

TRANSMITTAL OF RULES ADOPTED

FROM: State Board for Community College Education  
(Name of Agency)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98501

The enclosed Permanent rules  , being order No. 22  
Emergency rules

relating to (Name of rules or description of subject matter)

Rules regarding the qualification and credentials of instructional and key administrative personnel.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 4332 <sup>①</sup> filed with the code reviser on 10/19/73 <sup>②</sup> were regularly adopted as permanent rules of this agency at Leopold Inn, Bellingham, WA. on 11/8/73 and are herewith filed in the office of the code reviser pursuant to chapter 34.04 RCW. The effective date of such rules shall be \_\_\_\_\_ <sup>③</sup>

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this agency at \_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office of the code reviser pursuant to chapter 34.04 RCW.

The undersigned hereby certifies that the requirements of chapter 34.04 RCW and of the Open Public Meetings Act of 1971, chapter 42.30 RCW (1971 ex.s. c 250) have been fulfilled.

Dated this \_\_\_\_\_ 14th day of November 1973.

STATE OF WASHINGTON  
**FILED**  
NOV 27 1973  
CODE REVISER'S OFFICE  
DOCKET # 336 FILE # 1

State Board for Community College Education  
(AGENCY)  
*[Signature]*  
By \_\_\_\_\_  
Assistant Director  
Title \_\_\_\_\_

① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE NO. OF LAST NOTICE)  
② STAMPED DATE AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE DATE OF LAST NOTICE)  
③ UNLESS A LATER DATE IS SPECIFIED IN THIS ORDER OR IS PRESCRIBED IN ANOTHER STATUTE, RULES ARE EFFECTIVE 30 DAYS AFTER FILING:  
RCW 34.04.040. LEAVE THIS SPEACE BLANK EXCEPT IN SUCH SPECIAL CASES.  
FORM REVISED, EFFECTIVE 8/9/71 [FORM CR-2]

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 73-60, ADMINISTRATIVE ORDER NO. 22

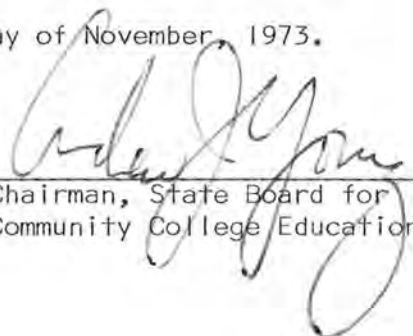
SBCCE ORDER REGISTER

A resolution relating to the rules regarding the qualification and credentials of instructional and key administrative personnel.

BE IT RESOLVED by the State Board for Community College Education that the WAC regulations relating to employee qualifications under RCW 28B.50, attached hereto and made a part hereof, are hereby approved and adopted as permanent rules of the State Board for Community College Education, and hereby amending WAC 131-16-070 and WAC 131-16-080, repealing WAC 131-16-090, and adopting new material identified as WAC 131-16-091, 092, 093, and 094 of the State Board's Policy and Procedures Manual and the Washington Administrative Code.

This resolution and the annexed regulations, after being first recorded as an administrative order in the order register of the State Board for Community College Education, shall be forwarded to the Code Reviser for filing pursuant to RCW 34.04 and WAC 1-12-050.

Approved and adopted this 8th day of November, 1973.

  
\_\_\_\_\_  
Chairman, State Board for  
Community College Education

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

- (1) Scholarship or technical skill that represents appropriate study or training 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 he is to play as a partner in an educational enterprise serving the best interests of the students,
- (4) A demonstrable understanding and acceptance of the mission and character of the community college,
- (5) The ability to perform his assigned duties in a manner consistent with the goals of the institution and the community college system, and
- (6) Personal characteristics that contribute to his ability to promote the welfare of the students, the institution, and the State of Washington.

WAC 131-16-090 is hereby repealed.

WAC 131-16-091 ADDITIONAL QUALIFICATION IN AREAS OF SPECIALIZATION. In addition to the general standards required by WAC 131-16-080, 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. 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. Vocational counselors shall meet the work experience requirement by demonstrating work experience in one or more occupations other than professional education, which is cumulative to at least two years.

