



WASHINGTON STATE

REQUEST FOR AN ENDORSEMENT TO A WASHINGTON TEACHING CERTIFICATE

WAC 181-82A

INSTRUCTIONS

(Subject to Change. For more/current information visit our certification website at http://www.k12.wa.us/cert)

CONTENTS: This packet contains the following instructions and forms needed to add an endorsement to your certificate:

- Instructions: Contents; Additional Materials Required; How to Apply for an Endorsement; Checklist [& Requirements] for Adding an Endorsement in Washington.
● FEES Fee Payment Schedule
● 1522A Application Form
● 1522E Institutional Verification of Endorsement Program Completion and Character (2 pages)
● 1522F Verification of Endorsement Experience

ADDITIONAL MATERIALS REQUIRED: Applicants are required to obtain and submit additional materials.

- ORIGINAL TEACHING CERTIFICATE See "Washington Certificate" at Checklist below.
● NATIONAL BOARD CERTIFICATE (If applicable) See "National Board Certificate," at Checklist below.
● OFFICIAL WEST-E SCORE REPORT (If applicable) See "WEST-E," at Checklist below.

HOW TO APPLY FOR AN ENDORSEMENT TO A WASHINGTON TEACHING CERTIFICATE

Step 1. Eligibility. To use this application you must hold a valid endorsed Washington teaching certificate.

Step 2. Application. Submit complete application and application fee, to include all applicable materials in the checklist below to one of the nine Educational Service Districts (ESDs) shown below. Do not send your application and fee to OSPI. OSPI is not authorized to collect fees. All certification fees are non-refundable.

Table with 4 columns: ESD Name, Address, City/State/Zip, and Phone Number. Lists 10 Educational Service Districts including ESD 101, 105, 112, 113, 114, 121, 123, 171, and 189.

Step 3. Certificate. When all requirements have been documented, the OSPI Certification office can issue a certificate with the requested endorsement added.

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

- Application - Submit Form SPI/CERT 1522A, Application for an Endorsement.
Fee - Submit Fee Payment Schedule with payment.
Washington Certificate - Submit original teaching certificate so that it can be reissued with the added endorsement. The reissued certificate will bear the same dates as the original certificate. Adding an endorsement does not affect the validity of your certificate.

Plus one or more of the following:

- Program and WEST-E Test - Submit FORM SPI/CERT 1522E, Institutional Verification of Endorsement Program Completion and Character. [Must have completed a state-approved endorsement program at a regionally accredited college/university.]
WEST-E Test - [All applicants must pass a WEST-E test in the endorsement area] Submit an original WEST-E score report.
National Board Certificate - [May qualify by holding a valid certificate issued by the National Board for Professional Teaching Standards in a Washington endorsement area] Submit a copy of your National Board certificate.
WEST-E Test Alone - [May qualify in an area related to an endorsement already held.]
[Applicants for endorsement via testing must have 90 days of teaching experience in the related area you are currently endorsed.] Submit FORM SPI/CERT 1522F, Verification of Endorsement Experience.

Send all required materials following instructions in Step 2 above.

EXCERPTS FROM REGULATION [WAC 181-82A-204(2)]

(2) In order to add an additional endorsement, the candidate shall:

(a) Have completed a state-approved endorsement program which includes methodology (see WAC 181-78A-264(5)) and addresses all endorsement-specific competencies adopted by the professional educator standards board and published by the superintendent of public instruction. The requirement for field experience shall be at the discretion of the college/university. Provided, that in cases where programs require a field experience/internship, the colleges/universities should make every attempt to allow the individual to complete field-based requirements for the endorsement within the confines of the individual's teaching schedule; or

(b) Achieve National Board certification in a Washington teaching endorsement area and hold a valid National Board certificate; or

(c) Pass the subject knowledge test approved by the professional educator standards board for the certificate endorsement being sought. The instructional methodology and content-related skills of the desired subject endorsement must be compatible endorsements adopted by the state board of education and published by the superintendent of public instruction. The applicant must document a minimum of 90 days teaching experience, in a public or state approved private school, in the endorsement that is compatible in instructional methodology and content-related skills to the desired endorsement.

