

ESD-U Prospective Candidate Handbook 2023-2024 Cohort



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Educational Service District 112
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<https://www.esd112.org/>



EDUCATIONAL SERVICE DISTRICT 112

Welcome to ESD-U! Congratulations on your choice to enter an important and rewarding career field. Teaching is one of the most exciting, meaningful, and noble professions in the world.

Education is a constantly changing and evolving field. The ESD-U Program is committed to providing you with a successful and rewarding experience as you develop your teaching skills, knowledge, and talent. The program was built by practicing teachers and administrators who are up-to-date on the needs of the classroom as well as the latest trends and requirements of the field. We take the profession of education very seriously and hold our students to high standards in order to ensure your success as a classroom teacher.

ESD-U provides a blend of meaningful coursework, reflective engagement with public school teachers and students, experienced and knowledgeable faculty and staff, and a commitment to fashioning teacher leaders who will make a difference in the world. The program is designed to build teacher candidates' professional competence, develop a global educational perspective, create cultural competence for classroom teaching in a diverse society, and foster a love of learning that last a lifetime.

ESD 112 has drawn on its longstanding reputation as a trusted partner with local school districts to design a teacher certification program that is unique to our region and state. ESD-U is designed to provide opportunities for classified staff who are currently working in our schools and already hold a baccalaureate degree as well as individuals who hold a baccalaureate degree who want to become teachers and are seeking certification. We believe the result of this initiative will help alleviate the teacher shortage many districts currently face. In addition, the program will help our teacher corps better reflect our region's demographics, values, and interests.

Everyone who is part of ESD-U is deeply committed to preparing future educators who will excel as teachers. I wish you much success as you complete your program for teacher certification and embark on this exciting career!

Sincerely,

Mike Nerland

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ESD-U OVERVIEW

Since the Professional Educator Standards Board (PESB) was founded in 2002, it has worked to ensure that Washington State educators are well trained and ready for the modern classroom. The Educator Pathways program within PESB has made it a priority to provide Alternative Routes to Teacher Certification in an effort to end the teacher shortage and diversify the current teacher population. PESB has authorized Educational Service District 112 (ESD 112) to provide pathways to certification that support a “grow your own” focus in partnership with local districts.

Who is ESD 112?

Student learning is at the core of everything we do.

Designed for students, from the youngest learners to adults, ESD 112’s 300+ programs and services promote lifelong learning and success.

ESD 112 work reflects three focus areas: operations expertise, student success, and healthy communities. For the past four decades, ESD 112 has been a key educational partner in creating and delivering programs that benefit schools, children, and their communities in the six counties of Southwest Washington.

Our service region spans 30 school districts, two state schools, and numerous private schools. We also provide additional services to districts throughout the state in partnership with Washington’s eight other Educational Service Districts. Through the facilitation of partnerships, cooperatives, state and federal grants, and fee for service work, ESD 112 helps districts leverage resources to achieve program efficiency and cost savings.

The ESD 112 Mission

ESD 112 equalizes educational opportunities for learning communities through innovative partnerships, responsive leadership, and exceptional programs.

Our programs and services have been replicated throughout the country as innovative and productive. Our approach achieves the highest levels of effectiveness and efficiency.

For more information regarding ESD 112, see the [ESD 112 Agency Snapshot](#), located on the ESD 112 website: <https://www.esd112.org/>

ESD-U MISSION

ESD-U provides aspiring educators an efficient alternative pathway to teacher certification in order to serve the diverse needs of the students and districts in our service area, centering the values of diversity, equity and inclusion, and focusing on practical, hands-on experience in active classrooms.

ESD-U VISION & VALUES

ESD-U strives to provide students in Washington with self-aware, culturally competent, diverse, talented and skilled teachers, to ensure their P-12 education is transformational and prepares them for full, active lives. We will do this by becoming the premier provider of non-traditional teacher certification and professional development in southwest Washington and beyond. Our teacher preparation and professional development will be characterized by these values:

1. **A commitment to diversity, equity and inclusion in education.** All candidates who are recommended for certification will demonstrate an awareness of the harmful impact of structural racism, an understanding of the importance of equity and inclusion throughout the student life cycle, and a commitment to practicing in ways that consistently address systemic injustice.
2. **An awareness of self.** Teachers create the environment in which students either thrive or decline. A teacher with a healthy understanding of self and a commitment to continual self-improvement will be more able to create welcoming and affirming environments for all students. All candidates who are recommended for certification will have demonstrated an ability to critically reflect on their own practice, and to continuously improve based on reflection and feedback.
3. **A commitment to practical, lived experience.** There is no substitute for doing the work and learning from those with experience. All candidates who are recommended for certification will have directly served in classrooms, will have worked with mentors and advisors, and will have received observations and feedback from experienced educators.
4. **An orientation toward growth and leadership.** Teachers exist in ecosystems that require collaboration, teamwork, and leadership. ESD-U focuses on providing training in high-need endorsement areas, so candidates will naturally have opportunities to provide leadership in specific and important content areas. All candidates who are recommended for certification will have engaged leadership theory and practice and will have been required to incorporate personal leadership practices in their own lives.

