

WASHINGTON STATE
ADMINISTRATIVE CERTIFICATION
(PROGRAM ADMINISTRATOR) (ADDITIONAL)

WAC 181-79A-150 & WAC 181-79A-211

APPLICATION INSTRUCTIONS

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

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.

CONTENTS: This packet contains the following instructions and forms needed to get another program admin cert.

- Instructions: Contents; Additional Materials Required; How to Apply for an Additional Administrative Certificate in Washington; Checklist [*& Requirements*] for Additional Administrative Certificate.
- FEES Fee Payment Schedule
- 4001A Application Form (2 pages)
- 4020F Continuing Certificate: Verification of Experience

ADDITIONAL MATERIALS REQUIRED: ALL TRANSCRIPTS See "Education" at Checklist below.

HOW TO APPLY FOR AN ADDITIONAL PROGRAM ADMINISTRATOR CERTIFICATE IN WASHINGTON

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.

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 Tyee 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

CHECKLIST [*& REQUIREMENTS*] FOR ADDITIONAL PROGRAM ADMINISTRATOR CERTIFICATE IN WASH.

Residency Administrative Certificate (Program Administrator) (valid until applicant has served as a Program Administrator for two years in Washington):

If your initial program administrator certificate has expired, you must convert to the residency certificate.

- Application** - [*Minimum age 18, Must provide employment and education history*] Submit Form SPI/CERT 4001A, Application for Washington State Administrative Certification.
- Fee** - Submit Fee Payment Schedule with check.

The Continuing Administrative Certificate (Program Administrator) (valid for five-year periods):

You must hold a valid initial program administrator certificate to apply for the continuing certificate. If your initial certificate has expired, please contact OSPI at (360) 725-6400 or cert@ospi.wednet.edu

- All materials listed above, plus**
- Education** – Submit applicable transcripts. [*Must have completed, subsequent to the baccalaureate degree, a total of 30 quarter hours (20 semester hours) of graduate-level study in education or hold a doctorate in education.*]
- Experience** – Submit Form 4020F. [*Must have at least 180 days (one year) of experience as a program administrator.*]
- Issues of Abuse** – Report this on Form 4001A. [*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.*]

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 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.

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	CERTIFICATION FEE	AMOUNT
TEACHERS	Residency Teacher Certificate (1 st Issue)	\$35	_____
	Reissued (or 5-Yr Renewal) Residency Certificate	\$25	_____
	2-Yr Renewal or Residency Teacher Certificate	\$10	_____
	Renewal of Initial Teaching Certificate	\$15	_____
	Substitute Teaching Certificate	\$15	_____
	Continuing Teaching Certificate*	\$70	_____
	Professional Teacher Certificate (or Renewal)	\$25	_____
	Emergency Substitute Certificate	\$15	_____
	Transitional Certificate	\$10	_____
	Intern Substitute Certificate	\$5	_____
Endorsement Program Completion**	\$15	_____	
EDUCATIONAL STAFF ASSOCIATES	Initial (till 8/31/05) or Residency (9/1/05) ESA Certificate (psychologist, counselor, social worker) [per role]	\$35	_____
	Initial ESA Certificate (speech-language pathologist or audiologist, Nurse, occupational or physical therapist) [per role]	\$35	_____
	Conversion to Seven-Year ESA Certificate (speech-language pathologist or audiologist, nurse, occupational or physical therapist) [per role]	\$35	_____
ADMINISTRATIVE	Continuing ESA Certificate (per role)	\$70	_____
	Initial Administrator Certificate (Superintendent only)	\$35	_____
	Residency Principal or Program Administrator Certificate (per role)	\$35	_____
	Continuing Administrator Certificate (per role)	\$70	_____
REINSTATEMENT	Reinst. Of Lapsed Continuing Certificate (per role)	\$15	_____
SUBSTITUTE	Substitute Certificate (Teacher, Admin., or ESA)	\$15	_____
ESD PROCESSING FEE	ESD processing fee includes a review of the collected materials, a preliminary evaluation of the application(s), and the issuing of temporary permits, when appropriate.		<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 do not carry a \$20 processing fee.</i>	Separate applications are required for the following:		
	Late fee (expired initial 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)		_____
Additional fee requested by OSPI			_____
		Subtotal	\$ _____

*Only applicable for those holding valid Initial or Initial (Renewal) Certificates
 **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].

TOTAL SUBMITTED	\$ _____
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