

(a) The cost/value of land, buildings and machinery as reflected in the applicant's books reduced by depreciation computed on the straight line method using the useful life procedure as authorized by the internal revenue service or,

(b) The value set by a qualified appraiser on the land, buildings or equipment or,

(c) The fair rental/lease value of the land, building or equipment as determined by a qualified appraiser.

(7) "Plant complex" shall mean land, machinery, and buildings adapted to industrial use as a single functional or operational unit for the designing, assembling, processing or manufacturing of finished or partially finished products from raw material or fabricated parts.

(8) "Minority" shall include those ethnic groups generally referred to as Negro, Oriental, American Indian, Spanish-surnamed Americans, as defined in the Civil Rights Act of 1964 (PL88-352) as now or hereafter amended.

(9) "Initiation of construction" for purposes of applying for the investment tax deferral, as it relates to construction of new buildings, shall mean that date upon which work is initiated after completion of the building's foundation.

(10) "Initiation of construction" for purposes of applying for the investment tax deferral as it relates to major improvement of existing buildings, shall mean that date on which the new construction by renovation, modernization or expansion - by physical alteration - begins.

(11) "Ownership requirements". The applicant must be the owner or lessee of the building and/or equipment on which the deferral is made. In the case of a lessee/applicant the applicant must provide reasonable evidence of permanency. In determining permanency, the Authority will consider, among other things, (1) reasonable viability of business, (2) reasonable perception of stable market, and (3) magnitude of investment[.]

(12) "Special conditions". A deferral may be given an applicant if initiation of construction is planned to commence prior to receiving all necessary permits and licenses from state agencies and local government provided there is sufficient information available to indicate the applicant has made requests for the necessary permits. Such deferrals may carry special conditions of time or performance as the Authority from time to time may deem necessary. [Statutory Authority: RCW 43.31A.050. 79-11-088 (Order 79-2, Resolution 79-2), § 175-16-030, filed 10/24/79; Order 73-4, § 175-16-030, filed 12/14/73; Order 3940, § 175-16-030, filed 11/30/73.]

Reviser's Note: RCW 34.04.058 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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Chapter 180-16 WAC

STATE SUPPORT OF PUBLIC SCHOOLS

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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|------------|--|
| 180-16-165 | Minimum approval requirements for purposes of apportionment. [Order 3-77, § 180-16-165, filed 6/1/77; Order 2-76, § 180-16-165, filed 3/23/76; Order 5-73, § 180-16-165, filed 9/6/73; Order 4-72, § 180-16-165, filed 8/29/72; Order 7-70, § 180-16-165, filed 6/9/70; Order, filed 4/26/67; Order, filed 7/27/66.] Repealed by 78-06-097 (Order 3-78), filed 6/5/78. Statutory Authority: RCW 28A.41.130 and 28A.58.754. |
| 180-16-167 | Kindergarten operation on ninety full-day school year basis—Approval provisions. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-167, filed 6/5/78; Order 4-72, § 180-16-167, filed 8/29/72.] Repealed by 79-02-048 (Order 1-79), filed 1/30/79. Statutory Authority: RCW 28A.58.750. |

- 180-16-230 Definitions—Basic skills areas. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-230, filed 6/5/78.] Repealed by 79-10-033 (Order 10-79), filed 9/12/79. Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250.
- 180-16-235 Definitions—Work skills. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-235, filed 6/5/78.] Repealed by 79-10-033 (Order 10-79), filed 9/12/79. Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250.

WAC 180-16-162 Presumption of approved program operation—Strikes—Exception—Approval/disapproval of program during strike period. It shall be presumed that all school days conducted during a school year for which the state board of education has granted annual program approval are conducted in an approved manner, except for school days conducted during the period of a strike. The following shall govern the approval or disapproval of a program conducted during the period of a strike:

(1) Upon the submission of a complaint of substandard program operation by a credible observer, the state superintendent of public instruction may investigate the complaint and program being operated during the strike.

(2) The district's program shall be deemed disapproved if the investigation of the state superintendent establishes a violation of any one or more of the following standards or, as the case may be, such deviations as have been approved by the state board:

- (a) All administrators must have proper credentials;
- (b) WAC 180-16-220(2) which requires that all teachers have proper credentials;
- (c) The school district shall provide adequate instruction for all pupils in attendance;
- (d) WAC 180-16-240(2)(g) which requires that adequate provisions must be made for the health and safety of all pupils;
- (e) The local district shall have a written plan for continuing the school program during this period; and
- (f) The required ratio of enrolled pupils to certificated personnel for the first five days shall not exceed 60 to 1, for the next five days shall not exceed 45 to 1 and thereafter shall not exceed 30 to 1.

(3) Program disapproval shall be effective as of the day following transmittal of a notice of disapproval by the state superintendent and shall apply to those particular school days encompassed in whole or in part by the remainder of the strike period.

(4) The decision of the state superintendent shall be final except as it may be reviewed by and at the option of the state board.

(5) The program shall be deemed approved during those days of operation for which a trial court order is in effect ordering striking employees to work. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-162, filed 9/12/79; Order 5-73, § 180-16-162, filed 9/6/73.]

WAC 180-16-164 Work stoppages and maintenance of approved programs for less than 180 days not condoned. Nothing in WAC 180-16-162, 180-16-163 or 180-16-191 through 180-16-240 shall be construed as condoning or authorizing any form of work stoppage which disrupts the planned educational program of a district, or any portion thereof, or the maintenance of an approved program for less than the minimum number of school days required by law except as excused for apportionment purposes by the superintendent of public instruction pursuant to RCW 28A.41.170. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-164, filed 9/12/79; Order 5-73, § 180-16-164, filed 9/6/73.]

