

# **CERTIFICATION PROCESS AND TIMELINES**

## **Fall Process/Timelines**

### **August**

1. Human resources sends the following to school administrators:
  - Current building certificated staff list
  - Endorsement list

### **September**

1. Human Resources checks and verifies for certification status of each staff member
2. Human Resources sends list of staff needing Out-of-Endorsement Plans to building administrators
3. Administrators calendar initial conferences, complete Evaluation Selection Forms and meet with teachers needing plans
4. Human Resources will send updated staff assignment lists to principals for verification (this information is also critical for S275 report due to OSPI in November)
5. Principals return revised/updated staff assignment lists to Human Resources
6. Human Resources will review updated lists and notify building administrators of any additional staff not meeting certification requirements

### **October**

1. Out-of-Endorsement Plans due in human resources
2. Evaluation Selection Forms due in human resources (October 15)

## **Middle School and High School 2nd Semester Process/Timeline**

### **January**

1. Human resources notifies building administrators of staff not meeting certification requirements

### **February**

2. Out-of-Endorsement Plans due in Human resources

**NOTE: For any other time of year, submit a PAF for any change of assignment**