

## Process for Emergency Substitute Certification

1. You will need to have an interview with Sara Kennedy (509)633-1442 (principal at the high school) or Lisa Lakin (509) 633-0730 (Principal at the elementary school). They will e-mail me to let me know that you are approved to move through the process of becoming a substitute teacher with the district.
2. Go to this link and create an account. Make sure that you put all information in. You have to go back in and sign into the account for it to be activated so that I can view your name.  
<https://eds.ospi.k12.wa.us/Register.aspx?signin=ac01390628a63cb95be6a9da3b119076>.  
Please let me (Hope Hansen) know when you have created the account.
3. I will go into my administration portion of OSPI and create an application for emergency substitute. I will let you know when this is done.
4. You will sign into the account, fill out your portion of the application and pay for the cost of the certification. I think it is around \$50. Let me know when this is done.
5. We wait for the application to go through. It usually takes up to 2 weeks.