



Seattle Pacific UNIVERSITY

Engaging the culture, changing the world.

Center for Professional Education | 3307 Third Avenue West | Peterson Hall Suite 209 | Seattle WA 98119
206-281-2274 | endorse@spu.edu

Application Instructions for Additional Endorsement Program PATHWAY 3

OVERVIEW:

Recent changes in Washington State law impact the way that teachers add additional endorsements to their teaching certificate. Pathway III endorsements are handled through an approved University or College for those wishing to add an endorsement in an unrelated field, which requires completion of a college program. Seattle Pacific University has designed the following steps to assist you through the process of earning your Pathway III Endorsement.

PREREQUISITES:

Washington State Teacher Certificate

POLICIES:

Candidates will not be admitted to SPU through the Admissions Office, but through the School of Education's Center for Professional Education. Participants in the endorsement program are considered non-matriculated students by the University and are not eligible for financial aid. The application fee for any Pathway 3 Endorsement Program is **\$200**. The fee should be submitted by check *made payable to Seattle Pacific University* or paid by credit card using the payment section on the application. Although some applicants complete coursework prior to applying, an application **MUST** be received in order to earn the endorsement.

A complete application will include the following:

- Completed Pathway 3 application, signed
- \$200 application fee (payable to SPU)
- A photocopy of valid WA State teaching certificate
- A Course Substitution Form and official transcript(s) (unofficial if SPU courses) *if applicable*

PROCEDURE:

1. **Application:** Applicants should complete the program application and submit it with the \$200 application fee (payable to SPU) to **the Center for Professional Education** at the below address:

Seattle Pacific University
Center for Professional Education
3307 Third Avenue West, Suite 209
Seattle, WA 98119
ATTN: Endorsements

After the application packet has been submitted and processed, the applicant will be accepted as an endorsement candidate and receive an official letter in the mail. Please allow up to two weeks for the application to be processed.

2. **Transcript Evaluation and Course Substitution Form:** SPU may accept substitution courses from accredited 2-4 year colleges or universities. Applicants may submit official copies of transcripts from each school attended where classes were taken that *may* apply to the endorsement(s). **If sending directly from institution, please use address above.** SPU requests that all applicants submitting transcripts for review also submit a **Course Substitution Form** to support the transcript evaluation: It is in the candidate’s best interest to provide as much information as possible. The endorsement coordinator and Certification Officer will complete a transcript evaluation resulting in a list of the remaining courses for the candidate to complete in order to obtain the additional endorsement. Transcript evaluations may take an additional two weeks.

3. **Complete the Remaining Coursework:** SPU courses may be offered on or off campus, online, or through our distance learning courses. Please refer to the Required Course List. A candidate taking coursework outside of SPU may use undergraduate, graduate, or professional education courses, upon approval. Since this endorsement is competency based, any course substitutions will need prior approval. Registration forms and current course information is available on our website: www.spu.edu/spiral.

4. **Take the WEST-E exam in the new endorsement area:** Depending on the endorsement area, the WEST-E exam may be offered as a **Paper-Based test** or a **Computer-Based test**. Refer to the test website for more information on test formats. A candidate must pass the WEST-E exam in the new endorsement area and have their score submitted to Seattle Pacific University **electronically**. The score recipient number for SPU is **230**. Scores are usually available four to six weeks after the testing date. The candidate’s passing WEST-E exam score must be received electronically before a candidate may enroll in EDCN 5730 Field Experience. In order to be eligible to register for EDCN 5730 Field Experience during a specific quarter, please follow these guidelines when selecting your test date:

I intend to complete Field Experience in:	you MUST have scores reported to SPU:	Approximate Test Date:	Approx. Registration Deadline:
Autumn	no later than August 15th	July	June
Winter	no later than November 1st	September	August
Spring	no later than March 1st	January	December

Information on the test and registration is available at www.west.nesinc.com.

5. **Field Experience:** Once a candidate has completed all required coursework and passed the WEST-E exam, they may *request* to register for EDCN 5730 Teaching Endorsement Field Experience. This course allows the candidate to demonstrate competency in the new

endorsement area. A candidate's eligibility to register for Field Experience is dependent upon a file review performed by the Endorsement Coordinator, and approved by the Certification Officer, to determine all other program requirements have been met. Candidates are encouraged to notify the Endorsement Coordinator *early* of their intention to complete Field Experience within a particular term.

Field Experience will be offered during Autumn, Winter and Spring. Each section will run for approximately 11-weeks, and within that 11-week timeframe the candidate will be expected to teach 12-15 lessons in an applicable classroom setting for the new endorsement area. These lessons should be taught over a minimum of 3 weeks, within the larger 11-week duration of the course. The candidate will be responsible to secure an appropriate classroom setting for his or her Field Experience as well as a Mentor Teacher, someone who holds the endorsement and has taught in that endorsement area for at least three years.

In addition to teaching in the new endorsement area, the Candidate will have coursework to complete. An SPU Instructor will be assigned to the Candidate who will both observe the candidate teaching and grade their coursework. For additional information on EDCN 5730 Field Experience, please contact the Endorsement Coordinator at endorse@spu.edu.

Final steps: Once completed with the Pathway 3 process, candidates will submit to the above address a check for **\$48** made payable to Seattle Pacific University along with the *Institutional Application for an Additional Endorsement* (Form SPI 1535 – this is included in the course materials for EDCN 5730 Field Experience). These items can be submitted to SPU at any time, but must be received before SPU will recommend adding the new endorsement to the candidate's teaching certificate.

RECOMMENDATION FOR THE ENDORSEMENT:

The Certification Officer will complete the final paperwork and verify completion of the endorsement program requirements to the certification office of OSPI, which will then issue the candidates certificate with the additional endorsement. OSPI sends new certificates directly to SPU, and SPU will forward the new certificate on to the Candidate.