



Dear Administrator Certification Applicant:

All of the documents required for your Administrator certificate can be found online. Please download all of the documents, <http://www.gonzaga.edu/Academics/Colleges-and-Schools/School-of-Education/Certification/Administrator-Certification/default.asp> fill out the forms completely and mail or bring into the certification office.

If you have further questions concerning the certification process or the related paper work please feel free to contact me at 509-313-3504. If you have questions concerning the program process, contact the director, Dr. Chuck Salina, 509-313-3643. I am looking forward to meeting and working with you during the next academic year.

Your certification forms should be sent to the following address:

Ms. Cathy Dieter, Gonzaga University, School of Education, 502 E Boone Ave. AD Box 25
Spokane, WA 99258-0025

Listed below are the items required for your certification file prior to your internship.

1. ___ State application form (signed and dated) (SPI 4201)
2. ___ State certification fee has been paid (See WA. State Certification Fees document)
3. ___ State Character & Fitness Supplement (SPI 4020B)
4. ___ Information Sheet
5. ___ Verification of Good Standing From Other States (4020C) **If applicable
6. ___ **(Principal)** A copy of your teaching or ESA Certificate
7. ___ **(Principal)** (Form SPI4001) Successful school-based experience in an instructional setting
8. ___ Fingerprint Clearance (if individual does NOT hold a valid WA certificate)

Most sincerely,

Cathy Dieter
Director of Certification
RC 202 C; 509-313-3504
dieter@gonzaga.edu