

ESA Certification Process
Updated March 2023

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://www.k12.wa.us/certification/educational-staff-associate-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.
4. If you have any questions, please contact OSPI's Professional Certification office at 360-725-6400.

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.