

Washington State University
Checklist for Add-on Endorsement Application

Campus Attending: ☐ Pullman ☐ Spokane ☐ Tri-Cities ☐ Vancouver ☐ Online WSU

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

Name: _____
Last First Middle Former

Address: _____
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 items:

- ☐ This form, completed
- ☐ Receipt for fee payment. Pay \$48 (per endorsement) to your local ESD (see the list below). Request a receipt by return mail. (*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>
- ☐ If official WEST-E scores are not on file with WSU, submit 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.

Submit complete application packet to your campus representative.

☐ Pullman/Online WSU

Staci Bickelhaupt
PO Box 642152
Pullman, WA 99164-2152
(509) 335-8146
sbickel@wsu.edu

☐ Spokane

Kelly LaGrutta
PO Box 1495
Spokane, WA 99210-1495
(509) 358-7942
lagrutta@wsu.edu

☐ Tri-Cities

Helen Berry
2710 University Dr
Richland, WA 99352-1671
(509) 372-7396
hberry@tricity.wsu.edu

☐ Vancouver

Molly F. Burns
14204 NE Salmon Creek Ave
Vancouver, WA 98686-9600
(360) 546-9075
molly.burns@vancouver.wsu.edu

Send or take your check for \$48.00 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	6005 Tyee Dr SW	Tumwater, WA 98512	(360) 464-6714
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 98221	(360) 299-4000

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