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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

### **Temporary Interim Clearance Process**

The Interim Clearance process is being implemented to accommodate school districts, ESDs, BIE and charter schools in the hiring of new employees who are unable to complete the fingerprinting process due to the current COVID19 situation.

This process will be available to the employing agency Human Resources staff to request a WSP Interim Clearance for:

- Classified position applicants
- Currently certified educator applicants without current fingerprint results on file
- Certification applicants with pending positions

The employing human resource staff will complete the WATCH process through the Washington State Patrol (WSP). Agencies who do not currently have an active WATCH account will need to go to the WSP WATCH website and fill out the New Account Application for the non-profit account.

Information regarding the WSP WATCH process, including set up of an account can be found at: <https://fortress.wa.gov/wsp/watch/Home/Index>

To be accepted, the WATCH results must indicate: No Record Found or No Exact Match Found. OSPI Fingerprint Records Office will not be able to authorize an Interim Clear result for applicants with conviction information or those that are unable to obtain a 'No Record Found' result.

The human resource staff will need to forward a copy of the WATCH document to the Fingerprint Records Office email: [oppfp@k12.wa.us](mailto:oppfp@k12.wa.us)

The Fingerprint Records staff will enter results of: **Interim Clear** in the WSP results field which will be available for view through EDS/E-cert.

This WSP Interim Clear result will allow the Professional Certification office to issue a temporary permit for certain educational certificate applicants who have only a fingerprint deficiency. The applicant must meet all other certification application requirements.

### **Washington State Preparation Programs:**

A pre-residency clearance is not available through the WATCH process because it is not a certificate. Through the WATCH process, with district request and program approval, a candidate could apply for an intern substitute certificate. Other limited certificates are available through the WATCH process with district request. Applicants must meet all other certification requirements.

If you have questions about the permit process, please contact Professional Certification at (360) 725-6400 or [cert@k12.wa.us](mailto:cert@k12.wa.us)

Questions regarding the Interim Clearance process can be directed to Fingerprint Records at [oppfp@k12.wa.us](mailto:oppfp@k12.wa.us)