

# ESD-U Prospective Candidate Handbook 2022-2023 Cohort



PICTURED: ESD-U 2019-2020 COHORT

Educational Service District 112  
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## EDUCATIONAL SERVICE DISTRICT 112

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### SUPERINTENDENT

TIM MERLINO

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.

**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.

**Route 4:** Individuals with baccalaureate degrees for whom the district will secure a conditional or emergency substitute certificate and employ as teacher of record while seeking a residency teacher certificate in a locally-determined shortage area.

**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\* (ELL)
- Special Education, K-12\* (SPED)
- Elementary Education, K-8 (ELEM)
- Reading, K-12 (RDG)

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

## **Dual Endorsement Requirement**

\*Starting with the 2019-2020 cohort, residency teacher certificates with endorsements in SPED and ELL must also be endorsed in a second endorsement area. Refer to [PESB's Dual Endorsement FAQ document](#) for more details. Available tracks are:

### *Teacher Certification:*

- SPED and Reading (*recommended*)
- ELL and Reading (*recommended*)
- SPED and Elementary Education
- ELL and Elementary Education
- Elementary Education (stand-alone)

### *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. 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, 2022**.

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
  - 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, 2022**.

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 - PARAPROFESSIONAL & EXPLORER PROGRAM

Applicants for the Paraprofessional & Explorer Program must complete the following:

- Online application
- Evidence of completion of a baccalaureate degree
- Letter of support from a district/school

Applicants who do not yet have a baccalaureate degree may be granted admission to the program with a recommendation from an appropriate sponsor. Sponsors may be one of the following:

- Building leader or HR representative from a partnering school
- Member of the ESD112 staff working with educational pathway
- Community organization working to support diversity, equity and inclusion in professional roles.

If you have questions about your sponsor or application items, please contact ESD-U staff at [esd-u@esd112.org](mailto:esd-u@esd112.org).

Application items must be submitted by **August 1, 2022**.

## **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](http://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 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 to be recommended for the endorsement.

### **Questions on applying?**

- Contact the ESD-U team at [esd-u@esd112.org](mailto:esd-u@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 instructions for 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.
- **Candidates confirm current fingerprints (Routes 2/3/4 only):** Per [WAC 181-78A-125](#), all Route 2/3/4 candidates must have current fingerprints on record prior to starting their field experience in September.
- **Candidate makes first tuition payment:** To occur in June. All payment plans require the first payment before courses start in July.
- **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

#### TEACHER CERTIFICATION PROGRAM FEES

ITEM	AMOUNT
Tuition: Residency teacher certificate with stand-alone endorsement <i>Elem Ed only</i>	\$8,675
Tuition: Residency teacher certificate with dual endorsements <i>SPED &amp; Elem Ed</i> <i>SPED &amp; Reading</i> <i>ELL &amp; Elem Ed</i> <i>ELL &amp; Reading</i>	\$11,750
Residency teacher certificate fee	*\$93
Fingerprinting	*\$82

*\*All fees marked with an asterisk (\*) are paid directly to their respective agencies and are subject to change without notice.*

#### RETOOLING ENDORSEMENT PROGRAM FEES

ITEM	AMOUNT
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Tuition: Endorsement only <i>Elem Ed</i> <i>ELL</i> <i>SPED</i> <i>Reading</i>	\$5,100
Endorsement fee	*\$81
WEST-E test fee test (only SPED & ELL)	*\$96
NES test fee (only Elem Ed & Reading)	*\$95

*\*All fees marked with an asterisk (\*) are paid directly to their respective agencies and are subject to change without notice.*

### **PARAPROFESSIONAL & EXPLORER PROGRAM FEES**

<b>ITEM</b>	<b>AMOUNT</b>
Cost of Paraprofessional & Explorer program	\$300

### **TUITION PAYMENT**

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

- 100% of the tuition on or before July 1, 2022
- 50% of the tuition on or before July 1, 2022 and the remaining 50% on or before January 31, 2023
- Monthly payments
  - Payments will be thirteen equal payments starting July 1, 2022 and ending July 1, 2023
  - Monthly payments are an additional \$250 total, due to additional time and effort for processing

All tuition must be paid for the program to be considered complete, and in order to be recommended for certification or endorsement. If a candidate withdraws from the program before completion, the candidate may discuss tuition repayment options with ESD-U staff.

### **FINANCIAL AID**

ESD-U and partnering districts may use grant monies from the Beginning Educator Support Team (BEST) grant to support candidates with anticipated and identified learning as they are enrolled in ESD-U.



