



Seattle Pacific UNIVERSITY

Engaging the culture, changing the world.

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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 Teacher Certificate

POLICIES:

SPU is only able to process approximately 40 applications per month. We review applications in the order in which they are received. During high volume months, candidates may need to wait eight to ten weeks for review of your application. Please plan accordingly.

Candidates will not be admitted to SPU through the Admissions Office, but through the School of Education 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 process is **\$200** and should be submitted by check *made payable to Seattle Pacific University*, or paid by credit card using the form on the application. A finished application will include the following:

1. A completed Pathway 3 application
2. A \$200 application fee
3. A photocopy of a valid WA State teaching certificate
4. All official transcript(s) (unofficial if SPU courses) for previous coursework
5. A photocopy of passing Praxis 2/WEST E** exam scores or a photocopy of Praxis 2 registration confirmation for upcoming test date

Please note: Praxis 2/WEST E** scores are also required to be submitted electronically to Seattle Pacific University from Educational Testing Services (ETS). SPU's score recipient number is

R4694 for the Praxis II. The WEST-E number for SPU is **230**. Scores are usually available four to six weeks after the testing date. The Praxis 2/WEST E** exam must be passed and scores must be submitted before the candidate may undergo pedagogy assessment (EDCN 5730, Teaching Endorsement Independent Field Experience).

**The Praxis II is in the process of being phased out by Washington State. Before signing up for a test, please contact us so that we can direct you to the appropriate test.

PROCEDURE:

- 1. Application and Transcript Review:** Complete the program application form and submit it with the \$200 fee **to the Center for Professional Education** (make check payable to SPU). Submit official copies of transcripts from each school attended where classes were taken that may apply to the endorsement(s). **Please send the complete application packet together.** After the application packet has been submitted the endorsement coordinator will complete a transcript evaluation. The result of this step will be a list of the remaining requirements for 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.
- 3. Take the Praxis II** or WEST-E exam in the new endorsement area:** A passing score on the WEST-E must be submitted electronically to Seattle Pacific University. The score recipient number for SPU is **230**. Scores are usually available four to six weeks after the testing date. The WEST-E exam must be passed and scores must be submitted before the candidate can undergo pedagogy assessment.

**As noted above, the Praxis II is in the process of being phased out by Washington State. Before signing up for a test, please contact us so that we can direct you to the appropriate test.

- 4. Field Experience and Performance-Based Pedagogy Assessment:** When you have completed the prior steps you may apply to register for EDCN 5730, Teaching Endorsement Field Experience and Performance-Based Pedagogy Assessment. This is a 5-credit course that will allow the candidate to demonstrate competency in the endorsement area.
- 4. Final steps:** Once completed with the Pathway 3 process, please submit to the above address a check for **\$15** *made out to Puget Sound ESD* 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, but must be received before SPU can recommend a new endorsement on your teaching certificate.

RECOMMENDATION FOR THE ENDORSEMENT:

The certification officer will complete the final paperwork and verify completion to the certification office of OSPI, which will then issue your certificate with the additional endorsement.