ADDING CERTIFICATE ENDORSEMENTS VIA TESTING ALONE

To obtain this Endorsement via Testing	You must already hold this Endorsement
English Language Learners	Bilingual Education
Designated Arts: Theatre Arts	Designated Arts: Dance
Designated Science: Biology	Agriculture Education or Chemistry or Earth and Space Science or Physics or Science
Designated Science: Chemistry	Biology or Earth and Space Science or Physics or Science
Designated Science: Earth and Space Science	Agriculture Education or Biology or Chemistry or Physics or Science
Designated Science: Physics	Biology or Chemistry or Earth and Space Science or Science
Early Childhood Education	Early Childhood Special Education or Elementary Education
English Language Arts	Middle Level: Humanities
History	Middle Level: Humanities or Social Studies
Middle Level: Humanities	English Language Arts and Social Studies (BOTH)
Science	Agriculture Education or Biology or Chemistry or Earth Science or Physics
Social Studies	History or Middle Level: Humanities

To determine which WEST-E assessment to take, and to obtain information about registering for the WEST-E, visit <http://www.k12.wa.us/certification/Teacher/teachertesting.aspx>

FEE PAYMENT SCHEDULE

All Fees Are Nonrefundable

If more than one application packet is being submitted, only one fee payment schedule needs to be completed.

APPLICATIONS SUBMITTED		CERT. FEE	AMOUNT
TEACHERS	Residency Teacher Certificate (1 st Issue)	\$35	_____
	5-Yr Renewal of Residency Teacher Certificate	\$25	_____
	2-Yr Renewal of Residency Teacher Certificate	\$10	_____
	Renewal of Initial Teacher Certificate*	\$15	_____
	Continuing Teacher Certificate*	\$70	_____
	Professional Teacher Certificate (or Renewal)	\$25	_____
	Intern Substitute Certificate	\$5	_____
	Additional Endorsement Application [per endorsement]	\$15	_____
EDUCATIONAL STAFF ASSOCIATES	Residency ESA Certificate (psychologist, counselor, social worker) [per role]	\$35	_____
	Initial ESA Certificate (speech-language pathologist or audiologist, Nurse, occupational or physical therapist only) [per role]	\$35	_____
	Conversion to Seven-Year ESA Certificate (speech-language pathologist or audiologist, nurse, occupational or physical therapist) [per role]	\$35	_____
	Continuing ESA Certificate [per role]	\$70	_____
ADMINISTRATIVE	Professional ESA Certificate (or Renewal) [per role]	\$25	_____
	Initial Administrator Certificate (Superintendent only)	\$35	_____
	Residency Principal or Program Administrator Certificate [per role]	\$35	_____
	Continuing Administrator Certificate [per role]	\$70	_____
REINSTATEMENT	Professional Administrator Certificate (or Renewal) [per role]	\$25	_____
	Reinst. Of Lapsed Continuing Certificate [per role]	\$15	_____
TRANSITIONAL	Transitional Certificate [per role]	\$10	_____
SUBSTITUTE	Substitute Certificate (Teacher, Admin., or ESA) [per role]	\$15	_____
	Emergency Substitute Certificate (Teacher, Admin., or ESA) [per role]	\$15	_____
ESD PROCESSING FEE	ESD screening fee includes receipt of the fee, review of the collected materials, preliminary evaluation of the application(s), and when appropriate, issuing of temporary permits.		_____ \$ 20
Subtotal		\$	_____
CAREER & TECHNICAL ED	Career & Technical Ed (CTE) Certificate (requires a separate application)	\$1	_____
	Subtotal		\$
OTHER FEES <i>These types of certification may not carry a \$20 processing fee, unless a permit is required.</i>	Separate applications are required for the following:		
	Late fee (expired Initial or Initial Renewal Certificate)	\$100	_____
	Replacement/Name Change on Certificate (per certificate)	\$15	_____
	Emergency Certificate	\$5	_____
	Conditional Certificate	\$10	_____
	Institutional Application Materials (appropriate fee is listed on application)		_____
	First Peoples' Language, Culture and Oral Traditions Certificate	\$25	_____
Additional fee requested by OSPI		_____	
Subtotal		\$	_____

*Only applicable for those holding valid Initial or Initial (Renewal) Certificates. Those applying after Initial or Initial Renewal has expired must include late fee also.