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

- **Route 2, Route 3, Route 4 Scholarship for Teacher Certificate**  
**Candidates:** For the 2022-2023 cohort, 30 partial-tuition scholarships for up to \$5000 will be available for Route 2, Route 3, and Route 4 candidates through the ESD-U Program grant awarded by PESB. These scholarships will be awarded to candidates based on district needs.
  - More information about these scholarships will be provided at informational sessions, and throughout the application process.
  - There is not a separate application for the ESD-U Program scholarship, the information needed is included as part of the general ESD-U application and all eligible candidates are included, once enrolled.
  
- **Retooling Scholarship:** For retooling candidates only. Must hold a current Washington state teaching certification and meet other scholarship criteria.
  - This scholarship is awarded through WASAC, the ESD-U program is not involved in the scholarship selection process.
  - For more information, visit the WASAC website:  
<https://wsac.wa.gov/teachers>

If candidates have been granted a scholarship, they may be subject to repayment if they withdraw from the program prior to completion. Details regarding scholarship repayment due to withdrawal is included with the admission materials candidates receive after they are enrolled. 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 specific endorsements and routes.

- **Seminars** for extended synthesis and application of coursework.
- **Program field experience in endorsement area(s)**, 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 in endorsement area(s)**, to include personal 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 in endorsement area(s)**, 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 in endorsement area(s)**, to include personal 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: PARAPROFESSIONAL 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 Leading Paraeducators.

Refer to the [ESD-U website](#) and/or email [esd-u@esd112.org](mailto:esd-u@esd112.org) for application information and a calendar for the Paraprofessional and Explorer Program.

### **COURSE INFORMATION**

*Refer to Year-at-a-Glance Calendars on the [ESD-U website](#) for specific dates, based on endorsement and route.*

ESD-U courses will be held using Zoom, a remote online video conferencing system. There may be opportunities for in-person collaboration, as facilities are available.

Courses are synchronous (i.e., held in live, real-time) with some asynchronous activities and coursework (i.e., to be completed individually outside of regularly scheduled class time).

Information on how to access courses, what to expect from courses, and other course details will be provided after being enrolled in the ESD-U program, and prior to starting ESD-U courses.

## **SUMMER COURSES**

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

## **SATURDAY COURSES**

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

## **WEDNESDAY SESSIONS**

One course per endorsement will have occasional Wednesday evening sessions.

## **SEMINARS**

One seminar per month occurs on Saturdays and is typically six hours long with an hour for lunch. Seminars are 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 an active 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. Paraprofessionals enrolled in the Paraprofessional & Explorer Program may receive clock hours for their professional development requirements. More information regarding clock hours will be provided after being enrolled in the ESD-U program, and prior to starting ESD-U courses.

## **CAPSTONE PROJECT**

One of the ESD-U program requirements is to complete a Capstone Project, which will be connected to various program components including coursework, seminars,

and field experience. One course in each endorsement area will be a 'Capstone Course' which will bring together these different program components and guide candidates through completing the Capstone Project. Additional seminars and asynchronous activities will also be provided for candidates as resources for completing this requirement.

The Capstone Project includes, but is not limited to, the following components:

- Written self-reflections on teacher-role topics and program outcomes
- Exemplar lesson plans
- Professional growth plan

Additional information on the Capstone Project will be provided to candidates during the program.

## **STANDARDS**

ESD-U uses the following standards to maintain program quality and adhere to current educator preparation program requirements for Washington:

- [Interstate Teacher Assessment and Support Consortium \(InTASC\) Standards](#) (role standards for residency teachers)
- [Endorsement competencies](#) (dependent on endorsement area)
- [Cultural competency standards](#)
- [Instructional topic requirements](#)

## **WAIVING REQUIREMENTS**

As a competency-based program, ESD-U allows candidates with evidence of experience and competency to waive courses. 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 including 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 enrolled in 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.

