

# Teaching Service Verification Form

Email completed form to [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)

## TO BE COMPLETED BY TEACHER

### CONTACT INFORMATION

**Name:**

**Address:**

**City:** **State:** **Zip:**

**Email:** **Phone:**

### TEACHING INFORMATION

**School Year (YY-YY):** **Start date:** **End date:**

**Name of District:** *(only one per form)*

**Name of School:**  
*(if more than one, write "multiple")*

**WA Residency Teacher Certificate #:**

### TEACHING SERVICE

**Teaching Service Days:** Report **full days** of teaching for each endorsement area. *Partial days earn prorated credit (e.g., report two half days as one full day).*

<b>Endorsement Area:</b>	<b>Teaching Days:</b>	<p><b>Total Teaching Days:</b> (Combined total for the year)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>What type of teaching days does this include? <i>(Check all that apply)</i></p> <p><input type="checkbox"/> Contracted</p> <p><input type="checkbox"/> Substitute</p> <p><input type="checkbox"/> Summer school</p>
<b>Endorsement Area:</b>	<b>Teaching Days:</b>	
<b>Endorsement Area:</b>	<b>Teaching Days:</b>	
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<b>Endorsement Area:</b>	<b>Teaching Days:</b>	

## \*\*\*\*\* TO BE COMPLETED BY SCHOOL OR DISTRICT OFFICIAL \*\*\*\*\*

### EMPLOYER SERVICE VERIFICATION

**By signing below, I certify that the teacher's assignment, endorsement(s), and days reported above are accurate and meet the program's definition of acceptable service (see definition on Page 1).**

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**Signature of school or district official** (not teacher listed above) **Date**

**Email Address:**



# Teaching Service Verification Form Instructions

Return form by August 31, 2021

## TEACHERS

- You must teach a minimum of 40 days in order to earn service credit for the academic year (as stated in your promissory note). ***If you had difficulty meeting the 40 teaching days, please contact us at [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)***
- You will receive credit for teaching in any endorsement area and double credit for teaching in a shortage area.
- You can earn service credit for days spent teaching **after** obtaining your Residency Teacher Certificate. ***If you were unable to obtain your Residency Teacher Certificate because of COVID-19 related restrictions, please contact us at [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)***
- Fill in the number of full days (or equivalent) you taught. Partial days earn prorated credit. For example, if you taught 81 half days, report 40.5 full days. If you worked 0.6 FTE for all 180 days of the school year, enter 108 days ( $180 * 0.6 = 108$ ).

## DEFINITION OF ACCEPTABLE SERVICE

- For teachers with content area endorsements, the following assignments are acceptable:
  - Teaching a course with a course code that matches the endorsement according to state assignment policy set by the Professional Educator Standards Board (WAC 181-82-105).
  - Providing instructional coaching services in your endorsement area for teachers and/or paraeducators at the building and/or district level.
- For teachers with endorsements in non-content areas (i.e., Bilingual Education, Early Childhood Special Education, English Language Learners, and Special Education – henceforth referred to as special populations), the following assignments are acceptable:
  - Teaching in a classroom position working exclusively with the special population (e.g., English language development class, resource room for Special Education).
  - Teaching in a mainstream classroom in which you support students in the special population by incorporating the special population endorsement competencies (e.g., the ELL endorsement competencies) into content area instruction.
  - Providing instructional coaching services in your endorsement area for teachers and/or paraeducators at the building and/or district level.

## ADMINISTRATIVE VERIFICATION

Service forms must be signed by a school or district official with authority to verify your assignment and teaching days (i.e., principal, business manager, human resource administrator, or designee).

To submit your form scan and email: [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)

Questions? Call 1-888-535-0747 opt 6. Mon to Fri 8 a.m. to 4 p.m.

**Return Form or contact us by August 31, 2021**