ESD-U PROGRAM SUMMARY

ESD-U, launched in 2018, is a flexible, residency-based teaching certification program that offers Route 2, Route 3, and Route 4 alternative routes to teacher certification, as well as a 'retooling' route for currently certified teachers seeking to add an endorsement. ESD-U is operated by ESD 112 and has been approved by PESB.

The different routes are as follows:

- Route 2:** Individuals with baccalaureate degrees who are currently employed classified instructional staff who have been working with the district for at least one year and are seeking a residency teacher certificate with endorsements in a locally-determined shortage area. Examples: Paraeducators, security guards, graduation advisors, etc.
- Route 3:** Individuals with baccalaureate degrees who are not employed in a school district at the time of application or who are currently employed by a district but have been working with the district for less than one year at the time of application and are seeking a residency teacher certificate in a locally-determined shortage area. Examples: Career-changers, paraeducators working at the district for less than one year, paraeducator substitutes and emergency substitutes who work at multiple locations throughout the year (even if employed for more than one year), etc.
- Route 4:** Individuals with baccalaureate degrees for whom the district will secure a conditional or emergency substitute certificate and employed as teacher of record while seeking a residency teacher certificate in a locally-determined shortage area. Note: This route only applies to emergency substitutes if they are employed as the teacher of record or long-term substitute for a classroom.
- Retooling:** Individuals who currently hold a Washington state teaching certificate and are employed as a teacher in a Washington school district and are seeking an additional endorsement. Priority shall be given to those currently employed in partnering districts.

ENDORSEMENT AREAS OFFERED

ESD-U offers certification coursework in the following endorsement areas:

- English Language Learners* (K-12)

- Special Education* (K-12)
- Elementary Education (K-8)
- Reading (K-12)

In future years, ESD-U may also offer coursework in additional endorsement areas based on district partner requests.

Dual Endorsement Requirement

*Per state requirements, residency teacher certificates with endorsements in ELL must also be endorsed in a second endorsement area. Beginning with the 2023-24 cohort, the Reading endorsement is offered for Retooling candidates only. Refer to [PESB's Dual Endorsement FAQ document](#) for more details. Available endorsement pathways are:

Teacher Certification:

- SPED (stand-alone)
- Elementary Education (stand-alone)
- ELL and Elementary Education (dual)
- SPED and Elementary Education (*dual, available only by special request by the district; contact the program specialist for more information*)

Retooling Endorsements

- SPED (*cannot be paired with ELL*)
- ELL (*cannot be paired with SPED*)
- Elementary Education
- Reading

Who You Can Teach

SPED, ELL and Reading prepares the candidate to teach students who are specifically identified as part of that endorsement area, grades PreK-12. Elementary Education prepares the candidate to teach general education, grades K-8. ESD-U can prepare individuals to teach at the high school level (grades 9-12) by pairing Elementary Education (K-8) with a 'test only' endorsement area to teach that content area in grades 9-12 (refer to information regarding the 'test only' endorsements below).

Test Only Endorsement Option

Candidates interested in teaching at the high school level or those who choose to pursue a second endorsement area different from those offered by ESD-U may do so with a 'test only' option (if applicable). This would allow the candidate to earn the endorsement by passing the content area examination. For information on the

'test only' endorsement option, as well as a list of the available endorsement areas, review the ['Adding an Endorsement' information on the OSPI website](#).

Note that candidates who choose this route will need to secure study materials and other necessary information on their own. The ESD-U team will assist as they are able but will not have extensive information available on all endorsement options. Evidence of the successful completion of the second endorsement area content examination will be required before ESD-U can recommend the candidate for certification.

PRE-ENROLLMENT STEPS FOR APPLICANTS

ESD-U is a "grow your own" program that is committed to diversifying the teacher candidate pool, and as such, we actively recruit and interview diverse candidates competent in local culture for our rural and urban schools. To support this commitment, ESD-U provides differentiated support to meet entry requirements. If you believe that you require appropriate accommodations in the application process, please contact the Program Specialist or Program Director to discuss and explore options regarding accommodations.

APPLICATION PROCESS - TEACHER CERTIFICATION PROGRAM

- Review the ESD-U application materials for your route on the [ESD-U website](#), including the [ESD-U Route 2/3/4 Application Checklist](#)
- Complete [program prerequisites](#)
- Gather and complete ESD-U application items, including:
 - Official transcripts for highest completed degree
 - Responses to [ESD-U Essay Questions for Routes 2/3/4](#)
 - Contact information for three (3) references
 - Letter of recommendation
 - Field experience agreement form, signed by district HR staff
- Submit the online ESD-U application using the ESD 112 NEOGOV system. The link to the teacher certification program application is located on the ESD-U website: <https://www.esd112.org/esd-u/?target=certification>

Application items must be submitted by **May 1, 2023**.

