

**Application for a Pathway 2 Endorsement**

1. Complete the **application** for an add-on endorsement (attached) and include a non-refundable processing fee **for $40**, made out to PLU.
2. Complete OSPI state endorsements forms **1522A, 1522E,** and **1522F**
3. Sign up and complete the relevant **West-E or NES** assessment. The West-E/NES does not need to be passed to begin the endorsement process. To begin preparing for the West-E/NES assessment, we recommend reviewing:
	1. The relevant Washington state [endorsement competency](http://program.pesb.wa.gov/endorsements/list) outline
	2. Test [summary and framework](http://www.west.nesinc.com/WA_testobjectives.asp) & free practice tests (scroll to the appropriate test at the bottom of the hyperlinked webpage)
4. Include copies of unofficial transcripts
5. Submit a copy of your valid Washington state Teaching Certificate
6. Mail completed application and all materials to : Pacific Lutheran University/Attn: Partnerships & Professional Development/12180 Park Ave. S/ Tacoma, WA 98447-0003

Items to be included and mailed to PLU:

 **[ ]** Add-OnEndorsement Application

**[ ]** $40 processing check made out to PLU

**[ ]** Completed OSPI forms [1522A, 1522E, 1522F](http://www.k12.wa.us/certification/certapp/1522.pdf)

**[ ]** If available, copies of the completed West-E exam (not required upon application)

**[ ]** Unofficial Transcripts for all institutions attend

**[ ]**  Washington Teaching Certificate, copy

Once all items have been received, you will be registered for 5 credits and assigned to a university supervisor via email for next steps. A bill for $1,200 will be generated upon receiving application materials. For questions, call 253.535.8790 or email profdev@plu.edu.

**Add-On Endorsement Application**

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|       |       |       |       |
| **Last Name** | **First Name** | **MI** | **Maiden** |
|      -     -      | **[ ]  Male** **[ ]  Female** |       |       |
| **Social Security Number (required)** | **Gender** | **Semester/Term (Fall/Spring)** | **Today’s Date** |
|  |  |  |  |
| **PERMANENT MAILING ADDRESS** |  |  |
|       |       |       |
| **Street/P.O. Box** |  | **Date of Birth** | **Home Phone** |
|       |       |       |       |
| **City** | **State** | **Zip** | **Work Phone** |
|              | **[ ]  Yes [ ]  No** |       |
| **Email WA Certificate Number**  | **Have you taken classes at PLU?** | **If yes, when?** |
|  |  |  |  |
| **RELIGIOUS PREFERENCE (OPTIONAL)** |  |  |
| [ ]  Lutheran | [ ]  Home congregation  |
| [ ]  Episcopalian | [ ]  Methodist | [ ]  Presbyterian | [ ]  Baptist |
| [ ]  Jewish | [ ]  Roman Catholic | [ ]  Non-Denominational Christian | [ ]  Other |
| [ ]  None | [ ]  Choose not to report |  |  |
|  |  |  |  |
| **ETHNIC ORIGIN (OPTIONAL)** |  |  |
| [ ]  American Indian/Native American | [ ]  Asian/Pacific Islander | [ ]  Black (non-Latino or Hispanic) | [ ]  White (non-Latino or Hispanic) |
| [ ]  Latino or Hispanic | [ ]  Multi-Racial | [ ]  Non-Resident Alien | [ ]  Choose not to report |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRN #** | **Course Identifier** | **Course Title** | **Semester Hrs** | **Cost** |
|  | **EDUC 905** | **Pedagogy Assessment** | **5** | **$1200** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **ENTER TOTAL** |  | $**1200** |

The student understands that the tuition and fees for the semester are due and payable in full at the time of the student’s registration unless the student has arranged a payment plan that has been approved by the University. Student further agrees to pay all other charges which student incurs while attending the University. Failure to pay when due all University bills shall release the University of any obligation to continue to provide the applicable education benefits and services, including, but not limited to, grade reports, transcripts of records, diplomas, registration or statements of honorable dismissal. The student shall also be denied admittance to classes and the use of university facilities in the event of default or if you are not registered. Accounts 60 days delinquent may be turned over to a third-party collection agency. Any additional collections costs and/or attorney fees may be added to the account. This agreement shall be construed and governed by the laws of the State of Washington.

Registration Policy: Notification of Withdrawal from a general continuing education course must occur in writing via email to profdev@plu.edu before the halfway point of the course. There will not be a late registration change fee applied but tuition and fees are non-refundable. Withdrawal from a general continuing education course after the halfway point of the course will be charged a $50.00 late registration change fee per transaction. Tuition and fees are non-refundable and a W grade will apply.

**🞎 By checking this box I understand and agree to the above terms.**

NOTE: I*f you have previously attended PLU and have any type of Hold on your account, you will not be allowed to register until the Hold has been resolved.*