

Woodring College of Education
Teacher Certification Office

516 High Street, Bellingham WA 98225-9090
Telephone: (360) 650-4930 / Fax: (360) 650-6583

Step 1: Review this document and the application materials to ensure a full understanding of the eligibility criteria and process. Advise your school principal, cooperating teacher, and University Intern Coordinator of your interest in applying for the Intern Substitute Certificate. Application materials: <http://www.wce.wvu.edu/Resources/Certification/InternSub/Index.shtml>

Step2: FORM SPI/CERT 4028B, District Request for Intern Substitute Certificate signed by the school district superintendent or personnel director: Complete Section A and take the form to your school district personnel office for completion of Section B. Most school districts also require an employment application at this time. In a few cases the school district will not sign this form. This means you will not be eligible for an intern substitute certificate. In other cases, the school district may defer their determination until closer to the date of the substitute teacher need.

Step 3: Begin compiling portfolio materials per the guidelines provided in the Portfolio Checklist.

Step 4: Submit the following **completed** documents:

To the Teacher Certification Office (MH 250)

1. School Request
2. Candidate Acknowledgment
3. FORM SPI/CERT 4028A, Application for Washington State Intern Substitute Certificate - **do not submit transcripts from other institutions, they are on file with WWU**
4. FORM SPI/CERT 4028B, District Request for Intern Substitute Certificate – **signed by the school district superintendent or personnel director**
5. A **copy** of your Midterm Evaluation – please do not submit the original
6. Intern Observation Log or other documentation that you have been observed at least four times by your University Intern Coordinator, and once by your principal or designee
7. Portfolio Checklist and Portfolio - to be evaluated by the Woodring Department Chair

To the Western Washington University Cashier

8. Fee Payment Schedule with check payment of \$55.00

Step 5: The Teacher Certification Office will review submitted materials for completeness, consult with the University Intern Coordinator, and forward the Portfolio Checklist and portfolio to the Woodring Department Chair.

Step 6: The Woodring Department Chair will evaluate the portfolio, record his/her determination on the Portfolio Checklist, and return the Portfolio Checklist and portfolio to the Teacher Certification Office.

Step 7: If approved, the Woodring Teacher Certification Office will notify the intern via email, and fax a professional education permit, authorizing the intern to teach **only** in the classroom to which assigned as a student teacher to the school district personnel office. The Portfolio Checklist will be placed in the student file and the portfolio may be picked up in MH 250 unless other arrangements are made. If denied, the rationale behind that decision will be provided to the intern.