



WASHINGTON STATE RESIDENCY TEACHER RENEWAL AND PROFESSIONAL CERTIFICATION

WAC 181-79A-250

APPLICATION INSTRUCTIONS

CONTENTS: This packet contains the following instructions and forms needed for renewal of a residency teacher certificate OR the professional certificate for candidates who are not enrolled in a professional certification program at a Washington college or university.

- Instructions
- FEES Fee Payment Schedule
- 4035A Application Form (2 pages)
- Checklist

HOW TO APPLY FOR RESIDENCY TEACHER RENEWAL OR PROFESSIONAL TEACHER

Step 1. 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. **If your residency certificate has expired and you hold no other valid Washington certificate, please contact us and we will provide you the additional materials required, including fingerprint information.**

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. SW	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 2. Permit. Upon receipt of appropriate materials and fee(s) and upon determination of eligibility, the ESD office can issue the applicant a temporary 180-day permit. With a permit, an applicant can be hired and can teach while awaiting final certification.

Step 3. Certificate. When all requirements have been documented, the OSPI Certification office can issue a certificate. Note: If you have not received your certificate within 2–3 weeks prior to the expiration date of your permit, contact OSPI at:

Phone: (360) 725-6400	email: cert@k12.wa.us	TTY (360) 664-3631
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CHECKLIST FOR RESIDENCY TEACHER RENEWAL (valid for two or five years):

The Residency Teacher (Renewal) Certificate (valid for two or five years):

- Application
- Fee
- One of the following:
 - NBPTS Assessment (renewal valid for two years)** – Submit documentation verifying submission of a complete NBPTS assessment packet. [Must have been assessed by NBPTS for national board certification.]
 - Education (renewal valid for five years)** – Submit all official transcripts. [Must have completed 15 quarter (10 semester) hours at a regionally accredited college/university, earned since issuance of the Residency Teacher certificate.]

The Professional Teacher Certificate (valid for five years):

- Application
- Fee
- One of the following requirements:
 - National Board Certificate** – Copy of valid National Board (NBPTS) certificate.
 - or
 - Copy of Oregon CTL license issued after January 1999.**
- Issues of Abuse** – Report this on Form 4035A. [Must have successfully completed course work or an inservice program on issues of abuse as a condition for the issuance of a continuing certificate. The content of the course work or inservice program shall discuss the identification of physical, emotional, sexual, and substance abuse; information on the impact of abuse on the behavior and learning abilities of students; discussion of the responsibilities of a teacher to report abuse or provide assistance to students who are the victims of abuse; and methods for teaching students about abuse of all types and its prevention.]

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.		<u> \$ 20</u>
		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.

