



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:

Valid 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 the Pathway 3 program is **\$200** paid either by check *made payable to Seattle Pacific University* or by credit card using the payment section on the application. A complete application will include the following:

- Pathway 3 application form, signed
- \$200 application fee (made payable to SPU)
- A photocopy of a valid Washington State Teacher Certificate
- Course Substitution Form and official transcript(s) *if applicable (see below)*

PROCEDURE:

- 1. Application and Transcript Review:** Complete the program application form and submit with the \$200 fee (made payable to SPU) to **the Center for Professional Education:**

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

Once the complete application has been submitted and processed, the applicant will be accepted as an endorsement candidate. Please allow up to two weeks to process application. Only after a candidate is admitted to the program will transcripts be reviewed. SPU may accept transfer credits

from accredited 2-4 year colleges or universities and 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 committee 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.

- 2. Complete the Remaining Coursework:** These SPU courses may be taken on or off campus, on-line, or through other distance learning courses. They may be undergraduate, graduate, or professional education courses. Since this endorsement is competency based any course substitutions will need prior approval. Registration forms and course information are available on our website: www.spu.edu/spiral.
- 3. Take the WEST-E exam in the new endorsement area:** A candidate must pass the WEST-E exam in the new endorsement area and have their score submitted electronically to Seattle Pacific University. Scores are usually available four to six weeks after the testing date. The candidates WEST-E exam score must be received electronically before a candidate can undergo pedagogy assessment/field experience. The score recipient number for SPU is **230**.

To be eligible to take Field Experience in a particular quarter, follow these guidelines for test date selection:

I intend to complete Field Experience in:	Take the WEST-E Exam no later than:	The Registration Deadline is:	Or scores need to be reported to SPU by:
Autumn quarter	July test date	around June 1 st	August 15 th
Winter quarter	September test date	around August 1 st	November 15 th
Spring quarter	January test date	around December 1 st	February 1 st

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

- 4. Field Experience and Performance-Based Pedagogy Assessment:** After a candidate has completed all prior steps the candidate will be eligible to register for EDCN 5730, Teaching Endorsement Field Experience. This is a 5-credit course that allows the candidate to demonstrate competency in the endorsement area and can only be taken once all other required coursework is completed.

Final steps: Once completed with the Pathway 3 program, candidates will submit to the above address a check for **\$15** *made out to Seattle Pacific University* along with the *Institutional Application for an Additional Endorsement* (Form SPI 1535, this is included in the application packet for the field experience). These items can be received at any time after program completion, but must be received before SPU can recommend a new endorsement on the candidates teaching certificate.

RECOMMENDATION FOR THE ENDORSEMENT:

The Certification Officer will complete the final paperwork and verify completion of program to the certification office of OSPI. OSPI will then issue your certificate with the additional endorsement. The updated certificate will be sent directly to SPU. SPU will distribute the certificate to the candidate.