## **ESD-U CANDIDATE SUPPORT STRUCTURE**

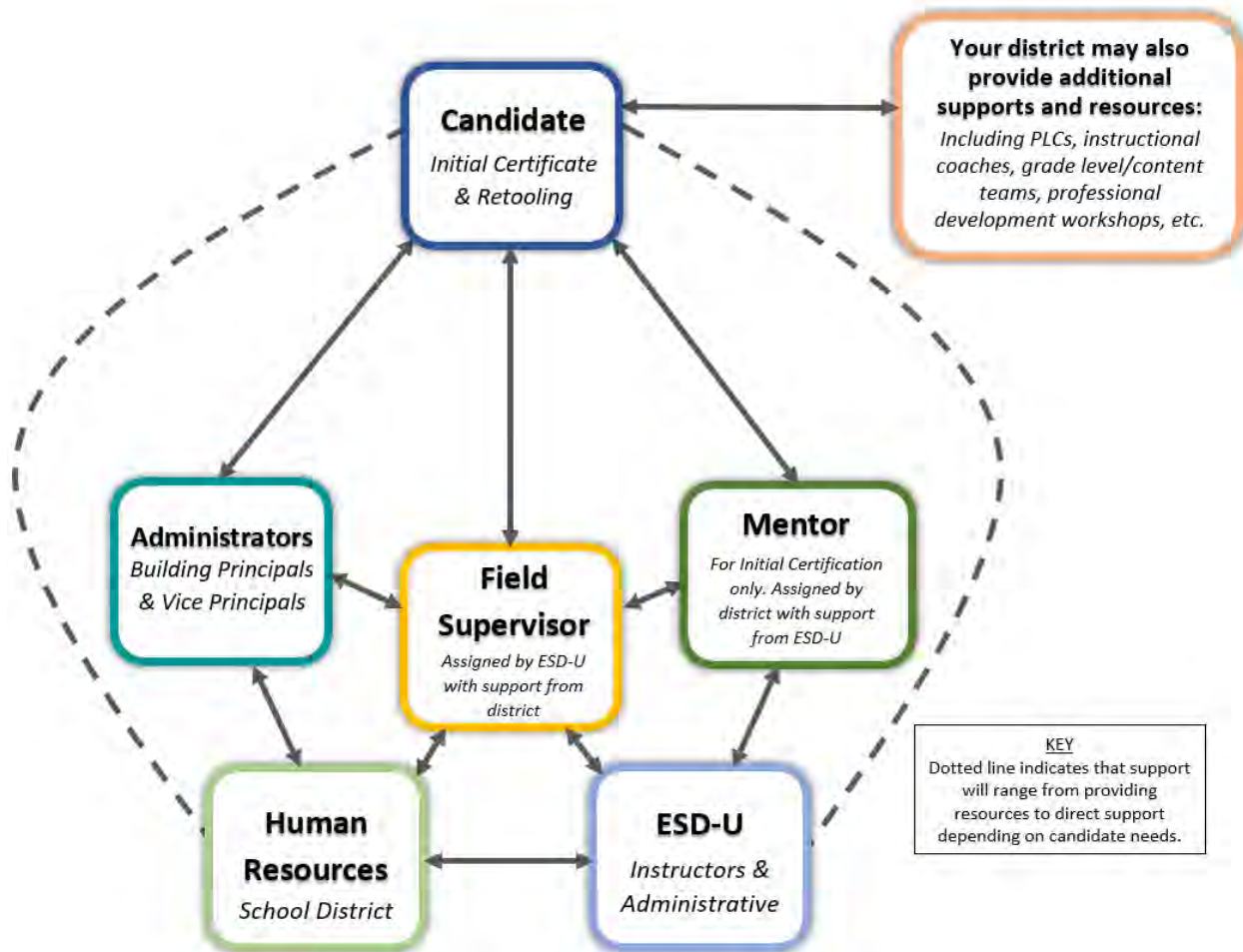
### **MOSAIC OF SUPPORT**

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.

Refer to the table below for a list of the roles involved in the process, as well as a brief description.

<b>Candidate</b>	Enrolled in the ESD-U program to obtain a residency teaching certificate (Routes 2, 3 & 4) OR to obtain an additional endorsement (Retooling)
<b>Field Supervisor</b>	Selected by ESD-U with support of district, may be district staff or external. Observes and evaluates candidate multiple times throughout field experience and provides feedback to candidate and program (number of observations is dependent on route).
<b>Mentor</b>	Provides regular support and feedback to candidate throughout the duration of the program (oftentimes weekly). Selected by district with support of ESD-U as a qualified mentor and has completed mentor training.
<b>ESD-U</b>	Course faculty and program administration for the ESD-U program. Program administration is comprised of individuals from ESD 112, including the ESD 112 Human Resources Certification Specialist.
<b>Administrators</b>	Building principals and vice principals in school districts who have partnered with the ESD-U program.
<b>Human Resources</b>	Human Resources staff in school districts who have partnered with the ESD-U program.

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 REQUIREMENTS

### FIELD EXPERIENCE

Prior to enrollment into the program, a school, district, or other learning institution must agree to provide an applicant with appropriate access to field experience opportunities to complete the required field experience requirements for the program, as determined by route. As part of the application process, applicants should provide their district with the Field Experience Agreement Form, and ESD-U staff will follow-up with district HR staff and building supervisors to confirm this agreement.

ESD-U is designed to support a 'grow your own' model for districts, so that the majority of field experience requirements can be completed through work that candidates are already doing as part of their paid position with the district. To count paid work as field experience hours, it must include students within the endorsement area the candidate is enrolled in for the program and must be aligned



to academic learning. For example: A paraeducator can log their regular hours working as a paraeducator in the classroom with SPED students as part of their SPED field experience hours.

