



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional Certification
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 OLYMPIA WA 98504-7200
 (360) 753-6773 TTY (360) 664-3629
 Web Site: <http://www.k12.wa.us/certification/>
 E-Mail: cert@k12.wa.us

DISTRICT REQUEST FOR EXPEDITED PROCESSING AND ISSUANCE OF A TEMPORARY PERMIT (RUSH REQUEST)

REQUEST MUST BE SIGNED BY SUPERINTENDENT OR PERSONNEL DIRECTOR, AND MAY BE FAXED TO OSPI AT (360) 586-0145. NO FAX COVER SHEET IS REQUIRED.

APPLICANT INFORMATION

APPLICANT NAME
CERTIFICATE NUMBER (IF ANY)
SOCIAL SECURITY NO. (OPTIONAL)
DATE OF BIRTH

DISTRICT INFORMATION

DISTRICT NAME	
CONTACT PERSON	
CONTACT TELEPHONE NUMBER ()	CONTACT FAX NUMBER ()
CONTACT E-MAIL	

Our district has offered a job contract to this applicant, and has confirmed all the following:

- The applicant has submitted **all required materials** in the application and has paid the appropriate **fees** to an educational service district.
- The applicant does **not** already hold a **valid certificate or temporary permit**, or can no longer serve on the basis of any certificates or permits held. Note: Certificate information can be found on the statewide certification database (VAX). The existence of a permit can be determined by asking the applicant.
- The applicant has submitted **fingerprint cards** to the Washington State Patrol and results from the Washington State Patrol have been posted on the statewide fingerprint database.
- The school district/ESD/private school has **no knowledge** that the applicant has been arrested, charged, or convicted of any crime or has a history of any serious behavioral problems.

ACKNOWLEDGEMENT – The following situations will lead to automatic rejection of requests for RUSH processing, either because they cannot be expedited or because expediting is not needed:

- A valid temporary permit has already been issued to the applicant.
- The application is incomplete, or has not yet been received by OSPI.
- Applications for which no job contract has been offered.
- Applicant completed a Washington college preparation program (the college issues the permit).
- RUSH request is not signed by an appropriate official (superintendent or personnel director).
- Applications for a replacement or name change on a valid certificate (the employer can check the statewide certification database (VAX) to verify certificate validity).
- Applications for Conditional, Emergency, Emergency Substitute, or Intern Substitute certificates (since they are automatically given expedited processing).

SIGNATURE OF SUPERINTENDENT/PERSONNEL DIRECTOR	PRINTED NAME AND TITLE	DATE
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<input type="checkbox"/> Approved <input type="checkbox"/> Denied—Reason: _____	FOR OSPI USE ONLY CONTACT PERSON
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