WAC 180-16-165 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-166 Entry age. The purpose of WAC 180-16-166 is to implement RCW 28A.58.190 which authorizes the State Board of Education to establish uniform entry qualifications.

(1) Uniform rule. Effective midnight August 31, 1979, a child must be five years of age as of midnight August 31 of the year of entry to be permitted to enter kindergarten. Effective midnight August 31, 1980, a child must be six years of age as of midnight August 31 of the year of entry to be permitted to enter the first grade.

(2) Delayed implementation. School districts using an entry age date for kindergarten later than the foregoing as of July 1, 1979, shall be permitted to use an entry age date for kindergarten of no later than October 31 for the 1979-80 school year and of no later than September 30 for the 1980-81 school year.

School districts using an entry age date for first grade later than the foregoing as of July 1, 1979, shall be permitted to use an entry age date for the first grade of no later than October 31 for the 1980-81 school year and of no later than September 30 for the 1981-82 school year.

Notwithstanding the foregoing, a school district which qualifies for such delayed implementation shall not establish an entry age date later than that in use on July 1, 1979.

(3) Exceptions. School districts may establish exceptions to the uniform entry age qualifications authorizing younger children to enter kindergarten and first grade pursuant to district regulations establishing a screening process and/or instrument(s) which shall measure the ability, or the need, or both of the individual student in order to demonstrate that the student is sufficiently advanced to succeed in such a program. Such process and/or instrument shall include but not be limited to screening in the following areas:

- (a) Mental ability;
- (b) Gross motor skills;
- (c) Fine motor skills;
- (d) Visual discrimination;
- (e) Auditory discrimination; and

(f) Emotional/social development.

Such regulation shall provide for an internal district appeal process for parents or guardians to seek review of the decision of the building administrator. [Statutory Authority: RCW 28A.58.190, 79-06-047 (Order 2-79), § 180-16-166, filed 5/22/79.]

WAC 180-16-167 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-191 Purpose--Programs subject to basic education allocation entitlement requirements. (1) **Purpose.** The purpose of WAC 180-16-191 through 180-16-225 is to implement those portions of RCW 28A.41.130, 28A.41.140 and 28A.58.754 that authorize and require the adoption of program standards that govern a school district's entitlement to state basic education allocation funds pursuant to RCW 28A.41.130 and related statutes and appropriation acts. As used hereafter, "basic education allocation entitlement requirements" and "entitlement requirements" mean WAC 180-16-191 through 180-16-225.

(2) **Programs subject to entitlement requirements.** The requirements, procedures and other provisions set forth in these basic education allocation entitlement requirements shall apply to kindergarten programs, and to such portion of the grade one through twelve program including related vocational instruction, as a school district provides for students enrolled in kindergarten through grade twelve. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250, 79-10-033 (Order 10-79), § 180-16-191, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754, 78-06-097 (Order 3-78), § 180-16-191, filed 6/5/78.]

WAC 180-16-195 Annual reporting and review process. (1) **Annual district reports.** A review of each school district's kindergarten through twelfth grade program shall be conducted annually for the purpose of determining compliance or noncompliance with these basic education allocation entitlement requirements. On or before the third Monday in October of each school year each school district superintendent shall complete and return the program data report form(s) now and hereafter prepared and distributed by the superintendent of public instruction. Such forms shall be designed to elicit data necessary to a determination of a school district's compliance or noncompliance with these entitlement requirements. Data reported on any such form(s) by a school district shall accurately represent the actual status of the school district's program as of the first school day in October and as thus far provided and scheduled for the entire current school year. Such forms shall be signed by: (a) The school board president or chairperson, and (b) the superintendent of the school district.

(2) **State staff review.** State staff shall review each school district's program data report and such supplemental state reports as staff deems necessary, and prepare recommendations and supporting reports for

presentation to the state board of education: *Provided*, That if a school district's initial program data report and any other state reports considered do not establish compliance with these basic education allocation entitlement requirements, the district shall be provided the opportunity to explain the deficiency and provide supplemental data. School districts which foresee that they will not be able to comply with these entitlement requirements or that are deemed by state staff to be in noncompliance may petition for a waiver on the basis of the limited grounds set forth in WAC 180-16-225.

(3) **Annual certification of compliance or noncompliance--Withholding of funds for noncompliance.**

(a) At the annual March meeting of the state board of education, or at such other meeting as the board shall designate, the board shall certify each school district as being in compliance or noncompliance with these basic education allocation entitlement requirements.

(b) A certification of compliance shall be effective for the then current school year subject to any subsequent ad hoc review and determination of noncompliance as may be deemed necessary or advisable by the state board of education or the superintendent of public instruction. In addition, a certification of compliance shall be effective tentatively for the succeeding school year until such time as the state board takes its annual action certifying compliance and noncompliance with these entitlement requirements, at which time the state board may retroactively and/or otherwise revoke such tentative certification upon a finding of noncompliance.

(c) A certification of noncompliance shall be effective until program compliance is assured by the school district to the satisfaction of the superintendent of public instruction, subject to review by the state board. Basic education allocation funds in an amount(s) established by the state board shall be permanently deducted from the basic education allocation of a school district that has been certified as being in noncompliance unless such district has received a waiver, pursuant to WAC 180-16-225, from the state board for such noncompliance, or assurance of program compliance is subsequently provided for the school year previously certified as in noncompliance and is accepted by the state board. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250, 79-10-033 (Order 10-79), § 180-16-195, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754, 78-06-097 (Order 3-78), § 180-16-195, filed 6/5/78.]