Application items are subject to change. Program staff will communicate any changes as soon as possible and will update ESD-U application materials on the [ESD-U website](#).

The ESD-U application materials on the website contain the most current and detailed instructions for completing any ESD-U application.

APPLICATION PROCESS - RETOOLING ENDORSEMENT PROGRAM

- Review the ESD-U application materials for your route on the [ESD-U website](#), including the [ESD-U Retooling Application Checklist](#)
- Complete [program prerequisites](#)
- Gather and complete ESD-U application items, including:
 - Transcripts for highest completed degree (unofficial are accepted)
 - Contact information for three (3) references
 - Letter of recommendation
 - Field experience agreement form, signed by district HR staff
- Submit the online ESD-U application using the ESD 112 NEOGOV system. The link to the teacher certification program application is located on the ESD-U website: <https://www.esd112.org/esd-u/?target=endorsement>

Application items must be submitted by **May 1, 2023**.

Application items are subject to change. Program staff will communicate any changes as soon as possible and will update ESD-U application materials on the [ESD-U website](#).

The ESD-U application materials on the website contain the most current and detailed instructions for completing any ESD-U application.

APPLICATION PROCESS - PARAEDUCATOR & EXPLORER PROGRAM

Applicants for the Paraeducator & Explorer Program may, or may not, have a baccalaureate degree, and they may, or may not, be currently working in a district.

Applicants with a baccalaureate degree should complete the following:

- [Online application for individuals with a baccalaureate degree](#)
- *Letter of recommendation
- Unofficial transcripts

Applications who do not yet have a baccalaureate degree should complete the following:

- [Online application for individuals without a baccalaureate degree](#)
- *Letter of recommendation
- Cover letter: Should describe interest in being an educator and working with students, and plan for completing a bachelor's degree in order to fulfill state requirements for teacher certification (if applicable)

*If currently working in a district, the letter of recommendation should be completed by a supervisor or Human Resources staff. If not currently working in a

district, the letter of recommendation should be completed by a 'sponsor', who may be one of the following: a building leader or Human Resources representative from a school in the ESD 112 region, an ESD 112 staff member working with educational programs, or a member from a community organization that supports diversity, equity and inclusion in professional roles.

If you have questions about application items, please refer to the [Paraeducator & Explorer Program Application Checklist](#), and/or contact ESD-U staff at ESDU@esd112.org.

Application items must be submitted by **August 1, 2023**.

PROGRAM PREREQUISITES - TEACHER CERTIFICATION & ENDORSEMENT PROGRAM

All prerequisites for the ESD-U program are listed below and must be completed by the application deadline in order for ESD-U staff to review the application and determine program enrollment status.

- **Bachelor's degree or higher from a regionally accredited institution:** Proof provided by official transcripts to be submitted as part of the application process. Note: Retooling candidates may provide unofficial transcripts.
- **Meet the age, good moral character, and professional fitness requirements:** As outlined in [WAC 181-86-013](#). Evidence for this prerequisite will be obtained as part of the ESD-U application through letters of recommendation, transcripts, passage of the WEST-B and WEST-E/NES, and candidate interview (if applicable).
- **Field experience opportunities for upcoming school year:** Agreement from school, district, or other learning institution to provide appropriate field experience opportunities in order to complete the required number of field experience hours, in a paid or volunteer capacity.
- **(Routes 2, 3, & 4 only) Take *Washington Educator Skills Test-Basic (WEST-B):** Or an equivalent alternative to the WEST-B test. **Proof of taking test must be confirmed prior to program enrollment. Refer to 'WEST-B' section below for more information.
- **(Routes 2, 3, & 4 only) Take *Washington Educator Skills Test-Endorsements (WEST-E) or National Evaluation Series (NES) Test:** **Proof of taking test must be confirmed prior to program enrollment. Tests

are dependent on endorsement pathway. Refer to 'WEST-E/NES' section below for more information.

- **(Retooling only) Currently hold a valid Washington State teaching certificate:** Certificates will be verified by program staff using the OSPI E-Certification database. Priority is given to certified teachers employed in partnering districts.

* Information regarding the WEST-B and WEST-E/NES tests is provided at informational sessions, in addition to the basic information included in this handbook. Pre-entry WEST-E preparation sessions may be available to applicants, and additional support for WEST-B and WEST-E test preparation is available as needed. For more information and resources regarding WEST-B and WEST-E/NES testing, refer to the [WEST & NES Information & Resources document](#), and visit the WEST website: www.west.nesinc.com.

** If an individual applies and has not yet taken the WEST-B (or equivalent alternative) and/or WEST-E/NES test, conditional enrollment to the program may be given, pending the completion of the test by the beginning of program.

WEST-B TEST INFORMATION

WEST-B assesses basic skills in reading, writing and mathematics. It is a WA state requirement that all teacher candidates take the WEST-B prior to program enrollment. Effective April 2019, there are no longer passing scores required for the WEST-B, candidates just need to take it.

