



## Substitute Certification Request

Woodring College of Education  
 Certification Office, Miller Hall

516 High Street, Miller Hall 256B, Bellingham WA 98225-9090  
 Email: [cert@wwu.edu](mailto:cert@wwu.edu) | Telephone: (360) 650-3388

### Substitute Certification Process

**All Woodring students (excluding BTF and WIETS) must complete the following process before serving as a substitute, even if you have already been issued a certificate by your internship district. This serves as a protection for students and notification for Woodring.**

**Type of certificate Preferred:** (Final choice is at the discretion of the School District).

**Intern Sub Cert**

You would apply for the Intern Sub Cert if you intended to sub for your Cooperating Teacher (CT) ONLY. This certificate is valid only while assigned as a student teacher and only in the classroom(s) to which you are assigned. OSPI will only issue Certificates to interns who the District has requested and Woodring has approved. The requirements for the Intern Sub Cert are:

1. Interns must be in their full-time quarter of internship (Elementary Q1 and Q2 part time interns and practicum students are not eligible for this certificate).
2. Interns may sub only after week three of their internship.
3. The process requires approval from the CT, Principal, and your University Internship Coordinator/Field Supervisor and Department Chair.

**Emergency Sub Cert**

You would receive this certificate only if requested by the school district. The Emergency Sub Cert authorizes an intern to substitute teach district-wide and can be issued even if you are in a part-time internship placement (ex: ELED Q1 & Q2 students). However, the university has established parameters for its use. These parameters are:

1. Interns may sub for their CT only after week three of their internship.
2. Interns may not be pulled from their required internship hours to sub in other classrooms.
3. Even if an Emergency Sub Cert is already held, interns must seek permission to sub for their CT during their full-time internship by submitting or resubmitting this form at the start of the internship.

**Elementary Education candidates:** Part-time interns (ELED Q1 & Q2) may work as a sub for the district on days with no class or internship responsibilities. Q3 interns may sub for their CT, however subbing may not exceed three consecutive internship days without direct communication with and approval by the Field Supervisor.

Keep a copy and then email, or deliver this completed form to the Woodring Certification Office; photos are acceptable. [cert@wwu.edu](mailto:cert@wwu.edu).

<b>Student Intern Information</b>	
Name and WWU ID:	
Department: ELED/ECE <input type="checkbox"/>	Secondary <input type="checkbox"/> Special Education <input type="checkbox"/> ELED/EIE in EV or BR <input type="checkbox"/>
University Intern Coordinator	
UIC's Email:	
Student intern preference	<input type="checkbox"/> Sub ONLY for my CT <input type="checkbox"/> Sub for other teachers* and/or my CT within my assigned building <input type="checkbox"/> Sub in any classroom* in the district (all grades/buildings) on non-internship days <i>*When you are subbing outside of your internship classroom, or on non-internship days you may <u>not</u> accrue hours towards the 450-hour requirement for your internship</i>

<b>School Information</b>	
School Name & District:	
Principal:	
Cooperating Teacher:	

<b>School Request</b>
<p><b>Important information for Cooperating Teachers and Building Administrators:</b></p> <ol style="list-style-type: none"> <li>1. Students must complete the Substitute Certification Process <u>prior</u> to serving as a substitute by submitting this completed form.</li> <li>2. The district assumes all liability and responsibility associated with the performance of the intern for the duration of any given substitute assignment.</li> <li>3. Any time an intern is independently responsible for running a class due to a sub shortage, they should be paid as a substitute teaching employee.</li> <li>4. Interns who are not certified with an emergency sub certificate or intern sub certificate shall not, under any circumstances, serve as a substitute teacher.</li> </ol>
<p>We have read, understand and agree to adhere to the requirements of subbing during an internship as outlined above.</p> <p>We request and support approval of the above-named student intern to receive a substitute teaching certificate.</p> <p><b>We understand that the determination of approval is made only by the Woodring College of Education and agree not to request that an intern substitute until approval is received.</b></p>
Principal or District Administrator Signature / Date
Classroom Teacher Signature / Date

<b>Woodring Certification Office Use Only:</b>			
School Request <input type="checkbox"/>	Midterm <input type="checkbox"/>	Clearance <input type="checkbox"/>	Residency App <input type="checkbox"/>
Notes:			
UIC:			
To Chair:		From Chair:	
OSPI Approve <input type="checkbox"/>	Enter WIS <input type="checkbox"/>	Email candidate <input type="checkbox"/>	OFE <input type="checkbox"/>