



## SECTION FOUR

Certification  
Information

## Certification Information

**D**uring one of the last seminars, the University Certification Officer will make a presentation in which he/she will share the timelines for the certification process. A handout will be given regarding certification options and requirements following completion of the teacher preparation program. Candidates should come to the seminar prepared with questions for the certification officer.

Prior to that time, if you have questions regarding certification, please contact the Heritage University Certification Officer at (509) 865-8696.

## CO-TEACHING CERTIFICATION CHECKLIST

The teacher candidate will submit the following paperwork as requested by the University Mentor. The University Mentor will submit the paperwork to our certification officer. Again, it is the teacher candidate's responsibility to gather signatures as needed and submit all paperwork to the University Mentor before the deadline.

- Co-teaching Internship Summary Sheet** - A sample of this form follows. A digital copy is available in the Co-teaching Internship section of MyHeritage.
- Original - Professional Growth Plan** signed by Candidate and Regional Director/Director of Teacher Field Experiences. A digital copy of this form is available in the Co-teaching Internship section of MyHeritage.
- Original – Professional Competencies Assessment Instrument (PCAI)** (Addendum) Midterm and Final Summary sheets signed by Core Teacher, Candidate, and University Mentor
  - Original – Candidate Disposition Evaluation Form**  
Midterm and Final Disposition Evaluation Forms signed by Core Teacher, Candidate, and University Mentor
- Original – Candidate Log of Time** in Classroom/Seminars signed by Core Teacher and Candidate
  - Original – University Mentor Final Rating Sheet**
  - Original – Core Teacher Final Rating Sheet**

## CO-TEACHING INTERNSHIP: SUMMARY SHEET

Teacher Candidate:

Student ID:

District:

School:

Grade Level(s):

Subject (if appropriate):

Core Teacher:

Principal:

University Facilitator:

Number of hours in the co-teaching internship:

Date on which co-teaching internship began:

Date on which the co-teaching internship ended:

List dates of Teacher Candidates absences and give reasons:

Date:

Reason:

Date:

Reason:

Date:

Reason:

### **Observations/Conferences**

University Facilitator:

Number of times:

Amount of time (average per visit):

### **Additional Observers/Visitors (give dates)**

Principal:

Date:

Other:

Date:



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## UNIVERSITY MENTOR FINAL RATING SHEET

### Outcome Score

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**CANDIDATE NAME:** \_\_\_\_\_

This rating should reflect a single measure of success for the entire Co-teaching Internship as determined by the University Facilitator. Please consider all aspects of the candidate's performance: observations, PCAI, content knowledge, dispositions, etc.

**This is not an average score of the PCAI.**

Circle the most appropriate value.

<u>Value</u> (Only whole number)	<u>Description</u>
4	Exemplary
3	Met standard (passed)
2	Approaching standard (some reservations)
1	Did not meet standard (did not pass, counseled out, etc.)

**University Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## CORE TEACHER FINAL RATING SHEET

### Outcome Score

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**CANDIDATE NAME:** \_\_\_\_\_

This rating should reflect a single measure of success for the entire Co-teaching Internship as determined by the Core Teacher. Please consider all aspects of the candidate's performance: observations, PCAI, content knowledge, dispositions, etc.

**This is not an average score of the PCAI.**

Circle the most appropriate value.

<u>Value</u> (Only whole number)	<u>Description</u>
4	Exemplary
3	Met standard (passed)
2	Approaching standard (some reservations)
1	Did not meet standard (did not pass, counseled out, etc.)

**Core Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Intern Substitute Applications

There may be situations when an opportunity arises for the candidate to obtain an Intern Substitute Certificate. Through collaboration with the college/university preparation program, the school district, and the candidate, this type of certificate may be recommended. This limited certificate is **only available through the need and application initiated by the school district** and approved by the college or university where the candidate is conducting their field experience. In all cases, communication between the school district, preparation program, and candidate is essential.

The Intern Substitute Certificate application begins at the school district level.