Alternatives to the WEST-B include the SAT, ACT, CBEST, Praxis 1, NES Essential Academic Skills Test, and other approved equivalent out of state tests. For a full list, refer to the [PESB 'WEST-B Exemptions & Equivalent Assessments' webpage](#).

Because there are no longer passing score ranges, these alternative tests are valid alternatives, regardless of when they were taken, as long as there was a separate score for reading, writing, and mathematics. For example, SAT added a writing section in 2006, so any SAT test taken prior to 2006 would only count as an alternative for the reading and mathematics components of the WEST-B, and the writing component of the WEST-B would need to be fulfilled, either by the WEST-B writing test, or a different WEST-B alternative.

- To obtain SAT scores, visit <https://satsuite.collegeboard.org>.
- To obtain ACT scores, visit <https://www.act.org>.

There may be additional fees and delays when requesting alternative scores from the relevant organization, which may impact the ability to submit them within the application deadline.

WEST-E & NES TEST INFORMATION

It is a WA state requirement that individuals pass a content knowledge test for the endorsement area before it can be added to a teaching certificate. Depending on the endorsement area, this test will either be a Washington Educator Skills Test (WEST) or a National Evaluation Series (NES) test. Refer to the [Endorsement Pathways Diagram](#) for which test to take.

Per WA state requirements, Route 2/3/4 applicants must attempt the endorsement test as part of the application process in order to be enrolled in the program. If an individual does not pass the test, they can still be enrolled in ESD-U - they would attend a test preparation seminar as part of program coursework and would retake the test prior to program completion.

For dual endorsement Route 2/3/4 applicants, only the primary endorsement test would need to be attempted as part of the application process, and the second endorsement test would be taken while they are enrolled in ESD-U - they would attend a test preparation seminar as part of program coursework and would take the second test prior to program completion.

Retooling applicants do not need to attempt the endorsement test as part of the application process. Per WA state requirements, retooling candidates will need to pass the test prior to program completion in order to be recommended for the endorsement.

Questions on applying?

- Contact the ESD-U team at ESDU@esd112.org
- Connect with the ESD-U Program Specialist during office hours via Zoom:
 - Tuesdays & Thursdays
 - 4:00-5:00pm
 - Refer to the [ESD-U Office Hours Slides](#) for Zoom link, more details, and any dates where office hours are shifted/canceled

SELECTION PROCESS

- ESD-U staff confirms all required application materials are submitted and complete
- Reference checks performed by ESD-U

- Interview with ESD-U staff (only for applicants not employed or connected with a school, district, or learning institution)
- Interview with district representative (as required by district)
- District confirms they are able to provide appropriate access to field experience opportunities to complete the program requirements as indicated by the signed ESD-U Field Experience Agreement form submitted with the application
- ESD-U staff will email applicants regarding enrollment status and next steps

Next Steps for Enrollment

- **Candidate completes ESD-U Admission Items:** Including, but not limited to, surveys, agreement paperwork, payment plan information, policy review, orientation materials, pre-assessments, textbook/supply pick-up, etc.
- **Candidate makes first tuition payment:** To occur in July. All payment plans require the first payment before endorsement courses start.
- **Mentor assigned to candidate:** To be completed by district and communicated to ESD-U prior to field experience starting. If a district is unable to provide a mentor, ESD-U will provide support in assigning a mentor.
- **Field supervisor assigned to candidate:** To be completed by ESD-U and communicated to mentor and candidate between Sept - Dec (depending on route).

PROGRAM FEES

Retooling Candidate Fees		Route 2, 3 & 4 Candidate Fees	
Item	Amount	Item	Amount
Tuition: Endorsement only <i>Elem Ed ELL SPED Reading</i>	\$5,250	Tuition: Residency teacher certificate with stand-alone endorsement <i>Elem Ed only</i>	\$9,000
		Tuition: Residency teacher certificate with dual endorsements <i>SPED & Elem Ed SPED & Reading ELL & Elem Ed ELL & Reading</i>	\$12,000
Endorsement fee	*\$81	Residency teacher certificate fee	*\$93
WEST-E test fee test (only SPED & ELL)	*\$96	Fingerprinting	*\$82
NES test fee (only Elem Ed & Reading)	*\$95	Paraeducator & Explorer Program Fee	*\$300
All fees marked with an asterisk () are paid directly to their respective agencies and are subject to change without notice.			

TUITION PAYMENT

Below are the current options for ESD-U tuition payment plans:

- 100% of the tuition on or before July 7, 2023
- 50% of the tuition on or before July 7, 2023 and the remaining 50% on or before January 31, 2024
- Monthly payments
 - Payments will be thirteen equal payments starting July 7, 2023 and ending July 31, 2024
 - Monthly payments may include an additional monthly processing fee

All tuition must be paid before program completion, and prior to being recommended for certification or endorsement. If a candidate withdraws from the program before its completion, the ESD-U administrator and the candidate may discuss tuition repayment options.

