



# Seattle Pacific UNIVERSITY

Engaging the culture, changing the world.

Center for Professional Education | 3307 Third Avenue West | Peterson Hall Suite 202 | Seattle WA 98119  
206-281-2214 | endorse@spu.edu

## **Application Instructions for Additional Endorsement Program Pathway 3: ENGLISH LANGUAGE LEARNERS | BILINGUAL EDUCATION**

### **OVERVIEW:**

Recent changes in Washington State law impact the way that teachers add additional endorsements to their teaching certificate. Pathway III endorsements are handled through an approved University or College for those wishing to add an endorsement in an unrelated field which requires completion of a college program. Seattle Pacific University has designed the following steps to assist you through the process of earning your Pathway III Endorsement.

### **PREREQUISITES:**

Washington Teacher Certificate

### **POLICIES:**

Candidates will not be admitted to SPU through the Admissions Office, but through the School of Education Center for Professional Education. Participants in the endorsement program are considered non-matriculated students by the university and are not eligible for financial aid. The application fee for the Pathway 3 process is **\$100** and should be submitted by check *made payable to Seattle Pacific University*, or paid by credit card using the payment section on the application. A finished application will include the following:

- Completed Pathway 3 application
- \$100 application fee
- A photocopy of a valid WA State teaching certificate

### **PROCEDURE:**

1. **Application:** Applicants should complete the program application and submit it with the \$100 application fee to **the Center for Professional Education** (check payable to SPU):

Seattle Pacific University  
Center for Professional Education  
3307 Third Avenue West, Suite 209  
Seattle, WA 98119  
ATTN: Endorsements

Applicants may submit official copies of transcripts from each school attended where classes were taken that may apply to the endorsement(s). **Please send the complete application packet together.** After the application packet has been submitted and processed, the applicant will be accepted as an endorsement candidate. The Washington Academy of Languages will complete a transcript evaluation resulting in a list of the remaining requirements for the candidate to complete to obtain the additional endorsement.

- 2. Complete the Remaining Coursework:** The ELL and Bilingual required courses are offered in partnership with the Washington Academy of Languages (WAL). Most courses are offered both on-campus and on-line. For assistance with registration contact Nell Gross at WAL [NellG@wal.org](mailto:NellG@wal.org). For information on course dates visit their website: [www.wal.org](http://www.wal.org).
- 3. Take the WEST-E exam in the new endorsement area:** A candidate must pass the WEST-E exam in the new endorsement area and have their score submitted electronically to Seattle Pacific University. The score recipient number for SPU is **230**. Scores are usually available four to six weeks after the testing date. The candidates WEST-E exam score must be received electronically before a candidate can undergo pedagogy assessment/field experience. In order to be eligible for a specific quarter, please follow these guidelines for test dates:

Field Experience <b>Autumn</b> quarter	take exam no later than <b>July</b> test date
Field Experience <b>Winter</b> quarter	take exam no later than <b>September</b> test date
Field Experience <b>Spring</b> quarter	take exam no later than <b>January</b> test date

Information on the test and registration are available at [www.west.nesinc.com](http://www.west.nesinc.com).

- 4. Field Experience and Performance-Based Pedagogy Assessment:** Once a candidate has completed the prior steps they may apply to register for Teaching Endorsement Field Experience and Performance-Based Pedagogy Assessment. This course allows the candidate to demonstrate competency in the new endorsement area and can only be taken once all other required coursework is completed.

**Final steps:** Once completed with the Pathway 3 process, candidates will submit to the above address a check for **\$15** *made out to Seattle Pacific University* along with the *Institutional Application for an Additional Endorsement* (Form SPI 1535, this is included in the application packet for the field experience). These items can be received at any time, but must be received before SPU can recommend a new endorsement on the candidates teaching certificate.

### **RECOMMENDATION FOR THE ENDORSEMENT:**

The certification officer will complete the final paperwork and verify completion to the certification office of OSPI, which will then issue the candidates certificate with the additional endorsement.