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Certification tips!

- **Know when your certificate expires, and what it takes to keep it valid.** Plan this out several years in advance so you'll have time to do what is needed.
- **The uniform expiration date for most certificates is June 30.**
- There are many types of certificates, so **avoid relying on secondhand advice** from well-meaning colleagues. Ask us for information or consult OSPI's Certification Handbook
- **It is ultimately the certificate holder's responsibility to keep certificates current.** Although your human resources office, ESD 105, and OSPI staff can assist, educators are solely responsible for knowing their certificate's expiration date and maintaining valid certification.



*Serving.
Delivering.
Inspiring.*



Certification is a prerequisite for employment as a professional educator in Washington's K-12 schools, and indicates that the educator meets minimum state requirements to practice. Requirements vary according to the certificate, but may include continuing education, college/university degree, completion of a preparation program, testing, experience, and/or fingerprinting and background check.

Teachers, principals, program administrators, superintendents, school counselors, school psychologists, and other educational staff members are recommended for initial, advanced, and continuing certification by Washington state colleges and universities or by one of the state's ESDs. **ESD 105** receives all certificate applications for educators serving in our region and makes recommendations for certification approval to OSPI.

Clock hours

Many of our agency's professional development offerings include options for clock hours, which are used for advancement on the pay scale and maintenance of an advanced certificate. We also review proposals from host agencies providing educational programs that qualify for at least 3 clock hours.

- **One clock hour** equals 60 minutes of facilitated instruction time validated by Washington state-approved providers such as ESD 105. Clock hours are a low-cost alternative to college credits for satisfying the continuing education requirement.
- **Ten clock hours** are equivalent to one quarter credit hour for salary consideration. Check with your school district human resources office to see which clock hours qualify for salary.
- **150 clock hours** are needed every five years for ProCert and continuing renewals.
- We automatically send complimentary official transcripts of ESD 105 clock hours to school districts each September for all educators who attended our programs during the previous year. Educators should contact us if there has been a change with which school district they are serving.
- ESD 105 can provide a free unofficial copy of your clock hour record with us if you send a search request by e-mail.
- If you need to claim past ESD 105 programs that are not in your record, send us a search request via e-mail.

Fingerprinting service

ESD 105 offers electronic fingerprinting services via appointment at (509) 572-2885. Educators need to provide fingerprints if they either (1) do not hold a valid Washington educator's certificate and are applying for one, or (2) are applying for employment at a school where they are not already employed. The LiveScan equipment allows the quality of prints to be checked as they are taken, avoiding retake delays.

See upcoming opportunities at www.esd105.wednet.edu/EventCenter