

Washington State University
Application for an add-on endorsement

Campus Attending: Pullman Spokane Tri-Cities Vancouver Distance Degree

WSU ID #: _____ WA Cert. # _____ DOB: _____
MM/DD/YY

Name: _____
Last First Middle Former

_____ Street City State Zip

Work Phone: (____) _____ Home Phone: (____) _____

Cell Phone: (____) _____ E-mail Address: (required) _____

Endorsement(s) Adding: _____

Instructions: You must submit a complete application packet consisting of the following three items:

- This form, completed
- Receipt for Fee Payment. Pay \$15 (per endorsement) to your local ESD (see the list below). Request a receipt
(Inform the ESD that WSU is processing your application, otherwise you will be charged an additional \$20 processing fee.)
- Complete Section A on form 1535. Section B will be completed by the Certification Officer
<http://www.k12.wa.us/certification/certapp/1535.pdf>
- Official score report indicating a passing score on WEST-E in the endorsement(s) to be added (original report will be returned to you).
- Your valid Washington teacher certificate. This certificate will be marked "invalid" and a new certificate will be issued in 2-3 months with the same dates as your original. Adding an endorsement does not affect the validity of a certificate. A temporary 180-day permit will be issued to use until your new certificate arrives.
- A completed checklist for each endorsement for which you are applying (download at:
<http://education.wsu.edu/tess/>)

Send or take your check for \$15.00 to one of the Educational Service Districts (ESDs) listed below and request a receipt. Attach the receipt to your application packet and submit to WSU at the address listed below.

ESD 101	4202 S. Regal	Spokane, WA 99223	(509) 789-3800
ESD 105	33 S. 2 nd Ave.	Yakima, WA 98902	(509) 575-2885
ESD 112	2500 N.E. 65 th Ave.	Vancouver, WA 98661	(360) 750-7500
ESD 113	601 McPhee Road S.E.	Olympia, WA 98502	(360) 464-6700
Olympic ESD 114	105 National Ave. N.	Bremerton, WA 98312	(360) 479-0993
Puget Sound ESD (121)	800 Oakesdale Ave SW	Renton, WA 98055	(425) 917-7600
ESD 123	3918 W. Court St.	Pasco, WA 99301	(509) 547-8441
North Central ESD 171	P.O. Box 1847	Wenatchee, WA 98801	(509) 665-2610
Northwest ESD 189	1601 R Ave.	Anacortes, WA	(360) 299-4000

NOTE: DO NOT send your application or application fees to the Office of Superintendent of Public Instruction (OSPI).

Return completed application to:
 Staci Bickelhaupt, Certification Coordinator
 College of Education
 PO Box 642152
 Pullman, WA 99164-2152
 (509) 335-4677 - fax