



Routes 2, 3, 4 Application Checklist

All application items must be submitted by
May 1, 2021

NINE-STEP APPLICATION CHECKLIST

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|--|---|
| <input type="checkbox"/> CONNECTION WITH DISTRICT | <input type="checkbox"/> REFERENCES |
| <input type="checkbox"/> COMMUNICATE WITH DISTRICT | <input type="checkbox"/> LETTER OF SUPPORT |
| <input type="checkbox"/> BASIC SKILLS TEST | <input type="checkbox"/> ESSAY QUESTIONS |
| <input type="checkbox"/> ENDORSEMENT TEST | <input type="checkbox"/> ONLINE ESD-U APPLICATION |
| <input type="checkbox"/> OFFICIAL TRANSCRIPTS | |

NINE-STEP APPLICATION CHECKLIST: CLARIFICATIONS & INSTRUCTIONS

Applications will be reviewed on a monthly basis and you will be contacted by ESD-U staff for next steps.

CONNECTION WITH DISTRICT: If you are not yet connected to a school, district or other learning institution, we recommend applying for open positions. The ESD-U program is designed for individuals who are already working or volunteering within a school/classroom system. If you interview for positions, you should indicate your intent to apply for the program. ESD-U does not take an active role in placing applicants who are not yet connected.

COMMUNICATE WITH DISTRICT: If you are employed with a district, communicate with your **building supervisor and your district HR department** regarding your intent to apply for the ESD-U program. Share the **ESD-U Info Sheet for HR & Administrators** (located on the [ESD-U website](#)) with them.

BASIC SKILLS TEST: WEST-Basic Skills test (**WEST-B**) that covers Reading, Writing and Mathematics.

- **Alternatives to the WEST-B** include: SATs, ACTs, CBEST, PRAXIS I, NES Essential Academic Skills, and other state basic skills tests.
- Indicate on the online ESD-U application when your WEST-B (or alternative) was/is scheduled.
 - If you have not yet taken the WEST-B, you can still submit your application by entering the date you are scheduled to take the test.
- If you have taken the basic skills test (WEST-B or alternatives), score reports should be uploaded as an attachment to the online ESD-U application. If you have not yet taken the basic skills test (WEST-B or alternatives), please submit your application when all other items are complete – you do not need to wait until after to take your test to submit your application.
- There is no longer a passing score for the WEST-B test, however it is still a WA requirement that you take the test to be enrolled in a teacher certification program.
- Refer to the **WEST & NES Information & Resources** document for how to schedule the test.

ENDORSEMENT TEST: WEST-Endorsement (**WEST-E**) test or National Essential Skills (**NES**) test that is specific to the endorsement program you are applying for.

- Refer to the **Endorsement Pathways Diagram** document for which tests you should take.
- If you are applying for a dual endorsement pathway, you only need to take the endorsement test for your **primary endorsement** for the admission process. You will take the test for the secondary endorsement at a later date, before program completion.



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- There is a passing score for the WEST-E and NES tests. If for some reason you do not pass, you can still be enrolled in the program. You will need to pass before program completion.
- Refer to the [WEST & NES Information & Resources](#) document for how to schedule the test.

OFFICIAL TRANSCRIPTS: For highest completed degree from an accredited institution.

- If you have multiple degrees, the highest completed degree transcript should reference other completed degrees. If it does not, provide unofficial transcripts for other completed degrees.
- Official **electronic** transcripts can be sent to alissa.jolly@esd112.org, ESD-U Program Specialist.
- Official **hard-copy** transcripts (in sealed envelope) can be mailed to the following address:

ATTN: ESD-U Program
Educational Service District 112
2500 NE 65th Ave.
Vancouver, WA 98661

- If you have unofficial transcripts, they can be uploaded to the online ESD-U application as a placeholder while you wait for your official transcripts to be sent.
- ESD-U does not have access to transcripts in district HR records.

REFERENCES: **Three** (3) individuals that we may contact for references who are familiar with your skills and knowledge. We contact references on an 'as needed' basis, and we may not contact all references.

- **One** (1) of the three (3) references must be your current administrator or supervisor.
- Include these individuals in the 'Reference' section of the online ESD-U application.

LETTER OF SUPPORT: Refer to the [Template ESD-U Letter of Support](#) and the [ESD-U Info Sheet for HR & Administrators](#) located on the [ESD-U website](#).

- If **currently working** in a school, district, or other institution of learning, provide a **letter of support** from your school district administrator or supervisor verifying your good standing and providing assurances that **they are willing and able to provide appropriate access to instructional opportunities** during your required field experience if employed during the upcoming school year.
- If **not** currently working in a school, district, or other institution of learning, provide a **letter of reference** from a supervisor or employer that includes information about your skills, experience, and commitment to working with children and youth.
 - **IMPORTANT!** You will need to provide a **letter of support before program begins** from a school, district, or other learning institution, that indicates **they are willing and able to provide appropriate access to instructional opportunities** during your required field experience through a voluntary role or employment during the upcoming school year.
- Letter of support should be uploaded as an attachment to the online ESD-U application, or the administrator can send the letter directly to the Program Specialist, alissa.jolly@esd112.org.

ESSAY QUESTIONS: Write responses to the [ESD-U Essay Questions](#) located on [ESD-U website](#) as a downloadable and editable Word document. Upload your responses to the online ESD-U application.

ONLINE ESD-U APPLICATION: Submit the online ESD-U application using the **ESD 112 NEOGOV** application system. You will need to create a free NEOGOV account. Links are posted on the [ESD-U website](#).