



**Professional Certification Partnership Agreement between
Seattle Pacific University and Tahoma School District
September 1, 2006 – August 31, 2009**

Terms and Conditions of Agreement:

In consideration of the mutual promises and agreements set forth herein, and other good and valuable consideration, Seattle Pacific University (SPU) an educational institution offering university credit courses through its Professional Certification and Continuing Education programs and Tahoma School District agree as follows:

All residency certificate holders employed by Tahoma School District, upon meeting qualifying criteria, may become candidates of the Professional Certification Program, which includes a Pre-Assessment Seminar (3 credits), individualized core (9 credits), and Culminating Seminar (3 credits). Tahoma School District will offer both the Pre Assessment and Culminating Seminars over a 2- to 3-year period. Tahoma School District may choose, through a Supplemental Agreement, to offer an Advanced Seminar (3 credits) for out-of-state teachers who meet the specific eligibility requirements.

The term of this partnership will be a minimum of three years, and will be reviewed and adjusted annually as needed.

Seattle Pacific University will:

1. Provide informational materials, course syllabi, and course materials for the Pre-Assessment and Culminating Seminars.
2. Provide an Advanced Seminar option for eligible teachers from out-of-state
3. Review and admit candidates to the Professional Certification Program through an application process.
4. Review and approve applications for adjunct instructors from Tahoma School District, who will serve as instructors/faculty advisors for Pre-Assessment and Culminating seminars.
5. Provide options for the hiring and compensation of adjunct instructors.
6. Provide training and ongoing support for Tahoma School District adjunct instructors who lead the Pre-Assessment and Culminating Seminars, and thus ensure a quality instructional experience for all Professional Certification candidates.
7. Review and verify completion of the Professional Certification process based upon adjunct instructor recommendation and OSPI criteria.
8. Send confirmation of approval for a Professional Certificate to the State of Washington.

Tahoma School District will:

1. Designate a district administrator to serve as the professional certification program representative for Tahoma School District. This person will be the liaison to SPU and will attend two meetings per year on the SPU campus or the location nearest the partner's site.
2. Identify one or more certificated staff members who will participate in annual training as provided by SPU, and will serve as instructor/faculty advisor for the Pre-Assessment and Culminating Seminars. These staff members must possess, at a minimum, a Master's degree and either hold or apply for adjunct faculty status with SPU.
3. Provide a maximum of 3 days of release time for seminar instructors to attend SPU training and meetings.
4. Submit an SPU course form for each seminar to create the credit offering each year.
5. Offer the Pre-assessment and Culminating seminars for their residency certificate holders over a 2- to 3-year period.
 - o Identify residency certificate holders needing professional certification
 - o Inform residency certificate holders regarding the SPU program
 - o Facilitate enrollment in professional certification program and seminars

6. Support Advanced Seminar candidates as necessary per the requirements of the option selected.
7. Assist each candidate in identifying a district representative to the Professional Growth Team (PGT).
8. Recognize that the curriculum design as well as all materials associated with the Pre-Assessment Seminar, the Culminating Seminar and the Advanced Seminar, have been developed by and belong to Seattle Pacific University for the exclusive use of Seattle Pacific University faculty and students. These proprietary materials may not be copied or disseminated in any way without the expressed written consent of Seattle Pacific University.

Fee Structure:

The basic tuition cost of Pre-Assessment, Culminating, and Advanced Seminars is \$450 per seminar per candidate. For details and cost options, please see Instructor Compensation Options below.

The cost of core credits varies as to the individual candidate’s selection of coursework. Core credits must align to the candidate’s professional growth plan and may be taken from any accredited university. The cost of these credits may range from \$40 per SPU Continuing Education credit to much higher graduate tuition rates. In some instances, clock hours may be applied to the core at the ratio of 10 clock hours per 1 credit.

Instructor Compensation Options:

Please initial the option selected.