WAC 180-16-200 Total program hour offering--Basic skills and work skills requirements. (1) **Total program hour offering--Definition.**

(a) Each school district shall make available to students enrolled at least a total program hour offering as set forth in subsections (2) through (6) of this section. For the purpose of this section, "total program hour offering" shall mean those hours of sixty minutes each, inclusive of intermissions for class changes, recess and teacher/parent-guardian conferences which are planned and scheduled by the district for purposes of discussing

students' educational needs or progress, and exclusive of time actually spent for meals, when students are provided the opportunity to engage in educational activity planned by and under the direction of school district staff, as directed by the administration and board of directors of the district.

(b) Adjustments of program hour offerings between grade level groupings. Any school district may petition the state board of education for a reduction in the total program hour offering requirements for one or more of the grade level groupings specified in subsections (2) through (6) of this section. The state board of education shall grant all such petitions that are accompanied by an assurance that the minimum total program hour offering requirements in one or more other grade level groupings will be exceeded concurrently by no less than the number of hours of the reduction.

(c) **Frequency and extent of basic skills and work skills offerings.** A school district has "provided the opportunity to engage in" the basic skills and work skills activities required by this section when the district actually conducts such activities for students. If a district is not actually conducting the percentage(s) of basic skills and/or work skills required by this section, such district nevertheless shall be deemed to be in compliance with such requirements if such district made a reasonable and good faith effort to provide students the opportunity to take the section(s) or course(s) necessary to comply with such requirements, including having extended the enrollment period through at least the first school day of the term, but no student enrolled. Each of the basic skills areas specified in subsections (2) through (6) of this section for a particular grade level grouping must be offered each school year to students at one or more of the grade levels within the particular grade level grouping. Instruction in at least one of the following work skills must be offered each school year to students at one or more of the grade levels within each of the grade level groupings specified in subsections (5) and (6) of this section: Industrial arts, home and family life education, business and office education, distributive education, agricultural education, health occupations education, vocational education, trade and industrial education, technical education and career education.

(d) Five percent variation—Basic skills and work skills requirements. A school district may establish minimum course mix percentages that deviate within any grade level grouping by up to five percentage points above or below the minimums established by subsections (3) through (6) of this section, provided the total program hour offering requirement for the grade level grouping is met.

(2) **Kindergarten.** Each school district shall make available to students in kindergarten at least a total program offering of four hundred fifty hours each school year. The program shall include reading, arithmetic, language skills and such other subjects and activities as the school district shall determine to be appropriate for the education of the school district's students enrolled in such program.

(3) **Grades 1 through 3.** Each school district shall make available to students in grades one through three at least a total program hour offering of two thousand seven hundred hours each school year. A minimum of ninety-five percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. The remaining five percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(4) **Grades 4 through 6.** Each school district shall make available to students in grades four through six at least a total program offering of two thousand nine hundred seventy hours each school year. A minimum of ninety percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. The remaining ten percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(5) **Grades 7 through 8.** Each school district shall make available to students in grades seven through eight at least a total program hour offering of one thousand nine hundred eighty hours each school year. A minimum of eighty-five percent of such total program hour offerings shall be in each of the basic skills areas of reading/language arts (which may include foreign languages), mathematics, social studies, science, music, art, health and physical education. A minimum of ten percent of the total program offerings shall be in the area of work skills. The remaining five percent of the total program hour offerings may include such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades.

(6) **Grades 9 through 12.**

(a) Each school district shall make available to students in grades nine through twelve at least a total program hour offering of four thousand three hundred twenty hours each school year. A minimum of sixty percent of such total program hour offerings shall be in each of the basic skills areas of language arts, foreign language, mathematics, social studies, science, music, art, health and physical education. A minimum of twenty percent of the total program hour offerings shall be in the area of work skills. The remainder of the total program hour offerings may include traffic safety or such subjects and activities as the school district shall determine to be appropriate for the education of the school district's students in such grades: *Provided, That*, whether or not the five percent deviations in course mix percentages allowed by subsection (2)(d) of this section are applied, not less than four hundred and thirty-two

hours (i.e., ten percent of the total program hour requirement) of such remaining total program hour offering shall consist of basic skills and/or work skills: *Provided*, That any program hours not achieved due to the implementation of WAC 180-16-215(4) relating to students graduating from high school, shall not be deducted from the total program hours calculated.

(b) Grade nine option. Each school district shall have the option of including grade nine within the program hour offering requirements of grades seven and eight so long as such requirements for grades seven through nine are increased to two thousand nine hundred seventy hours and such requirements for grades ten through twelve are decreased to three thousand two hundred forty hours. Each school district shall state which option is in use when providing compliance documentation to the superintendent of public instruction.

(7) Basis and means for determining compliance with basic skills and work skills percentage requirements.

(a) Each school district shall adopt a written policy and procedure for establishing the basis and means for determining and monitoring compliance with the basic skills and work skills percentages and course requirements established by this section. Written documentation of such annual determinations and monitoring activities shall be maintained on file by each school district.

(b) Handicapped education programs, vocational-technical institute programs, state institution and state residential school programs, all of which programs are conducted for the common school age, kindergarten through secondary school program students encompassed by this section, shall be exempt from the basic skills and work skills percentage and course requirements of this section in order that the unique needs, abilities or limitations of such students may be met. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-200, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-200, filed 6/5/78.]

WAC 180-16-205 Classroom teacher contact hours requirement. (1) **Contact hours requirement--Definition.** The average annual direct classroom contact hours for each average annual full-time equivalent certificated classroom teacher employed by a school district shall be no less than twenty-five hours per week. For the purpose of this section "classroom contact hours" shall mean those hours a certificated classroom teacher is instructing students in a classroom, exclusive of such time as the teacher spends for preparation, conferences, administrative duties, and any other nonclassroom instruction duties.

(2) **Classroom--Definition.** For the purpose of this section, "classroom" shall mean those areas or spaces within or without a building, on or off a school campus, that are utilized by a certificated classroom teacher and his/her students for the conduct of planned instructional activities.

