



Acquiring the Internship Substitute Certificate

You will need approval via email from a few people.

1. Your university supervisor
 2. Your cooperating teacher
 3. Your principal
-
1. Ask each of these individuals to send their approval via email to [Bill Rosen \(WRosen\)](#). He will initiate a request to OSPI. You will receive an email from OSPI informing you that this has happened and that you must complete an OSPI on-line application and pay the \$44 fee for the [limited certificate](#). This should take no more than about a week to process.
 2. Second, you will need to complete the LWSD on-line application through the [District website](#). Application questions can be directed to [Nancy Teteak](#) (425-936-1264).
 3. Finally, before you will be allowed to sub for your cooperating teacher, you must view an essential employee expectations video available through the District Portal: <http://portalnew.lwsd.org/district-information/HumanResources/Pages/New-Employee-Orientation.aspx>. Once you have viewed it, your principal will answer any questions you may have, and then he or she will email Bill Rosen confirmation that you have seen it. You will need to attend the next scheduled New Employee Orientation. Laura Morgan and Tina Ayer will provide the date and time. Your Principal will also provide you two booklets: *Code of Professional Conduct* and *Expectations for Employee Conduct*.
 4. Once all of this is complete, you will work with [Tina Ayer](#) to complete the required paperwork for substitute teaching.

See the checklist below for a reminder of steps you need to take before you can substitute for your mentor teacher in the LWSD:

CHECKLIST FOR SUBSTITUTE TEACHING:

- 3 required emails sent to Bill Rosen
- OSPI on-line application completed
- LWSD on-line application completed
- Substitute paperwork completed, including schedule to attend next New Employee Orientation
- View Expectations for Employee Conduct (A.K.A., David Seeley) video
- Principal sends confirmation email to Bill Rosen in HR
- Principal provides student teacher two booklets: *Code of Professional Conduct* and *Expectations for Employee Conduct*.