

Process for Emergency Substitute Certification

1. You must already have your fingerprints done and turned into Mary Schilling at the district office before you can begin to step 2. If you don't have your fingerprints done your application for emergency substitute will get rejected.
2. Go to this link and create an account. Make sure that you put all information in. You have to go back in and sign into the account for it to be activated so that I can view your name.
<https://eds.ospi.k12.wa.us/Register.aspx?signin=ac01390628a63cb95be6a9da3b119076>.
Please let Mary Schilling know when you have created the account.
3. Mary will go into her administration portion of OSPI and create an application for emergency substitute. I will let you know when this is done.
4. You will sign into the account, fill out your portion of the application and pay for the cost of the certification. I think it is around \$50. Let Mary know when this is done.
5. We wait for the application to go through. It usually takes up to 2 weeks but I can put a rush request in if need be.