

ESA Certification Process Updated April 2024

For graduates of the UW MOT Program the steps to apply for ESA certification in Washington State are:

1. Visit the Washington Office of Superintendent of Public Instruction's website for "School Occupational Therapist First Time" - <https://ospi.k12.wa.us/certification/educational-staff-associate-esa-certificates/esa-first-time-applicant/school-occupational-therapist-first-time>
2. Follow the steps to apply for a temporary permit.
3. Submit official UW transcripts instead of Form 4099E.
 - a. We understand the language on the OSPI website is confusing. We have verified that the UW MOT coursework meets ESA requirements and that they review official transcripts for that information.
 - b. Form 4099E is for OTs who did not graduate from a program that includes ESA certification coursework.

School Occupational Therapist First Time

This application is for people seeking their first tier certification for the school occupational therapist role.

- Bachelor's degree in occupational therapy from an American Occupational Therapy Association-approved institution. Must submit official transcripts showing degree
- Hold a valid state of Washington license as an occupational therapist
- Completion of an [ESA course \(PDF\)](#) approved by the Professional Education Standards Board (PESB)

OR

- Completion of any state's approved program leading to certification for the school occupational therapist role [Form 4099E \(PDF\)](#)

OR

- Three years of out of state experience in the school occupational therapist role [Form 4020F-1 \(PDF\)](#)
- Submission of [fingerprints](#) for a background check is required, if a valid certificate is not already on record

EDS System

- [E-Certification System Information](#)
- [E-Certification Login](#) | [EDS](#)

Questions?

[Submit a question](#) to OSPI.

For graduates of the UW MOT Program who need assistance to be approved to work in public schools in other states, please email ot@uw.edu with the following:

1. Link to the state's website for respective public school certification requirements.
2. Description of the type of documentation you need from the Division of OT.