



# WASHINGTON STATE CAREER AND TECHNICAL EDUCATION TEACHER RENEWAL AND CONTINUING CERTIFICATE

WAC 180-77-031 or WAC 180-77-041

## APPLICATION INSTRUCTIONS

(For more information visit our certification website at <http://www.k12.wa.us/cert>)

**CONTENTS:** This packet contains the following instructions and forms needed to apply for certification.

- Instructions: Contents; Additional Materials Required;  
How to Apply; Checklist [& Requirements] for Initial  
Renewal or Continuing
- 4076A Application Form
- 4076F Verification of Experience
- 4076V Verification of Credits/Clock Hours

**ADDITIONAL MATERIALS REQUIRED:** Applicants are required to obtain and submit additional materials.

- ALL TRANSCRIPTS See "Education" at Checklist on page 2.
- **Note:** If you do not currently hold a valid Washington certificate (any kind) you should contact OSPI Certification for fingerprint card and for Form 4020B, Character and Fitness Supplement.

### HOW TO APPLY FOR INITIAL CTE TEACHER CERTIFICATE RENEWAL IN WASHINGTON

**Step 1. Eligibility.** To apply for renewal of the Initial CTE Certificate you must have held an Initial CTE Certificate.

**Step 2. Application.** Submit complete application and application fee, to include all applicable materials in the checklist on page 2 to one of the nine Educational Service Districts (ESDs) shown below. Do **not** send your application and fee to OSPI. OSPI is not authorized to collect fees. All certification fees are non-refundable.

ESD 101	4202 S. Regal	Spokane, WA 99223-7764	(509) 789-3800
ESD 105	33 South 2nd Ave.	Yakima, WA 98902	(509) 575-2885
ESD 112	2500 NE 65th Ave.	Vancouver, WA 98661-6812	(360) 750-7500
ESD 113	601 McPhee Road SW	Olympia, WA 98502-5080	(360) 464-6714
Olympic ESD 114	105 National Ave. N.	Bremerton, WA 98312	(360) 478-6868
Puget Sound ESD 121	800 Oakesdale Ave. SW	Renton, WA 98055	(425) 917-7600
ESD 123	3918 West Court	Pasco, WA 99301	(509) 547-8441
North Central ESD 171	P.O. Box 1847	Wenatchee, WA 98801-1847	(509) 665-2621
Northwest ESD 189	1601 R Avenue	Anacortes, WA 98221	(360) 299-4000

**Step 3. Permit.** If you are near the expiration date on your certificate, you may need a temporary permit while awaiting the new certificate. Upon receipt of appropriate materials and fee(s) and upon determination of eligibility, the OSPI Certification office can issue the applicant a temporary 180-day permit (if appropriate). With a permit, an applicant can be hired and can teach while awaiting final certification.

**Step 4. Certificate.** When all requirements are documented, the OSPI Certification office can issue a certificate. Note: If you have not received your certificate within 2-3 weeks prior to the expiration date of your permit, contact OSPI at:

Phone: (360) 725-6400	email: <a href="mailto:cert@ospi.wednet.edu">cert@ospi.wednet.edu</a>	TTY: (360) 664-3631
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### HOW TO APPLY FOR A CONTINUING CTE CERTIFICATE IN WASHINGTON

**Step 1. Eligibility.** To apply for the Continuing CTE Teacher Certificate you must have held an Initial CTE Certificate or Initial Renewal CTE Certificate.

**Step 2. Step 2 thru Step 4.** Same as for Renewal of the Initial CTE Certificate (above).

## CHECKLIST [& REQUIREMENTS] FOR INITIAL RENEWAL OR CONTINUING CTE CERTIFICATION IN WASHINGTON

Renewal of an Initial CTE Certificate (valid for three years):

- Eligibility** - [Must have held an Initial CTE Certificate.]
- Application** - [Minimum age 18, Must provide education history] Submit Form SPI/CERT 4076A, Application for Washington State Initial Renewal or Continuing CTE Certificate.
- Fee** - Submit Fee Payment Schedule with check.
- Education** - Submit official transcripts and Form 4076V. [Must have completed 3 quarter hours or 30 clock hours of CTE educator training in the subject matter certified to teach since the issuance of the most recent initial certificate.]

The Continuing CTE Certificate (valid for five year periods):

- Eligibility** - [Must have held an Initial CTE Certificate or Initial Renewal CTE Certificate.]
- Application** - [Minimum age 18, Must provide education history] Submit Form SPI/CERT 4076A, Application for Washington State Initial Renewal or Continuing CTE Certificate.
- Fee** - Submit Fee Payment Schedule with check.
- Education** - Submit official transcripts and Form 4076V. [Must have completed 9 quarter hours or 90 clock hours of CTE educator training in the subject matter certified to teach, completed subsequent to the conferral of the baccalaureate degree or issuance of the initial CTE certificate.]
- Experience** - Report this on Form 4076F. [Must provide documentation of completion of two years of teaching/coordination in the CTE subject matter certified to teach with an authorized employer, i.e., school district or skills center.]

Send all required materials following instructions in Step 2 on page 1.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Professional Education and Certification  
 Career and Technical Education Certification  
 Old Capitol Building, PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-6400 TTY (360) 664-3631  
 Web Site: <http://www.k12.wa.us/cert/>  
 E-Mail: [cert@ospi.wednet.edu](mailto:cert@ospi.wednet.edu)

## APPLICATION FOR CAREER AND TECHNICAL EDUCATION CERTIFICATE INITIAL RENEWAL OR CONTINUING

Date

ESD No.

