

Heritage University

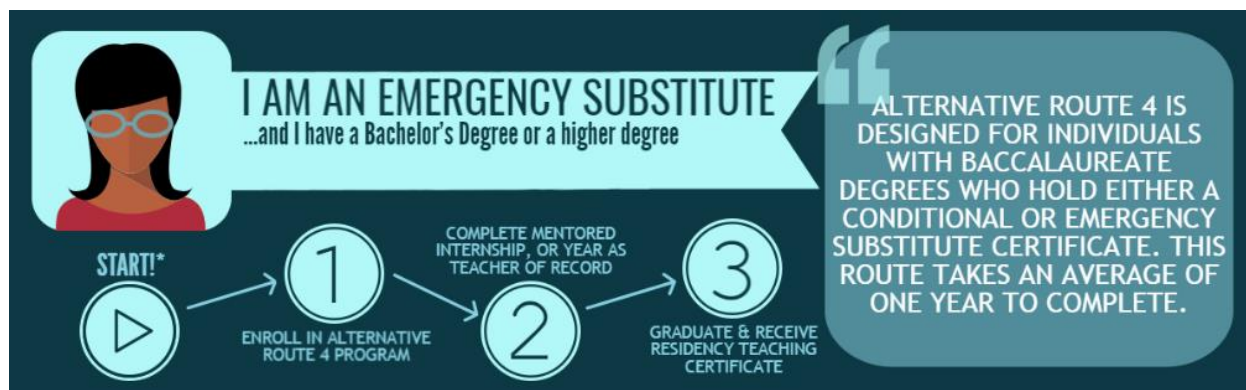
College of Education

Master in Teaching (MIT) Program Application Packet

HU Accelerate

In 3 semesters (1 year) you will graduate with your Master in Teaching degree, Washington State teaching certificate and an endorsement in either Special Education or English Language Learners.

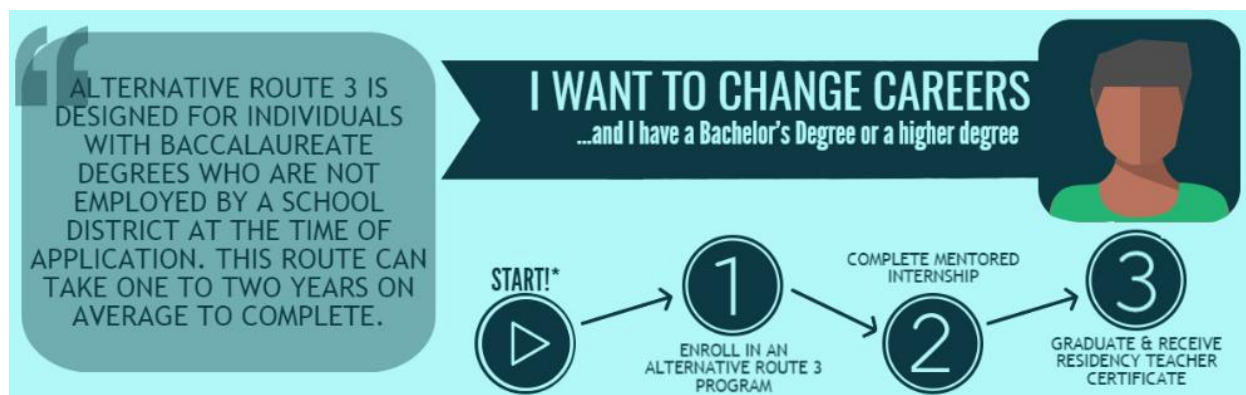
- Before entering the program you are employed by a school district. This includes emergency substitute or para educator, or you have received a letter of intent to be hired for the 2020/2021 school year.
- Fulltime PAID employment by a school district for the 2020/2021 school year.
- Support of a well-trained mentor.



HU Residency

In 3 semesters (1 year) you will graduate with your Master in Teaching degree, Washington State teaching certificate and an endorsement in either Special Education or English Language Learners.

