

Professional Certification Department: Rush Requests

Overview

A Rush Request is a courtesy provided by the OSPI Professional Certification Department that allows a school district to request a priority review (10-business days) for submitted applications.

Please Note: Rush Requests cannot be submitted for Pre-Residency Clearance or Paraeducator applications and only ONE Rush Request can be placed on an application.

Requirements

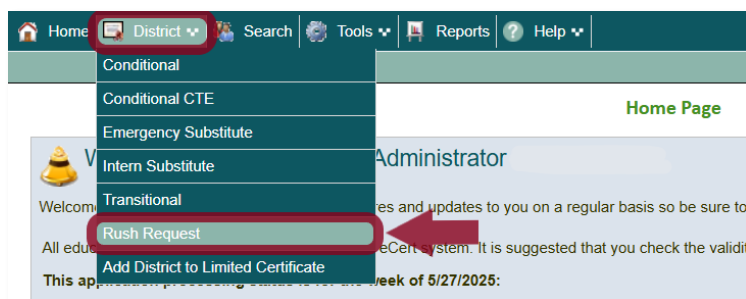
Before submitting, verify the following criteria:

- The educator's application status says "Open" or "Re-Opened"
- Valid [fingerprint results on file](#) (not "pending" or "resubmit")
- Does **NOT** already hold a valid certificate for the assignment
- For Educational Staff Associates, [verify their professional licenses](#) (Nurse, Occupational or Physical Therapist, etc.)

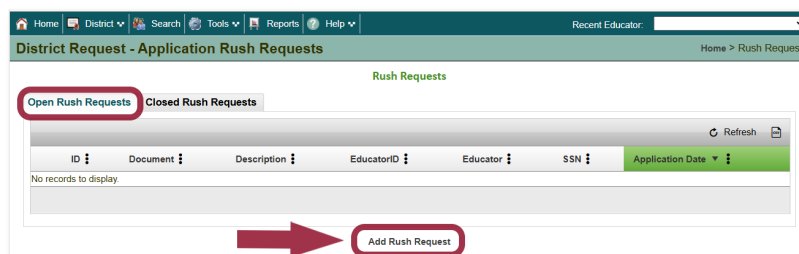
To better assist the priority review of a submitted application, please ensure educators have turned in applicable information such as fingerprint background check results, transcripts, verification forms, and professional license before requesting a rush.

How to Submit a Rush Request

Step 1: Log into E-Certification and select "Rush Request" from the District tab drop-down.



Step 2: From the "Open Rush Requests" tab, select "Add Rush Request" at the bottom. Please note that you may need to scroll down if there are many open rush requests.



Step 3: In the Application Rush Request Wizard, enter the last four digits of the educator’s SSN and their last name.

- This information *must* match their eCert record

Application Rush Request - Step 1 of 4

You are requesting an application rush request.

Please enter the last four of the SSN and Last Name of the applicant. The applicant must already be in the certification database to enter a rush request.

Last Four of SSN: *

Last Name: *

Once you have entered the required data click on the Next button.

Continue - Please search for the student and continue.

Cancel - Please cancel the wizard.

Next

Step 4: Review the educator’s information to ensure it is the correct application and click on “Rush Request.”

- If the information is not correct, select “Cancel” before clicking on “Rush Request”

Application Rush Request - Step 2 of 4

You are requesting an application rush request.

Educator Name

ID	Document	Description	Status	Background	Source	Received
Rush Request	4031	Residency/Sub TCHR Certification	RE-OPENED	0	EDU	03/18/2024

Select Rush Request from the application list above.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

Step 5: Check **one choice** from the listed options to verify the educator’s fingerprints.

Application Rush Request - Step 3 of 4

You are requesting an application rush request.

Educator Name

Our district has offered a position to this applicant, and I have checked the E-certification system and verified that

Washington State Patrol fingerprint results not needed due to either a valid permit or certificate.

Or

Washington State Patrol fingerprint results are posted as of: MM/DD/YYYY *

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous Next

Step 6: Review the affidavit information before confirming and click “Submit” to complete the request.

Application Rush Request - Step 4 of 4

You are requesting an application rush request.

You are adding a request for **Educator Name**.

Submitting a rush request is a courtesy provided by Professional Certification for expedited review of the selected application. This submission is the same as signing the rush request form and serves as an affidavit that the district is verifying the request for expedited review for the individual noted.

Please confirm your request and electronically sign off on the candidate’s application below.

Once you have reviewed the information above submit the information.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard

Previous Submit