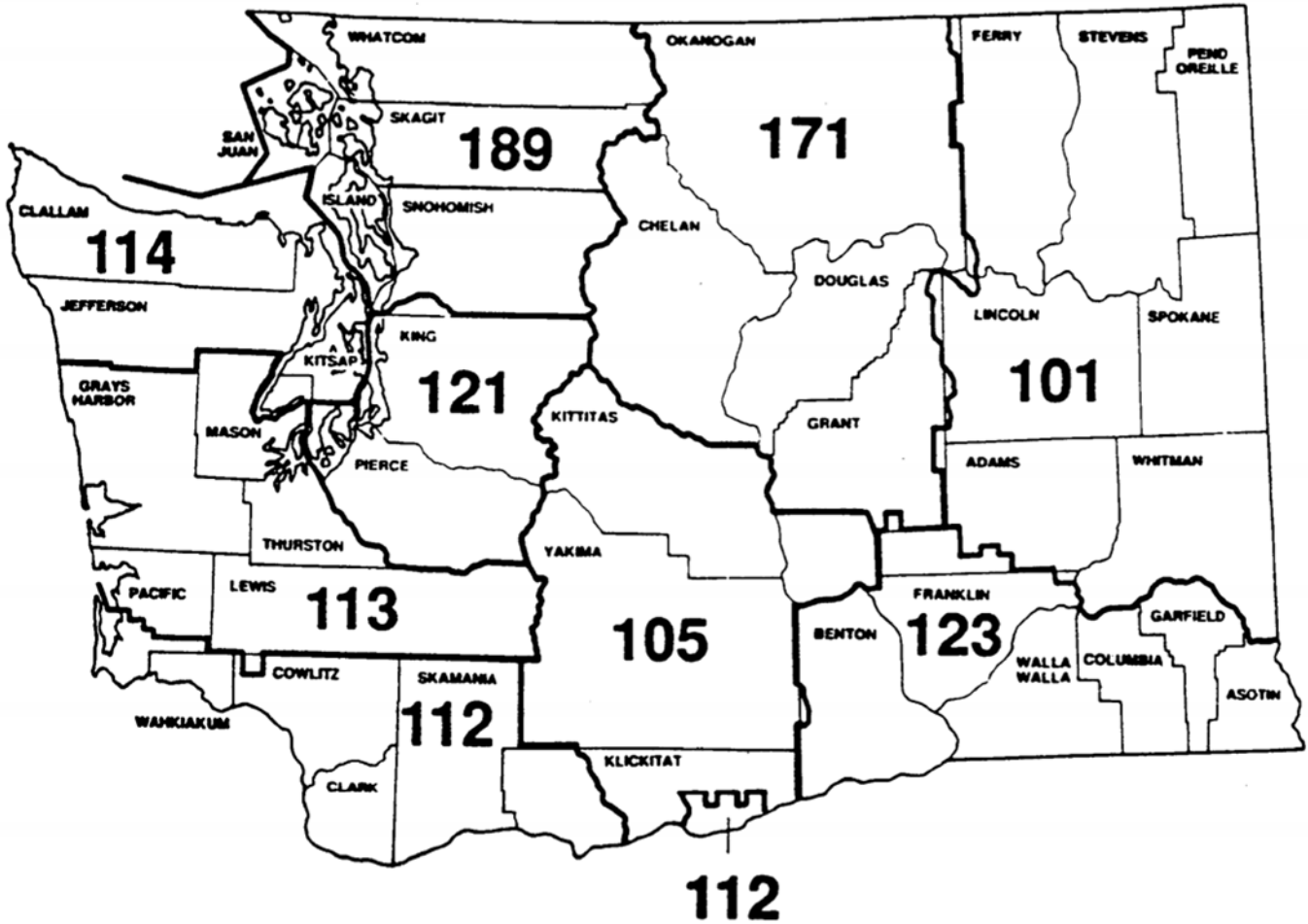
**Only applicable if the applicant already has a Washington teaching certificate.

Make check payable to the ESD in your area [see table at the beginning of this packet for addresses].

FEES (2/08)

TOTAL SUBMITTED	\$	_____
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**FEES PAYABLE AT ANY
EDUCATIONAL SERVICE DISTRICT OFFICE**



DO NOT send your application or fees to the Office of Superintendent of Public Instruction.

Educational Service District Offices

ESD 101	4202 S. Regal	Spokane, WA 99223-7738	(509) 789-3800
ESD 105	33 S. 2nd Ave.	Yakima, WA 98902	(509) 454-3102
ESD 112	2500 N.E. 65th Ave.	Vancouver, WA 98661-6812	(360) 750-7503
ESD 113	601 McPhee Road S.W.	Olympia, WA 98502-5080	(360) 464-6714
Olympic ESD 114	105 National Ave. N.	Bremerton, WA 98312	(360) 478-6868
Puget Sound ESD (121)	800 Oakesdale Ave. S.W.	Renton, WA 98057	(425) 917-7600
ESD 123	3918 W. Court St.	Pasco, WA 99301	(509) 547-8441
North Central ESD 171	P.O. Box 1847	Wenatchee, WA 98807-1847	(509) 665-2621
Northwest ESD 189	1601 R Avenue	Anacortes, WA 98221	(360) 299-4000

