OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400 TTY (360) 664-3629
Web Site: http:/ /www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

DISTRICT REQUEST FOR EXPEDITED PROCESSING

REQUEST MUST BE SIGNED BY SUPERINTENDENT, PERSONNEL DIRECTOR, OR DESIGNEE AND MAY BE FAXED TO OSPI AT (360) 586-0145. NO FAX COVER SHEET IS REQUIRED. REQUESTS MAY ALSO BE E-MAILED AS A PDF FORM TO cert@k12.wa.us

APPLICANT INFORMATION (please type/print legibly)

DISTRICT INFORMATION

APPLICANT NAME	DISTRICT NAME

CERTIFICATE NUMBER (IF ANY)	CONTACT PERSON

SOCIAL SECURITY NO. (OPTIONAL)	CONTACT TELEPHONE NUMBER ( )	CONTACT FAX NUMBER ( )

DATE OF BIRTH	CONTACT E-MAIL

Our district has offered a position to this applicant, and **I have checked the E-certification system and verify that:**

- ☐ Washington State Patrol fingerprint results are posted as of: _____
- ☐ Application is in E-certification.
- ☐ Applicant has paid fee(s).
- ☐ Applicant does not already hold a valid certificate or temporary permit and has an application **in open** or **in pending review status** in E-certification, or can no longer serve on the basis of any certificates or permits held.

    ☐ Teacher   ☐ ESA   ☐ Admin   ☐ CTE

SIGNATURE OF SUPERINTENDENT/PERSONNEL DIRECTOR	PRINTED NAME AND TITLE	DATE

FOR OSPI USE ONLY

☐ Approved   ☐ Permit issued (EDS)

☐ Rush not accepted because:

- ☐ A <u>valid temporary permit</u> has already been issued to the applicant.
- ☐ The application is <u>incomplete</u> or does not yet appear in E-certification.
- ☐ RUSH request is <u>not signed</u> by an appropriate official (superintendent, personnel director, or designee).
- ☐ A deficiency: Additional materials missing.
- ☐ Applicant does not meet requirements.
- ☐ Fingerprints pending/Not posted.
- ☐ Other: _____

INITIALS	DATE

RUSH REQUEST MUST BE RESUBMITTED WHEN ALL CONDITIONS ARE MET.