FINANCIAL AID

ESD-U and partnering districts may use grant monies from the Beginning Educator Support Team (BEST) grant to further support students during their cohort year in terms of learning resources connected to professional learning to support anticipated and identified learning.

Because ESD-U is not a degree granting institution, candidates will not be able to apply for federal financial aid to complete their endorsement; however, there may be scholarship opportunities available to candidates:

- **Retooling Conditional Scholarship (up to \$3000):** For retooling candidates only. Must hold a current Washington state teaching certification and meet other scholarship criteria. This scholarship is awarded through WSAC, the ESD-U program is not involved in the scholarship selection process.
 - For more information, visit the WSAC website:
<https://wsac.wa.gov/teachers>
 - When completing the FAFSA/WAFSA, select any teacher program in the region, since ESD-U does not have a school code. When completing the scholarship application, list ESD-U. The WSAC team is familiar with this workaround.
- **Teacher Shortage Conditional Scholarship (up to \$8000):** For Route 2/3/4 candidates only. This scholarship is designed to provide financial aid to encourage individuals to become teachers and to retain them in shortage areas. This scholarship is awarded through WSAC, the ESD-U program is not involved in the scholarship selection process.
 - For more information, visit the WSAC website:
<https://wsac.wa.gov/teachers>
 - When completing the FAFSA/WAFSA, select any teacher program in the region, since ESD-U does not have a school code. When completing the scholarship application, list ESD-U. The WSAC team is familiar with this workaround.
- **ESD-U Route 2, Route 3, Route 4 Scholarship (PENDING):** For the 2023-2024 cohort, 30 scholarships for up to \$5000 may be available for Route 2, Route 3, and Route 4 candidates through the ESD-U Program grant awarded by PESB, pending legislative funding decisions. These scholarships would be awarded to candidates based on district needs and all information needed for scholarship award decisions is included as part of the regular ESD-U application. More information about these scholarships will be

provided when available, which may be after enrollment decisions occur and courses begin.

- Additional scholarship information can be found on the [TeachWA.org](https://teachwa.org/becomeateacher/pay-for-your-education/) webpage: <https://teachwa.org/becomeateacher/pay-for-your-education/>

If candidates have been granted a scholarship, they may be subject to repayment if they withdraw from the program prior to completion. Program staff can provide more information, as needed.

After receiving their endorsement, candidates may qualify for [teacher loan forgiveness programs](#) while teaching in schools that serve low-income families or while working as a special education teacher.

PROGRAM REQUIREMENTS

REQUIREMENTS: TEACHER CERTIFICATION PROGRAM

Upon successful completion of all elements in the ESD-U Teacher Certification program, ESD-U will submit a recommendation to OSPI for a residency teacher certificate, with corresponding endorsements.

Required elements of the program include:

- **Coursework** and class participation
 - Course schedule includes Summer (Mon-Fri), Saturday, occasional Wednesday evening, and asynchronous courses, as required by the chosen program(s). Refer to the [ESD-U website](#) for year-at-a-glance course schedules for your specific endorsement and route.
- **Seminars** for extended synthesis and application of coursework.
- **Program field experience**, to occur in a school, district or learning institution that has agreed to provide appropriate field experience opportunities, in a paid or volunteer capacity.
 - Field experience includes time spent working with students, participating in case management activities, and leading adults.
 - Candidates must log a specific number of field experience hours, based on their route. Refer to the table below.
 - Routes 2 & 3 must log a specific number of student teaching hours. Refer to the table below.
- **Formal and informal observations** and evaluations during field experience
- **Capstone project**, to include reflections, exemplar coursework, and professional growth plan.
- **Pass endorsement assessment(s)**, per [WA state requirement](#).

ROUTE	TOTAL HOURS	APPX WEEKS	STUDENT TEACHING
Route 2	540 hours	17 weeks	120-240 hours
Route 3	600 hours	19 weeks	120-240 hours
Route 4	1000 hours	30 weeks	N/A

REQUIREMENTS: RETOOLING PROGRAM

Upon successful completion of all elements in the ESD-U Retooling Program, ESD-U will submit a recommendation to OSPI for an endorsement.

Required elements of the program include:

- **Coursework** and class participation
 - Course schedule includes Summer (Mon-Fri), Saturday, occasional Wednesday evening, and asynchronous courses, as required by the chosen program(s). Refer to the [ESD-U website](#) for year-at-a-glance course schedules.
- **Program field experience**, to occur in a school, district or learning institution that has agreed to provide appropriate field experience opportunities, in a paid or volunteer capacity.
 - Field experience includes time spent working with students, participating in case management activities, and leading adults.
 - Candidates must log a specific number of field experience hours, based on their route. Refer to the table below.
- **Formal and informal observations** and evaluations during field experience
- **Capstone project**, to include reflections, exemplar coursework, and professional growth plan.
- **Pass endorsement assessment(s)**, per [WA state requirement](#).

