

Flowchart Alt Text:

I want to be a teacher!

Becoming a teacher requires you to navigate two parallel tracks. Blocks with thick borders have embedded links to the CWU websites where you can find more information. The academic courses and CWU graduation requirements are on the right track in grey rectangles. The Washington certification requirements are on the left track in maroon banners.

STEP 1: Complete items as soon as you start courses.

As soon as you decide you want to pursue teaching we are ready to support you. Some majors will take more than two years to complete so reach out early, even if you haven't made up your mind yet! You have three first steps to complete.

- 1. Declare your majors. Every future teacher needs to majors with the exception of Elementary Education. You can do that in MyCWU.
- 2. Connect with an Academic Advisor. If you are unsure of yours or know you need one, you can email CEPSAdvising@cwu.edu for assistance. They can
- point you in the right direction and help assign you an Academic Advisor. 3. Apply to the Teacher Certification Program (TCP) online at https://www.cwu.edu/academics/teacher-certification/program-admission.php

**Claim your teaching

certificate in OSPI!

Good luck!

STEP 2: Be fully admitted to the TCP by the middle of junior year. After you have applied to TCP we can communicate focused information about items specific to you.

Applied but not admitted:

You will have a To Do List in your Student Dashboard in MyCWU. Items that start with "TCP" are things that need to be taken care of. You can email teachercertification@cwu.edu with any questions. Take care of missing items as soon as possible.

There are some courses that have a pre-requisite of "fully admitted to the Teacher Certification Program" for enrollment. You will not be able to take those courses until you have completed your requirements. Fully admitted:

You will have no items on your To Do List in MyCWU and will not be prevented from enrolling in courses with "full admission to the Teacher Certification Program" as a pre-requisite.

Along the way you may will have courses that require WSP/FBI fingerprint clearance in OSPI and be required to purchase CWU Liability Insurance. These requirements will be in the course description in the catalog for your reference.

If EFC 330 or ELEM 494 and ELEF 495 are required courses in your major, you will need to plan ahead. These courses require and application at least a quarter before. You can find information and deadlines on the Office of Field Experiences (OFE) website. https://www.cwu.edu/academics/field-experiences/

recommendation to OSPI and you can claim your certificate.

STEP 3: Prepare for student teaching, graduation, and certification. You will need to meet with your Academic Advisor early to plan ahead for what quarter you need to student teach. Applications for student teaching need to be submitted typically two quarters before to meet all the requirements. You apply online at https://www.cwu.edu/academics/field-experiences/student-teaching/

The TCP communicates any requirements you have and the deadlines to meet them. Start building the habit to check your CWU email address daily if that is

not part of your routine.

Your OFE Placement Coordinator cannot not send requests until you have met all the clearance requirements. The work to confirm placements.

You will finish EFC 480 and any other remaining coursework and be able to graduate. When you meet the certification requirements TCP will send your

Good Luck!

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