



## **Emergency Certificated Substitute Instructions**

*\*\*This process takes time, patience and good communication. Once it is requested, it could take 6-8 weeks before your Emergency Certificate is issued through OSPI \*\**

To be considered to substitute for our District you must complete all of the items listed below.

### **YOU MUST HOLD A BACHELOR DEGREE**

#### **APPLICATION**

- Complete the Emergency Substitute application on the Wenatchee School District Website.
- Create an E-Certification profile on the OSPI website.

[OSPI Emergency Sub Cert Application](#)

#### **FINGERPRINTS**

- You must have current fingerprints on file with OPSI at NCESD. Your fingerprints stay on file for 2 years after you have them taken. Please schedule your appointments online at: [NCESD Fingerprinting Appointment](#) or call 509.665.2610. OSPI will not issue your certificate without valid fingerprints.

*\*\*The substitute is responsible for paying the fingerprinting fee\*\**

#### **HUMAN RESOURCES PAPERWORK**

- Once your application is approved, you will be sent an email with additional employment paperwork: I-9, W-4, Direct Deposit, Retirement Status, EEOC, Reasonable Assurance, SDMR. One SDMR completed for each previous school district you have worked for.

#### **● APPOINTMENT**

Once you have completed this paperwork please email Michelle Valentine at [Valentine.Michelle@wenatcheeschools.org](mailto:Valentine.Michelle@wenatcheeschools.org) or call 509-663-8161 x33224 to schedule an appointment to bring in your paperwork. When you come in you will need to bring with you all original documents.

Once we have met and you have turned in your employment paperwork, we will notify you that we have requested your emergency certificate.

- At that time you will need to log back into your e-cert account and complete the application and pay the OSPI fees.
- When you receive your emergency certificate please email a copy of it to [valentine.michelle@wenatcheeschools.org](mailto:valentine.michelle@wenatcheeschools.org). *We do not get notified when your certificate is approved.*

## **WELCOME**

Once all paperwork and your emergency cert has been received, you will receive a welcome email once we have you entered into our system. This welcome email is your notification you are on the active substitute list.

## **SAFE SCHOOLS YEARLY TRAINING**

- Once on the substitute list you will be required to complete the online Safeschools training. This training needs to be completed within 30 of becoming an active sub. *If this training is not completed, you will be taken off the active substitute list.*

Please review the substitute handbook: [Substitute Handbook](#)

Any questions regarding subbing or your paperwork may be directed to:

Michelle Valentine

Wenatchee School District Substitute Coordinator at:

[valentine.michelle@wenatcheeschools.org](mailto:valentine.michelle@wenatcheeschools.org)

or 509.663.8161 x33224