



WASHINGTON STATE
RESIDENCY TEACHER RENEWAL
WAC 180-79A-250
APPLICATION INSTRUCTIONS

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

CONTENTS: This packet contains the following instructions and forms needed for renewal of a Residency Teacher certificate by a teacher who holds a valid Washington certificate but does not qualify for admission to a Professional Teacher certificate program, or is a candidate for National Board (NBPTS) certification.

- Instructions: Contents; Additional Materials Required; How to Apply for Residency Teacher Renewal; Checklist [& Requirements] for Residency Teacher Renewal.
- FEES Fee Payment Schedule
- 4031A Application Form (2 pages)

ADDITIONAL MATERIALS REQUIRED: Applicants are required to obtain and submit additional materials.

- ALL TRANSCRIPTS See "Education" at Checklist below.
- ASSESSMENT See "Assessment" at Checklist below.

HOW TO APPLY FOR RESIDENCY TEACHER RENEWAL

Step 1. Applicability. In order to use this application packet, you must hold a valid Washington certificate, and you do not qualify for admission to a Professional Teacher certificate program, or you are a candidate for NBPTS certification. If you do not hold a valid Washington certificate, contact our office for instructions regarding submission of fingerprints and forms such as the 4020B and 4020C. If you qualify for admission to a Professional Teacher certificate program, and are not a candidate for NBPTS certification, contact one of the colleges/universities which offer such a program and ask about enrollment and renewal.

Step 2. 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 2nd Ave.	Yakima, WA 98902	(509) 575-2885
ESD 112	2500 N.E. 65th Ave.	Vancouver, WA 98661-6812	(360) 750-7500
ESD 113	601 McPhee Road S.W.	Olympia, WA 98502-5080	(360) 464-6714
Olympic ESD 114	105 National Ave. N.	Bremerton, WA 98312	(360) 478-6868
Puget Sound ESD 121	800 Oakesdale Ave. SW	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) 665-2622
Northwest ESD 189	1601 R Avenue	Anacortes, WA 98221	(360) 299-4000

Step 3. Permit. Upon receipt of appropriate materials and fee(s) and upon determination of eligibility, the ESD office can issue the applicant a temporary 180-day permit. With a permit, an applicant can be hired and can teach while awaiting final certification.

Step 4. Certificate. When all requirements have been documented, the OSPI Certification office can issue a certificate. Note: If you have not received your certificate within 2–3 weeks prior to the expiration date of your permit, contact OSPI at:

Phone: (360) 725-6400	email: cert@ospi.wednet.edu	TTY (360) 664-3631
-----------------------	---	--------------------

CHECKLIST [AND REQUIREMENTS] FOR RESIDENCY TEACHER RENEWAL

The Residency Teacher (Renewal) Certificate (valid for five years):

- Application** – [Minimum age 18, Must provide employment and education history] Submit Form SPI/CERT 4031A, Application for Washington State Teacher Certification.
- Fee** – Submit Fee Payment Schedule with check.
- One of the following:
 - Assessment** – Submit documentation verifying submission of a complete NBPTS assessment packet.
 - Education** – Submit all official transcripts. [Must have completed 15 quarter (10 semester) hours at a regionally accredited college/university, earned since issuance of the Residency Teacher certificate.]

Send all required materials following instructions in Step 2 above.

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 (1st Issue)	\$ 35	_____	
	Reissued (or 5-Yr Renewal) Residency Certificate	\$ 25	_____	
	2-Yr Renewal of 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 ESA Certificate (psychologist, counselor, etc.) (per role)	\$ 35	_____	
	Conversion to Seven-Year ESA Certificate (per role) (from previous standards)	\$ 35	_____	
	Continuing ESA Certificate (per role)	\$ 70	_____	
ADMINISTRATIVE	Initial Administrator Certificate (Superintendent only)	\$ 35	_____	
	Residency Principal or Program Administrator Certificate (per role)	\$ 35	_____	
	Continuing Administrator Certificate (per role)	\$ 70	_____	
REINSTATEMENT SUBSTITUTE	Reinst. of Lapsed Continuing Certificate (per role)	\$ 15	_____	
	Substitute Certificate (per role)	\$ 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.		\$ 20	
		Subtotal	\$ _____	
CAREER & TECHNICAL ED	Career & Technical Ed (CTE) Certificate (requires a separate application)	\$ 1	_____	
		Subtotal	\$ _____	
OTHER FEES	<i>Separate applications are required for the following:</i>			
	<i>These types of certification do not carry a \$20 processing fee.</i>	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 \$ _____

15. Provide your employment history for the past ten years.

EDUCATIONAL EXPERIENCE - Please list your most recent experience first.

I have not been employed in an educational setting in the past ten years.

Grades Taught	Dates of Employment	District	City/State	No. of Days if less than Full-Time	Type of Certificate Held

ATTACH ADDITIONAL SHEETS IF NECESSARY.

NON-EDUCATIONAL EXPERIENCE

I have not been employed in a non- educational setting in the past ten years.

Employer or District	Dates of Employment	Name and Address of Immediate Supervisor
Position	Telephone No.	
Employer or District	Dates of Employment	Name and Address of Immediate Supervisor
Position	Telephone No.	

ATTACH ADDITIONAL SHEETS IF NECESSARY.

16. List the name of every community college and undergraduate and graduate institution you have attended in the space below and provide the additional information requested. Official transcripts (those with the college or university seal) must be submitted and attached to this page of your application.

Institution	Location City/State	Dates Attended		Degrees Granted	Post BA Credits Earned		Transcript Enclosed
		From	To		Semester	Quarter	

ATTACH ADDITIONAL SHEETS IF NECESSARY.

NOTE: YOU MUST INCLUDE ORIGINAL TRANSCRIPTS (ISSUED TO STUDENT) OF ALL COLLEGE/UNIVERSITY STUDY. PHOTOCOPIES ARE NOT ACCEPTABLE.

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 character and fitness supplement 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.