- You are NOT currently employed by a school district.
- Only 2-3 days per week engaged with a school district as a MENTORED RESIDENT INTERN (student teacher).
- You are able to work part-time while going through this program.



PROGRAM SCHEDULE

Elementary K-8 Endorsement & English Language Learner or Bilingual Education Endorsement

Summer	Fall	Spring
ED 500 Master in Teaching Orientation (0)	ED 505 Essential Educational Concepts (2)	ED 517A Facilitating Learning in Science (2)
ED 516A Facilitating Learning in Math: K thru 4 th Grade Emphasis (2)	ED 516B Facilitating Learning in Math: 5th thru 8th (2)	ED 518 Facilitating Learning in the Arts (1)
ED 524A Foundational Literacy (2)	ED 524B Developing Literacy (2)	ED 519 Facilitating Learning in Health and Fitness (1)
ED 556 Differentiated Instruction: Multicultural Education (2)	BLE 520 History and Theory of BLE/ESL (2)	ED 524C Advanced Literacy (2)
ED 557A Curriculum, Instruction, Management and Assessment I (3)	BLE 535 Sociolinguistics (2)	ED 525A Facilitating Learning in Social Studies and Lit. for Children (2)
ED 549 Child Safety Issues (1)	BLE 522 ESL in the Content Areas (2)	BLE 526 Literacy and The BLE/ESL Student (3)
BLE 527 Instructional Methods in Teaching BLE/ESL (3)		BLE 530 Educational Linguistics (2)
SPED 525 Essential Special Educational Fundamentals for K-8 Educators (2)		<u>Pass edTPA</u>
15 Credits	12 Credits	13 Credits

Elementary K-8 Endorsement and Special Education Endorsement

Summer	Fall	Spring
ED 500 Master in Teaching Orientation (0)	ED 505 Essential Educational Concepts (2)	ED 517A Facilitating Learning in Science (2)
ED 516A Facilitating Learning in Math: K thru 4 th Grade Emphasis (2)	ED 516B Facilitating Learning in Math: 5th thru 8th (2)	ED 518 Facilitating Learning in the Arts (1)
ED 524A Foundational Literacy (2)	ED 524B Developing Literacy (2)	ED 519 Facilitating Learning in Health and Fitness (1)
ED 556 Differentiated Instruction: Multicultural Education (2)	SPED 536 Curriculum & Instruction Strategies for Students with Mild Disabilities (3)	ED 524C Advanced Literacy (2)
ED 557A Curriculum, Instruction, Management and Assessment I (3)	SPED 538 Assessment and Evaluation of Students with disabilities (3)	ED 525A Facilitating Learning in Social Studies and Lit. for Children (2)
ED 549 Child Safety Issues (1)		SPED 537 Curriculum and Instructional Strategies for Students with Moderate or Severe Disabilities (3)
BLE 527 Instructional Methods in Teaching BLE/ESL (3)		SPED 568 Special Education Law (2)
SPED 525 Essential Special Educational Fundamentals for K-8 Educators (2)		<u>Pass edTPA</u>
15 Credits	12 Credits	13 Credits

Heritage University reserves the right to adjust this schedule and any program requirements.

Application Checklist

*NOTE- Prospective students must apply to both Heritage University and the College of Education)

Heritage University Admission

	University Registration available online at http://bit.ly/HUAPPLY .
	Pay the non-refundable application fee.
	Submit letter of application (1-2 pages) with emphasis on educational experience in school settings. <ul style="list-style-type: none"> ○ Explain reasons for your interest in teaching. ○ Describe experiences with children (emphasis on experience in school settings) ○ Describe any special knowledge, skills, and experiences that will make you a good teaching candidate (e.g. bilingual, math/science background, work with children with special needs, etc.)
	Official College/University Baccalaureate transcript from an accredited program submitted.
	Submit financial aid request at https://fafsa.ed.gov/ . List Heritage University in this request (#003777).

