

**School of Education and Leadership  
Endorsement Handbook  
Effective September 2024**

**Policies and Procedures for K-12 WA Certificated  
Educators Adding Endorsements**

**All information is subject to change. Candidates are responsible for current requirements as of the date they are admitted. Tuition prices and endorsement requirements are subject to change.**

**September 2024**

**City University of Seattle**

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**Our mission at CityU is to change lives for good by offering high-quality and relevant lifelong education to anyone with the desire to learn.**

## **Take your teaching expertise to the next level with an endorsement from City University of Seattle.**

CityU offers endorsement program in high need areas, providing an opportunity for teachers to deepen their classroom skills and increase their toolbox of strategies for teaching to a highly diverse student population.

### **Program + Test**

These programs fulfill the Washington State education requirements for their respective areas. In addition to completing the program, students must also pass the required test to earn the endorsement.

<b>Special Education</b>	<b>27 Credits</b>
<b>English Language Learners</b>	<b>17 Credits</b>
<b>Reading</b>	<b>17 Credits</b>
<b>Elementary Education</b>	<b>29 credits</b>

### **Test Only**

These programs are not required by Washington State, but they prepare students for the tests needed to earn the respective endorsements.

<b>Math for Grades Five through Twelve</b>	<b>24 Credits</b>
<b>Middle Level Math</b>	<b>18 Credits</b>

**Scholarships:** The Washington State Professional Education Advisory Board (PESB) provides a scholarship program to help teachers pay for endorsements in high need areas.

Please visit: <http://pathway.pesb.wa.gov/current-educators/educator-retooling>

## Policies and Procedures for K-12 Educators Adding Endorsements

### Application Submission

Candidates are admitted to an endorsement program NOT by the Admissions Office, but by the Endorsement Office in the Albright School of Education. Participants in the endorsement programs are considered non-matriculated students by the University and are not eligible for financial aid.

Candidates should complete the following admissions steps:

1. City University of Seattle online application:
2. Order official transcripts from where you completed your most recent degree. You can have them sent electronically to [transcripts@cityu.edu](mailto:transcripts@cityu.edu) or by post to

City University of Seattle  
Attn: Registrar  
521 Wall Street, Suite 100  
Seattle, WA 98121

3. Please send the following electronically directly to your Enrollment Advisor:
  - a. Copy of teaching certificate
  - b. Endorsement Application (pages 10-12 in this handbook)
    - i. Endorsement Application (page 10)
    - ii. Agreement of Understanding (page 11)
    - iii. Signed Principal Letter of Support (page 12)

After the application packet has been submitted to the CityU Enrollment Advisor, the materials will be reviewed by the appropriate CityU faculty member. Applicants will be notified of their acceptance via email. Whenever possible, application packets are reviewed as soon as possible after they are submitted. CityU strives to provide accessible, high-quality education for working adults.

This handbook contains the information that teachers need to add an endorsement via City University of Seattle's State approved Program + Test.

