LESLEY UNIVERSITY

How to Apply for WA Residency Teacher Certificate

Please review the checklist below to be sure that all necessary documents are submitted. If you have questions visit the Lesley certification website at www.lesley.edu/certification > "Educator Licensure Info" > "Washington state certification" on the left-hand sidebar, or call the certification office at 1.800.999.1959 ext. 8427.

1. Submit application for a Residency Certificate and appropriate fee to the Lesley at Tacoma Coordinator.

2. Pass all required WEST-B and WEST-E tests. Evidence of passing all required WEST tests must be submitted to the Lesley at Tacoma Coordinator before registering for the practicum.

3. Complete all requirements of licensure program at Lesley. Undergraduates must have completed all requirements for the bachelor's degree (including filing an intent to graduate if not already graduated).

4. Be sure all grades and credits are posted with the Registrar's Office (including student teaching practicum).

5. Complete and submit the **Endorsed Transcript Request Form** online at the Lesley Certification website, https://www.lesley.edu/soe/certification/transcriptrequest.html. (**NOTE:** Please disregard the information about MTELs or the Department of Elementary and Secondary Education, since that pertains to Massachusetts candidates only.)

   This form gives the University permission to audit your program of study, and if it's complete, the endorsement language is placed on your transcript, and the Recommendation for a Certificate is sent to OSPI by the Lesley at Tacoma Coordinator. The endorsement language remains on your transcript and becomes part of your Lesley University Official Transcript.

   a. You will be notified by e-mail or phone if there are questions or missing requirements from your program of study. After you have applied for the Endorsed Transcript, check your email to learn the status of your endorsed transcript request.
   b. Within 7-10 working days of Lesley University's receipt of your request, assuming all requirements are met, you will receive an email letter from the Certification Office stating when your Endorsed Transcript was forwarded to the Lesley at Tacoma Coordinator.

6. While waiting for the OSPI to process your certificate, the Lesley at Tacoma Coordinator can issue you a temporary certificate which indicates to employers that all of your certification program requirements have been met.

Updated July 2012