
ADMINISTRATOR CERTIFICATION REQUIREMENTS (Principal)

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 changed to include an OSPI processing fee of \$33.

CONTINUING PRINCIPAL: (Second-level certificate.)

You must hold a valid initial principal certificate to qualify for the continuing principal certificate. If your initial certificate expired after 8/31/2004 and you met all continuing requirements prior to the expiration date, you may be eligible for the continuing certificate by late application. A \$100.00 late fee will be required in addition to the regular application fee(s).

- **Experience** – Verification of three contracted school years of full-time employment as a principal, vice-principal, or assistant principal. (Experience in other administrative roles cannot be used to meet this requirement.)
- **Issues of Abuse** – A course or coursework in issues related to abuse, which must include information related to identification of physical, emotional, sexual, and substance abuse; the impact on learning and behavior; the responsibilities of a teacher to report abuse or to provide assistance to victimized children; and methods of teaching about abuse and its prevention.
- **Education** – Verification of 15 quarter/10 semester hours or 150 clock hours of graduate course work (in consultation with and approved by employer) based on standards' included in WAC 181-78A-270(2) and taken subsequent to the issuance of the initial principal's certificate.

RESIDENCY PRINCIPAL: (First-level certificate.)

Individuals who hold or have held an initial principal's certificate who are not able to meet requirements for the continuing certificate above, can convert to the residency principal's certificate under current guidelines. Use this application if your initial principal certificate has expired or will expire before you will meet continuing requirements.

- Must hold or have held an initial administrative certificate for principal in Washington.

APPLICATION INSTRUCTIONS

Only COMPLETE applications (all items except your fingerprint cards) will be accepted by the educational service district (ESD) for processing by the Office of Superintendent of Public Instruction.

It is your responsibility to collect the items needed for evaluation for certification and submit them in one envelope to the ESD Office. Do not request that any of the items be sent directly to this office (OSPI).

All fees are non-refundable.

Washington State law requires that any applicant who does not hold a valid Washington certificate at the time of application must be fingerprinted for a state and national background check. Since this could delay the application, we urge you to initiate this process as soon as possible.

Fingerprints. You may select one of the following options to complete the fingerprint process:

- A. You may complete the fingerprint process in person at one of the ESD locations listed on page utilizing the Live Scan electronic fingerprinting process. This process does not require a fingerprint card and is subject to an additional processing fee. Please contact the ESD of your choice for details.
- B. If your fingerprints are worn and not easily discernable the State Patrol recommends you have your prints processed by the ink and roll method using the fingerprint card and instruction sheet which can be obtained from our office. Once you have the card and instructions, this may be completed by contacting a law enforcement agency that will fingerprint applicants for non-criminal background checks. Please check with the agency for additional processing fees. Some ESD offices may provide the ink and roll method in addition to the electronic Live Scan.

If the background check reveals a criminal record, or if you answer "yes" on the character and fitness supplement (Form SPI/CERT 4020B), your application materials will be forwarded to the Office of Professional Practices for review. This may delay the certification process for several months. The Professional Certification office cannot act on your application materials until clearance is received from the Office of Professional Practices.

Upon receipt of appropriate materials (excluding testing) and fee(s) and upon determination of eligibility, the ESD can issue the applicant a temporary 180-day permit, which allows employment while awaiting final certification.

ADMINISTRATOR CERTIFICATION APPLICATION CHECKLIST

RESIDENCY PRINCIPAL:

(First-level certificate.)

- FORM SPI/CERT 4001A Application for Washington State Administrative Certification
- FEE In addition to the certification fee, a \$20.00 processing fee and \$33 OSPI fee (per certificate) are required. Please select the appropriate box for the certificate(s) you are requesting and attach your check in the amount indicated made out to one of the ESDs below.
- Residency principal only: \$35 + \$20 (ESD) + \$33 (OSPI) = \$88
- Residency & substitute principal: \$35 + \$15 + \$20 (ESD) + \$66 (OSPI) = \$136

CONTINUING PRINCIPAL:

(Second-level certificate.)

- FORM SPI/CERT 4001A Application for Washington State Administrative Certification
- FORM SPI/CERT 4020F Continuing Certificate: Verification of Experience
- FORM SPI/CERT 4001D Continuing Principal's Certificate Verification of Post-Initial Principal Certificate Hours
- FEE In addition to the certification fee, a \$20.00 ESD processing fee and \$33 OSPI fee (per certificate) are required. Please select the appropriate box for the certificate(s) you are requesting and attach your check in the amount indicated made out to one of the ESDs below.
- Continuing principal only: \$70 + \$20 (ESD) + \$33 (OSPI) = \$123
- Continuing principal plus late fee: \$70 + \$100 (late fee) + \$20 (ESD) + \$33 (OSPI) = \$223
- Continuing & substitute principal: \$70 + \$15 + \$20 (ESD) + \$66 (OSPI) = \$171
- Continuing & substitute principal plus late fee: \$70 + \$15 + \$100 (late fee) + \$20 (ESD) + \$66 (OSPI) = \$271

SEND YOUR COMPLETE APPLICATION PACKET AND FEE TO ONE OF THE EDUCATIONAL SERVICE DISTRICTS (ESDs) LISTED BELOW:

DO NOT send your application or fee(s) to the Office of Superintendent of Public Instruction. OSPI is not authorized to collect certification fees.