## Frequently Asked Questions:

- 1. How can I add endorsements to my teaching certificate and in what areas are they available? Candidates can add an endorsement in one of two ways.** 1) Candidates can add an endorsement by attending an approved university program and taking the appropriate test (West E or NES). 2) Candidates may be able to take a test only for certain state approved areas of endorsement. See the following link to OSPI for more information.  
<http://www.k12.wa.us/certification/teacher/Endorsement.aspx>
- 2. How have Washington State Endorsement requirements changed?** In May of 2017 the Washington State Professional Educator Standards Board amended the State requirements for adding Teaching Certificate Endorsements. The board eliminated a previous "Pathway 2" for securing an endorsement through a pedagogy assessment only.
- 3. What are the new Washington State options for adding an endorsement to my teaching certificate?** In addition to eliminating Pathway 2, the net effect of the Board action is that regardless of endorsement held, effective June 27, 2017 endorsements that are certain multi-subject endorsements or relate to specific student populations may only be added by completion of an approved program (previously Pathway 3), while teachers will be able to add most certificate endorsements via passage of the appropriate subject matter test (previously Pathway 1).  
<http://www.k12.wa.us/certification/teacher/Endorsement.aspx> Teachers that prefer the many benefits of completing an approved endorsement program may continue to do so. City University of Seattle offers several of these state approved programs.
- 4. If I am currently teaching in the new subject area and/or have many years of teaching experience teaching this subject, do I have to complete a field experience?** YES. The field experience is a requirement and must be taken regardless of previous coursework or experience.
- 5. How can I complete a field experience when I am teaching full time?** Many teachers have successfully completed their field experience while teaching. The teacher arranges to observe and teach the lessons in the endorsement area- 100 hours total over a period of 10 weeks.
- 6. How can I complete a field experience if I am not currently working in a school?**  
Students who do not have direct access to a classroom can:
  - a.** Contact fellow teachers in the subject area to ask permission to teach in their classroom during the quarter.
  - b.** Contact the Human Resources department of a school district to find a placement for the field experience. City University does not provide placement for endorsement candidates.
- 7. Will CityU find a placement for me or assign me a mentor teacher?** It is the candidate's responsibility to secure an appropriate classroom setting for the field experience. In addition, the candidate must have a mentor teacher who holds the endorsement the candidate is pursuing and has 3 years teaching experience in that endorsement area.
- 8. How long does it take to receive the certificate with the added endorsement after all the endorsement coursework is complete?** Upon satisfactory completion of all program requirements, CityU will recommend the candidate to OSPI. The candidate will then receive further information and instructions for completing the eCertification process and payment

through OSPI. This process can take 4-6 weeks. Candidates should ***not*** apply to OSPI to add the endorsement to their teaching certificate until they receive an email from the CityU certification office with specific directions.

9. **I am a Reading Endorsement Candidate. Why do I need to take the NES 104 and the KPEERI?** CityU's reading programs are accredited by the International Dyslexia Association (IDA). In order to maintain that accreditation, we are required to have candidates demonstrate they received instruction aligned to the IDA KPS standards through successfully passing the KPEERI. Candidates who pass the [KPEERI](#) will also qualify to apply for a [Structured Literacy Classroom Teacher Certificate](#). If you have any questions, or would like support in studying for the KPEERI, please contact Bethany Moffatt at [moffattb@cityu.edu](mailto:moffattb@cityu.edu).

## **City University Endorsement Program**

**The following section contains the application materials for teachers who wish to add an endorsement through City University Program of Studies, by completing an approved Plan of Study.**

**A completed Endorsement Application Includes:**

- **City University Application**
- **Endorsement Application**
- **Agreement of Understanding**
- **Principal Letter of Support**
- **Copy of Teaching Certificate (Active State of Washington Certificate)**
- **Official Transcripts (unofficial acceptable while official are being sent)**

## City University Endorsement Program - Adding an endorsement through CityU's State approved course of study

1. Submit the endorsement application (provided in this handbook) and be admitted to the endorsement program.
2. Complete all required courses as outlined on the Plan of Study for the endorsement area. Plans of study are provided in this handbook. (Must be completed before the Practicum)
3. Pass the applicable WEST-E/NES test and have official scores sent electronically to City University of Seattle. <http://www.west.nesinc.com/> (Must be completed before the Practicum)
4. **For Reading Endorsement Candidates:** must attempt the KPEERI through the Center for Effective Reading Instruction (Must be completed before the Practicum)

### Course Substitution Process for Endorsement Plans of Study

The endorsement specialist at City University of Seattle may accept course substitution credits from a candidate's coursework from other accredited universities. The courses must meet the current, required competencies for the endorsement. There are **no** substitutions or waivers for the Elementary Education endorsement. Candidates are required to provide:

- a. Transcripts (follow the application process when submitting transcripts)
- b. Course syllabi and course descriptions for the courses requesting for substitutions
- c. Any supplemental materials the candidate wishes to provide. (such as course syllabi)

### Plans of Study for Endorsements

Candidates adding an endorsement to a Washington state teaching certificate by completing the required courses in a plan of study receive and follow a 'Plan of Study' upon beginning the endorsement program. Most endorsement courses are offered online. Internships/Student Teaching/Practicums are completed in person in a school in Washington. When scheduled, student work sessions are held at the Everett, Tacoma, or Vancouver campuses. It is the candidate's responsibility to be aware of the course offerings and requirements that need to be completed. All classes in the Elementary Education endorsement series, require on-site attendance to all scheduled student work sessions.

