

WAC 181-77-071 Initial certification of career and technical education administrative personnel. (1) Initial certificate.

(a) Beginning September 1, 2014, a candidate is eligible for the initial career and technical education administrator certification if meeting one or more of the following:

(i) Currently holds a valid residency, continuing or professional administrator certificate; or

(ii) Completion of three years of experience as a certificated career and technical education supervisor, career and technical education instructor, career and technical education counselor, or occupational information specialist; and

(b) In addition, the candidate must meet one or more of the following:

(i) Completion of the state authorized career and technical education administrator internship program; or

(ii) Completion of a state approved program for career and technical education administration.

(c) The career and technical education administrator certificate role standards are as published by the professional educator standards board.

(d) The initial career and technical education administrator certificate is valid for five years.

(2) Initial certificate renewal.

(a) In order to renew the initial career and technical education administrator certificate completion of at least ten quarter hours of college credit or one hundred continuing education credit hours or four professional growth plans in five years since the initial certificate was issued or renewed is required. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

Application for renewals shall not be submitted earlier than twelve months prior to the expiration date of the current certificate.

Expired certificates may be renewed with completion of one hundred continuing education credit hours within the previous five years from the date of the renewal application, or by completing four professional growth plans. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

An expired certificate may be renewed by presenting evidence to the superintendent of public instruction of completing the continuing education credit hours or professional growth plan requirement within the five years prior to the date of the renewal application.

(b) The initial renewal certificate is valid for five years and may be renewed.

(3) Continuing certificate. The continuing career and technical education administrator certificate is valid for five years.

(a) In order to receive the continuing career and technical education administrator certificate, in addition to the requirements for the initial certificate, at least fifteen quarter hours of college credit course work or one hundred fifty continuing education credit hours completed subsequent to the conferral of the initial certificate is required; or, the individual may hold a valid national board certificate issued by the National Board for Professional Teaching Standards in any certificate area.

(b) Individuals shall provide as a condition for the issuance of a continuing certificate documentation of two years full-time equivalency (FTE) of career and technical administration with an authorized employer (i.e., school district(s) or skill center(s)).

(4) **Continuing certificate renewal.** The continuing career and technical education administrator certificate shall be renewed with the completion of ten quarter credits of college credit course work or the equivalent of one hundred continuing education credit hours in career and technical education, or supervisory or managerial subjects, or four professional growth plans, prior to the lapse date of the first issue of the continuing certificate and during each five-year period between subsequent lapse dates. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

Application for renewals shall not be submitted earlier than twelve months prior to the expiration date of the current certificate.

Expired certificates may be renewed with completion of one hundred continuing education credit hours within the previous five years from the date of the renewal application, or by completing four professional growth plans. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

(5) **Previously issued certificate.** Any person with a valid career and technical education administrator certificate issued prior to September 1, 2014, under previous standards of the professional educator standards board shall meet requirements of, and may apply for, the continuing career and technical education administrator certificate by the expiration date of the original certificate held. Upon issuance of the continuing career and technical education administrator certificate such person will be subject to continuing certificate renewal requirements of subsection (4) of this section.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-112, § 181-77-071, filed 7/22/19, effective 8/22/19. Statutory Authority: RCW 28A.410.220. WSR 18-21-070, § 181-77-071, filed 10/11/18, effective 11/11/18; WSR 17-22-136, § 181-77-071, filed 11/1/17, effective 12/2/17. Statutory Authority: RCW 28A.410.210. WSR 16-12-070, § 181-77-071, filed 5/27/16, effective 6/27/16; WSR 14-11-053, § 181-77-071, filed 5/16/14, effective 6/16/14.]