(3) **Computation of FTE teachers.** For the purpose of this section the "average annual full-time equivalent classroom teachers" of a school district shall be the sum of full-time and part-time teachers computed as follows:

(a) **Full-time teachers.** Each employee who is employed full-time for the regular instructional year exclusive of summer school, and who is assigned solely classroom instructional and related duties (e.g., planning periods, parent/teacher conferences, before and after school supervision of students, etc.) pursuant to his/her basic contract shall be counted as one full-time equivalent classroom teacher regardless of his/her actual teaching load. No such employee shall be counted as more than one full-time equivalent classroom teacher: *Provided*, That in the case of full-time employees of a school district that conducts a year round regular school program who are employed for a term in excess of the equivalent of the regular instructional year for individual students, such excess term of employment shall be counted as a portion of an additional full-time equivalent classroom teacher.

(b) **Part-time teachers.** Each part-time employee who is assigned classroom instructional duties solely or in part, and each full-time employee who is assigned both classroom instructional duties and nonclassroom related duties (e.g., administrative duties, extracurricular instructional or supervisory duties, etc.) pursuant to his/her basic contract, shall be counted as a fractional full-time equivalent classroom teacher based upon the percentage of time he or she performs duties equivalent to the duties performed by a full-time employee who is assigned solely classroom instructional duties and related duties (e.g., planning periods, parent/teacher conferences, before and after school supervision of students, etc.) pursuant to his/her basic contract.

(4) **Computation of annual average direct classroom contact hour requirement.** The number of average annual full-time equivalent classroom teachers employed by a school district and computed pursuant to subsection (3) of this section shall be divided into the sum of:

(a) The total number of hours (60 minutes each) within the regular instructional school year that such average annual full-time equivalent classroom teachers are scheduled to be in contact with and instructing students in a classroom (including those hours which would have been accrued but for the implementation of WAC 180-16-215(4), relating to students graduation from high school) divided by the quotient obtained by dividing the number of school days in the regular instructional year by five, plus

(b) At the discretion of each school district board of directors, up to two hundred minutes per average annual full-time equivalent classroom teacher for every five school days scheduled for the regular instructional year, for authorized teacher/parent-guardian conferences, recess, passing time between classes, and informal instructional activity.

The quotient shall not be less than twenty-five (hours). [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-

79), § 180-16-205, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-205, filed 6/5/78.]

WAC 180-16-210 Kindergarten through grade three students to classroom teacher ratio requirement. The ratio of students enrolled in a school district in kindergarten through grade three to kindergarten through grade three classroom teachers shall not be greater than the ratio of students to classroom teachers in grades four through twelve. For the purpose of this section "classroom teacher" shall mean any instructional employee who possesses a valid teaching certificate or permit issued by the superintendent of public instruction and whose "primary" duty is the daily educational instruction of students.

(1) **Computation of ratios.** Student to classroom teacher ratios shall be computed as follows:

(a) .5 kindergarten October 1 enrollment + October 1 enrollment grades 1-3 divided by (÷) FTE certificated employees whose "primary" duty is the daily instruction of pupils in grades K through 3.

(b) October 1 enrollment in grades 4 and above divided by (÷) FTE certificated employees whose "primary" duty is the daily instruction of pupils in grades 4 and above.

(c) For the purpose of this section exclude that portion of the time teachers and students participate in vocationally approved programs, traffic safety and special education programs from the above computations (i.e., programs hereby deemed to be "special programs").

(d) Include in the above computations only the time certificated employees are actually instructing students on a regularly scheduled basis. Exclude preparation and planning times from the above computation.

(2) **Exemptions.** School districts that have a ratio of kindergarten through grade three students to classroom teachers of twenty-five to one or less, nonhigh school districts, and school districts that have a student enrollment of two hundred fifty or less in grade nine through twelve are exempt from the students to classroom teachers ratio requirement of this subsection. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-210, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-210, filed 6/5/78.]

WAC 180-16-215 Minimum one hundred eighty school day year. (1) **One hundred eighty school day requirement.** Each school district shall conduct no less than a one hundred eighty school day program each school year in such grades as are conducted by such school district, and one hundred eighty half-days of instruction, or the equivalent, in kindergarten. If a school district schedules a kindergarten program other than one hundred eighty half-days, the district shall attach an explanation of its kindergarten schedule when providing compliance documentation to the superintendent of public instruction.

(2) **School day defined.** A school day shall mean each day of the school year on which pupils enrolled in the common schools of a school district are engaged in educational activity planned by and under the direction of the school district staff, as directed by the administration and board of directors of the district.

(3) **Accessibility of program.** Each school district's program shall be accessible to all legally eligible students, including handicapped students, who are five years of age and under twenty-one years of age who have not completed high school graduation requirements.

(4) **Five-day flexibility - Students graduating from high school.** A school district may schedule the last five school days of the one hundred eighty day school year for noninstructional purposes in the case of students who are graduating from high school, including, but not limited to, the observance of graduation and early release from school upon the request of a student. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-215, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-215, filed 6/5/78.]

WAC 180-16-220 Supplemental program and basic education allocation entitlement requirements. The following requirements, while not imposed by the "Basic Education Act of 1977," are hereby established by the state board of education as supplemental conditions to a school district's entitlement to state basic education allocation funds.

(1) **Student to certificated staff ratio requirement.** The ratio of students enrolled in a school district to full-time equivalent certificated employees shall not exceed thirty to one. For the purpose of this subsection, "certificated employees" shall mean those employees who are required by state statute or by rule of the state board of education, or by written policy of the school district to possess a professional education permit, certificate or credential issued by the superintendent of public instruction, as a condition to employment.

(2) **Current and valid certificates.** Every school district employee required by state statute and/or rule of the state board of education to possess a professional education permit, certificate, or credential issued by the superintendent of public instruction for his/her position of employment, shall have a current and valid permit, certificate or credential.