Option	Tahoma School District :	Seattle Pacific University:	Cost to Candidate
1 <hr/> Initial	<ul style="list-style-type: none"> o Identifies qualified adjunct instructor(s) and provides compensation for the adjunct instructor(s) per their own negotiated rates 	<ul style="list-style-type: none"> o Provides training and support for adjunct instructors and o Rebates \$150 per candidate per seminar to Tahoma School District toward the cost of the instructor 	<ul style="list-style-type: none"> o \$25 program application fee o \$450 per 3-credit seminar o 9 core credits – rates vary
2 <hr/> Initial	<ul style="list-style-type: none"> o Identifies qualified adjunct instructor(s) and provides compensation for the adjunct instructor(s) per their own negotiated rates o Elects to reduce the tuition cost to candidates by waiving the \$150 rebate per candidate per seminar 	<ul style="list-style-type: none"> o Provides training and support for adjunct instructors o Reduces tuition paid by candidates for Pre-Assessment and Culminating Seminars. o Does NOT rebate a portion of the tuition to Tahoma School District 	<ul style="list-style-type: none"> o \$25 program application fee o \$300 per 3-credit seminar o 9 core credits – rates vary
3 <hr/> Initial	<ul style="list-style-type: none"> o Identifies qualified adjunct instructor(s) and o Allows adjunct instructor(s) to contract directly with SPU for compensation 	<ul style="list-style-type: none"> o Provides training and support for adjunct instructors, and o Provides compensation directly to the adjunct instructor based upon a mutually agreed upon contract, and o Reserves the right to add students to the cohort from outside the Tahoma School District up to an agreed upon maximum enrollment 	<ul style="list-style-type: none"> o \$25 program application fee o \$450 per 3-credit seminar o 9 core credits – rates vary

Advanced Seminar Options

The Advanced Seminar is a modified version of the Professional Certification Program specifically designed for teachers who have come to Washington with five or more years of out of state teaching experience. Qualified participants must complete the required portfolio to demonstrate competency in all standards. The Tahoma School District may choose its level of support of these candidates by selecting one of the following models. If models B or C are selected, the instructor will be compensated as per the instructor compensation option selected above.

Please initial the model selected.

____ A. SPU Online Seminar

The Tahoma School District does not provide an advanced seminar, but refers candidates directly to SPU for the online program. SPU contracts an online instructor and works directly with candidates through a distance learning model.

Typical Cost to Candidate	
Program application fee	\$25
Tuition for 3 graduate credits @ \$285 per credit	\$855
Core credits waived unless deemed necessary to meet specific criteria	0
TOTAL	\$880

____ B. Two-year Advanced Track Program Onsite

Eligible advanced track candidates participate in the full Pre-Assessment and Culminating seminars offered onsite. They complete the Professional Certification portfolio along with regular track candidates. The core credits are waived by SPU unless it is determined by the instructor that coursework is needed for an advanced candidate to meet specific pro cert criteria.

Typical Cost to Candidate	Compensation Option 1	Compensation Option 2
Program application fee	\$25	\$25
Tuition for 6 graduate credits	\$900	\$600
Core credits waived unless deemed necessary to meet specific criteria	0	0
TOTAL	\$925	\$825

____ C. One-year Advanced Track Program Onsite

The Tahoma School District provides an advanced seminar cohort onsite. This typically requires a minimum enrollment of 10 eligible, advanced track candidates. Candidates complete the Professional Certification portfolio in one year, with no core credit requirement unless it is determined by the instructor that coursework is needed for an advanced candidate to meet specific Professional Certification criteria.

Typical Cost to Candidate	Compensation Option 1	Compensation Option 2
Program application fee	\$25	\$25
Tuition for 3 graduate credits @ \$150 per credit	\$450	\$300
Core credits waived unless deemed necessary to meet specific criteria	0	0
TOTAL	\$475	\$325

Portfolio Development and Submission

All portfolios must be developed in electronic format using Microsoft Office. SPU provides all enrolled candidates the option to purchase the most recent version of Microsoft software at a reduced rate.

Candidates will be expected to submit all documents and assignments for the seminars electronically or in hard copy per their instructor's directions. They will also share documents with their Professional Growth Team members either electronically or in hard copy. Upon completion of the Culminating (or Advanced) Seminar, candidates will submit a copy of their portfolio to SPU on CD. SPU will specify a basic table of contents and format for the CD in its course materials.

Tahoma School District will provide candidate data to SPU as needed for program review and evaluation.

Other Courses and Workshops:

1. Other approved courses and staff development training in the Tahoma School District may be offered for SPU credit at the normal Spiral rate.
2. Candidates who wish to apply to a graduate degree program at SPU must meet the standards for that degree program. If the candidate is accepted, the six credits associated with the Pre-Assessment and Culminating seminars may apply to the graduate degree program.
3. Candidates accepted into the graduate degree program at SPU may be able to apply graduate level courses to the nine "core" credit requirement of the Professional Certification program.

Tahoma School District
25720 Mpl Vly-Blk Dmd Rd SE
Maple Valley, WA 98038-8412

District Superintendent signature / date

District Liaison signature / date

District Superintendent name (please print)

District Liaison name (please print)

Seattle Pacific University School of Education
3307 Third Ave. W Suite 209
Seattle, WA 98119



Dan Bishop signature / date
Director of Professional Development & Continuing Education