Department of Education
Professional Certification Program

Requirements (15 credits)

EDUC 598 Pre-Assessment Seminar (4 credits)
The Professional Certification Director will meet with candidates and facilitators to provide a program overview of the Professional Certification Program, Candidate Handbook and Portfolio requirements, the facilitator role, review state standards and criteria, help to develop the Professional Growth Plan, and identify the Professional Growth Team including district representative (principal or designee), mentor teacher or colleague, facilitator and candidate. Instruction will be provided for the completion of an evidentiary portfolio to document meeting the three (3) standards and twelve (12) criteria for a Professional Growth Certificate.

Program director/facilitators will work with candidates to self-evaluate professional growth needs, goals, activities and timeline through review of Descriptions of Practice (questions and resources) and to complete the Professional Growth Plan, assist candidate in developing Professional Growth Portfolio including feedback on entry guidelines, criteria for quality evidence, and positive impact on student learning. Facilitator communication may be one on one, in groups, or online/email/telephone/etc. Candidate will work with school district team member to determine how Professional Growth Plan will interface with district/school, and/or improvement plan.

Candidate schedules times with district representative (principal or designee), mentor teacher or colleague and facilitator to complete and sign Professional Growth Plan.

EDUC 520 Educational Research (4 credits) or EDUC 539
This course will provide candidates with knowledge of quantitative and qualitative research methods, techniques and design; evaluation strategies and sources; and how to identify and use research to support educational procedures.

EDUC 539 Special Projects (4 credits) (Professional Certification only – not transferable to M. Ed. program) or EDUC 520
Provides candidate support in individual core activities including related readings on best practices, gathering of evidence, completion of and submission of Portfolio that documents acquisition of additional skills, knowledge and successful completion of Professional Growth Plan and Portfolio.

EDUC 521 Action Research (4 credits)
Provides strategies for evidence gathering and requires an outline of an action research project including outcomes, procedures, data gathering, analyses, and summary of the “positive impact on student learning.”

EDUC 599 Independent Study (optional) (1 - 12 credits)
This course is available to candidates who wish to earn additional credit for identified areas of focus.

EDUC 598 Culminating Seminar (3 credits)
This course requires (1) submission of the completed Portfolio verifying that the candidate has met all three (3) standards and twelve (12) criteria for the Professional Certificate (as initially approved by the Professional Growth Team). The portfolio must be reviewed and approved by facilitator using SPI quality ratings for evidence. (2) Action research portfolio entry documenting “positive impact on student learning” completed in EDUC 521 Action Research and implemented in the candidate’s classroom. (3) Final presentation to a designated audience: i.e. school-faculty meeting, school board, parent group as determined by the candidate and the Professional Growth Team.
The Program Director will verify successful completion of all requirements for the Professional Growth Certificate.

Mariann Donley, Professional Certification Program Director
509-359-6098; mariann.donley@cwu.edu
The Professional Certification program classes are currently scheduled to begin Fall 2010. Application deadline for Graduate Admission is no later than three weeks prior (September 1, 2010) to the start of the quarter. Earlier application is advised. There is a $50.00 application fee.

Application form for graduate programs is available online at http://www.ewu.edu/x12976.xml:
1. Complete the Professional Certification Application. If you have problems with the online application, please contact Robin Showalter (rshowalter@ewu.edu) 509-359-6492 in the Education Department Graduate Office.
Two Official transcripts from ALL universities attended.
   1. One copy to the Graduate Studies Office and
   2. One copy to the Education Department Graduate Office. Addresses are shown below.
One copy of your State Teaching Certificate
   1. One copy to the Education Department Graduate Office. Addresses are shown below.
Washington State Form 4421, Provisional status/Employer Support Verification
   Signed by district personnel and sent to the Education Department Graduate Office. This form is available from our office or online at: http://www.k12.wa.us/certification/certapp/certoffice.aspx

TUITION:
The state tuition rate for this graduate certificate program for the 2010-2011 academic year is $250.00 per credit.

LENGTH OF PROGRAM:
The Pro-Cert Program is designed to be completed in one school year and completed no later than July 15, 2011.

WEBSITES:
For more detailed descriptions of the program and courses, visit:
Education Department Graduate Programs: http://www.ewu.edu/x14394.xml
EWU Graduate Studies Office: http://www.ewu.edu/x653.xml
Financial Aid: http://www.ewu.edu/x2181.xml

CONTACTS:
EWU Graduate Studies Office (509-359-6297):
   EWU Graduate Studies Office
   206 Showalter Hall
   Cheney, WA  99004

Graduate Education Office (509-359-6098):
   Mariann Donley, Director of Professional Certification
   EWU Education Department Graduate Office
   312 Williamson Hall
   Cheney, WA  99004
   mdonley@ewu.edu
   509-359-6098

Robin Showalter, Program Coordinator
rshowalter@ewu.edu
(509) 359-6492

May 10, 2010
Professional Certificate Sequence

*This sequence outlines the steps for a newly certified, beginning teacher.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Complete First Year of Teaching</th>
<th>Participation in Teacher Assistance Program (if available through your district)</th>
</tr>
</thead>
</table>
| Step 2 | Apply to Program (may apply after first year but must apply before certificate expiration date) | Eligibility Requirements  
State: Candidate must hold a valid Washington Teaching Certificate; be contracted to teach in a K12 public school, state board approved private school or other agency approved to provide educational services. Must complete Provisional status (typically 2 years in the same district) or have District support letter.  
Universities: Each program application is unique to that university. Common elements generally include a copy of the teaching certificate, transcripts and letters of recommendation. Programs combined with a Master’s degree usually have additional application requirements. |

*The following components are similar in all the programs. Specific seminar content, credit designations, timelines, and Core structure vary from program to program.*

<table>
<thead>
<tr>
<th>Step 3</th>
<th>Pre-Assessment Seminar</th>
<th>This seminar serves as an introduction to reflective practice and the Professional Certificate requirements. The candidate reflects on all 12 criteria to identify areas in which she/he has strengths and the areas in which she/he needs to increase capacity. Candidates develop their Professional Growth Plan with guidance from the Professional Growth Team. Some universities allow candidates to take the Pre-Assessment Seminar without being fully admitted to the program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4</td>
<td>Core</td>
<td>Time between Pre-Assessment and Culminating Seminars when the candidate works to fulfill their Professional Growth Plan and prepare to demonstrate competence in all areas. The Core should include learning opportunities that will facilitate the acquisition of additional skills and knowledge as outlined in the PGP. This can be college/university credit, clock hours, or a combination of both. Some universities will count Core credits towards completion of a Masters Degree.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Culminating Seminar</td>
<td>Final development of portfolio and demonstration of the 3 standards and 12 criteria. The portfolio will be assessed by the college/university during this seminar.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Receive the Professional Certificate</td>
<td>Once issued, the Professional Certificate must be renewed with the equivalent of 150 clock hours in a five-year period.</td>
</tr>
</tbody>
</table>