1. Provide evidence of 6,000 hours of work experience in the field you want to teach* (OSPI form 4075A).

2. Provide evidence of fingerprinting and background check* (OSPI form 4020B).

*For information on how to download these forms, go to the following OSPI career and technical education certification Web site: www.k12.wa.us/certification/CTEmain.aspx

FAIL ONE OR MORE PORTIONS OF TEST

- Pass WEST-B, ASSET or COMPASS test for writing, reading and elementary algebra. See Note #1 for passing scores.
- Work with community college advisor to identify and enroll in a remedial course. See Note #2 for additional information.

RETAKE TEST

- Attach college transcripts showing highest degree granted and any relevant coursework.
- Submit passing WEST-B, ASSET or COMPASS test scores for writing, reading, and elementary algebra prior to program completion.

Send registration form with required documentation, tuition and fees to CWU Office of Career and Technical Education.

NOTES

1. The ASSET or computerized COMPASS test is available at most community colleges. The minimum passing scores for the tests are listed below.

<table>
<thead>
<tr>
<th>Test Type</th>
<th>ASSET</th>
<th>Compass</th>
<th>WEST-B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Placement</td>
<td>43</td>
<td>65</td>
<td>Pass</td>
</tr>
<tr>
<td>Reading Placement</td>
<td>39</td>
<td>73</td>
<td>Pass</td>
</tr>
<tr>
<td>Algebra</td>
<td>48</td>
<td>57</td>
<td>Pass</td>
</tr>
</tbody>
</table>

WEST-B test information is available at the following Web site: http://www.west.nesinc.com/

2. Students who fail one or more test components will need to retest and provide passing scores prior to program completion. Students are encouraged to work with a community college advisor to identify and enroll in courses that will enhance basic skills.