



## WASHINGTON STATE

# CAREER AND TECHNICAL EDUCATION CONTINUING CERTIFICATE RENEWAL

WAC 180-77-031(4) or WAC 180-77-041(4)

## 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 Renewal; Definitions; Extract from WAC.
- Application Form

**ADDITIONAL MATERIALS REQUIRED:** None unless requested.

(**Note** - You must maintain record of reported clock hours or training for up to one year after the current expiration date. If your file is audited OSPI may request transcripts to document reported clock hours.)

### HOW TO APPLY FOR RENEWAL OF CONTINUING CTE CERTIFICATE IN WASHINGTON

**Step 1. Eligibility.** To apply for renewal of the Continuing CTE Certificate you must have held a Continuing CTE Certificate. If your certificate is expired and you do not hold any valid certificates, contact OSPI Certification for instructions (see Step 4, below).

**Step 2. Application.** Submit complete application and \$1 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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## CHECKLIST [& REQUIREMENTS] FOR RENEWAL OF CONTINUING CTE CERTIFICATE IN WASHINGTON

Renewal of a Continuing CTE Certificate (valid for three years):

- Eligibility** - [Must have held a Continuing CTE Certificate.]
- Fee** - Submit check for \$1, attached to application.
- Application** - [Minimum age 18, Must provide education/experience history] Submit Form SPI/CERT 4077, Application for Renewal of Continuing CTE Certificate. See instructions below\* for reporting **Education/Experience**. [Must have completed **one** of the following:
  - 6 quarter hours or 60 clock hours of career and technical educator training, or
  - 3 quarter hours or 30 clock hours of CTE educator training and 3 quarter hours or 30 clock hours of technical education/upgrading; or
  - 3 quarter hours or 30 clock hours of CTE educator training (and 300 hours occupational experience)]

\* **Section II** - List all career and technical educator training, professional education, and technical education/upgrading (approved clock hour inservice and college credit) taken for renewal of your continuing certificate. When listing the hours taken, list the actual number of hours received and be sure to indicate whether the offering was in clock hours, quarter hours, or semester hours. When listing the provider of the inservice offering, be sure to list the agency which offered (or sponsored) the inservice. Do not list the instructor, place of offering, or your employer.

**Section III:** List all occupational experience (if any) since your last five-year continuing certificate.

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

"Career and technical educator training" shall mean those vocational programs, courses, seminars and workshops offered for the purpose of vocational certification.

"Technical education/upgrading" shall mean those career and technical education programs, courses, seminars and workshops which are designed to improve the skills and/or knowledge in the discipline in which the application is being made.

"Occupational experience" shall mean paid or unpaid work experience in the career field to be taught.

### EXTRACT FROM WAC 180-77-031(4) or WAC 180-77-041(4):

(4) Continuing certificate renewal.

(a) Candidates for renewal of the continuing certificate shall complete since the previous continuing certificate was issued one of the following:

(i) Six quarter hours or sixty clock hours of career and technical education educator training;

(ii) Three quarter hours or thirty clock hours of career and technical education educator training and three quarter hours or thirty clock hours of technical education/upgrading;

(iii) Three quarter hours or thirty clock hours of career and technical education educator training and three hundred hours of occupational experience.



### SECTION III

List occupational experience completed since your last continuing certificate was issued.

Occupation _____
Dates of Employment _____ Total Number of Paid Hours _____
Duties _____
Employer _____
Address _____ City _____ State _____ Zip Code _____
Telephone Number _____
Occupation _____
Dates of Employment _____ Total Number of Paid Hours _____
Duties _____
Employer _____
Address _____ City _____ State _____ Zip Code _____
Telephone Number _____
Occupation _____
Dates of Employment _____ Total Number of Paid Hours _____
Duties _____
Employer _____
Address _____ City _____ State _____ Zip Code _____
Telephone Number _____
Occupation _____
Dates of Employment _____ Total Number of Paid Hours _____
Duties _____
Employer _____
Address _____ City _____ State _____ Zip Code _____
Telephone Number _____

Attach additional list if necessary.