



WASHINGTON STATE

RESIDENCY REISSUANCE APPLICATION WAC 181-79A-145

APPLICATION INSTRUCTIONS

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

CONTENTS: This packet contains the following instructions and forms needed to apply for certification.

- Instructions: Contents; How to Apply Checklist [& Requirements]
- 4031R Verification of Completion of Two Years of Teaching

HOW TO APPLY FOR REISSUANCE OF THE RESIDENCY CERTIFICATE

Step 1. Application. Submit completed application form to OSPI at the following address, or if an immediate permit is needed, see Step 2.

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

Step 2. Permit. If an immediate permit is desired, an ESD office can issue a temporary 180-day permit (a \$20 charge is required for this service). Submit completed application form and fee to one of the following ESDs:

ESD 101	4202 S. Regal	Spokane, WA 99223-7764	(509) 789-3800
ESD 105	33 South 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 West Court	Pasco, WA 99301	(509) 547-8441
North Central ESD 171	P.O. Box 1847	Wenatchee, WA 98801-1847	(509) 665-2621
Northwest ESD 189	1601 R Avenue	Anacortes, WA 98221	(360) 299-4000

Step 3. Certificate. When all requirements have been documented, the OSPI Certification office can reissue the certificate.

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

CHECKLIST [& REQUIREMENTS]

The Reissued Residency Teacher Certificate (valid for five years):

- Application** – [Must report whether or not you have completed two years of successful teaching and will return for a third year.] Submit Form SPI/CERT 4031R, Residency Reissuance.
- Fee** – There is no fee.

Send all required materials following instructions in Step 1 or 2 above.

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).