All endorsement candidates are subject to the current program requirements and Plan of Study **at the time of admittance**, unless otherwise notified by City University of Seattle. Please note that tuition price is subject to change.

## PRACTICUM/INTERNSHIP/STUDENT TEACHING FOR ENDORSEMENT CANDIDATES

This is the field experience requirement which allows the candidate to demonstrate competency in the endorsement area. Candidates are eligible for this final requirement when the following are complete:

1. **ALL** required coursework is complete and passed with a 2.0 or higher.
2. The WEST-E/NES is passed, and official scores received by CityU prior to enrollment in the practicum (EDU 337).
3. **For Reading Endorsement Candidates:** must attempt the KPEERI through the Center for Effective Reading Instruction prior to enrollment in the practicum (EDU 337).
4. The candidate has notified the endorsement specialist and academic advisor that he/she is ready to complete the final field experience. **NOTE:** City University does not offer placement assistance for endorsement candidates.

**Candidates are encouraged to notify the Endorsement Specialist 90 days before their intention to complete the final field experience. Candidates are required to:**

1. **Complete a Placement Request form.** This prompts the assignment of a university field supervisor. You will also identify your mentor teacher on this form.
2. **Secure their own placement within an appropriate classroom setting.** The final field experience course can work within a full-time teacher's schedule. The candidate is responsible for finding a classroom for their field experience where they will be allowed to observe and teach a minimum of 3 lessons, totaling 100 hours over the course of the quarter.
3. **Secure a mentor teacher.** Usually, the mentor teacher is the teacher of the classroom where the final field experience is completed. The mentor teacher is required to have an endorsement in the subject area and three or more years of teaching experience (preferably in the endorsement area).

### Final Field Experience (Internship/Student Teaching/Practicum)

The course instructor/field supervisor provides detailed information for the final field experience. Within this course, candidates will:

1. Document the completion of 100 hours teaching in the endorsement area.
2. Submit a short reflection about how the candidate implemented course learnings into the practicum experience.
3. Successfully teach at least one lesson as part of a formal observation by the CityU field supervisor. Prior to the observation, the candidate will submit a written lesson plan using the City U lesson plan template, for the lesson to be observed, to the CityU field supervisor. The supervisor may request to schedule additional observations as needed. It is strongly recommended observations be scheduled at least half way through the practicum to allow more time if additional observations are needed.

## City University ENDORSEMENT PROGRAM ADMISSION APPLICATION

### ➡ Section A

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

I am a  current  former student in:  BA  MIT One Year  MIT Two Year  MED

**And/Or**

I am  An endorsement only applicant

Please select the endorsement(s) you are applying for:

- Reading P-12  Special Education P-12  ELL P-12  Elementary Education K-8  
 Middle Level Math 4-9  Mathematics 5-12

Review, sign and submit an *Endorsement Agreement of Understanding* form.

Washington Teaching Certificate # \_\_\_\_\_ Type of Certificate: \_\_\_\_\_

Certificate Expiration date: \_\_\_\_\_

Current teaching assignment/District: \_\_\_\_\_

➡ **ALL APPLICANTS: A LETTER OF SUPPORT FROM YOUR CURRENT BUILDING PRINCIPAL IS REQUIRED. IF YOU ARE NOT TEACHING IN A SCHOOL, A LETTER OF SUPPORT FROM A CURRENT BUILDING PRINCIPAL IS REQUIRED. THE LETTER OF SUPPORT INDICATES THAT THE PRINCIPAL SUPPORTS YOU IN EARNING THIS ENDORSEMENT, AND IS WILLING TO WORK WITH YOU TO COMPLETE ANY REQUIRED INTERNSHIP/PRACTICUM HOURS FOR THE ENDORSEMENT.**

### ➡ Section B

Please submit the following application materials to your **Enrollment Advisor**. Transcripts should be sent to the **Registrar's Office**.