ROUTE	TOTAL HOURS	APPX WEEKS	STUDENT TEACHING
Retooling	450 hours	14 weeks	N/A

REQUIREMENTS: PARAEDUCATOR AND EXPLORER PROGRAM

ESD-U is a “grow your own” program that is committed to diversifying the teacher candidate pool, and as such, we actively recruit and interview diverse candidates competent in local culture for our rural and urban schools. Prospective candidates who are not yet certain that teacher certification is right for them are invited to participate in a year-long program that introduces them to general knowledge, dispositions, and skills required of certificated teachers. Candidates attend at least five Saturday seminars, along with ESD-U teacher candidates, and can earn 15-18 clock hours, which apply to the general professional development requirements for paraprofessionals.

Completion of the program requires participation in at least five seminars. Required seminars are Culturally Responsive Teaching I and II (6 hours), and Classroom Management (6 hours). Remaining seminars are chosen from the following: Introduction to Working with Students with Disabilities, Introduction to Working with EL Students, Creating an Inclusive Classroom, Social Emotional Learning for the Inclusive Classroom, Behavior Management, and Since Time Immemorial.

Refer to the [Paraeducator & Explorer Program website](#) and/or email ESDU@esd112.org for application information and a calendar for the Paraeducator and Explorer Program.

COURSE INFORMATION

Refer to Year-at-a-Glance Calendars for specific dates.

SUMMER COURSES

Three to five weeks of summer classes (Monday-Friday) plus an additional one or two Saturdays during the summer, depending on the endorsement area. Summer classes are typically six hours long with an hour for lunch.

SATURDAY COURSES

Two to three Saturday classes per month throughout the school year, depending on endorsement area. Saturday classes are typically six hours long with an hour for lunch.

WEDNESDAY SESSIONS

One course per endorsement will have occasional Wednesday evening sessions.

ONLINE COURSES (as needed based on remote location needs)

90 hours of online instruction time provided as needed throughout the school year via ESD-U approved online venues.

SEMINARS

Seminars will be required for Route 2, Route 3 and Route 4 candidates, and are optional for Retooling candidates. Seminars will focus on skills and dispositions common to all endorsement areas, and also provide an opportunity to dive deeper into content that is covered throughout ESD-U courses.

CLOCK HOURS

Retooling candidates are eligible to receive clock hours for ESD-U courses as they currently hold a residency or professional teaching certificate. Route 2, 3, and 4 candidates are also eligible to receive clock hours for ESD-U courses to be used for potential future salary placement. Paraeducators enrolled in the Paraeducator & Explorer Program may receive clock hours for their professional development requirements. More information regarding clock hours will be provided after being admitted to the ESD-U program, and prior to starting ESD-U courses.

WAIVING REQUIREMENTS

As a competency-based program, ESD-U allows candidates with evidence of experience and competency to waive certain formalized learning opportunities. Such flexibility of training experiences mean that some candidates may complete the program early, but not less than halfway through the school year. Course waiver applications are due no later than four weeks prior to the first date of the course the candidate wishes to waive. A committee comprised of the course instructor, program director, and program specialist reviews the application. A candidate can waive no more than three courses.

Information regarding the waiver process will be provided to candidates who have been admitted to the ESD-U program 6-8 weeks prior to classes starting. The waiver process will include written responses to prompts and evidence of previous learning, which may include course syllabus, transcripts, and clock hours. Lesson plan examples may be requested. Waiver requests will be reviewed and scored according to a specific rubric. Successfully completed course waivers will excuse candidates from the attendance of that specific course, and the candidate will not receive clock hours for that course.

MOSAIC OF SUPPORT

ESD-U is committed to providing responsive and timely support for candidate success. While each role is important, the guiding principles of the program ensure candidates receive a comprehensive level of support.

