



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

District of Columbia Local Education Agency (LEA)
Request form for a [One-Year Provisional Teacher](#) or [Initial Educator Credential](#)

The purpose of this form is to enable an authorized hiring official at a DC local educational agency (LEA) to request a *one-year provisional teacher* credential or an *initial teacher or school service provider* credential for the current or prospective employee indicated below.

Instructions

1. Provide all information as required. Incomplete forms shall not be accepted for processing.
2. This form must be manually or digitally signed by the hiring official at the employing DC LEA.
3. Once completed, this form may be returned to the employee so the employee can properly attach it to their online application.

Employee Information – To be completed by the employee

Employee's full name	
Social Security Number (SSN) – last 4	
Date of Birth (mm/dd/yyyy)	
Select the credential you are seeking	

School and Assignment Information – To be completed by the hiring official at the DC LEA

School name	
Campus street address	
Employment status	<input type="checkbox"/> This individual is currently employed at this DC LEA.
	<input type="checkbox"/> This individual has been issued a conditional offer of employment at this DC LEA.
Subject area and grade level	
Employment start date	
Hiring official's name	
Title	
Email address	
Contact number	
Date verified	

Hiring official's signature

For questions, please contact Osse.asklicensure@dc.gov