College of Education - MIT Admission *Submit Materials to collegeofed@heritage.edu or [Foster_S@ Heritage.edu](mailto:Foster_S@Heritage.edu)

	Complete Program Application (attached). If WEST-B and NES tests have not yet been taken, leave blank.
	Submit a Resume.
	Include two letters of recommendation – At least one of which should be education related.
	WEST-B (all three subtests) taken. https://www.west.nesinc.com/ * Candidates entering a Washington approved teaching preparation program may substitute one or more sections of the SAT or ACT for the equivalent passing scores on the WEST-B.
	National Evaluation Series (NES 102/103) tests taken. https://www.west.nesinc.com/
	Writing sample (3-5 pages double spaced) essay submitted to Shari Foster Foster_S@heritage.edu , AND collegeofed@heritage.edu . If you have difficulty downloading it or they ask you for money, contact me. <ul style="list-style-type: none"> ○ Sign up with Educators Rising: https://www.educatorsrising.org/virtualcampus/ ○ Once logged in, type “changing the world” in the search box if the article doesn’t appear ○ Read the article. ○ Write a 3-5 page (double spaced) response to: <ul style="list-style-type: none"> ● What is the purpose of schooling? ● What will this purpose require of you as a teacher? ● How do you feel about taking on this role? * PRO TIP: check out this TEDTALK by the author: https://www.youtube.com/watch?v=ImOi9YnMau8
	Informed consent, declaration, and release for pre-field experience in schools (background check) waiver signed and submitted.
	Transcripts should demonstrate a minimum GPA of 3.0 for last 30 semester hours or 45 quarter hours.

Program Requirements

	Maintain a 3.0 GPA throughout program.
	Complete all courses with a grade of C or higher.
	Disposition Assessment with <i>No Concerns</i>

Certification Requirements

	Completed Program Courses
	Content Knowledge Assessments completed <ul style="list-style-type: none"> ○ WEST-E English Language Learners or WEST-E Bilingual Education taken after BLE courses are completed ○ Bilingual Proficiency Test taken if Candidate pursues a Bilingual Education Endorsement
	edTPA Performance Assessment: Completed during Co-Teaching, must PASS for Certification



Candidates must attempt the three WEST-B Exams AND Elementary Education NES Subtests 102 and 103 before starting coursework.



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

***TAKEN BEFORE ENTERING MIT PROGRAM**

WESTB → REGISTER HERE: https://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/WA095_TestPage.html

TEST CODE	TEST
095/096/097	WEST–B: Reading, Writing, Mathematics

- Free [Online WEST-B & ParaPro Prep Modules](#) from Center of Excellence for Careers in Teaching
- Free [Online WEST-B Prep Module](#), builds from the Center of Excellence materials above

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

Subject	WEST-B	SAT	ACT
Math	PASS (240)	27.5 (beginning 3/5/2016) 515 (through 3/4/2016)	22
Reading	PASS (240)	27 (beginning 3/5/2016) 500 (through 3/4/2016)	22
Writing	PASS (240)	28 (beginning 3/5/2016) 490 (through 3/4/2016)	8 (beginning 9/1/2016) 23 (beginning 9/1/2015 through 8/31/2016) 8 (through 8/31/2015)



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

***TAKEN BEFORE ENTERING MIT PROGRAM**

NES TESTS → REGISTER HERE: https://www.west.nesinc.com/TestView.aspx?f=HTML_FRAG/NT102_TestPage.html

TEST CODE	TEST
102/103 Elementary Education	102 - Subtest 1 (English Language Arts, Social Studies) 103 - Subtest 2 (Math, Science, Art/Health/Fitness)

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

***TAKEN AFTER COMPLETING COURSEWORK IN ENDORSEMENT AREA**

Test Code	Test	
050	Bilingual Education	<p>American Council on the Teaching of Foreign Languages (ACTFL): Washington The ACTFL is used to assess the candidates' proficiency in a target language. Candidates earning a bilingual education endorsement are required to take both the ACTFL Bi-Lingual endorsement test.</p> <p>Bilingual Education endorsements</p> <p>1 - Pass the WEST-E test in bilingual education, and</p> <p>2 - ACTFL Writing Proficiency Test (WPT*) at the Advanced-Mid level in a world language area, and</p> <p>3 - ACTFL Oral Proficiency Interview (OPI**) at the Advanced-Mid level in a world language area.</p>
051	English Language Learners	
070	Special Education	