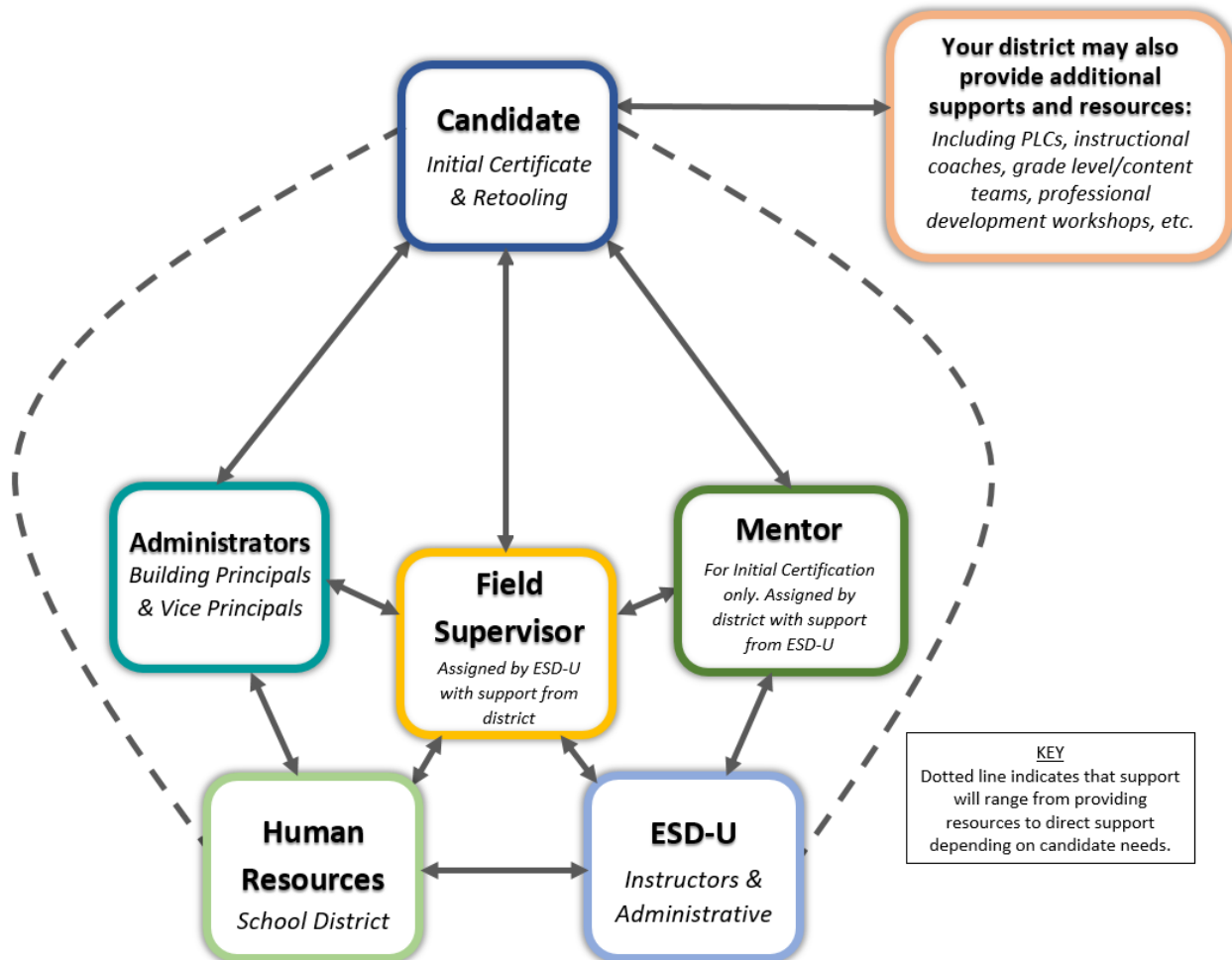
Candidates will have no less than two, and no more than four, knowledgeable others providing feedback on their practice in the field.

Refer to the table below for a list of the roles involved in the process, as well as a brief description. For a complete list of the responsibilities for each role throughout the program duration, refer to the ESD-U Roles & Responsibilities Chart on pages 14-15 of this handbook.

Candidate	Enrolled in the ESD-U program to obtain a residency teaching certificate (Routes 2, 3 & 4) OR to obtain an additional endorsement (Retooling)
Field Supervisor	Observes the candidate during field experience to advocate for the candidate and to provide feedback for growth. Selected by ESD-U with support of the district, generally from outside the district, and trained by ESD-U on program standards and outcomes.
Mentor	Provides support and feedback to candidate throughout the duration of the program. Selected by district with support of ESD-U as a qualified mentor and has completed mentor training.
ESD-U	Course instructors and program administration for the ESD-U program. Program administration is primarily comprised of individuals from ESD 112, including the ESD 112 Human Resources Certification Specialist.
Administrators	Building principals and vice principals in school districts who have partnered with the ESD-U program.
Human Resources	Human Resources staff in school districts who have partnered with the ESD-U program.

ESD-U CANDIDATE SUPPORT STRUCTURE

We at ESD-U firmly operate under the belief that the “mosaic of support” needs to be just right for each candidate. The image below is a guiding structure of support; however, we know that some candidates may need differentiated support from various roles.



FIELD EXPERIENCE & STUDENT TEACHING

FIELD EXPERIENCE

The required number of field experience hours for the different routes are indicated in the table below:

Candidate	# of Hours	Appx. # of Days <i>Based on 6.5 hour workday</i>	Type of Residency
Route 2	540 hours	Appx. 84 days	Partial-year residency
Route 3	600 hours Includes minimum of 120 hours of full-time residency	Appx. 93 days Includes appx. 24 days of full-time residency	Full-time, continuous residency
Route 4	1000 hours	Appx. 154 days	Full-year, mentored residency
Retooling	Up to 450 hours	Appx. 70 days	Partial-year residency

- **(Route 2 only) District or building validation of qualification, including current employment with a partnering district and one year of successful interaction and leadership as a classified instructional employee:** Demonstrated through support letters from building and/or district administration.
- **(Route 3 only) External validation of qualifications, including experience working with students or children:** Demonstrated through letters of support from previous employers and validation of qualifications verified during screening process.
- **(Route 4 only) Currently employed as the teacher of record by a partnering district at time of application with conditional teaching certificate:** Demonstrated through support letters from building and/or district administration and verification of certificate by ESD-U.

