



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Professional Certification  
 Old Capitol Building, PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-6400 TTY (360) 664-3629  
 Web Site: <http://www.k12.wa.us/certification/>  
 E-Mail: [cert@k12.wa.us](mailto:cert@k12.wa.us)

## DISTRICT REQUEST FOR EXPEDITED PROCESSING

**REQUEST MUST BE SIGNED BY SUPERINTENDENT, PERSONNEL DIRECTOR, OR DESIGNEE AND MAY BE FAXED TO OSPI AT (360) 586-0145. NO FAX COVER SHEET IS REQUIRED. REQUESTS MAY ALSO BE E-MAILED AS A PDF FORM TO [cert@k12.wa.us](mailto:cert@k12.wa.us)**

### APPLICANT INFORMATION (please type/print legibly)

APPLICANT NAME
CERTIFICATE NUMBER (IF ANY)
SOCIAL SECURITY NO. (OPTIONAL)
DATE OF BIRTH

### DISTRICT INFORMATION

DISTRICT NAME	
CONTACT PERSON	
CONTACT TELEPHONE NUMBER (        )	CONTACT FAX NUMBER (        )
CONTACT E-MAIL	

The rush request process is a courtesy provided by the Professional Certification Office for expedited review of a submitted application. To maintain a reasonable turnaround time for processing of all applications and rush requests, rushes are intended as an **exception-based process** and will only take place for **immediate needs**. Rush requests are not processed for contract-only purposes or for adding endorsements. Please allow 7-10 business days for processing of a submitted rush request.

Our district has offered a position to this applicant, and **I have checked the E-certification system and verify that:**

- Applicant does not already hold a valid certificate or temporary permit and has an application **in open** or **in pending review status** in E-certification, or can no longer serve on the basis of any certificates or permits held.
- Washington State Patrol fingerprint results are posted as of: \_\_\_\_\_  
(If applicant does not hold a valid permit or certificate.)
- Application exists and fees are paid.
- Application is for the role of:
  - Emergency Sub     Teacher     ESA     Admin     CTE

SIGNATURE OF SUPERINTENDENT/PERSONNEL DIRECTOR	PRINTED NAME AND TITLE	DATE
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### FOR OSPI USE ONLY

- Approved       Not Approved       District Notified

**RUSH REQUEST MUST BE RESUBMITTED WHEN ALL CONDITIONS ARE MET.**