(3) **Participation in accreditation.** Each school district shall participate in an accreditation process in accordance with the provisions of RCW 28A.04.120(4) and chapter 180-56 WAC, each as now or hereafter amended.

(4) **Student learning objectives.** Each school district shall have implemented a program of student learning objectives in the areas of language arts, reading and mathematics for grades kindergarten through eight and on or before September 1, 1981, for grades nine through twelve.

(a) Each school district must evidence community participation in defining the student learning objectives of such a program.

(b) The student learning objectives of such program shall be measurable as to the actual student attainment. Student attainment shall be locally assessed annually.

(c) The student learning objectives program shall be reviewed at least every two years by the school district. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-220, filed 9/12/79. Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-220, filed 6/5/78.]

WAC 180-16-225 Waiver--Grounds and procedure.

(1) **Grounds.** The state board of education may waive one or more of the basic education allocation entitlement requirements set forth in WAC 180-16-200 through 180-16-215 only if a school district's failure to comply with such requirement(s) is found by the state board to be caused by levy failure and/or substantial lack of classroom space as set forth below:

(a) **Levy failure.** For the school years 1978-79 through 1980-81 the state board may waive the requirements of WAC 180-16-200 through 180-16-215 if the board finds that the noncompliance has been caused by special levy failure. As a condition to a waiver based on levy failure the state board will consider and a school district must demonstrate at least the following:

(i) That the district made reasonable efforts to submit a levy proposition to the voters twice during the levy year in an amount sufficient to enable it to meet these entitlement requirements, and

(ii) That the district's failure to comply with these entitlement requirements was caused by the lack of the revenue that would have been received from the levy. Noncompliance may be deemed to have been caused by a levy loss if the school district can demonstrate that all funds that it reasonably has available to support basic education are not sufficient to enable it to meet the referenced entitlement requirements.

(b) **Substantial lack of classroom space.** The state board may waive the requirements of WAC 180-16-200 through 180-16-215 if the board finds that the noncompliance has been caused by a substantial lack of classroom space. As a condition to a waiver based on substantial lack of classroom space the state board will consider and a school district must demonstrate at least that the facilities of the school district do not contain enough classroom space or other space that can reasonably be converted into classroom space, and that necessary classroom space may not reasonably be acquired by lease or rental, to enable the district to comply with the referenced entitlement requirements.

(2) **Waiver procedure.** In order to secure a waiver pursuant to subsection (1) of this section a school district must submit a petition together with a detailed explanation and documentation in support of its request not later than thirty days prior to either:

(a) The state board of education meeting immediately preceding commencement of the school year; or

(b) The March (or such other meeting as the state board shall have established) meeting of the board at which the board will consider certifications of compliance and noncompliance with these entitlement requirements.

A school district that can reasonably foresee an inability to comply with entitlement requirements by reason of levy loss or substantial lack of classroom space should petition for a waiver as early as the state board meeting immediately preceding commencement of the school year in order to allow for the possibility that the request may be denied.

(3) **Nonwaiverable requirements.** The certification and the student learning objectives requirements set forth in WAC 180-16-220(2) and (4) may not be waived for any reason.

(4) **Deviations from certain supplemental requirements.** The state board may allow deviations from the thirty to one ratio and the participation in accreditation requirements set forth in WAC 180-16-220 (1) and (3) for such reason(s) as the board deems reasonable. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-225, filed 6/5/78.]

WAC 180-16-230 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-235 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-16-240 Supplemental program standards.

(1) Each school district superintendent shall file each year a statement of district standing relative to these standards noting any deviations. Such statement shall be submitted at the same time as the annual basic education allocation entitlement program data report(s) required by WAC 180-16-195 is submitted. Deviation from these standards shall not result in withholding of any or all of a district's basic education allocation funds, however. The deviations shall be made available to the public separately or as a portion of the annual district guide published pursuant to RCW 28A.58.758(3) and this section.

(2) Supplemental program standards are as follows:

(a) Appropriate measures are taken to safeguard all student and school district permanent records against loss or damage. See, e.g., RCW 40.14.070 regarding the preservation and destruction of local government agency records.

(b) Provision is made for the supervision of instructional practices and procedures.

(c) Current basic instructional materials are available for required courses of study.

(d) A program of guidance, counseling and testing services is maintained for students in all grades offered by that school district.

(e) A learning resources program is maintained pursuant to chapter 180-46 WAC and WAC 392-190-055, each as now or hereafter amended.

(f) The physical facilities of each district are adequate and appropriate for the educational program offered.

(g) There is adequate provision for the health and safety of all pupils within the custody of the school district. See, e.g., RCW 28A.04.120(11) regarding emergency exit instruction and drills and the rules or guidelines implementing the statute; the building code requirements of chapter 19.27 RCW and local building and fire code requirements; chapter 70.100 RCW regarding eye protection and the rules or guidelines implementing the chapter; RCW 28A.31.010 regarding contagious diseases and the rules, chapters 248-100 and 248-101 WAC, implementing the statute; RCW 43.20.050 regarding environmental conditions in schools and the rules, chapter 248-64 WAC, implementing the statute; and local health codes.

(h) A current policy statement pertaining to the administration and operation of the school district is available in each district's administrative office including, but not limited to, policies governing the school building and classroom visitation rights of nonstudents.

(i) Chapters 49.60 and 28A.85 RCW are complied with. These statutes prohibit unequal treatment of students on the basis of race, sex, creed, color, and national origin in activities supported by common schools.