ESD 101	4202 S. Regal	Spokane, WA 99223-7764	(509) 789-3800
ESD 105	33 South 2 nd Ave	Yakima, WA 98902	(509) 454-3102
ESD 112	2500 N.E. 65 th Ave.	Vancouver, WA 98661-6812	(360) 750-7500
ESD 113	6005 Tye Drive S.W.	Tumwater, WA 98512	(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 98055	(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" Ave.	Anacortes, WA 98221	(360) 299-4000

I am enclosing a COMPLETE Washington administrative certification application.

Signature

Date

11. From what regionally accredited college or university did you receive your bachelor's degree?
12. From what state institution did you complete your approved preparation program?

13. In the space below, list all educational experience. Please list your most recent experience first.

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

Attach a separate sheet for additional listing if necessary.

14. List the name of every community college, undergraduate, and graduate institution you have attended in the space below and provide the additional information requested.

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

Attach separate page for additional education, if necessary.

15. Official transcripts (those with the college or university seal) must be submitted and attached to this page of your application. List all transcripts that you are providing:

NOTE: ALL OFFICIAL TRANSCRIPTS NEEDED TO EVALUATE YOUR APPLICATION FOR A CERTIFICATE MUST BE SUBMITTED WITH THIS APPLICATION.

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 moral character and personal fitness section on the application change prior to my being granted certification, I must immediately notify Professional 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.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional 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

CONTINUING CERTIFICATE: VERIFICATION OF EXPERIENCE

SECTION I

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				WA CERT. NO.
BUSINESS ()		HOME ()		
E-MAIL				

If you are applying for the continuing certificate, you will need to verify appropriate experience on this form. Applicants will need to meet the experience requirement listed below for the continuing certificate:

Verification of 180 days of appropriate service in the respective role (teacher, educational staff associate, administrator other than principal) of which 30 days must have been with the same employer. Substitute service in the role can be used. If verifying experience for more than one employer, photocopy this form and send to each employer.

The continuing principal's certificate requires three years (540 days) of service as a principal, vice principal, or assistant principal.

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, private school, or administrator at the college/university 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	IF PERSON SERVED IN DUAL ROLE, INDICATE PERCENTAGE OF FULL-TIME EQUIVALENCY IN EACH ROLE:	NUMBER OF DAYS OF SERVICE EACH YEAR:
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



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 OLYMPIA WA 98504-7200
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 Web Site: <http://www.k12.wa.us/certification/>
 E-Mail: cert@k12.wa.us

CONTINUING PRINCIPAL'S CERTIFICATE VERIFICATION OF POST-INITIAL PRINCIPAL CERTIFICATE HOURS

Complete Section A of this form. Send it to your employing school district or private school or the education department of the college/university where you completed your additional study in administration. This form, when returned to you, is to be included with your application packet for the continuing principal's certificate.

SECTION A

TO BE COMPLETED BY APPLICANT

Fill out the top portion of this form and send it to your employer or the education department of the college/university where you completed your additional credits. When this form has been returned to you, include it in your application packet.

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 ()				6. E-MAIL
HOME ()				7. CERTIFICATE NO.

SECTION B

TO BE COMPLETED BY COLLEGE/UNIVERSITY OR EMPLOYER

The above-named individual is an applicant for the continuing principal's certificate. The continuing principal's certificate requires completion of 15 quarter (10 semester) hours taken from a college or university with a state approved principal's program, or 150 clock hours of study that meets the state continuing education clock hour criteria pursuant to chapter 181-85 WAC, or a combination of credits and clock hours equivalent to the above. This study needs to:

1. Be based on the principal standards included in WAC 181-78A-270(2) (see reverse side of this form);
2. Be taken subsequent to the issuance of the initial principal's certificate; and
3. Be determined in consultation with and approved by the candidate's employer or the administrator or a state approved principal preparation program.

SIGNATURE OF EMPLOYING SUPERINTENDENT, OR HIS/HER DESIGNEE:

SIGNATURE OF COLLEGE/UNIVERSITY EDUCATION DEPARTMENT OFFICIAL:

I confirm that the applicant has completed the required hours described above.	
NAME OF SCHOOL DISTRICT/ESD/PRIVATE SCHOOL	
ADDRESS	
CITY/STATE/ZIP	
SIGNATURE	
PRINTED NAME	
TITLE OF PERSON COMPLETING FORM	
DATE	TELEPHONE: ()
E-MAIL	

OR

I confirm that the applicant has completed the required hours described above.	
NAME OF COLLEGE/UNIVERSITY	
ADDRESS	
CITY/STATE/ZIP	
SIGNATURE	
PRINTED NAME	
TITLE OF PERSON COMPLETING FORM	
DATE	TELEPHONE: ()
E-MAIL	

(b) Effective September 1, 2004, principal and program administrator candidates, in order to support student achievement of the state learning goals and essential academic learning requirements, will complete formalized opportunities, including an internship, in an approved program that includes:

(i) Successful demonstration of standards. A school administrator is an educational leader who promotes the success of all students by:

(A) Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;

(B) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;

(C) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;

(D) Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;

(E) Acting with integrity, fairness, and in an ethical manner; and

(F) Understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.