APPLICATION FOR ADMISSION to the College of Education
Teacher Certification Preparation Program - GRADUATE

HU ID # _____

Name: _____
(Last) (First) (MI) (Former)

Date of Birth: _____ Gender: M ___ F ___ Ethnicity _____
(Mo.)/(Day)/(Year)

Phone: _____ Email: _____

Address: _____
(City) (State) (Zip)

ACADEMIC INFORMATION:

Are you a first generation College student? Y/N _____

Where did you earn your Bachelor's Degree? _____

Endorsement Option (circle one): ELL/BLE or SPED

TESTING:

➤ WEST B : Washington Educator Skills Tests - Basic

Enter Scores or scheduled test dates: WEST B: _____ Reading _____ Math _____ Writing _____
Teacher Preparation program candidates must pass the WEST B (all three subtests) before enrolling in the first semester of the education program.

SAT or ACT (circle one): Score: _____ Reading _____ Math _____ Writing _____ (Passing scores on the SAT/ACT may, in some cases, be submitted in place of WEST B requirements. Please submit transcripts of scores for verification.)

➤ NES: National Evaluation Series Tests:

Enter scores or scheduled test dates: NES 102: _____ NES 103: _____

Teacher Preparation program candidates must pass both NES tests before enrolling (Accelerate & Ignite) or before the beginning of the 3rd semester (Innovate)

Because of the responsibility of members of the teaching profession to the total development of young people, and notwithstanding a student's enrollment in or graduation from the College of Education, the dean and the faculty of the College reserve the right to refuse to admit to a teaching program, or recommend a student for a teaching certificate or endorsement if, in the discretion of the dean and the faculty, such a recommendation or assignment would be contrary to or, in violation of WAC 181-79A-155 - Good Moral Character and Personal Fitness.

I, _____ declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

SIGNATURE _____ DATE _____

Professional Educator Standards Board

Required Supplemental Application Information

I. First Generation Student

A student is considered first generation if the parent(s) the student lives (lived) with the majority of the time has (had) not attained a Bachelor's degree (while the student lived with them).

- ☐ Yes
- ☐ No
- ☐ Decline to Report

II. First Language English

English is the student's first language.

- ☐ Yes
- ☐ No
- ☐ Decline to Report

III. Gender

- ☐ Male
- ☐ Female
- ☐ Non-binary
- ☐ Unknown or Decline to Report

IV. Race 1

- | | |
|--|--|
| <input type="radio"/> American Indian/Alaskan Native | <input type="radio"/> Hispanic/Latino of Any Race |
| <input type="radio"/> Asian | <input type="radio"/> Native Hawaiian/Other Pacific Islander |
| <input type="radio"/> Black/African American | <input type="radio"/> White/Caucasian |

V. Race 2

- | | |
|--|--|
| <input type="radio"/> American Indian/Alaskan Native | <input type="radio"/> Hispanic/Latino of Any Race |
| <input type="radio"/> Asian | <input type="radio"/> Native Hawaiian/Other Pacific Islander |
| <input type="radio"/> Black/African American | <input type="radio"/> White/Caucasian |

VI. Ethnicity

- | | |
|--------------------------------|------------------------------------|
| <input type="radio"/> Hispanic | <input type="radio"/> Non-Hispanic |
|--------------------------------|------------------------------------|

VII. Social Security Number

____ _ -- ____ _ -- ____ _

Printed Name

VIII. Date of Birth

____ / ____ / ____
Month Day Year

Signature

Graduate Studies Declaration and Change of Major Form
Student's Name
Student ID#
Date

Please indicate if this is a: ☐ Declaration of Major

☐ Change of Major

Please indicate catalog year: ☐ 2020-2021

☐ Other: _____

Master of Education Degree:

- ☐ Counseling
- ☐ Educational Administration
- ☐ Organizational Leadership
- ☐ Organizational Leadership, with ProTeach Portfolio Support
- ☐ Organizational Leadership, Bilingual Education
- ☐ Organizational Leadership, English as a Second Language (ESL)
- ☐ Organizational Leadership, English Language & Literature
- ☐ Organizational Leadership, Reading / Literacy
- ☐ Organizational Leadership, National Board-Certified Teacher Preparation
- ☐ Special Education

Non-degree:

- ☐ Pro Teach Portfolio Support
- ☐ National Board Preparation

Endorsement only programs:

- ☐ Endorsement only:
 - ☐ ELL/BLE
 - ☐ Reading
 - ☐ SPED
- ☐ English Language Arts`

Master in Teaching Degree:
Elementary Education

- ☐ Theory to Practice -Elementary Education Course Based (K-8)
- ☐ Elementary Education Residency/Accelerate (K-8)

Selected Endorsement-

- ☐ ELL/BLE
- ☐ Special Education

Secondary Education

- ☐ English/Language Arts (5-12)

Master of Arts Degree

- ☐ Medical Sciences
- ☐ Multicultural English Literature & Language

Graduate Certificate:

- ☐ ESA School Counseling Certificate
 - ☐ Educational Administration
- Specialization (choose one):
 _____Principal
 _____Program Administration

Students: Please be sure you have copies of your unofficial transcripts when meeting with your faculty or academic advisor.

(1.) Department Chair Signature

Date

Assigned Academic Advisor Name (print)

(2.) Student's Signature

Date

(3.) Registrar's Signature

Date

INTERNAL USE ONLY: *Student academic files will be transferred once all appropriate signatures have been collected and data updated in EX. The Office of Student Affairs Academic Advising will transfer student files to the appropriate Faculty Advisor/Department.



College of Education
3240 Fort Road, Toppenish, WA 98948

INFORMED CONSENT, DECLARATION, AND RELEASE FOR PRE-FIELD EXPERIENCES IN SCHOOLS

Education students at Heritage University must complete a background check and obtain clearance prior to beginning any field experience. Conducting observations and/or short pre-field experiences in schools is often a component of education courses at Heritage University, and College of Education students must obtain clearance from our Certification Office to be eligible for pre-field experience activities.

Section I: Personal History		
Name:		
Date of Birth:	Phone:	
Mailing Address:	City:	Zip:
Former Names:		
Personal Reference:	Phone:	

Section II: Criminal History Disclosure		
Please review attached RCW 43.43.830 for specific definitions in each category		
YES	NO	(Please check as appropriate)
<input type="checkbox"/>	<input type="checkbox"/>	Are you a party in a civil adjudication proceeding? (See item #4 on attached RCW 43.43.830).
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a conviction record? (See item #5 on attached RCW 43.43.830).
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a crime against children or other persons? (See item #6 on attached RCW 43.43.830).
<input type="checkbox"/>	<input type="checkbox"/>	Have you been convicted of a crime relating to drugs? (See item #7 on attached RCW 43.43.830).
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a crime relating to financial exploitation? (See item #8 on attached RCW 43.43.830).
<input type="checkbox"/>	<input type="checkbox"/>	Do you currently have any outstanding criminal charges or warrants of arrest pending against you from any State or country?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any additional concerns that may affect your ability to be placed in a school? (If yes, please meet privately with our Certification Officer, Field Director, or Associate Dean for Teaching and Learning).

Section III: Informed Consent and Declaration

I, _____, certify or declare under the penalty of Perjury in the State of Washington that all information in this form is true and accurate.

My signature below:

- Grants permission and indicates informed consent on my part for Heritage University to conduct a Washington Access to Criminal History (known as WATCH) as part of the clearance process for placement in pre-service or informal observations and/or experiences in schools. I recognize that I have the right to know the outcome from the WATCH clearance. I also recognize in the first semester of enrollment I will submit to a fingerprint/background check by WSP and the FBI and character clearance under RCW 28A.410.010 for formal field experiences in schools.
- Obligates me to notify Heritage University immediately should anything asked on this form change.
- Acknowledges that I have received a copy of aforementioned RCW 43.43.830 to assist me in better understanding and answering the questions asked.
- Indicates an express understanding, promise and my duty to answer the questions truthfully and completely, and that I have had the opportunity to get clarification prior to answering the questions. I further understand that any falsification of information or misrepresentation (including omission of material facts) may negatively impact my placement in a future field placement.