(j) A descriptive guide to the district's common schools is published annually by the school district's board of directors, pursuant to RCW 28A.58.758(3), and is made available at each school in the district for examination by the public. [Statutory Authority: RCW 28A.01.010, 28A.04.120, 28A.41.130, 28A.41.140, 28A.58.754, 28A.58.758, and 1979 1st ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-240, filed 9/12/79. Statutory Authority: RCW 28A.58.750. 79-02-048 (Order 1-79), § 180-16-240, filed 1/30/79; Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-097 (Order 3-78), § 180-16-240, filed 6/5/78.]

Chapter 180-30 WAC

SCHOOL BUILDING CONSTRUCTION

| WAC | |
|------------|---|
| 180-30-110 | Basic state support level—Space allocations. |
| 180-30-250 | Additional allotment to meet school housing emergency. |
| 180-30-620 | Notice of intent by school district to submit application for state assistance and school housing study prerequisites to filing of application. |
| 180-30-651 | Repealed. |
| 180-30-661 | Repealed. |
| 180-30-750 | Advancement of project pending availability of appropriated funds and priority rank. |
| 180-30-755 | Authorization for district to proceed at its own financial risk with advancement of project. |
| 180-30-760 | Approval of final plan and specifications. |
| 180-30-765 | Bid data and document requirements following bid opening. |
| 180-30-770 | Authorization to award contract. |
| 180-30-775 | Disbursement of funds for construction of school plant facilities—Final payments on contracts. |
| 180-30-780 | Deferred payment of state funds. |

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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|------------|---|
| 180-30-651 | Preliminary provisional allotment of state funds. [Order 5-75, § 180-30-651, filed 5/27/75; Order 4-70, § 180-30-651, filed 3/10/70.] Repealed by 79-11-022 (Order 12-79), filed 10/10/79. Statutory Authority: Chapter 28A.47 RCW. |
| 180-30-661 | Final provisional allotment of state funds. [Order 5-75, § 180-30-661, filed 5/27/75; Order 4-70, § 180-30-661, filed 3/10/70.] Repealed by 79-11-022 (Order 12-79), filed 10/10/79. Statutory Authority: Chapter 28A.47 RCW. |

WAC 180-30-110 Basic state support level—Space allocations. (1) **Space allowance for state matching purposes.** State assistance in the construction of school plant facilities for grades kindergarten through twelve, vocational-technical institute facilities and facilities for the handicapped based on space allowance for full-time equivalent students for state matching purposes shall be computed in accordance with the following table:

| Grade or Facility | Maximum Matchable Area per Full-time Equivalent Student |
|---------------------------------|---|
| Grades kindergarten through six | 80 square feet |
| Grades seven and eight | 110 square feet |
| Grades nine through twelve | 120 square feet |
| Vocational-technical institutes | 140 square feet |
| Facilities for the handicapped | 140 square feet |

Senior or four-year high schools with fewer than 400 students may be given consideration for approval of additional footage, the total area not to exceed 48,000 square feet.

Full-time equivalent student shall mean the same as now or hereafter defined in Title 392 WAC for purposes of determining basic education fund allocations as of the latest October for which enrollment data are available.

(2) **Enrollment projection provisions.** In planning for construction of all facilities for grades kindergarten through twelve, vocational-technical institute facilities and facilities for the handicapped, a school district may estimate capacity needs on the basis of (a) a two or five-year cohort survival or adjusted cohort survival enrollment projection for elementary schools, whichever is the lesser, and (b) a three or five-year cohort survival or adjusted cohort survival enrollment projection for secondary schools and vocational-technical institutes, whichever is the lesser: *Provided*, That such limitations may be waived as shall be determined by the state board of education in its discretion.

(3) **Determination of existing capacity.** In order to determine the net total square foot area eligible for state matching purposes, the capacity of existing facilities shall be computed in accordance with the table set forth in subsection (1) above: *Provided*, That in facilities judged by the state board of education to contain an inordinate footage unusable for instruction purposes, the computation may be adjusted to reflect a reasonable estimate of existing capacity: *Provided further*, That those districts having authorized bond issues and/or excess tax levies for their building funds for specific school construction projects as identified in ballot propositions on

or before April 3, 1979 may, when requesting state board of education consideration of state assistance for such projects, determine capacities of existing school plant facilities based on space allowance in accordance with the following table:

| Grade or Facility | Maximum Area Per Full-time Equivalent Student |
|---------------------------------|---|
| Grades kindergarten through six | 90 square feet |
| Grades seven through twelve | 130 square feet |
| Vocational-technical institutes | 150 square feet |
| Facilities for the handicapped | 150 square feet |

Additional footage may be allowed for senior or four-year high schools with fewer than 400 students, the total area not to exceed 52,000 square feet.

(4) In the event the amount of state assistance applied for and which may reasonably be anticipated to be applied for pursuant to this chapter exceeds the amount appropriated and made available by the legislature, the state board of education shall adopt one or more schedules which rank(s) school building projects on the basis of urgency of need and determine(s) the order in which applications for state assistance will be considered for the purpose of allocating funds within biennial limitations. [Statutory Authority: RCW 28A.47.801 through 28A.47.811. 79-06-109 (Order 3-79), § 180-30-110, filed 6/6/79; Order 5-75, § 180-30-110, filed 5/27/75; Order 2-73, § 180-30-110, filed 6/13/73; Order 5-71, § 180-30-110, filed 8/31/71; Order 7-69, § 180-30-110, filed 10/31/69.]

WAC 180-30-250 Additional allotment to meet school housing emergency. (1) **General provisions.** A school district which is eligible for an allotment of funds for school building construction under prevailing statutory provisions and rules and regulations of the state board of education and is found by the state board to have a school housing emergency requiring an allotment of state funds in excess of the amount allocable under the statutory formula may be considered for an additional allotment of funds: *Provided*, That the total amount allotted shall not exceed ninety percent of the total project cost determined eligible for state matching purposes: *Provided further*, That such additional allotment of funds shall be subject to the following provision:

At any time thereafter when the state board of education finds that the financial position of such school district has improved through an increase in its taxable valuation (value of its taxable property) or through retirement of bonded indebtedness or through a reduction in school housing requirement, or for any combination of these reasons, the amount of such additional allotment, or any part of such amount as the state board of education determines, shall be deducted, under terms and conditions prescribed by the board, from any state school building construction funds which might otherwise be provided to such district.