If individuals are not currently employed with a school district, the goal is to ultimately gain employment with a school/district while completing ESD-U, so that relevant activities on the job can be counted as field experience hours. ESD-U is not involved in the hiring process for districts, and all hiring decisions are made independently by each district's HR department. If not hired, an individual can still be enrolled in ESD-U if a school/district agrees to provide access to field experience opportunities to them as an unpaid volunteer.

The field experience requirement for ESD-U involves three main categories:

1. Working with students
2. Case management activities
3. Leading adults

Examples of general field experience include (but are not limited to) working as a paraeducator, observing classrooms, attending PLC meetings, reviewing assessment data, collaborating with paraeducators/instructors/specialists, attending parent meetings, leading paraeducators, etc. The following does not count towards general field experience: Professional development, grading, prep time, playground duty, coaching. Additional information regarding what counts as field experience hours is provided to enrolled candidates.

## **STUDENT TEACHING**

Route 2 and Route 3 candidates must complete 120-240 hours of student teaching as part of their field experience. Student teaching is when the candidate is the one **creating lessons** and **leading instruction** for a **consistent group of students** over a **consecutive period of time**. Student teaching hours are counted towards the overall total number of field experience hours.

Student teaching hours can be full, consecutive days OR a different format if that will better serve the school/students (ex: half days, Mon/Wed/Fri, specific periods, etc.). After program enrollment, the candidate, program staff, and district team work together to identify a plan for student teaching.

## **NUMBER OF HOURS**

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

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
Retooling	450 hours	14 weeks	N/A

**SCHOOL/DISTRICT PLACEMENTS**

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), both within the program and at the district-level. A PLC is a group of educators that meets regularly, shares expertise and resources, and collaborates for improvement. PLCs may be supported by mentors, supervisors, field supervisors, and ESD-U faculty. Candidates are encouraged to participate in district-level collaboration at their building/district or with others in the region.

**MENTOR**

All teacher certification candidates (Route 2/3/4) are provided a district-selected mentor who will meet with them regularly and provide them feedback throughout the duration of the program. Retooling candidates are not assigned mentors.

Mentors must have had their teaching certificate for at least three (3) years, and are selected by the district based on current [Beginning Educator Support Team \(BEST\) mentor standards](#). Mentors are typically district staff, and often works in the same building where the candidate is placed for the majority of their field experience. Mentors are typically assigned after enrollment, and before the candidate begins their field experience.

More information about mentors will be provided to candidates after enrollment.

## **FIELD SUPERVISOR**

All enrolled ESD-U candidates are assigned a program-selected field supervisor who performs multiple observations throughout the candidate's field experience. Based on the observations, the field supervisors provide real-time, applicable feedback to the candidate regarding performance relating to the [InTASC teacher role standards](#) and ESD-U program outcomes, and documents the evaluation for the program. The number of observations is based on route.

More information about field supervisors will be provided to candidates after enrollment.

## **PROGRAM COMPLETION & CERTIFICATION**

All program completion requirements for ESD-U are described in the sections linked below:

- [Teacher Certification Program Requirements](#)
- [Retooling Endorsement Program Requirements](#)
- [Paraprofessional & Explorer Program Requirements](#)

More information regarding program completion and certification is provided to enrolled candidates.

## **RECOMMENDATION & CERTIFICATION**

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 take the appropriate steps to apply for certification with OSPI.

More information regarding how to apply to OSPI and certificate/endorsement details is provided to enrolled candidates.

## **DISTRICT HIRING DECISIONS**

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

## **ESD-U CONTACTS**

### **Dr. Lori Jass, Director of ESD-U**

ESD 112

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ESD 112 Certification Specialist

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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 the 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 2021-2022**

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Cornerstone Christian Academy  
Private School Representative  
[syager@ccak12.net](mailto:syager@ccak12.net)

## **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	<a href="#"><u>Educational Service District 112</u></a>	Provides supports/programs to districts in SW WA, operates ESD-U
OSPI	<a href="#"><u>Office of Superintendent of Public Instruction</u></a>	Oversees and supports public K-12 education in WA, issues teacher certificates
PESB	<a href="#"><u>Professional Educator Standards Board</u></a>	Provides policy and oversight for WA educator systems
PEAB	<a href="#"><u>Professional Education Advisory Board</u></a>	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	<a href="#"><u>Washington Educator Skills Test</u></a>	Required assessment for SPED and ELL WA teacher certification
NES	<a href="#"><u>National Evaluation Series Test</u></a>	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: SPECIAL EDUCATION 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: ENGLISH LANGUAGE LEARNER 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 EDUCATION 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/>