Signature _____ Printed Name _____ Date _____
Signed in _____ (city), _____ (county) of the State of Washington.

For Official Use Only	
Approved	Denied

ATTACHMENT TO INFORMED CONSENT, DECLARATION, AND RELEASE

RCW 43.43.830

Background checks—Access to children or vulnerable persons—Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout RCW [43.43.830](#) through [43.43.845](#).

(1) "Agency" means any person, firm, partnership, association, corporation, or facility which receives, provides services to, houses or otherwise cares for vulnerable adults, juveniles, or children, or which provides child day care, early learning, or early childhood education services.

(2) "Applicant" means:

(a) Any prospective employee who will or may have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults during the course of his or her employment or involvement with the business or organization;

(b) Any prospective volunteer who will have regularly scheduled unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults during the course of his or her employment or involvement with the business or organization under circumstances where such access will or may involve groups of (i) five or fewer children under twelve years of age, (ii) three or fewer children between twelve and sixteen years of age, (iii) developmentally disabled persons, or (iv) vulnerable adults;

(c) Any prospective adoptive parent, as defined in RCW [26.33.020](#); or

(d) Any prospective custodian in a non-parental custody proceeding under chapter [26.10](#) RCW.

(3) "Business or organization" means a person, business, or organization licensed in this state, any agency of the state, or other governmental entity, that educates, trains, treats, supervises, houses, or provides recreation to developmentally disabled persons, vulnerable adults, or children under sixteen years of age, or that provides child day care, early learning, or early learning childhood education services, including but not limited to public housing authorities, school districts, and educational service districts.

(4) "Civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter [13.34](#), 26.44, or [74.34](#) RCW, or rules adopted under chapters [18.51](#) and [74.42](#) RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

(5) "Client" or "resident" means a child, person with developmental disabilities, or vulnerable adult applying for housing assistance from a business or organization.

(6) "Conviction record" means "conviction record" information as defined in RCW [10.97.030](#) and * [10.97.050](#) relating to a crime committed by either an adult or a juvenile. It does not include a conviction for an offense that has been the subject of an expungement, pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted, or a conviction that has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence. It does include convictions for offenses for which the defendant received a deferred or suspended sentence, unless the record has been expunged according to law.

(7) "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication

with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW [26.44.020](#); first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; commercial sexual abuse of a minor; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

(8) "Crimes relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

(9) "Crimes relating to financial exploitation" means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

(10) "Financial exploitation" means "financial exploitation" as defined in RCW [74.34.020](#).

(11) "Health care facility" means a nursing home licensed under chapter [18.51](#) RCW, a **boarding home licensed under chapter [18.20](#) RCW, or an adult family home licensed under chapter [70.128](#) RCW.

(12) "Peer counselor" means a nonprofessional person who has equal standing with another person, providing advice on a topic about which the nonprofessional person is more experienced or knowledgeable, and who is a counselor for a peer counseling program that contracts with or is otherwise approved by the department, another state or local agency, or the court.

(13) "Unsupervised" means not in the presence of:

(a) Another employee or volunteer from the same business or organization as the applicant; or

(b) Any relative or guardian of any of the children or developmentally disabled persons or vulnerable adults to which the applicant has access during the course of his or her employment or involvement with the business or organization.

With regard to peer counselors, "unsupervised" does not include incidental contact with children under age sixteen at the location at which the peer counseling is taking place. "Incidental contact" means minor or casual contact with a child in an area accessible to and within visual or auditory range of others. It could include passing a child while walking down a hallway but would not include being alone with a child for any period of time in a closed room or office.

(14) "Vulnerable adult" means "vulnerable adult" as defined in chapter [74.34](#) RCW, except that for the purposes of requesting and receiving background checks pursuant to RCW [43.43.832](#), it shall also include adults of any age who lack the functional, mental, or physical ability to care for themselves.

