



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

**ADMINISTRATOR PROFESSIONAL CERTIFICATE RENEWAL
 RECORD OF CONTINUING EDUCATION
 (WAC 181-79A-250)**

This form is required to renew a Professional Certificate per WAC 181-79A-250. WAC 181-79A-250 states that a principal and program administrator's professional certificate may be renewed for additional five year periods for individuals employed as a principal, assistant principal or program administrator in a public school or Professional Educator Standards Board-approved private school by completion of a professional growth plan that is developed and approved with the superintendent, superintendent designee, or appointed representative (e.g., educational service district personnel, professional association or organization staff, or peer from another district), and that documents formalized learning opportunities and professional development activities that: (1) emphasize continuous learning; (2) positively impact student learning; (3) relate to the six standards and "career level" benchmarks defined in WAC 181-78A-270 (2)(b); (4) explicitly connect to the evaluation process; (5) reflect contributions to the school, district, and greater professional community; (6) identify areas in which knowledge and skills need to be enhanced.

Step 7 – Verification of Completion

I declare under penalty of perjury under the laws of the State of Washington that I have completed five one-year professional growth plans and submitted evidence to that effect. The intentional misrepresentation of a material fact in the form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

NAME OF PRINCIPAL/ASSISTANT PRINCIPAL/PROGRAM ADMINISTRATOR (PRINT)		TITLE
SIGNATURE		DATE
DISTRICT	CERTIFICATE NUMBER	
ADDRESS		
CITY/STATE/ZIP		
TELEPHONE ()	E-MAIL ADDRESS	
PERIOD		
FROM: TO:		

Affidavit

I declare under the penalty of perjury under the laws of the state of Washington that the administrator listed above completed five one-year Professional Growth Plans.

SUPERINTENDENT, SUPERINTENDENT DESIGNEE, OR APPOINTED REPRESENTATIVE (PRINT)		TITLE
DISTRICT, ESD, OR PROFESSIONAL ORGANIZATION		DATE
SIGNATURE	CITY/STATE	