



RULE-MAKING ORDER
(RCW 34.05.360)

CR-103 (10/1/89)

Agency: Administrative Order 134 Resolution 91-27
State Board for Community and Technical Colleges

- Permanent Rule
 Emergency Rule

(1) Date of adoption: September 12, 1991

(2) Purpose:
To revise personnel qualification standards for community and technical college personnel and to incorporate technical college personnel.

(3) Citation of existing rules affected by this order:
Repealed:
Amended: WAC 131-16-070, 131-16-080, 131-16-091, 131-16-092, 131-16-093, and 131-16-094
Suspended:

(4) Authority for adoption:
Statute: RCW 28B.50.090 (7) (a)
Other Authority:

(5.1) PERMANENT RULE ONLY

Pursuant to notice filed as WSR 91-15-094 on July 23, 1991 (date).
Describe any changes other than editing from proposed to adopted version:

In amendatory section WAC 131-16-093 (1) (a), insert the words "for full-time instructors and counselors." after the words "not renewable."

(5.2) EMERGENCY RULE ONLY

- Pursuant to RCW 34.05.350 the agency for good cause finds:
- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
 - (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?
 Yes No If yes, explain:

(6) Effective date of rule:

Permanent Rules	Emergency Rules
<input checked="" type="checkbox"/> 31 days after filing	<input type="checkbox"/> Immediately
<input type="checkbox"/> Other (specify) _____*	<input type="checkbox"/> Later (specify) _____

*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

CODE REVISER USE ONLY

CODE REVISER'S OFFICE
STATE OF WASHINGTON
FILED

OCT 04 1991

TIME: 1:38

YRSP: 91-21-009

NAME (TYPE OR PRINT)
Robert G. Wark

SIGNATURE
Robert G. Wark

TITLE
Director - Communications

DATE
9-24-91

AMENDATORY SECTION (Amending Order 82, Resolution No. 80-14, filed 9/8/80)

WAC 131-16-070 ADOPTION AND PUBLICATION OF DISTRICT PERSONNEL SELECTION PRACTICES AND STANDARDS REQUIRED. Each ((community)) college district board of trustees shall adopt and publish a statement of personnel selection practices and standards governing all nonclassified service personnel which are designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organization, and provide for a professional staff representing a wide range of educational and professional experience. Such personnel practices and standards shall be consistent with WAC 131-16-080.

AMENDATORY SECTION (Amending Order 82, Resolution No. 80-14, filed 9/8/80)

WAC 131-16-080 GENERAL STANDARDS OF QUALIFICATIONS FOR COMMUNITY COLLEGE PERSONNEL. Prior to employment of candidates to perform professional services in Washington community and technical colleges, the district board of trustees shall establish that the candidate possesses:

- (1) Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of assignment,
- (2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,
- (3) A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students,
- (4) A demonstrable understanding and acceptance of the mission, role, and character of the community or technical college,
- (5) The ability to perform assigned duties in a manner consistent with the goals of the institution and the community and technical college system, and
- (6) Personal characteristics that contribute to the ability to promote the welfare of the students, the institution, and the state of Washington.

AMENDATORY SECTION (Amending Order 82, Resolution No. 80-14, filed 9/8/80)

WAC 131-16-091 ADDITIONAL QUALIFICATIONS IN AREAS OF SPECIALIZATION. In addition to the general standards required by WAC 131-16-080 and chapter 490-28A WAC in the case of vocational education personnel, the district board of trustees shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

- (1) Professional personnel performing services for which advanced degrees are normally available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and extensive professional experience in the field of their educational service.
- (2) Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization.
- (3) All newly hired vocational education teaching personnel must have recent work experience beyond the learning period as a fully

qualified worker in the occupation that will be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but shall be in no case less than two calendar years of full-time work or its equivalent (~~(7 which--shall-be)~~) beyond the learning experience. The number of hours worked shall be equivalent to the hours worked by full-time ~~((people during-a-two-year-period))~~ workers in the occupation to be taught.

(a) Minimum work experience for apprenticeable occupations will be equal to the learning period then currently registered with the state department of labor and industries.

(b) Minimum work experience in occupations requiring state or local licensing, certification, or registry will be two calendar years subsequent to receipt of license, unless the occupation is also an apprenticeable trade. Current licenses, registrations, and/or certifications shall be maintained as a requirement for teaching courses in the respective occupation.