(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 licensing will be two calendar years subsequent to receipt of license, unless the occupation is also an apprenticeable trade.

(c) Minimum work experience for all other trades and occupations will be two calendar years of full-time employment or the equivalent subsequent to the recognized learning period.

(d) Recent work experience shall be defined as employment full time for six months or the equivalent in the occupation to be taught within the two years immediately preceding initial vocational certification.

(3) All other vocational educational 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, provided that such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned, 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 appropriate job descriptions for each position in this category.

(4) 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.

(5) Vocational administrative personnel, including the chief vocational education officer or other individual assigned that responsibility (commonly referred to as the vocational director), and all other subordinate vocational education administrative personnel must have been employed as full-time vocational education instructor 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 business, industry, a public agency, or an equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency his/her commitment to and understanding of vocational education. Industry and public agency experience will be evaluated at no more than a one-to-one basis.

(6) 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 WAC 131-16-093 regarding certification and renewal of certificates.

(7) Exceptions to the above work experience standards relating to vocational personnel shall be documented through procedures set forth in Sections 1.34-6, 1.34-7, and 1.35.4 of the State Plan for Vocational Education.



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 vocational director each 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 shall have an individual improvement plan developed in consultation with and approved by the appropriate dean or his designee and the vocational director. Recommendations of the appropriate advisory committee should be taken into account in developing the individual improvement plan. The vocational director shall maintain a file of all such plans.

(3) Part-time professional personnel must have temporary certification and shall obtain a one-year certificate by the end of the equivalent of one academic year of full-time instruction or counseling. Individual improvement plans shall be established and approved for part-time personnel by the time they have achieved the equivalent of one year of full-time employment.

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

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

#### 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 his improvement plan. In issuing certificates for vocational education personnel, the college district shall utilize the following nomenclature and shall meet the standards set forth:

(1) A "temporary certificate" shall be issued to vocational instructors or counselors provided that such individuals shall be required to complete a minimum of fifteen contact hours of teaching orientation or the equivalent to begin no later than the first day of employment. Vocational counselors shall be certified only if they have had appropriate successful preparation in vocational counseling and testing. A temporary certificate is renewable only for part-time instructors.

(2) A "one-year certificate" shall be issued to instructional personnel who have completed the minimum requirements for a temporary certificate and who in addition have completed thirty contact hours in the course "Elements of Teaching" or the equivalent as determined by the vocational director. A one-year certificate may be issued to counselors who have completed the minimum requirements for a temporary certificate and who in addition have completed a minimum of three professional improvement units in accordance with the individual improvement plan. A one-year certificate may be renewed no more than twice after initial issuance for each year of full-time equivalent instruction.

(3) "Three-year certificate" (Optional with the local district).

(4) A "five-year certificate (initial)" shall be issued to professional personnel who have completed a minimum of two years of conditionally certified teaching or counseling service, who have in addition to the one-year certificate requirements completed a minimum of thirty contact hours in the course "Occupational Analysis" or its equivalent, and who have completed a minimum of three additional professional improvement units in accordance with the individual's improvement plan. In addition to the above, instructional personnel must have completed at least thirty contact hours in the course "Course Organization" or its equivalent and counseling personnel must have completed at least thirty contact hours in the course "Occupational Information" or its equivalent.

(5) A "five-year certificate (renewal)" 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. For instructional personnel, emphasis should be placed on field or work experiences where appropriate and in accordance with the individual improvement plan. For counseling personnel, it is recommended that a minimum of seven must be in the field or work experiences and a minimum of three in organized counseling improvement.

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 full work week of appropriately pre-planned paid field work or clinical experience shall be equal to one professional improvement unit.

(2) 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.

(3) Each full day of pre-planned participation in conferences and seminars shall be equal to .20 professional improvement units, provided that such activities are in addition to those covered by the normal contractual obligations.

(4) Each day of pre-planned experience in either domestic or foreign travel related to the individual's instructional area shall be equal to .20 professional improvement units.

(5) Additional professional improvement units may be granted as approved in the individual improvement plan on the basis of independent research and development activities in excess of the normal contractual obligations of the instructor or counselor.