Internship Sub Certificate Petition Process:

(Petition Form on Page 2)

Intern substitute certificates are only valid for service as a substitute teacher in the classroom(s) to which the intern is assigned as a student teacher. Although a school district *initiates* the request, the School of Education *approves* candidates after completion of the Intern Substitute Certification Petition. Petitions from candidates are considered after the midpoint of clinical field experience. On rare occasion, some students request the petitions in the fall, but supervisors may not approve the request until they have observed the teacher candidate at least 2-3 times to ensure readiness. This policy protects the teacher candidate from taking on too much too soon, and it protects them from the school taking advantage of their availability in the school when they may need more time to develop teaching and management skills to be successful in this role.

A complete petition requires the recommendation of the 1) field supervisor, 2) mentor teacher, and 3) building administrator. Field supervisors distribute petitions to candidates. Candidates return completed petitions to the certification office for processing with OSPI.

INTERNSHIP PETITION

FOR THE APPROVAL OF INTERNSHIP SUBSTITUTE CERTIFICATE

Teacher Education Programs

School of Education | Seattle Pacific University

3307 3rd Ave W Ste 202 • Seattle, WA 98119

Phone 206.281.2214 • Fax 206-281-2756

**Intern Substitute Certificate**

The intern substitute teacher certificate is issued under special circumstances for a limited period of service to a teacher candidate who is undergoing student teaching, but does not yet meet requirements for a regular teacher certificate. A school district or educational service district must initiate the request for the intern substitute certificate.

Intern substitute certificates are only valid for service as a substitute teacher in the classroom(s) to which the intern is assigned as a student teacher. Although a school district *initiates* the request, the School of Education *approves* candidates after completion of the Intern Substitute Certification Petition. Petitions from candidates are considered after the midpoint of clinical field experience. A complete petition requires the recommendation of the 1) field supervisor, 2) mentor teacher, and 3) building administrator. Field supervisors distribute petitions to candidates. Candidates return completed petitions to the certification office for processing with OSPI.

**Directions:** Complete this form and submit it to the Certification Specialist for processing.

candidate

 Last First

Student ID:

program

spu supervisor

 Signature

mentor

 Signature

p-12 building administrator

 Signature

I understand that the School of Education is not obligated to grant an Intern Substitute Certificate unless the candidate has demonstrated a pattern of competence on program standards and received the endorsement of coordinator, mentor, and building administrator.

Candidate signature:

decision: □ APPROVED □ DENIED

spu administrator signature:

DATE