(2) **Definition of school housing emergency.** For the purpose of this section, a school housing emergency shall

be deemed to exist when a school district eligible for state assistance cannot provide the necessary school housing for the children of its district after first applying to the cost of the needed construction the funds from sources as follows:

State funds and local funds computed in accordance with the statutory formula plus any other funds required in addition to the basic state support level.

(3) **Regulations governing.** In addition to the regulations herein prescribed, the regulations governing the basic state assistance program shall be applied to an application for additional state assistance to meet a school housing emergency.

(a) A school district must have authorized indebtedness, exclusive of bond redemption levies, equivalent to three and one-half percent or more of the value of its taxable property, and must provide a sum equivalent to two and one-half percent of its assessed valuation to matchable program costs plus any uncommitted moneys in its building fund; or

(b) A school district must have authorized indebtedness to the statutory limit of five percent and place all uncommitted moneys in its building fund toward matchable costs of the proposed emergency program; and

(c) A school district must have experienced an enrollment growth of at least twenty percent during a consecutive three-year period which shall include the latest October 1 for which enrollment data are available.

(4) **Application for additional allotment of funds.** Applications for additional allotments of funds to meet school housing emergencies shall be judged on the basis of (a) past and projected enrollment increases, (b) capacity of existing facilities and (c) past and current effort by the school district to provide capital funds and the disposition thereof.

(5) **Determination of amount of additional allotment.** The amount of an additional allotment of funds to a school district judged by the state board of education to have a school housing emergency shall be determined by the state board on the basis of the need for school housing, the financial resources available to the school district through the authorization of bonds and/or excess tax levies and the total funds available to the state board of education for the biennial period to meet state-wide needs for state assistance in providing school facilities. [Statutory Authority: RCW 28A.47.801 through 28A.47.811. 79-06-109 (Order 3-79), § 180-30-250, filed 6/6/79; Order 5-75, § 180-30-250, filed 5/27/75; Order 7-71, § 180-30-250, filed 10/13/71; Order 7-69, § 180-30-250, filed 10/31/69.]

WAC 180-30-620 Notice of intent by school district to submit application for state assistance and school housing study prerequisites to filing of application. (1) To qualify for eligibility and consideration of state assistance in a school building program, the school district shall submit to the state board of education a notice of intent to file an application for each proposed school building project prior to submission of a funding measure for voter approval.

(2) Study of school housing situation. (a) At the time the notice of intent is filed for an initial school building project, or projects, the school district shall arrange for a cooperative study of its school housing situation by the district and the state board of education under the direction of the superintendent of public instruction. In accordance with statutory provisions, the aforementioned cooperative study shall provide information including but not limited to the following:

(i) Kind and extent of the school plant facilities required and the urgency of need for such facilities;

(ii) Ability of the district to provide capital funds by local effort and estimated amount of proposed funding measure;

(iii) Need for improvement of school administrative units and school attendance areas among or within districts;

(iv) Enrollment trends and racial balance data;

(v) Site;

(vi) Such other data as the state board of education may require to establish preliminary determination of school district housing need; and

(vii) The aforementioned study must be completed prior to school district submittal of any capital funding measure to its voters if it is the intent of the district to seek consideration of state assistance for its proposed school construction program by the state board of education.

(b) Project applications shall be subject to the submittal of additional and/or current data and such further study of the district's school housing situation as the state board of education may require for determination of compliance with pertinent statutory provisions and state board regulations. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-620, filed 10/10/79; Order 5-75, § 180-30-620, filed 5/27/75; Order 7-69, § 180-30-620, filed 10/31/69.]

WAC 180-30-651 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-661 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-30-750 Advancement of project pending availability of appropriated funds and priority rank. If the amount of state assistance applied for, and which may reasonably be expected to be applied for, exceeds the amount appropriated and made available by the legislature and the state board has found it necessary to adopt schedules ranking school building projects on the basis of urgency of need, a district may request consideration by the state board of education for advancement of certain projects at local financial risk pending availability of appropriated funds and priority placement of project. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-750, filed 10/10/79.]

WAC 180-30-755 Authorization for district to proceed at its own financial risk with advancement of

project. Upon determination that the applicant school district has certified that sufficient local funds are available to finance the entire cost of the project and has complied with WAC 180-30-620 and 180-30-630 and that the proposed project meets statutory and state board of education requirements, the state board of education will grant approval of preliminary plan and authorization to the school district to proceed with preparation of final plan and specifications. Such approvals shall be subject to the following conditions: (1) The approvals shall not constitute a commitment of state funds; and (2) the preparation of final plan and specifications shall be in accordance with WAC 180-30-640. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-755, filed 10/10/79.]

WAC 180-30-760 Approval of final plan and specifications. When upon review of final plan and specifications, final cost estimates and such up-to-date enrollment and fiscal data as may be necessary for determination of current eligibility under statutory provisions and state board of education regulations, it is found by the state board that the project would be eligible for state assistance if state funds were available, the state board of education may (1) grant approval of final plan and specifications and (2) authorize the school district to call for bids. The aforementioned shall make no commitment of state funds and shall be subject to the following prescribed conditions:

(1) Compliance with rules. The school district shall comply with all rules and regulations of the state board of education applicable to a project approved for financing with available state funds.

