



GET STARTED!

- Sign in to the Education Data System (EDS). If you have never signed in to EDS, create an account. Then select “view my applications” → “e-certification” → “apply for Washington certificate,” and then pay the fee. Read the options carefully: You will not be reimbursed if you submit the wrong application.
- Make an appointment with your local **Educational Service District (ESD) 123** (call us at 509.544.5700) for a fingerprint/background check by the Washington State Patrol (WSP) and Federal Bureau of Investigations (FBI). State law requires all certificated school employees to pass a fingerprint/background check and to have their results on file in EDS.
- If you are pursuing a residency certificate, upload a copy of your official transcript and required forms into EDS at the time you apply. When you take the basic skills test and endorsement content knowledge test, choose report code #399 and OSPI will automatically receive the results.

TEACHERS

in Washington must hold a valid certificate. If you are starting your teaching career in this state, or transferring your certificate from another state, you will most likely apply for a residency or limited teaching certificate.

QUESTIONS?

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Visit ESD 123 online at
www.esd123.org



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*One Team...Helping all students realize their
dreams and aspirations...We are ESD 123!*



Getting Your Certification in Washington State



Starting your teaching career?

www.esd123.org

LIMITED TEACHING CERTIFICATES

Sometimes a teacher with a residency certificate is unavailable for schools to hire. Limited teaching certificate holders can help.

You may apply for one of the following limited teaching certificates only after a school district or private school employer first makes the request through the EDS portal:

- Emergency substitute certificate enables you to serve as a substitute teacher, if a district has exhausted, or will exhaust, its list of qualified substitutes. It is valid for up to three years.
- Conditional certificate gives a school district the flexibility to hire someone who has expertise in an area when they cannot find a certificated teacher in that endorsement area. It is valid for up to two years.

NOTE: If you are applying for a conditional certificate in special education, you must have a bachelor's degree or higher from a regionally accredited college or university. You will receive a conditional certificate when you enroll in an approved teacher preparation program that results in a residency certificate. The conditional certificate is valid for up to two years. It may be reissued one time for one year if your college or university confirms you are making satisfactory progress toward your residency certificate.

- Emergency teacher certificate qualifies you to work as a teacher if you are nearing completion of a teacher preparation program, you have the appropriate degree, and the school cannot find a qualified teacher with a residency certificate in a required area. It is valid for up to one school year.
- Intern substitute certificate enables a student teacher to substitute in their assigned classroom when their supervising teacher is not there. This certificate must be approved by both the school and the college or university. It is valid for up to one year.



RESIDENCY CERTIFICATES

To obtain a residency certificate you must have

- 1 Earned a bachelor's degree or higher from any accredited college or university (official transcript); AND
- 2 Completed a state-approved teacher preparation program through an accredited college or university, or an approved alternative-route program (Form 4020E Verification of Program completion and Character or Form 4020E-1 Verification of Alternative Certification Program Pathway Completion and Character); OR
Taught for at least three years outside of Washington and hold a teaching certificate in another state (Form 4020F-1 Verification of Experience and a copy of a regular out-of-state teaching certificate).
- 3 Taken and passed a basic skills test and an endorsement content knowledge test. (National Board Certified Teachers (NBCTs) with a current National Board for Professional Teaching Standards (NBPTS) certificate are exempt from passing a basic skills test. They are also exempt from passing a content-area test if their NBPTS certificate is in a subject area or grade level comparable to one of the Washington endorsement areas — see NBPTS Exemption.)

If you have fulfilled all three requirements:

You are eligible to apply for a "first-issue" residency certificate. First-issue certificates are valid until you are reported as employed by a Washington school district as a teacher for "1.5 full-time equivalent (FTE)" or more. FTE is defined as the total number of hours required to equal full-time employment.

Once you have reached 1.5 FTE, you must apply for a reissue of your residency certificate as you work toward earning your professional certificate. The reissue is valid for three years. If you don't meet the professional certificate requirements within the first three years, you may apply for a two-year renewal of your residency certificate.

If you have fulfilled the first two requirements, but have not passed the tests:

You are eligible to receive a temporary permit, which is valid for 12 months. During that time, you are eligible to accept full-time positions to teach and substitute. You must take and pass the required tests, however, if you would like to continue teaching past 12 months. You will not be issued a second permit.