(c) Minimum work experience for all other trades and occupations will be two calendar years of full-time employment or ~~((its))~~ the equivalent, subsequent to the required learning period, which shall be the number of hours worked by full-time ~~((people))~~ workers during a two-year period in the occupation ~~((to-be-taught-subsequent-to-the-recognized-learning-period))~~.

(d) Recent work experience shall be defined as employment full-time for six months or ~~((its))~~ the equivalent, within the two years immediately preceding initial vocational certification, which shall be one-fourth of the hours ~~((defined-as-a-full-time-equivalent-in-subsection-(3)-of-this-section-in-the-occupation-to-be-taught-within-the-two-years--immediately--preceding--initial--vocational--certification))~~ required by (c) of this subsection.

(e) One year full-time employment shall mean that which is the standard for the occupation.

(4) All other vocational education teaching personnel including instructors of vocationally related courses, teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above may be employed either on a full-time or part-time basis ~~((7))~~; PROVIDED, That such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned((7)); AND PROVIDED FURTHER, That such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately certified professional. Each college district shall maintain job descriptions for each position in this category.

(5) Vocational counselors shall meet the minimum work experience requirement by verifying work experience in one or more occupations other than professional education, which is cumulative to at least two years of full-time employment ~~((as-defined-in-subsection-(3)-of-this-section))~~. Vocational counselors shall be certified only if they have had preparation in vocational counseling, testing, and occupational information.

(6) General administrative personnel shall have advanced training or experience relevant to their assigned duties. The chief administrator shall hold an earned doctorate from an accredited university or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities.

(7) The vocational ~~((administrative--personnel,--including--the--chief--vocational--education--officer--or--other--individual--assigned--that--responsibility--(commonly--referred--to--as--the--vocational--director);))~~ administrator and all other subordinate vocational education administrative personnel must have been employed as a full-time vocational education instructor, occupational information specialist, or vocational counselor for at least three academic years or have equivalent ~~((teaching))~~ experience in industry or other public agencies and they must have had at least two calendar years of accumulated experience in the capacity of a supervisor in education, business, industry, a public agency, or an equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency a commitment to and understanding of vocational education. Industry

and public agency experience will be evaluated at no more than a one-to-one basis. The vocational administrator's personnel file must have verification that these standards have been met.

(8) ((Persons employed prior to the effective date of this document shall comply with these standards unless they were qualified on the basis of standards which were in effect in the 1969 Washington state plan for vocational education; All persons shall comply with the provisions of WAC 131-16-092 and 131-16-093 regarding certification and renewal of certificates.)) A current first aid certificate is required for those vocational instructors and counselors prior to the second quarter of employment in vocational programs where the instructional environment brings students into physical proximity with machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders, and other hazards.

(9) A current CPR certificate is required for all vocational instructors and counselors.

(10) Responsibility for ensuring that appropriate staff have first aid training will rest with the assigned vocational administrator as defined in subsection (7) of this section.

(11) The specific type of first aid program required of vocational instructors shall be achieved by passing a course of first aid instruction and participation in practical application of the following subject matter:

Bleeding control and bandaging.

Practical method of artificial respiration, including mouth to mouth and mouth to nose resuscitation.

Closed chest heart massage.

Poisons.

Shock, unconsciousness, stroke.

Burns, scalds.

Sunstroke, heat exhaustion.

Frostbite, freezing, hypothermia.

Strains, sprains, hernias.

Fractures, dislocations.

Proper transportation of the injured.

Bites, stings.

Subjects covering specific health hazards likely to be encountered by coworkers of first aid students enrolled in the course.

(12) Specifically excluded from conformance to the first aid requirement are:

(a) Those instructors who teach related subjects to vocational students, i.e., Mathematics, English, or communications skills, etc., when these subjects are taught in classrooms rather than shops or laboratories.

(b) Physicians, registered nurses, licensed practical nurses, and others when their occupational competencies and training include first aid knowledge and skills equal to or superior to that represented by the first aid certification being required under these regulations.

AMENDATORY SECTION (Amending Order 82, Resolution No. 80-14, filed 9/8/80)

WAC 131-16-092 MAINTAINING AND IMPROVING OCCUPATIONAL AND TEACHING COMPETENCIES FOR VOCATIONAL ADMINISTRATORS, INSTRUCTORS AND COUNSELORS. It shall be the responsibility of the president of each institution or district to assure compliance with the following standards, which must be met or exceeded by all districts:

(1) The institution or district will certify through the assigned vocational ((director)) administrator each full-time instructor and vocational counselor and maintain documentation of such certification.