[[2012 c 44 § 1](#). Prior: [2011 c 253 § 5](#); [2007 c 387 § 9](#); [2005 c 421 § 1](#); [2003 c 105 § 5](#); [2002 c 229 § 3](#); [1999 c 45 § 5](#); [1998 c 10 § 1](#); [1996 c 178 § 12](#); [1995 c 250 § 1](#); [1994 c 108 § 1](#); [1992 c 145 § 16](#); prior: [1990 c 146 § 8](#); [1990 c 3 § 1101](#); prior: [1989 c 334 § 1](#); [1989 c 90 § 1](#); [1987 c 486 § 1](#).]

NOTES:

Reviser's note: *(1) RCW [10.97.050](#) was amended by 2012 c 125 § 2, eliminating the limitation on what may be included in a conviction record.

** (2) The term "boarding home" was changed to "assisted living facility" by 2012 c 10.

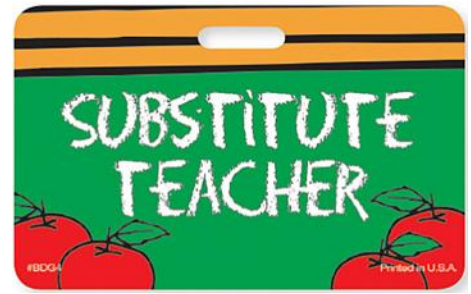
Effective date—2002 c 229: See note following RCW [9A.42.100](#).

Effective date—1996 c 178: See note following RCW [18.35.110](#).

Index, part headings not law—Severability—Effective dates—Application—1990 c 3: See RCW [18.155.900](#) through [18.155.902](#).

At-risk children volunteer program: RCW [43.150.080](#).

State hospitals: RCW [72.23.035](#).



Becoming an Emergency Substitute:

I would STRONGLY suggest that you apply to be a substitute teacher as you prepare to apply for our Master in Teaching (MIT) program. **This will help you gain experience in the K-12 public school world, as well as make connections with educators that could give you recommendations or hire you next year!** If the application asks for your teaching certificate, I would create a document (cover letter) saying something like this:

"I have applied for your posted substitute teacher position through your website and wanted to follow up with any additional information you may need. I have my bachelor's degree in _____ from _____. I am passionate about working with children! I hope this opportunity can give me experience as I intend to apply for Heritage University's Accelerated Master in Teaching program starting June 2020. What are the next steps for me as I prepare to be a substitute in your district?"

Each district is different. Below you will find the district listed and the instructions I have received about applying for an emergency teaching certificate. Please reach out to the contact person listed for each district for any additional help.

<https://ewicjobs.hrmlplus.net/>.

→ Use their filter options at the top of the page to navigate to specific districts:

Interest	Year	ID	District	Position	Location	Hou
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Wapato School District:** Contact: Leticia Salazar letis@wapatosd.org (509-877-4181) OR Amparo Razo amparor@wapatosd.org

Classroom Teacher	2017	11318	Wapato School District	Emergency Substitute Teacher	Wapato All Locations
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- **Toppenish School District:** Contact: Xochiti Mares xmares@toppenish.wednet.edu (509-865-8153) OR Rita Anaya: ranaya@toppenish.wednet.edu (509-865-8154)

Classroom Teacher	2017	12522	Toppenish School District	Emergency Substitute Teacher	Toppenish-All Locations
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- **Granger School District:** Contact: Carolyn Cruse 509-854-3168 crusec@gsd.wednet.edu

Classroom Teacher	2013	1	Granger School District	Substitute Teacher	Granger - All Locations
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- **East Valley School District: Contact:** Crystal Camarillo camarillo.crystal@evsd90.org OR Sheryl Seaman seaman.sheryl@evsd90.org 509-573-7303

