Emergency Substitute Certificate Instructions

Go to the OSPI website: <http://www.k12.wa.us/>

Click on Certification, Teacher Certification

Or go to <https://www.k12.wa.us/certification-teacher-0/emergency-substitute-certification-state-applicants>



Then click on In-State Program Completer Applicants



 Then on Emergency Substitute Teacher



You must first create an account before applying:



Once you complete your profile, please call Human Resources at 509-884-7169 as there a section for the district to complete. We will ask for your last name and the last four digits of your social security number. It takes just a few minutes for us to complete our portion of the request. When you log back in you will have a few more steps to complete, including paying the certificate fee.