(4/09)





OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional Education and Certification
 OLD CAPITOL BUILDING, PO BOX 47200
 OLYMPIA WA 98504-7200
 (360) 725-6400 TTY (360) 664-3631
 Web Site: <http://www.k12.wa.us/certification/>
 E-Mail: cert@k12.wa.us

APPLICATION FOR AN ENDORSEMENT

Note: This application is for those who hold a valid Washington teaching certificate, who wish to add an endorsement based on completion of another state's state-approved program, or a valid National Board certificate, or passing an approved Praxis II assessment in a Pathway 1 area compatible with an endorsement already held. If you have completed an endorsement program or Pathway 2 pedagogy assessment at a Washington State Board of Education-approved college/university, contact your college/university for instructions.

Please complete the following and sign the affidavit.

Endorsement(s) requested and corresponding WEST-E test completed:

<u>Endorsement Name</u>	WEST-E Score <u>Report Enclosed</u>	<u>Endorsement Name</u>	WEST-E Score <u>Report Enclosed</u>
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

1. NAME LAST FIRST MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS	3. DATE OF BIRTH
CITY/STATE/ZIP	4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE: BUSINESS () HOME ()	6. E-MAIL
7. If you are unable to attach your original certificate to this application because it is lost or is no longer in your possession, please check here. <input type="checkbox"/>	8. CERTIFICATE NO.

AFFIDAVIT

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the character and fitness supplement on the application change prior to my being granted certification, I must immediately notify Professional Education and

Signature

Date

City/State

THIS FORM MUST BE INCLUDED IN THE APPLICATION PACKET. ATTACH YOUR CHECK TO THIS FORM.

DO NOT WRITE IN THIS SPACE BELOW

For Professional Education and Certification Use Only

Type of Cert.			Endorsement	Mailed:
Approved by	Date	State		Issued:
Materials Sent:				Codes:

A "RUSH" request can be accepted only for regular contracted employment.



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 Old Capitol Building, PO BOX 47200
 OLYMPIA WA 98504-7200
 (360) 725-6400 TTY (360) 664-3631
 Web Site: <http://www.k12.wa.us/certification/>
 E-Mail: cert@k12.wa.us

INSTITUTIONAL VERIFICATION OF ENDORSEMENT PROGRAM COMPLETION AND CHARACTER

Complete Section A of this form. Send it to the education department of the college/university where you completed your endorsement program. This form, when returned to you, is to be included with your application packet.

SECTION A

TO BE COMPLETED BY APPLICANT					
1. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME	
2. ADDRESS				3. DATE OF BIRTH	
CITY/STATE/ZIP				4. SOCIAL SECURITY NO. (OPTIONAL)	
5. TELEPHONE:				6. E-MAIL	
BUSINESS ()		HOME ()			

SECTION B

TO BE COMPLETED BY COLLEGE/UNIVERSITY					
<p>The above named is an applicant for endorsement in Washington State. Complete information in Section B. To be valid, this form must be signed by the dean of the college or school of education, the certification officer, the chair of the education department, or the dean's designee at the institution where the applicant completed his/her endorsement program. A stamped signature must be initialed by the person using the stamp. RETURN THIS FORM TO THE APPLICANT.</p>					
<p>A. Has this applicant completed your state approved endorsement program? A. <input type="checkbox"/> YES <input type="checkbox"/> NO Date of program completion. _____ If no, what were the deficiencies? _____</p>					
<p>B. Was he/she eligible for certification in your state at the completion of the endorsement program? B. <input type="checkbox"/> YES <input type="checkbox"/> NO If no, what were the deficiencies? _____</p>					
<p>For C & D, please note: In order to qualify for an endorsement area, the applicant must have completed an approved program in that area. Each endorsement program must include coursework in methodology for that content area and completion of a field experience/internship that includes instruction in that content area.</p>					
<p>C. Area in which applicant is recommended for certification. Please indicate area and grade level(s).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AREA</td> <td style="width: 20%;">GRADE LEVEL(S)</td> </tr> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </table>		AREA	GRADE LEVEL(S)		
AREA	GRADE LEVEL(S)				
<p>D. Other approved content area/endorsement programs that applicant has completed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AREA</td> <td style="width: 20%;">GRADE LEVEL(S)</td> </tr> <tr> <td style="height: 30px;"> </td> <td> </td> </tr> </table>		AREA	GRADE LEVEL(S)		
AREA	GRADE LEVEL(S)				
<p>E. Do you have knowledge that the applicant has been arrested, charged, or convicted of any crime or has a history of any serious behavioral problems?</p> <p>YES <input type="checkbox"/> List any reason you know of why this applicant should not be certified in Washington. NO <input type="checkbox"/> _____</p>					
NAME OF COLLEGE/UNIVERSITY	DATE				
ADDRESS					
CITY/STATE/ZIP					
TELEPHONE ()	E-MAIL				
NAME (PRINTED) AND TITLE (Chairperson of Education Department/Certification Officer)					
<p>By signing this form I attest that the above information is true and accurate to the best of my knowledge.</p>					
SIGNATURE					

Endorsement Requirements

State-Approved Program. Candidates from out-of-state must provide verification that they completed a state-approved college/university program (equivalent to a major) in an endorsement area.

