



Intern/ Emergency Substitute Policy & Procedures Spring 2018

Overview: Candidates who wish to substitute while student teaching can do so if the following steps are followed.

Rationale: The Intern Substitute certificate enables a *student teacher* to substitute, in the classroom to which assigned for student teaching, in the absence of his/her supervising teacher. This certificate must be approved by *both* the school and the college, and is valid for up to one year.

Procedure:

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Directions (to be followed in order) for obtaining the Intern Substitute Certificate:

1. The process of obtaining the Intern Substitute Certificate begins at the district level. The district will need to submit a request, through their eCert account, to request the student teacher be issued an Intern Substitute Certificate.
2. The student teacher then needs to log into his/her eCert account to claim the request, apply and pay for the certificate.
3. The student teacher emails the CWU Teacher Certification Officer at Crystal.Weddington@cwu.edu to let the Certification Officer know of the pending certificate application.
4. The Certification Officer will approve the request through eCert.
5. OSPI will issue the certificate.

Please note:

- Unless approved by the University Field Supervisor, the CWU Certification Officer will not approve requests for the Intern Substitute Certificate any earlier than the middle of CWU's quarter.
- Plan ahead as the processing of certificates takes time. Do not wait until the last minute to apply for the certificate and expect it to be issued in time to substitute for your cooperating teacher.



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