The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.

(2) Each full-time contracted (~~professional~~) vocationally certified instructor or counselor shall have an individual improvement plan which covers the time interval of the current certification developed in consultation with and approved by the vocational (~~director~~) administrator or designee. The vocational (~~director~~) administrator shall maintain a file of all such plans, which shall be reviewed annually.

~~(3) (Part-time-teaching-personnel-must-have-temporary-certification-and-shall-obtain-a-one-year-certificate-upon-the-accumulated-completion--of--forty-five--quarter--credits--(or--forty-five--credit-equivalents)-of-teaching--Individual-professional-improvement-plans shall--be--established-and-approved-for-part-time-personnel-upon-issuance-of-a-one-year-certificate.~~

~~(4) Part-time counselors shall obtain a one-year certificate upon completion of the equivalent of one full academic year of counseling responsibility--Individual-professional-improvement-plans shall be established and approved upon issuance of a one-year certificate.~~

~~(5))~~ Part-time vocational teaching and counseling personnel must be certified and have a verification of work experience related to instructional assignment record on file in the individual's personnel folder. This record must be on file for each part-time instructor/counselor during each quarter of teaching employment. Part-time instructors must have teaching competencies reviewed every five years. "Teaching competencies" refers to (a) currency in the occupation and (b) teaching skills. Part-time vocational counselors must have records in their file indicating compliance with WAC 131-16-091(5). Part-time teaching personnel not qualifying for five-year certificates must be awarded a temporary certificate effective for a maximum of three years. At the conclusion of the initial three years, the individual must complete thirty clock hours or three credits of elements of instruction or equivalent before an additional three-year temporary certificate may be granted. During each subsequent three-year period, at least thirty clock hours or three credits of teacher training must be completed before the award of a renewed temporary certificate.

(4) Full-time professional personnel may not be employed on the basis of a temporary certificate for a period of more than one year.

~~((6))~~ (5) Certification under the above standards is a condition of continued employment for all vocational education personnel.

(6) Safety and occupational health practice standards are met by satisfying OSHA and WISHA requirements.

AMENDATORY SECTION (Amending Order 97, Resolution No. 84-7, filed 3/7/84)

WAC 131-16-093 TYPES OF VOCATIONAL EDUCATION CERTIFICATES. ~~((For-the-purposes-of-this-section,-equivalency--shall--mean--in--each case-that-the-employee-shall-successfully-complete-the-objectives-outlined--in--the--improvement-plans))~~ In issuing certificates for vocational education personnel, the college district shall utilize the following nomenclature and shall meet the standards set forth below as a minimum:

(1) Temporary certificate.

(a) Full-time vocational instructors shall be issued a temporary certificate provided that such individuals shall be required to complete ~~((a--minimum-of-fifteen-contact-hours-of-teaching))~~ an orientation ~~((or-the-equivalent))~~ to begin no later than the first day of employment. An orientation outline must be on file at each campus. A temporary certificate is not renewable ~~((only-for-part-time-instructors-who-have-not-accumulated--forty-five--quarter--credit--hours,-or-equivalency,-of-teaching))~~ for full-time instructors and counselors.

(b) Full-time vocational counselors shall be issued a temporary certificate provided that such individuals have met the requirements set forth in WAC 131-16-091(5).

(2) One-year certificate.

(a) Instructional personnel who have completed the minimum requirements for a temporary certificate and who, in addition, provide documentation of teaching competency as demonstrated by having satisfactorily completed a minimum of three credits in courses concentrated upon the elements of teaching, or the equivalent, shall be issued a one-year certificate. A one-year certificate may be renewed (~~no more than~~) once (~~(after initial issuance for each year of full-time equivalent instruction, except that in the case of part-time instructors, a one-year certificate may be continued until the equivalent of one year of teaching (45 quarter credits) has been completed)~~).

(b) Counselors may be issued a one-year certificate upon completion of the minimum requirements for a temporary certificate and who, in addition, have completed a minimum of three credits or thirty clock hours in course(s) in accordance with the individual's professional improvement (~~(units in accordance with the individual improvement)~~) plan. A one-year certificate may be renewed no more than once (~~(after initial issuance for each year of full-time equivalent counseling)~~).