Fee \$1 to ESD  
 Receipt No.

### CERTIFICATE INFORMATION

1a. CERTIFICATE REQUESTED <input type="checkbox"/> Teaching <input type="checkbox"/> Work-Based Learning Coordinator	1b. <input type="checkbox"/> 3-Year (Renewal of Initial) <input type="checkbox"/> 5-Year (Continuing)
2. PROGRAM AREA OR COURSES	

3. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME
4. ADDRESS				5. DATE OF BIRTH
CITY/STATE/ZIP				6. SOCIAL SECURITY NO. (OPTIONAL)
7. TELEPHONE:				E-MAIL
BUSINESS (            )		HOME (            )		

8. Have you ever held a Washington teacher, administrator, educational staff associate, or career and technical education certificate? If yes, what was your certificate number?  
 YES  NO

9. Have you held an educational certificate in another state? If yes, list all such states here. Complete FORM SPI/CERT 4020C if you do not hold a current valid Washington certificate.  
 YES  NO

10. From what regionally accredited college or university did you receive your bachelor's degree?  
 DATE

11. From what college/university did you complete your approved career and technical education teacher preparation program? (If different from #10 above)  
 DATE

### AFFIDAVIT

I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing and all information included in this application is true and correct. If the answers to any question on the application or the moral character and personal fitness section on the application change prior to my being granted certification, I must immediately notify Career and Technical Education Certification at OSPI.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City/State

**THIS FORM MUST BE INCLUDED IN THE APPLICATION PACKET - ATTACH YOUR CHECK TO THIS FORM.**

APPLICATIONS THAT DO NOT INCLUDE ALL OF THE REQUESTED MATERIALS WILL BE RETURNED TO THE APPLICANT.

### CAREER AND TECHNICAL EDUCATION CERTIFICATION USE ONLY

APPROVED BY	DATE	GS - General/Specific Safety	DATE CERTIFICATE MAILED
CERTIFICATE TYPE(S)		ISSUE DATE	EXPIRATION DATE
		CLASSIFICATION 4 - New                      R - Renewal 2 - Renewal                N - Continuing	



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## CONTINUING CERTIFICATE: VERIFICATION OF CAREER AND TECHNICAL EDUCATION TEACHING/COORDINATION EXPERIENCE

### SECTION I

#### TO BE COMPLETED BY APPLICANT

Fill out this section and send the form to your employer(s). If verifying experience for more than one employer, photocopy this form and send to each employer. Include this form in your application packet after it is returned to you.

1. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS				3. DATE OF BIRTH
CITY/STATE/ZIP				4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE: BUSINESS (        )				WA CERT. NO.
HOME (        )				
E-MAIL				

If you are applying for the continuing career and technical education certificate, you will need to verify appropriate teaching or coordination experience on this form. Applicants must meet the experience requirement listed below for the continuing certificate:

Verification of two years of appropriate service in the respective role (teacher/coordinator). Substitute service in the role may be used. Career and technical education experience may be full-time or part-time.

### SECTION II

#### TO BE COMPLETED BY EMPLOYER (OR HIS/HER DESIGNEE)

Based on personnel records, this statement **MUST** be prepared and signed by the superintendent, the personnel director, or career and technical education administrator of the school district, or skills center where the applicant was employed. Work experience may be full or part-time in a career and technical education program. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

SCHOOL DISTRICT		APPLICANT'S POSITION TITLE	
FROM	TO	Teaching/coordination was in an approved career and technical education program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS		PRINTED NAME	
CITY/STATE/ZIP		TITLE OF PERSON COMPLETING FORM	
SIGNATURE		DATE	TELEPHONE (        )

**RETURN COMPLETED FORM TO APPLICANT**



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 Career and Technical Education Certification  
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## VERIFICATION OF CREDITS/CLOCK HOURS

### SECTION I

1. NAME	LAST	FIRST	MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS				3. DATE OF BIRTH
CITY/STATE/ZIP				4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE: BUSINESS (        )				6. CERTIFICATION NO.
HOME (        )				
E-MAIL				

### SECTION II

LIST CAREER AND TECHNICAL EDUCATION EDUCATOR TRAINING CLOCK HOURS AND/OR COLLEGE/UNIVERSITY CREDITS EARNED SINCE THE ISSUANCE OF YOUR LAST CAREER AND TECHNICAL EDUCATION CERTIFICATE.

FOR RENEWAL: List career and technical education educator training clock hours and/or college/university credits earned since the issuance of your most recent career and technical education certificate. Candidate must have completed **3 QUARTER HOURS OR 30 CLOCK HOURS** in the subject matter certified to teach.

FOR CONTINUING: List career and technical education educator training clock hours and/or college/university credits earned since the conferral of your baccalaureate degree or since the issuance of your initial, one-year, two-year, or three-year career and technical education certificate. Candidate must have completed at least **9 QUARTER HOURS OR 90 CLOCK HOURS** in the career and technical education subject matter certified to teach.

**YOU MUST PROVIDE OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPTS OR INSERVICE REGISTRATION FORMS FOR VERIFICATION OF COURSES LISTED BELOW.**

CLASS TITLE	PROVIDER (COLLEGE/UNIVERSITY/APPROVED AGENCY)	DATE CLASS COMPLETED	NUMBER OF HOURS	C - CLOCK Q - QUARTER S - SEMESTER Circle One:
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S
				C Q S

Attach additional list if necessary.

TOTAL

CLOCK HOURS

QUARTER CREDITS

SEMESTER CREDITS