

WAC 308-124H-895 Administrator responsibilities. Each school administrator shall be responsible for performing the following:

- (1) Ensure that the school, course(s), and instructor(s) are all currently approved before offering clock hour courses;
- (2) Ensure that all instructors are approved to teach in the appropriate topic area(s);
- (3) Sign and verify all course completion certificates;
- (4) Maintain all required records for five years, including attendance records, required publications, and course evaluations;
- (5) Safeguard comprehensive examinations;
- (6) Ensure the supervision and demonstrate responsibility for the conduct of employees and individuals affiliated with the school;
- (7) Periodically review courses and advise department of content currency as required;
- (8) Ensure each student is provided a course curriculum; and
- (9) Ensure each student is provided a course evaluation form.
- (10) Ensure that all broker candidates' completion dates are entered into the testing center's database promptly.

[Statutory Authority: RCW 18.85.041. WSR 13-14-077, § 308-124H-895, filed 7/1/13, effective 8/1/13. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-895, filed 3/1/10, effective 7/1/10.]