

For more information (including answers to frequently asked questions) on the Continuing Education (clock hour) Requirement, see <http://www.k12.wa.us/certification/certapp/1211instruct.pdf>

Send all required materials following instructions in Step 2 above.

