

Intern Substitute Policy

The Intern Substitute Certificate is defined in WAC 181-79A-231(6), as a limited-service certificate that may be awarded to teacher candidates who are enrolled in their student teaching experience. Candidates may only serve as an intern substitute teacher in the classroom(s) to which the individual is assigned as a student teacher/intern. As per WAC 181-78A-236, only hours served in the role of a substitute teacher within the candidate's placement setting can be counted as approved clinical practice hours required for teacher certification.

While this certificate is a tool which could be used as an additional learning experience in the classroom, it is only available to candidates **enrolled in full-time student teaching** who have completed ALL certification requirements prior to requesting the certificate.

Applicants for the Intern Substitute Certificate must have completed the following certification requirements:

Have valid **fingerprint and Pre-Residency Clearance** through student teaching.

Passed or been approved for the case-by-case exception for **all endorsement content tests** (associated with the candidate's program of study.)

In addition, the following apply:

- ✓ Candidates must have successfully completed their Mid-Term Evaluation (Checklist) and submitted their completed PGP to their assigned supervisor.
- ✓ Candidates may not perform more than three consecutive days as a substitute teacher. After serving as an Intern Substitute for three consecutive days, the candidate must return to the role of Student Teacher for at least one day before being able to substitute (no more than) three consecutive days again, with a maximum number of ten days total (half days are to be counted as full days toward the ten-day total.). If being hired as an intern substitute teacher interferes with the learning process, the certificate can be revoked.
- ✓ Supervisor must receive an email from the candidate's mentor indicating interest in and approval of the candidate serving as a substitute in the assigned classroom.
- ✓ An email from the candidate's supervisor must be sent to the Certification Officer confirming that the candidate has met program requirements and is prepared for the responsibility of taking on the classroom within the parameters of an Intern Substitute.
- ✓ Candidates must submit a copy of the signed Policy Agreement form to the Certification Office (jstinson1@ewu.edu) in order to be eligible for the required program approval.
- ✓ Candidates must email Jill Stinson at jstinson1@ewu.edu with the date(s) they serve or plan to serve for record keeping purposes.