(3) Three-year certificate. May be used as a temporary with part-time instructors. (Optional with the local district for full-time instructors.)

(4) Five-year certificate (initial).

(a) Instructional personnel, occupational information specialists, and vocational counselors who have met the requirements of WAC 131-16-070 through 131-16-092 and who have earned a master's degree or doctorate in their professional career field or in the field of education from a recognized college or university accredited by a group recognized by the Council on Postsecondary Accreditation (COPA), and who have completed the minimum requirements for a temporary certificate, may be issued a five-year certificate.

(b) Instructional personnel and vocational counselors who have not earned a master's degree or doctorate in their professional career field or in the field of education from an accredited college or university shall be issued a five-year certificate upon completion of at least two years of teaching service, who have, in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits or thirty clock hours in courses dealing with the techniques of occupational analysis, or equivalent, a minimum of three credits in courses concentrated upon the principles of vocational course organization or equivalent, and who have completed a minimum of three additional professional improvement units in accordance with the individual's professional improvement plan.

~~((b))~~ (c) Counseling personnel who do not have a master's degree shall be issued a five-year certificate upon: (i) Completion of at least two years of counseling service, (who provide) (ii) in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits or thirty clock hours in courses dealing with (the techniques of occupational analysis) advanced or graduate level counseling theories and/or techniques, or equivalent, and (who have completed) (iii) completion of a minimum of six additional professional improvement units in accordance with the individual's professional improvement plan.

(5) Five-year certificate (renewal). A five-year renewable certificate shall be issued to professional personnel who have completed a minimum of fifteen professional improvement units during the previous five-year period in accordance with the individual's improvement plan, documenting currency in teaching skills. Professional improvement plans (~~(initiated after July 1, 1987)~~) shall, if deemed appropriate, include work experience as defined in WAC 131-16-094(1), and no more than ten professional units in any one category as defined in WAC 131-16-094 shall apply.

(6) The assigned vocational ((director)) administrator shall be responsible for the designation of approved course equivalents.

AMENDATORY SECTION (Amending Order 82, Resolution No. 80-14, filed 9/8/80)

WAC 131-16-094 DEFINITION OF PROFESSIONAL IMPROVEMENT UNITS. The following standards shall be used in the determination of professional improvement unit values for vocational certification by the college districts.

(1) Each forty hours of planned, preapproved, ~~((paid))~~ work experience outside of regular college teaching or counseling assignments shall be equal to one professional improvement unit.

(2) Ten clock hours or one credit on the quarter system or two-thirds credit on the semester system earned in accredited programs at colleges or universities shall be equal to one professional improvement unit provided it is in compliance with the professional improvement plan.

(3) Each accumulated twenty hours of preplanned participation in activities, such as conferences, seminars, workshops, or symposiums shall be equal to 1.0 professional improvement unit.

(4) ~~((Additional professional improvement units may be granted as approved in the individual improvement plan on the basis of independent research and individual development activities of the instructor, counselor, or administrator in excess of the normal contractual obligations.))~~ Each forty hours of independent preplanned or preapproved research and other individual development activities in excess of normal contracted obligations shall be equal to one professional improvement unit.

(5) The assigned vocational ((director)) administrator shall be responsible for the approval of professional improvement plans, equivalencies, and units as stated in WAC 131-16-092, 131-16-093, and 131-16-094.

NEW SECTION

WAC 131-16-095 RECIPROCITY DEFINED. The following standards describe the recognition of vocational teaching certification issued by a community or technical college or the superintendent of public instruction.

(1) Instructors or counselors issued a vocational education certificate that meets the standards specified in WAC 131-16-091 through 131-16-095 by any community or technical college shall be recognized by all community or technical colleges under the jurisdiction of the state board for community and technical colleges.

(2) It is also recognized that a vocational teaching or counselor certificate issued by the office of the superintendent of public instruction will be recognized by the community and technical colleges as fulfilling the minimum requirements for the specific subjects contained in the certification.

(3) All instructors or counselors hired by a community or technical college will be required to have on file a professional improvement plan as specified in WAC 131-16-092 through 131-16-094.

(4) All current technical college instructors or counselors may have their certification renewed under the requirements in effect for vocational-technical institutes prior to September 1, 1991. After September 1, 1996, all technical college personnel must meet the standards set forth in chapter 131-16 WAC.