Methods Course(s). For endorsements, teachers must have completed related methods coursework in the specific endorsement area.

Field Experience/Internship. For endorsements, teachers must have completed a supervised practicum which included teaching in the specific endorsement area.

Other Endorsement Areas. Endorsements indicated by the college on line C of page 1, in areas not listed below may be granted based on other states' approved college/university programs.

WASHINGTON ENDORSEMENTS

<u>Grade Level</u>	<u>Endorsement</u>
All Levels:	Bilingual
“	Designated Arts:
“	Dance
“	Music: Choral
“	Music: General (neither Choral nor Instrumental)
“	Music: Instrumental
“	Theatre Arts
“	Visual Arts
“	Designated World Language (e.g. Spanish, French, etc.)
“	English Language Learner
“	Health/Fitness
“	Library Media
“	Reading
“	Special Education
Preschool – 3 rd	Early Childhood Education
“	Early Childhood Special Education
Elementary:	Elementary Education
Middle Level:	Middle Level Humanities
	Middle Level Mathematics
	Middle Level Science
Secondary:	Designated Vocational/Career and Technical Areas:
“	Agriculture Education
“	Business Education
“	Family and Consumer Sciences Education
“	Marketing Education
“	Technology Education
“	Designated Science:
“	Biology
“	Chemistry
“	Earth and Space Science
“	Physics
“	English Language Arts
“	History
“	Mathematics
“	Science
“	Social Studies



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VERIFICATION OF ENDORSEMENT EXPERIENCE

USE THIS FORM IF YOU ARE APPLYING FOR AN ENDORSEMENT VIA TESTING

SECTION I

TO BE COMPLETED BY APPLICANT			
1. NAME	LAST	FIRST	MIDDLE
2. ADDRESS			
CITY/STATE/ZIP			
5. TELEPHONE			
BUSINESS ()		HOME ()	
7. WA CERT. NO.			
		MAIDEN/FORMER NAME	
		3. DATE OF BIRTH	
		4. SOCIAL SECURITY NO. (OPTIONAL)	
		6. E-MAIL	

Applicants will need to meet the experience requirement listed below to add an endorsement via testing:

Verification of 90 days of teaching experience in the endorsement that is compatible in instructional methodology and content-related skills to the desired endorsement. If verifying experience for more than one employer, photocopy this form and send a copy to each employer.

A Washington endorsement on a teaching certificate describes the subject area or grade level in which the teacher is authorized to teach.

	8. ENDORSEMENT (SUBJECT AREA) IN WHICH EXPERIENCE IS TO BE VERIFIED
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SECTION II

TO BE COMPLETED BY EMPLOYER, OR HIS/HER DESIGNEE, WHERE APPLICANT WAS EMPLOYED			
Based on personnel records, this statement MUST be prepared and signed by the superintendent or the personnel director of the school district, or private school, where the applicant was employed. Stamped signatures MUST be initialed by the individual using the stamp. <u>Please return this completed form directly to the applicant.</u>			
SCHOOL/DISTRICT		APPLICANT'S POSITION TITLE	
FROM	TO	SUBJECT AREA IN WHICH APPLICANT TAUGHT (SEE ITEM 8. ABOVE)	NUMBER OF DAYS OF SERVICE IN THE ENDORSEMENT
SERVICE WAS	<input type="checkbox"/> FULL-TIME	FROM _____ TO _____ (DATE) (DATE)	
SERVICE WAS	<input type="checkbox"/> PART-TIME	FROM _____ TO _____ (DATE) (DATE)	
SERVICE WAS	<input type="checkbox"/> SUBSTITUTE	FROM _____ TO _____ (DATE) (DATE)	
ADDRESS		PRINTED NAME	
CITY/STATE/ZIP		TITLE OF PERSON COMPLETING FORM	
SIGNATURE		DATE	TELEPHONE ()

RETURN COMPLETED FORM TO APPLICANT