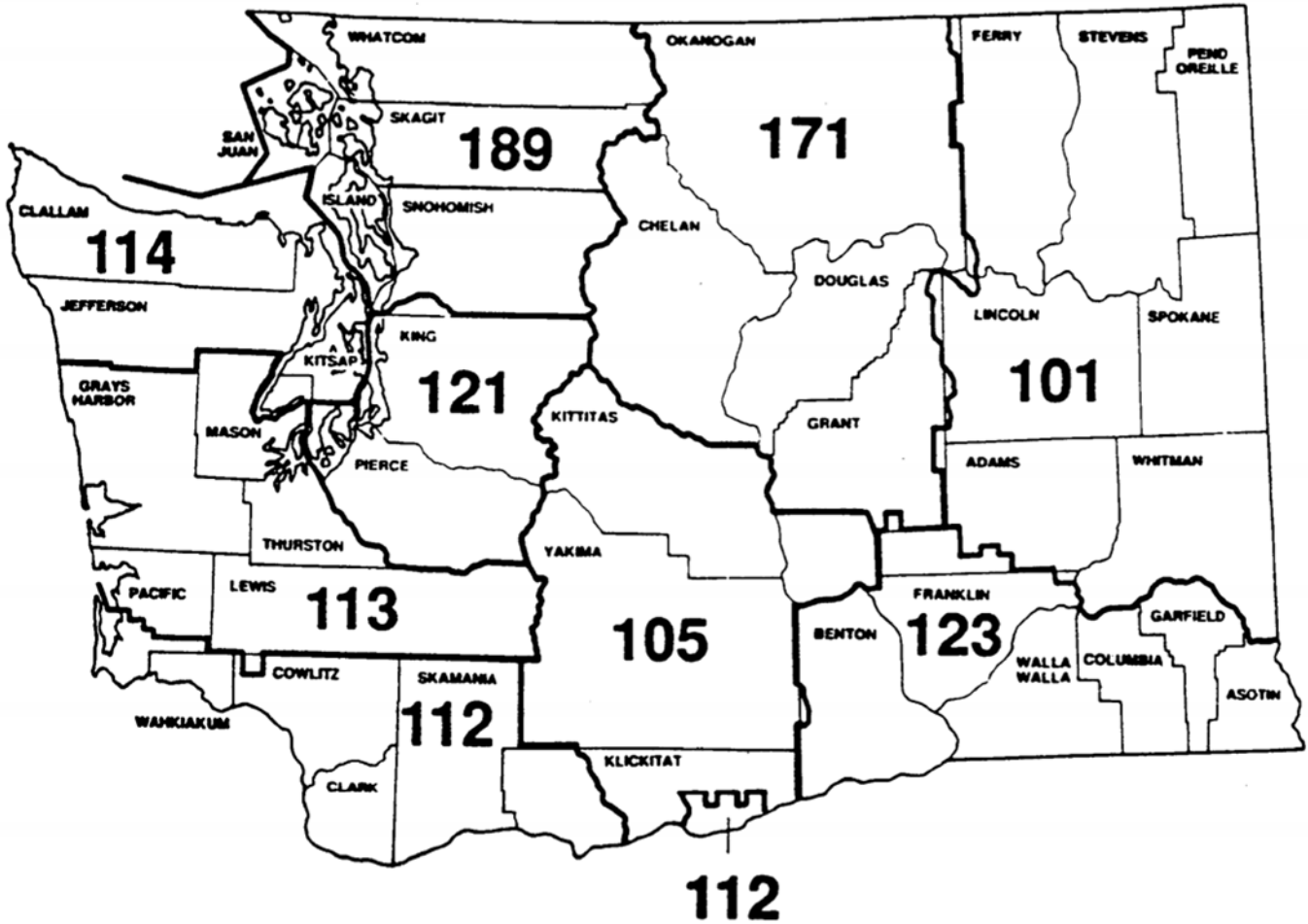
**Only applicable if the applicant already has a Washington teaching certificate.

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
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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)



16. If you have held a Washington teaching certificate, have you ever completed employment (two years of certificated employment) with a Washington public school district or approved private school?

16. YES NO

17. Provide your employment history for the past ten years.

EDUCATIONAL EXPERIENCE - Please list your most recent experience first.

I have not been employed in an educational setting in the past ten years.

Grades Taught	Dates of Employment	District	City/State	No. of Days if less than Full-Time	Type of Certificate Held

ATTACH ADDITIONAL SHEETS IF NECESSARY.

NON-EDUCATIONAL EXPERIENCE

I have not been employed in a non- educational setting in the past ten years.

Employer or District	Dates of Employment	Name and Address of Immediate Supervisor
Position	Telephone No.	
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Position	Telephone No.	

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18. List the name of every community college and undergraduate and graduate institution you have attended in the space below and provide the additional information requested. Official transcripts (those with the college or university seal) must be submitted and attached to this page of your application.

Institution	Location City/State	Dates Attended		Degrees Granted	Post BA Credits Earned Semester	Quarter	Transcript Enclosed
		From	To				

ATTACH ADDITIONAL SHEETS IF NECESSARY.

NOTE: YOU MUST INCLUDE ORIGINAL TRANSCRIPTS (ISSUED TO STUDENT) OF ALL COLLEGE/UNIVERSITY STUDY. PHOTOCOPIES ARE NOT ACCEPTABLE.

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 Certification at OSPI.

Signature _____

Date _____

City/State _____

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

APPLICATIONS RECEIVED THAT DO NOT INCLUDE ALL OF THE REQUESTED MATERIALS WILL BE RETURNED TO THE APPLICANT.