Once Heritage University College of Education Director of Field Experiences has verified that the Candidate is eligible for the Intern Substitute Certificate, then the District and Heritage University Certification Officer will be notified, and the appropriate recommendations will be made with the Office of Superintendent of Public Instruction (OSPI).

Like all applications initiated by school districts or college/university programs, the candidate will enter E-Certification and "Apply for Your District Request here".

### Request for Intern Substitute Teacher Certificate Checklist

1. Candidate will meet the following criteria before requesting to be an intern substitute in their core teacher's classroom:
  - Candidate has passed both NES exams for degree major/endorsement being earned.
  - Candidate has successfully completed a minimum of seven weeks of co-teaching.
  - Candidate has demonstrated competence on all nine components of the Professional Competencies Assessment Instrument with a score of at least three or four.
  - Candidate assessment of dispositions will be completed with no concerns indicated.
2. Candidate will verify the following evidence is submitted to the Heritage University Director of Teacher Field Experiences. Once approval has been granted an OSPI Intern Substitute Application Packet will be provided to the candidate:
  - Written request from building Principal has been e-mailed to the district's personnel manager and the Director of Teacher Field Experiences.
  - Documentation of completion of seven weeks of co-teaching verified by facilitator.
  - Professional Competencies Assessment Instrument summary sheet with a score of at least three or four on all nine components signed by the facilitator, core teacher and candidate.
  - Candidate assessment of dispositions completed with no concerns indicated.
3. OSPI Requirements
  - Hold a valid Pre-Residency Certificate
  - Program approval - Approval of Candidate for Intern Substitute Certificate - Form 4028E

The WEST-B is Washington's basic skills (reading, writing and mathematics) test for teachers. Taking a basic skills assessment is required for admission to approved teacher preparation programs and for persons from out-of-state applying for a Washington State residency certificate.

Candidates entering a Washington approved teaching preparation program may substitute a score on one or more sections of the SAT or ACT for the equivalent on the WEST-B. The adopted passing scores for SAT and ACT.

**Washington Educator Skills Test–Basic® (WEST–B®) (Cut Score 240)**

[www.west.nesinc.com](http://www.west.nesinc.com)

Test Code	Test
095/096/097	WEST–B: Reading, Writing, Mathematics

SAT	ACT
Math 515 Reading 500 Writing 490	Reading 22 Math 22 Writing 8 From 9/1/16- 8/31/16 (23)

To earn a residency teacher certificate in Washington, candidates are required to take the basic skills assessment and pass a content knowledge assessment. Accelerate and Residency candidates must also pass the high need endorsement test (i.e. Sped., ELL or BLE).

**National Evaluation Series™ (NES®) Tests (Cut score 220)**

**Washington Educator Skills Test (Cut Score 240) Endorsements™ (WEST–E™)**

Test Code	Test
101	Early Childhood Education
102/103	Elementary Education - 102 - Subtest 1 (English Language Arts, Social Studies 103 - Subtest 2 (Math, Science, Art/Health/Fitness)
301	English Language Arts
304	Mathematics
203	Middle Grades Mathematics
305	Biology
503	Art

Test Code	Test
050	Bilingual Education
100	Designated World Languages
051	English Language Learners
052/053	Middle Level Humanities (Subtests 1 and 2)
070	Special Education

**American Council on the Teaching of Foreign Languages (ACTFL) Washington**

The ACTFL is used to assess the candidates' proficiency in a target language. World Language and Bilingual education teacher candidates are required to pass the ACTFL assessment to demonstrate that they meet the adequate level of language proficiency. WEST E 100-Designated World Language

**Bilingual Education endorsements (WEST E- 050)**

1. Pass the WEST-E test in bilingual education, and
2. ACTFL Writing Proficiency Test (WPT\*) at the Advanced-Mid level in a world language area, and
3. ACTFL Oral Proficiency Interview (OPI\*\*) at the Advanced-Mid level in a world language area.