Prior to full admission into the program, a school district must agree to provide a candidate with appropriate access to instructional opportunities to complete the

required field experience hours for the program, as determined by route. ESD-U staff will communicate with school district human resources representatives and building principals to confirm this agreement.

PLACEMENT

ESD-U will work closely with districts to consider equitable placement of candidates. Final placement decisions are made by districts and coordinated by the district human resources department. Placement is typically determined during the summer, as districts become more aware of their hiring needs for the upcoming school year, however placement may occur earlier or later.

PROFESSIONAL LEARNING COMMUNITIES

ESD-U candidates will participate in remote and in-person professional learning communities (PLCs) or 'cohorts' as supported by field supervisor, instructors, and mentors. Cohorts will engage in problems of practice before or after learning sessions and during seminars. Online learning conversations around problems of practice will be available for candidates as anticipated and identified needs arise.

Districts may provide access to building-level learning communities. Candidates are encouraged to participate in district-level collaboration at their building/district or with others in the region.

PROGRAM COMPLETION & CERTIFICATION

CERTIFICATION DECISION

ESD-U will recommend candidates for certification after successful completion of program requirements and final tuition payment. If a candidate is recommended for certification by ESD-U, they must submit a certification application with OSPI.

DISTRICT HIRING DECISION

Districts will make independent hiring decisions regarding employment contracts for teaching upon candidates' completion of the certification program. ESD-U is not involved in district hiring decisions.

ESD-U PROGRAM STAFF, ADMINISTRATION & FACULTY

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ESD 112

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ESD-U PROFESSIONAL EDUCATOR ADVISORY BOARD (PEAB)

PEAB MISSION:

To prepare educators who demonstrate a positive impact on student learning, evidence shall be evaluated to determine whether ESD-U program complies with the program approval standards.

PEAB PURPOSE:

The purpose of the PEAB is to participate in and cooperate with ESD-U on decisions related to the development, implementation, and revision of the program.

PEAB MEMBER RESPONSIBILITIES:

- Selected to represent professional WA organizations
- Review program and make recommendations based on data
- Provide valuable insights from the field and help ESD-U grow and improve.

ESD-U PEAB MEMBERS 2022-23

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Sandra Yager
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RESOURCE LINKS

ESD-U Website: <https://www.esd112.org/esd-u>

WEST-B & WEST-E/NES Website: <https://www.west.nesinc.com/>

ESD 112 BEST: <https://www.esd112.org/best>

OSPI Website: <http://www.k12.wa.us/>

PESB Website: <http://pathway.pesb.wa.gov/>

OSPI Testing Information:

<http://www.k12.wa.us/certification/Teacher/teachertesting.aspx>

OSPI Requirements for Adding Endorsement:

<http://www.k12.wa.us/certification/teacher/Endorsement.aspx>

APPENDICES

APPENDIX A: HELPFUL PROGRAM ACRONYMS

ESD 112	<u>Educational Service District 112</u>	Provides supports/programs to districts in SW WA, operates ESD-U
OSPI	<u>Office of Superintendent of Public Instruction</u>	Oversees and supports public K-12 education in WA, issues teacher certificates
PESB	<u>Professional Educator Standards Board</u>	Provides policy and oversight for WA educator systems
PEAB	<u>Professional Education Advisory Board</u>	Currently practicing educators/administrators advise ESD-U
SPED	Special Education	Endorsement content area
ELL	English Language Learner	Endorsement content area
ELEM / Elem Ed	Elementary Education	Endorsement content area
RDG	Reading	Endorsement content area
WEST	<u>Washington Educator Skills Test</u>	Required assessment for SPED and ELL WA teacher certification
NES	<u>National Evaluation Series Test</u>	Required assessment for ELEM and RDG WA teacher certification
Field Experience	aka 'Residency' aka 'Clinical Practice'	Hands on experience in an educational setting

APPENDIX B: SPED ENDORSEMENT COMPETENCIES

Refer to current Special Education endorsement competencies on the PESB website:

<https://www.pesb.wa.gov/preparation-programs/standards/endorsement-competencies/special-education/>

APPENDIX C: ELL ENDORSEMENT COMPETENCIES

Refer to current English Language Learner endorsement competencies on the PESB website:

<https://www.pesb.wa.gov/preparation-programs/standards/endorsement-competencies/ell/>

APPENDIX D: ELEMENTARY ED ENDORSEMENT COMPETENCIES

Refer to current Elementary Education endorsement competencies on the PESB website:

<https://www.pesb.wa.gov/preparation-programs/standards/endorsement-competencies/elementary-education/>

APPENDIX E: READING ENDORSEMENT COMPETENCIES

Refer to current Reading endorsement competencies on the PESB website:

<https://www.pesb.wa.gov/preparation-programs/standards/endorsement-competencies/reading/>