

# PROFESSIONAL CERTIFICATION WEBINAR LIMITED CERTIFICATES

APRIL 6, 2016



Office of Superintendent of Public Instruction

# Professional Certification

- **Welcome and Introductions**

- **Mallory Torimino**

- Webinar Overview

- **Mallory Torimino**

- Limited Certificates

- Conditional Teacher

- Emergency Teacher

- Transitional Teacher

- Emergency Substitute

- Intern Substitute

- Guidelines for Limited Certificates

- How to submit a District Request for a Limited Certificate in E-Cert

- How to hold the automatic emails that are generated when a district request is submitted

# Professional Certification

## ■ Conditional Teacher Certificate

- The conditional certificate gives a school district the flexibility to hire someone who has **expertise** in an area, usually when they cannot find a certificated teacher in a specific endorsement area. The certificate is subject to specific limitations and the teacher must take professional development coursework to enhance their teaching competencies. It is valid for up to 2 years.
- Individuals who hold a Conditional Certificate can qualify for an [alternative route](#) leading to a regular Residency Teacher Certificate.
- **NOTE:** The applicant for a conditional teaching certificate in **special education** must hold a bachelor's degree or higher from a regionally accredited college/university. The conditional certificate is issued to a **special education teacher** upon the individual being enrolled in an approved teacher preparation program resulting in a residency teacher certificate endorsed in special education. The conditional certificate is valid for up to two years and may be reissued once for one year upon verification by the college/university that the individual is completing satisfactory progress in the residency teacher certificate program.
- If an individual currently holds a regular teacher certificate they do not qualify for a Conditional Teacher certificate.
- This certificate is initiated by the school district.

# Professional Certification

## ■ Emergency Teacher Certificate- Non Substitute

- The Emergency Certificate qualifies a teacher candidate for employment if the candidate has the appropriate degree and has **substantially** completed a teacher preparation program, but has **not yet** qualified for the Residency Certificate, and if the school cannot find a regularly certificated teacher. The Emergency Certificate enables the teacher to be assigned for up to one school year.
- If requesting an additional Emergency Teacher certificate for an individual the school district must prove strong justification that the certificate should be issued.
- If an individual currently holds a regular teacher certificate they do not qualify for an Emergency Teacher certificate.
- This certificate is initiated by the school district.

# Professional Certification

## ■ Transitional Teacher Certificate- Continuing Certificate

- The Transitional Teaching Certificate enables a teacher whose continuing teacher certificate has lapsed to teach for 2 years while working on reinstatement of the continuing certificate. It is valid for 2 calendar years only (24 months from issue) and can only be issued once in a teacher's career. Candidates must have a district's approval to request this certificate.
- This certificate is initiated by the school district.

# Professional Certification

- **Transitional Teacher Certificate- Expired Final Residency Renewal Certificate**
  - Individuals who hold expired residency certificates may be reinstated by having a district request a transitional certificate no less than one year following the final residency expiration.
  - Within the two year transitional certificate the Individual must register and pass the ProTeach Portfolio or the National Board Assessment, then apply for the professional certificate.
    - If the individual does not complete the professional certificate requirement the transitional certificate expires and no other regular teacher certificate can be issued.
    - If an individual's certificate is *invalid* as of 06/30/2014 or prior based on the previous five year rule, a district can request a transitional certificate at this time.
  - This certificate is initiated by the school district.

# Professional Certification

## ■ Emergency Substitute Teacher Certificate

- The Emergency Substitute Certificate enables someone who is **not fully qualified** for a regular teaching certificate to serve as a substitute teacher, provided the school has exhausted or will exhaust its list of qualified substitutes. It is valid for up to 3 years.
- Individuals who hold an Emergency Substitute Certificate can qualify for an [alternative route](#) leading to a regular Residency Teacher Certificate.
- The Emergency Substitute does not have a 30 day assignment limit.
- This certificate is initiated by the school district.

# Professional Certification

## ■ Intern Substitute Teacher Certificate

- 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.
- This certificate is initiated by Washington State school districts and institutions.



# Professional Certification

## ■ Guidelines for Limited Certificate

- Do Not submit a paper application for Limited Certificates that are available online.
- Submit one district request per educator/applicant
  - If multiple request are submitted for an educator/applicant this causes the individual to apply and pay multiple application fees. Fees are non refundable.
- If an educator holds a valid Emergency Substitute certificate and you are requesting them for your school district the request can be submitted two different ways
  - E-Certification- the district request can be submitted online but the applicant must submit a \$39 processing fee to the certification office in the form of check or money order
  - Paper- the district request can be submitted by paper(4027B) with a processing fee of \$39 in the form of check or money order submitted to the certification office

# Professional Certification

## ■ Guidelines for Limited Certificates- Continued

- Emergency Substitute Certificate/Conditional Certificate
  - If the Emergency Substitute/Conditional certificate is expiring 06/30/2016, the district request can be submitted now
  - If the Emergency Substitute/Conditional certificate is expiring 06/30/2017, the district must wait until after 01/01/2017 to submit the district request
- Emergency Teacher- Non Substitute
  - If the Emergency Teacher Certificate is expiring 06/30/2016, the district can submit the district request starting 04/01/2016
- Transitional Certificate
  - If the educator holds a VALID Continuing Teacher certificate the district request can be submitted 45 days prior to the expiration date of their current Continuing certificate.

# Professional Certification

## ■ How to request a Limited Certificate

- From the homepage select the 'District' tab.
- Select the type of limited certificate to be requested.
- Select the 'Add Request' link.
- Input the required information for the individual you are requesting; last four of SS# and last name. Select 'Next'
- Each limited certificate has additional questions to be answered, follow the wizard to complete the steps to submit the district request.
- The link provided leads to the School District Personnel Administrator User Guide <http://www.k12.wa.us/Certification/e-Cert/default.aspx>

## ■ Hold emails when after submitting the district request

# Professional Certification Website:

<http://www.k12.wa.us/certification/default.aspx>

- This webinar recording and presentation will be posted to the Certification web site within 5 business following the webinar.

<http://www.k12.wa.us/certification/Webinars.aspx>

Thank you for joining us!

OSPI- Professional Certification Office

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