

WASHINGTON STATE
ADMINISTRATIVE CERTIFICATION
(SUPERINTENDENT) (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 superintendent 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 SUPERINTENDENT 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) 575-2885 |
| 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 Avenue | Anacortes, WA 98221 | (360) 424-9573 |

CHECKLIST [*& REQUIREMENTS*] FOR ADDITIONAL SUPERINTENDENT CERTIFICATE IN WASHINGTON

The Initial Administrative Certificate (Superintendent) (valid for seven years):

- 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 (Superintendent) (valid for five-year periods):

- All materials listed above, plus**
- Education** – Submit all applicable transcripts. [*Must have completed 60 quarter (40 semester) hours of graduate study in education beyond the baccalaureate degree or hold a doctorate in education*]
- Experience** – Submit Form 4020F. [*Must have at least 180 days (one year) of experience as a superintendent, assistant superintendent, or deputy superintendent.*]
- 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.*]

FEE PAYMENT SCHEDULE

All Fees Are Nonrefundable

Attention: Total fee amounts due include a \$33 OSPI processing fee. If more than one application packet is being submitted, only one fee payment schedule needs to be completed.

| | APPLICATIONS SUBMITTED | CERT. FEE | OSPI FEE (After 9-30-11) | AMOUNT |
|--|---|-------------|-----------------------------|--------|
| TEACHERS | Residency Teacher Certificate (1 st Issue) | \$35 | _____ + \$33 = | _____ |
| | 5-Yr Renewal of Residency Teacher Certificate | \$25 | _____ + \$33 = | _____ |
| | 2-Yr Renewal of Residency Teacher Certificate | \$10 | _____ + \$33 = | _____ |
| | Renewal of Initial Teacher Certificate* | \$15 | _____ + \$33 = | _____ |
| | Continuing Teacher Certificate* | \$70 | _____ + \$33 = | _____ |
| | Professional Teacher Certificate (or Renewal) | \$25 | _____ + \$33 = | _____ |
| | Intern Substitute Certificate | \$5 | _____ + \$33 = | _____ |
| | Additional Endorsement Application [per endorsement] | \$15 | _____ + \$33 = | _____ |
| EDUCATIONAL STAFF ASSOCIATES | Residency ESA Certificate (school psychologist, or school counselor) [per role] | \$35 | _____ + \$33 per role = | _____ |
| | Initial ESA Certificate (school speech-language pathologist or audiologist, school occupational therapist, school physical therapist, or social worker only) [per role] | \$35 | _____ + \$33 per role = | _____ |
| | Continuing ESA Certificate [per role] | \$70 | _____ + \$33 per role = | _____ |
| | Professional ESA Certificate (or Renewal) [per role] | \$25 | _____ + \$33 per role = | _____ |
| ADMINISTRATIVE | Initial Administrator Certificate (Superintendent only) | \$35 | _____ + \$33 = | _____ |
| | Residency Principal or Program Administrator Certificate [per role] | \$35 | _____ + \$33 per role = | _____ |
| | Continuing Administrator Certificate [per role] | \$70 | _____ + \$33 per role = | _____ |
| | Professional Administrator Certificate (or Renewal) [per role] | \$25 | _____ + \$33 per role = | _____ |
| REINSTATEMENT TRANSITIONAL SUBSTITUTE | Reinst. Of Lapsed Continuing Certificate [per role] | \$15 | _____ + \$33 per role = | _____ |
| | Transitional Certificate [per role] | \$10 | _____ + \$33 per role = | _____ |
| ESD PROCESSING FEE | Substitute Certificate (Teacher, Admin., or ESA) [per role] | \$15 | _____ + \$33 per role = | _____ |
| | Emergency Substitute Certificate (Teacher, Admin., or ESA) [per role] | \$15 | _____ + \$33 per role = | _____ |
| | 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. | | _____ \$ 20 | |
| | Subtotal | \$ | _____ | |

| | | | | |
|--------------------------------------|--|------------------|----------|-----------------|
| CAREER & TECHNICAL ED | Career & Technical Ed (CTE) Certificate (requires a separate application) | \$1 _____ | + \$33 = | |
| | | Subtotal | | \$ _____ |

| | | | | |
|--|---|--------------------|------------------------------|-------|
| OTHER FEES <i>These types of certification may not carry a \$20 ESD processing fee, unless a permit is required.</i> | Separate applications are required for the following: | | | |
| | Late fee (expired Initial or Initial Renewal Certificate) | \$100 _____ | Initial/continuing fee above | |
| | Replacement/Name Change on Certificate (per certificate) | \$15 _____ | + \$33 per certificate = | _____ |
| | Emergency Certificate | \$5 _____ | + \$33 = | _____ |
| | Conditional Certificate | \$10 _____ | + \$33 = | _____ |
| | Institutional Application Materials (appropriate fee is listed on application) | _____ | + \$33 = | _____ |
| | First Peoples' Language, Culture and Oral Traditions Certificate | \$25 _____ | + \$33 = | _____ |
| | 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 below for addresses].

| | |
|--|-----------------|
| TOTAL SUBMITTED (Pages 1 and 2) | \$ _____ |
|--|-----------------|

| | | | |
|---|---------------------------------|--------------------------|----------------|
| 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 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 |

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