- City University Application
- Copy of valid Washington State Teaching Certificate (Required for **ALL** applicants. Current/former students might have this on file.)
- Official transcripts (Required for **ALL** applicants. Current/Former students might have these on file.)
- Signed agreement of understanding.

In addition, please request that your *official transcripts* be sent to the **Office of the Registrar**.

**Office of the Registrar**  
City University of Seattle  
521 Wall Street  
Seattle, WA 98121  
[Transcripts@cityu.edu](mailto:Transcripts@cityu.edu)

**Endorsement Specialist**  
Bethany Moffatt, c/o Janea Johnson  
City University of Seattle, Tacoma Campus  
Phone: 253-896-3220

## City University Endorsement Program Agreement of Understanding

For candidates seeking an Endorsement Only for teaching in:

- Special Education
- K-8 Elementary Education
- English Language Learners
- Reading

*(These programs are not required by Washington State, but they prepare students for the tests needed to earn the respective endorsements.)*

- Middle Level Math
- Math

For candidates who are seeking an **Endorsement**, please read, sign, and date below:

- I recognize that acceptance into the Endorsement Only program does not guarantee recommendation to OSPI for the endorsement.
- I understand that Endorsement only courses require access to P-12 students who are receiving instruction in the endorsement area.
- It is my responsibility to prepare and pass the WEST E/NES exam **before I am permitted to engage in a practicum/internship.**
- I acknowledge that I must pass the WEST E/NES exam requirement to be recommended to the State of Washington for the endorsement.
- **For Reading Endorsement candidates:** I acknowledge that I must pass the [KPEERI](#) at the end of my program in addition to the Reading Endorsement test (NES 104).
- I must successfully complete all required courses and internship or practicum offered in the Endorsement Only plan of study with a minimum of 2.0 in each course. (also before I am permitted to engage in practicum/internship)
- I am expected to work with my building principal, (or a current building principal if I am not currently teaching in a school), and a CityU Field Supervisor, for completion of the required internship/practicum hours.
- I acknowledge that my teaching certificate and fingerprint clearance must be current before I can begin any internship/practicum in a school, and that they must be current at program completion when the certification office recommends me for the endorsement to OSPI.

I have read and accept the above conditions for entering the Endorsement Only Program. Please return this document with your application.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Principal Letter of Support

### City University Endorsement Only Program

Applicant Name: \_\_\_\_\_

School Name: \_\_\_\_\_

District: \_\_\_\_\_

Dear Building Principal,

The candidate named here is applying to the endorsement only program at City University of Seattle to add an endorsement to his/her teaching certificate in **(candidate- please circle the endorsement you are applying for):**

#### Special Education

- K-8 Elementary Education
- English Language Learners
- Reading

*(These programs are not required by Washington State, but they prepare students for the tests needed to earn the respective endorsements.)*

- Middle Level Math
- Math

Please review the candidate's request to apply for this endorsement and initial acknowledgment of the following.

\_\_\_\_\_ I recommend this candidate as having a high likelihood of being successful to add the above endorsement to his/her teaching certificate.

The candidate will need support of his/her endorsement program by the building principal in the following ways:

- Provide identification of model classrooms, **in the endorsement area**, in a variety of settings for candidate to visit.
- Provide a mentor teacher, and classroom observation and teaching opportunities, for the practicum/internship **in the endorsement area**.

