

ESA Certification Process for WA State 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.
4. 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.
5. 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.

ESA Certification Process for Out of State

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.