

OBTAINING INTERN SUBSTITUTE CERTIFICATION

The **Intern Substitute Certificate** enables a student teacher to substitute only in the classroom to which assigned for student teaching, in the absence of his/her supervising teacher. This certificate must be approved by both the school administrator and the university. Please read the instructions below.

Follow these steps to obtain an intern substitute certificate:

1. **University approval.** Request your university to sponsor an intern substitute certificate. If approved, the university will make a note on your account in OSPI's e-Certification.
2. **Principal approval.** Request that your principal or assistant principal email Daniela Perez Viafara (dperezviafara@nsd.org) approving sponsorship of your intern substitute certificate.
3. **District approval.** Once your university and principal have approved your intern substitute certificate, then the district will initiate an intern substitute application in E-Certification.
4. **Complete intern substitute application with OSPI.** OSPI will send an automated email informing you that the District has submitted a request for certification. When you log into your OSPI e-Certification account, you will see “**Apply for your District Request here**” which allows you to fill out the **Intern Substitute Certificate application**. OSPI will then review your request. Once approved, OSPI will email your intern substitute certificate to you.
5. **Complete an online certificated application with the District at www.nsd.org/jobs.** You do not need to apply for a specific posting; however, the system will save your application if you want to apply to regular position later.
6. **You must include one reference in your online application.** After you enter in the name and email address of an individual who has supervised your current teaching or intern experience, the online system will automatically send a confidential reference form to them.
7. **Schedule an appointment** (via email – see below) with the Substitute Office to complete new hire tasks via the TalentEd Records system after you receive intern sub certificate.

Substitute Office
Contact Information

(425) 408-7619
suboffice@nsd.org

You will be required to provide the following documents:

- I-9 acceptable document(s) – see p. 2
- Voided check or letter from your bank for direct deposit

BEFORE you can substitute for your mentor teacher, step 7 must be complete.

Please contact Daniela Perez Viafara at dperezviafara@nsd.org if you have any questions.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.