

## **CERTIFICATION NOTICE**

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The following categories of teachers are impacted by the 03-16-05 State Board action:

1. **Residency w/ProCert** (Those who have been issued both Residency and Professional)  
**ACTION:** No impact, except a few who might choose to take advantage of #2 below.
2. **Expired Initial** (Those whose Initial certificate expired after 9-1-00, and who met requirements for either Initial Renewal or Continuing certificates before the Initial expired, but did not apply for such certification action before the expiration date)  
**ACTION:** Issue the Initial Renewal or the Continuing certificate upon application and verification that they had met the requirements by the expiration date.  
**APPLICATION/FEE:** Requires **OSPI Form 4021** application and \$100 late fee in addition to the certification fee (\$70 for Continuing or \$15 for Initial Renewal). ESD service charge of \$20 is unchanged.  
**REQUIREMENTS:** Application involves transcripts/verification of experience, and may involve fingerprinting/background check if they do not have a valid certificate. Those who converted to the Residency do not require fingerprinting/background check.
3. **Residency, no ProCert, Continuing Contract** (Those who have a Residency, but not a Professional, and who have completed Provisional Status employment)  
**ACTION:** Reissue a 5-year Residency certificate, with expiration date calculated from the next June 30<sup>th</sup> following the date that provisional status was completed.  
**APPLICATION/FEE:** Requires **OSPI Form 4031R** application but no fee.  
**REQUIREMENTS:** Application involves a verification by the employer that provisional status (or equivalent at a private school) has been completed, and when.
4. **Residency, no ProCert, Unemployed** (Those who have a Residency, no ProCert, have not completed Provisional Status anywhere)  
**ACTION:** Issue a Residency without expiration date and with the following remarks "VALID ONLY UNTIL YOU COMPLETE PROVISIONAL STATUS CERTIFICATED EMPLOYMENT WITH A PUBLIC SCHOOL DISTRICT/ESD OR THE FIRST TWO YEARS OF EMPLOYMENT AT AN APPROVED PRIVATE SCHOOL".  
**APPLICATION/FEE:** Requires **OSPI Form 4031R** application but no fee.  
**REQUIREMENTS:** Application involves an affidavit by the individual verifying that provisional status has not yet been completed, anywhere.
5. **Residency, no ProCert, Provisional Status** (Those who have a Residency, no ProCert, and have not completed Provisional Status employment anywhere)  
**ACTION:** Either issue an indefinite Residency, as in #4 above, or (in the event Provisional Status will soon be completed) reissue a 5-year Residency, as in #3 above.  
**APPLICATION/FEE:** Requires **OSPI Form 4031R** application but no fee.  
**REQUIREMENTS:** Application involves an affidavit by the individual that provisional status has not yet been completed, anywhere.
6. **Conversions to the Residency** (from the Initial or Provisional)  
**ACTION:** Either issue a 5-year Residency, as in #3 above or (if provisional status has not been completed) issue an indefinite Residency without expiration date as in #4.  
**APPLICATION/FEE:** Requires **OSPI Form 4032** application and \$35 fee (\$5 per year for the seven years in which the certificate can be used, 2 years of provisional status and 5 years thereafter) or \$25 for 5 years. ESD service charge of \$20 is unchanged.  
**REQUIREMENTS:** Application may involve fingerprinting/background check.
7. **Current and new applicants for the Residency** (Not yet issued a Residency certificate)  
**ACTION:** Issue a Residency without expiration date and with the same remarks as #4 above.  
**APPLICATION/FEE:** Requires **OSPI Form 4031** application and \$35 fee (\$5 per year for the seven years in which the certificate can be used: 2 years provisional status and 5 years thereafter). ESD service charge of \$20 is unchanged.  
**REQUIREMENTS:** Application will be revised to reflect the indefinite expiration and \$35 fee.