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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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To: Human Resource Offices

Date: June 18, 2008

From: David Kinnunen   
Associate Director, OSPI  
Professional Education and Certification

Re: OSPI Certification News

Due to recent questions and inquiries to our office regarding multiple certification issues we have put together some answers to assist you during this peak certification season. Our office has received numerous calls and request for status from applicants who are indicating their district will not allow them to sign contracts without their original certificate in hand. The following information regarding our certification office processing of applications is given to assist districts with employment issues.

- **The Use of Permits during Peak Application Processing Season.** We have applicants contacting us regarding employers not accepting permits.
  - **WAC 181-79A-128** Temporary permits.
    - (3) A permit entitles the holder to serve as a teacher, educational staff associate or administrator consistent with the endorsement(s) on his/her permit.
  - Individuals who have submitted clock-hour reports will not receive a permit unless our office is notified they are teaching summer school.
- **National Board Teacher Applicants:**  
Regarding Residency Renewals and those in the National Board process. Many questions have surfaced regarding the requirements to obtain residency renewal while in the process of completing national board certification.
  - Individuals must submit all ten scorable entries (4 portfolio entries and 6 assessment center exercises) by the deadlines determined by the National Board for Professional Teaching Standards. Verifications needed to issue the residency renewal certificate will not available until September. National Board applicants who apply for residency renewal prior to June 30 may receive a permit until verifications become available.

- **National Board Continued Responsibility**
  - Applicants in the process, or who hold a national board certificate, must complete all Washington certification requirements including applications to keep current certificates valid. While National Board certified teachers have met certification requirements, all must complete the appropriate application to maintain a valid Washington State teaching certificate.
  
- **Clock Hour Reporting**
  - Every effort will be made to process clock hour reports submitted by the June 30<sup>th</sup> deadline by the start of the upcoming school year. School districts may check the statewide certification database for that information. Application processing status can now be found on our website at [www.k12.wa.us/certification](http://www.k12.wa.us/certification) or on our new phone system 360-725-6400.
  
- **Summer Permits (Reminder)**
  - Individuals who have submitted clock-hour reports will not receive a permit unless our office is notified they are teaching summer school.
  
- **Rush Requests**
  - The form for employers to request a rush processing of an application is available on line at: <http://www.k12.wa.us/certification/certapp/Institutional/1541.pdf>. The form outlines the requirements for rush processing of applications. Rushes will not be accepted for clock-hour reports unless the districts indicate the applicant is teaching summer school.
  
- **Reissuance Letter and Contracts (Reminder)**
  - The November 2007 memorandum discussing residency first issue and reissuance is on our website at: <http://www.k12.wa.us/certification/Teacher/Residency3.aspx#Reissuance>. Teachers "...can be assigned to a certificated position while the reissuance form is being processed by our office."