
RESIDENCY ADMINISTRATOR REISSUANCE APPLICATION

This application is subject to change. Call your local educational service district (ESD) office for another application packet or download materials from our Web site at <http://www.k12.wa.us/certification/> if you've had this packet for longer than six months.

Attention: Total fee amounts due with this application change on October 1, 2011 to include an OSPI processing fee. Any application submitted (postmarked) after September 30, 2011 must include the new fee amounts or processing will not continue.

REISSUANCE OF THE RESIDENCY ADMINISTRATOR

This application is for those who hold a residency principal or program administrator certificate and have completed two years of service in the role.

EXCERPT FROM REGULATION WAC 181-79A-145:

(2) (b) The first issue of a residency certificate for teachers, principals, program administrators, and educational staff associates shall be valid until the holder has completed two consecutive years of successful service in the role in Washington with a school district, state approved private school, or state agency that provides educational services for students. When the teacher, principal, program administrator, or educational staff associate completes two consecutive years of successful service in the role in the state with the same employer, their residency certificate will be reissued with a five-year expiration date; provided, that the second consecutive year of successful service in the role will be considered to be complete for purposes of reissuance if a contract for the third such year has been signed and returned to the employer. Prior to the expiration date, the candidate must earn a professional certificate or meet residency renewal requirements under WAC 181-79A-250(2)(b) and (c).

PRINCIPAL OR PROGRAM ADMINISTRATOR APPLICATION INSTRUCTIONS:

Submit completed application form to the Professional Certification office at:
Professional Certification
Office of Superintendent of Public Instruction
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Until 9-30-2011 there is no fee to process the reissuance of the residency administrator certificate.

After 9-30-2011: \$33 OSPI processing fee required. Attach check to reissuance form and mail to:
Fiscal Office
Office of Superintendent of Public Instruction
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

When all requirements have been documented, the OSPI Professional Certification office will reissue the residency administrator certificate and mail you a certificate with a defined expiration date.