Building Principal Printed Name: \_\_\_\_\_ Building Principal email \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_

Principals are welcome to contact the Endorsement Specialist with any questions:  
Bethany Moffatt, M. Ed. NBCT      Endorsement Specialist      [moffattb@cityu.edu](mailto:moffattb@cityu.edu)

## **City University Endorsement Program ENDORSEMENT COURSES**

**This section contains current Required Courses  
(as of June 2020)**

**for each of the endorsement areas available at CityU:**

**Reading**

**English Language Learners**

**Middle Level Math**

**Math Grades Five to Twelve**

**Special Education**

**Elementary Education**

## ENDORSEMENT COURSES

- Candidates must have a current WA state teaching certificate to obtain an endorsement
- Minimum grade of 2.0 required for each course
- Internships are required regardless of experience/background
- NES/WEST-E exam must be passed prior to enrollment in the practicum (EDU 337)
- Reading Endorsement candidates ONLY: must pass the [KPEERI](#) through the Center for Effective Reading Instruction prior to enrollment in the practicum (EDU 337)

### *Online*

#### **IDA ACCREDITED READING Endorsement Courses**

ERL 405 Introduction to Literacy Support – 4 credits

ERL 450 Literacy in the Content Areas – 4 credits

ERL 452 Literacy Assessment and Evaluation – 4 credits

ERL 417 Literacy Instruction: Meeting the Needs of All Learners – 4 credits

#### **Internship**

EDU 337 Practicum – 1 credit

#### **ENGLISH LANGUAGE LEARNERS Endorsement Courses**

ELL 414 Introduction to ELL Education – 4 credits

ELL 410 ELL Reading – 4 credits

ELL 412 ELL Strategies and Assessment – 4 credits

ELL 416 Language Acquisition and Bilingualism – 4 credits

#### **Internship**

EDU 337 Practicum – 1 credit

#### **Middle Level Mathematics Endorsement (4-9) Courses**

EML 481 Standards of Mathematics Practice- 3 credits

EML 486 Ratios and Proportional Relationships – 3 credits

EML 435 Number Sense and Theory- 3 Credits

EML 482 Algebra and Functions- 3 credits

EML 445 Geometry and Measurement- 3 credits

EML 485 Probability and Statistics- 3 credits

#### **Mathematics Endorsement (5-12) Courses**

EML 481 Standards of Mathematics Practice – 3 credits

EML 486 Ratios and Proportional Relationships – 3 credits

EML 435 Number Sense and Theory – 3 credits

EML 465 Calculus – 3 credits

EML 482 Algebra and Functions – 3 credits

EML 445 Geometry and Measurement – 3 credits

EML 485 Probability and Statistics – 3 credits

EML 475 Discrete Math – 3 credits

## Special Education Endorsement Courses

### **Online**

ESP 370A Content: Exceptionality in Special Education- 4 credits

EML 481 Standards of Math Practice – 3 credits

ERL 405 Introduction to Literacy Support – 4 credits

ESP 422 Behavior Analysis and Intervention – 3 credits

ESP 419-Behavior Analysis and Management II – 1 credit

ESP 436 Assessment & Evaluation in Special Education – 4 credits

ESP 437 Individual Education Plans (IEPs) – 4 credits

ESP 438 Transition Plans – 3 credits

### **Internship**

EDU 337 Practicum – 1 credit

## K-8 Elementary Endorsement Courses

***All Mixed Mode courses combine online and classroom learning on Saturdays at our Vancouver, Tacoma, and Edmonds locations.***

### **No course substitutions or waivers in these requirements:**

EDE 433 Content: Mathematics I – 4 credits

ERL 436 Literacy Instruction & Assessment I – 4 credits

EDE 439 Content: Mathematics II – 4 credits

ERL 438 Literacy Instruction & Assessment II – 4 credits

EDE 370A Content: Creative Arts: Concepts & Methods – 2 credits

EDU 329 Science, Technology, Engineering & Math – 4 credits

EDE 403 Health & Fitness – 2 credits

EDE 380 Social Studies – 4 credits

### **Internship**

EDU 337 Practicum – 1 credit