Classroom Teacher	2017	12354	East Valley School District 90	Substitute - Emergency Teacher	East Valley - Administration Office
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- **Finley School District: Contact:** → **NO Substitute jobs posted online, please contact** Bryan Long blong@finleyisd.org 509-586-3217
 1. Complete Job application ((PLEASE EMAIL collegeofed@heritag.edu FOR THE APPLICATION))
 2. Sit down interview with Bryan Long
 3. \$78 fingerprint fee at ESD123 at their expense
 4. Upon approval they set up an account in the EDS system through the OSPI website
 5. School District requests the individual as a sub
 6. Sub goes in a pays OSPI \$54 Certification charge for a Limited Teaching Certificate otherwise known as Emergency Substitute Certificate
 7. Sub then gets access to district subbing online system. Most are using Absence Management
- **Mt. Adams School District: Contact:** Mari Saucedo msauceda@masd209.org

Classroom Teacher	2016	10862	Mt. Adams School District	Emergency Substitute Teacher	Mt Adams-Districtwide
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- **Naches Valley School District : Contact:** Erika Reich ereich@nvdsd.org 509-653-1802
If you have a Bachelor's Degree and are interested in substitute teaching, you could become an Emergency Substitute Teacher. Here is how:
 - 1.) Meet with a Principal in the building of your choice for a referral.
 - 2.) If referred, complete OSPI's E-Certification process. [Start here](#). (Educator User Guide is located at the bottom of OSPI's page for more help.)
 - 3.) Send an email to ereich@nvdsd.org when you have completed Step Two. In your email please include last four digits of Social Security Number, your name as registered with OSPI, and your phone number.
 - 4.) After you receive an email response from Erika Reich, complete the certification process by logging back in to OSPI E-Certification.
 - 5.) Apply for a Certificated Substitute position with Naches Valley School District by visiting www.nvdsd.org. Upload Emergency Substitute Certificate when received from OSPI.
 - 6.) Watch your email for approval of your Employment Application.
- **Prosser School District – Contact:** Kim Bolt kim.bolt@prosserschools.org 509-786-3323 Ext 2003

Classroom Teacher	2017	11325	Prosser School District	Substitute Teacher	Prosser - Business Office
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After the application is complete please contact Kim Bolt and she will submit the request to OSPI.

OTHER DISTRICTS → These districts do not share the job board listed above, please navigate to each individual page.

- **Grandview School District:** <https://www.gsd200.org/Page/64>
Contact: Faviola Ledesma fledesma@gsd200.org (509) 882-8500
- **Selah School District:** <https://selahjobs.hrmpplus.net/JobOpenings.aspx>
Contact: Heidi Diener at 698-8007 OR Pam Temple at 698-8006 – AFTER applying online
- **Zillah:** - <http://www.zillahschools.org/index.php/departments/human-resources>
Contact: Cecily Widner: 509.829.5911 - cecily.widner@zillahschools.org
- **Yakima School District:** <https://yakimajobs.hrmpplus.net/JobOpenings.aspx>
Contact: Sabrina Young (HR) 509-573-7062 YOUNG.SABRINA@YAKIMASCHOOLS.ORG
- **Sunnyside School District:** <https://sunnyside.tedk12.com/hire/index.aspx>
Contact: Brenda Meyer ((509) 836-8712) brenda.meyer@sunnysideschools.org

Substitute Teacher/ Emergency Substitute	09/07/2016	Substitute	District Position	Apply
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- **Pasco School District:** <https://pascosd1.tedk12.com/hire/index.aspx>
Contact: employeeservices@psd1.org 509-543-6700 or 509-543-6728

Substitute Teachers - 2017-2018 SY - Various Buildings	04/27/2017	Certificated	Various Buildings	Apply
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- **Richland School District:** <https://richlandjobs.hrmpplus.net/JobOpenings.aspx>
Contact: job.info@rsd.edu
- **Kennewick School District:** <https://kennewick.tedk12.com/hire/index.aspx>
Contact: jobs@ksd.org
- **North Franklin School District:** <https://www.nfsd.org/employment--38>
Contact: Susan Syrie 509-234-2021 ssyrie@nfsd.org
- **Kiona-Benton City School District:** <https://kibesd.tedk12.com/hire/index.aspx>