



Routes 2, 3, 4 Application Checklist

*All application items must be submitted by
May 1, 2023!*

TEN-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"/> ESSAY QUESTIONS |
| <input type="checkbox"/> BASIC SKILLS TEST | <input type="checkbox"/> LETTER OF RECOMMENDATION |
| <input type="checkbox"/> ENDORSEMENT TEST | <input type="checkbox"/> FIELD EXPERIENCE AGREEMENT FORM |
| <input type="checkbox"/> OFFICIAL TRANSCRIPTS | <input type="checkbox"/> ONLINE ESD-U APPLICATION |

TEN-STEP APPLICATION CHECKLIST: CLARIFICATIONS & INSTRUCTIONS

Applications will be reviewed on an ongoing basis. 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. To view job postings at districts in the ESD 112 region, visit: [https://www.esd112.org/takeroot/?target=District Openings](https://www.esd112.org/takeroot/?target=District%20Openings).

COMMUNICATE WITH DISTRICT: If you are employed with a school, district, or other learning institution, we recommend that you communicate with your **building supervisor and your district Human Resources (HR) department** regarding your intent to apply for the ESD-U program. Share the [ESD-U Info Sheet for HR & Administrators](#) with them.

BASIC SKILLS TEST: WEST-Basic Skills test (**WEST-B**) that covers Reading, Writing and Mathematics. 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.
- **Alternatives to the WEST-B** include: SATs, ACTs, CBEST, PRAXIS I, NES Essential Academic Skills, and other state basic skills tests. Refer to the [PESB WEST-B Exemptions & Equivalent Assessments webpage](#) for more details.
 - To obtain SAT scores, visit <https://satsuite.collegeboard.org>.
 - To obtain ACT scores, visit <https://www.act.org>.
 - There may be fees and delays when requesting alternative scores from the relevant organization, which may impact the ability to submit them within the application deadline. In this case, contact program staff (esd-u@esd112.org) to discuss options.
- 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.

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360.952-3424 | ESD 112, 2500 NE 65th Ave Vancouver, WA 98661



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- 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 and submitting the official scores separately when you receive them by emailing them to esd-u@esd112.org.

ENDORSEMENT TEST: WEST-Endorsement (**WEST-E**) test or National Essential Skills (**NES**) test that is specific to the endorsement pathway 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.
- 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 esd-u@esd112.org, Attn: Alissa Jolly, 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.

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.

LETTER OF RECOMMENDATION: At least one (1) letter of recommendation should be uploaded as an attachment to the online ESD-U application. You can upload multiple, if you have more than one relevant letter.



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- If **currently working** in a school, district, or other institution of learning, provide a **letter of recommendation** from your supervisor or administrator recommending you for ESD-U based on your skills, experience, and commitment to becoming a teacher.
- If **not** currently working in a school, district, or other institution of learning, provide a **letter of recommendation** from a supervisor or employer that includes information about your skills, experience, and commitment to working with children and youth.
- If the recommender prefers to send the letter directly to program staff (esd-u@esd112.org) then you should upload a placeholder document to the online ESD-U application with your name, the name and email of the recommender, and an estimated timeframe for when it will be sent.
- If your recommender has questions about ESD-U, provide them with the [ESD-U Info Sheet for HR & Administrators](#) (located on the [ESD-U website](#)).

FIELD EXPERIENCE AGREEMENT FORM: To be enrolled in ESD-U, a school, district, or other learning institution must agree to provide you with appropriate access to instructional opportunities for you to complete the required field experience hours for your route, in either a paid or volunteer capacity. This form is the first step in that process.

- Districts are not required to provide access to instructional opportunities for field experience. Several factors may influence a district's ability to provide access, including availability of classrooms for student teaching, appropriate mentors, district policies, etc.
- If **currently working** in a school, district, or other institution of learning, this form should be completed by district HR staff, indicating whether the district is willing and able to provide appropriate access to instructional opportunities during your required field experience if employed during the upcoming school year.
 - Your supervisor or administrator can provide a statement on the form if they are interested in providing a recommendation or more information for HR (OPTIONAL!)
- If **not** currently working in a school, district, or other learning institution, you will need to provide a District Agreement Form before program begins from a school, district, or other learning institution.
- Completed [Field Experience Agreement Form](#) can be uploaded to the online ESD-U application **OR** if your district prefers to send the letter directly to program staff (esd-u@esd112.org) then you should upload a placeholder document to the online ESD-U application with your name, the name and email of the HR staff you have contacted, and an estimated timeframe for when it will be sent.

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 to the online ESD-U application are posted on the [ESD-U website](#).

- In the **Work History** section, please include positions that would be relevant to applying for the ESD-U program, including any employment/volunteering at schools, districts, learning institutions, or other programs working with children and youth.

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