(2) School district certification. Prior to the award of contracts, the board of directors of the school district shall certify to the state board of education by resolution in the manner prescribed by the superintendent of public instruction that (a) sufficient local funds are available to finance the entire cost of the project and (b) the school district will assume full financial responsibility for completion of the project.

(3) Approval of final plan and specifications not commitment of state funds. The authorization documents shall contain (a) approval of final plan and specifications, (b) notification of square foot area determined eligible for state support, (c) authorization to call for bids, and (d) shall direct attention to the fact that the approvals and authorizations therein do not constitute a commitment of state funds. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-760, filed 10/10/79.]

WAC 180-30-765 Bid data and document requirements following bid opening. (1) After bids have been opened, the board of directors of the school district shall by resolution designate the successful bidder or bidders and transmit to the state board of education one copy each of the documents listed below:

(a) Statement of project cost signed by the chairman of the board of directors and the superintendent of the school district.

(b) Certified copy of recommendation of the board of directors for award of contract or contracts on the basis of bids received, including all accepted alternates.

(c) Certified copy of each advertisement for bids.

(d) Certified tabulated statement of all bids received including bids on alternates, if any, with complete firm names and addresses of bidders. Each alternate listed must be designated by number and descriptive title conforming to the number and title set forth in the specifications. The certification must be made by the architect or authorized representative of the school district.

(e) Certification by school district of amount of local and/or other disburseable funds available specifically for the project, with source of funds identified including identity and amount of nonhigh school district funds when applicable. The certification of disburseable funds shall be sufficient to cover the entire cost of the project including equipment allowance.

(f) Statement of analysis by architect of square foot area and square foot cost, said statement to bear the signature of the architect.

(g) Copies of all addenda to specifications.

(2) Authorization required for contract award. A contract, or contracts, for construction of a school building project approved by the state board of education pursuant to WAC 180-30-760 and for which state funds have not been made available may not be entered into by the school district until authorization therefor has been received from the state board as provided in WAC 180-30-770. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-765, filed 10/10/79.]

WAC 180-30-770 Authorization to award contract. Upon analysis of bids received, determination of project eligibility under statutory provisions and state board of education regulations, the state board of education will authorize the school district to award contracts, subject to the following conditions:

(1) Receipt of certification from the board of directors of the school district as in WAC 180-30-765(1)(e) shall be a prerequisite for said authorization for contract award.

(2) Compliance with rules. The school district shall comply with the provisions of WAC 180-30-660 relating to negotiation of school building contracts and award of contract or contracts, make payments to contractors and architects in accordance with rules and regulations of the state board governing all projects financed with state assistance and shall comply with such procedural requirements as the superintendent of public instruction may determine necessary.

(3) Authorization to award contracts not a commitment of state funds.

(a) The authorization documents and transmittal letter shall state explicitly that the authorization to award contracts described therein does not constitute a commitment of state funds. The district shall be notified of the square foot area, square foot cost level of state support and state matching ratio in effect for the project at date of bid opening.

(b) Upon receipt of authorization by the state board of education, the board of directors of the school district may proceed with award of contract or contracts for construction of the designated school building project, which contract or contracts shall be in conformity with the analysis of bids as set forth in the aforesaid authorization document and in accordance with the bids received on approved plan and specifications for the aforesaid school building project.

(c) Immediately following the awarding of contract or contracts as provided in (b) of this subsection, the board of directors of the school district shall forward one signed or certified copy of each such construction contract to the state board of education.

(4) Deferred state participation contingency. State participation in an approved project shall be contingent upon (a) placement or qualification of subject project on the currently approved priority list, (b) availability of funds under the statutory authority or appropriation designation cited in the appropriate authorization documents or the availability of funds appropriated in lieu thereof, and (c) consideration by the state board of education of the proposed financial plan.

(5) Approval of financial participation and payment of state funds. Upon completion of an approved project in accordance with the guidelines in WAC 180-30-775, the school district may request payment of the amount determined allocable as set forth in WAC 180-30-770(4). [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-770, filed 10/10/79.]

WAC 180-30-775 Disbursement of funds for construction of school plant facilities—Final payments on contracts. In accordance with provisions of chapter 60.28 RCW as now existing or hereafter amended, relating to public works contracts, final payment on a contract from retained percentage funds shall not be made until thirty days have elapsed following final acceptance by the school district board of directors of the work as completed.

After the expiration of the aforementioned statutory thirty-day period, final payment shall be made contingent upon receipt of properly executed invoice voucher and supporting documents in accordance with the regulations and procedures as set forth in subsections (1) and (2) of this section and such other procedures as may be prescribed by the superintendent of public instruction in compliance with statutory and state board of education regulations.

(1) Acceptance of building, improvement, or work as completed.

(a) Upon completion of work by a contractor, or contractors, the architect and the school district officials shall inspect the building, improvement, or work to determine compliance with plan and specifications.

(b) The architect, upon determining that the building, improvement, or work has been completed satisfactorily, shall recommend through the issuance of a letter of inspection addressed to the school district board of directors acceptance as completed satisfactorily. Separate

letters shall be written concerning the work of each contractor.

(c) The school district board of directors, upon determining that the building, improvement, or work has been completed satisfactorily, shall through board resolution officially accept such building, improvement, or work as completed satisfactorily. A separate resolution shall be made concerning the work of each prime contractor.

(2) Documents required for final payment. Final payments on contracts shall be subject to receipt of the documents listed below and such other evidence of final completion of contracts as the state superintendent in compliance with pertinent statutory provisions and/or rules and regulations of the state board of education may determine to be necessary.

(a) Documents to be required immediately following official final acceptance of building, improvement, or work. The original and one copy of each of the following documents shall be submitted following official final acceptance by the school district board of directors of the building improvement or work:

(i) Properly executed invoice voucher;

(ii) Architect's letter of inspection;

(iii) School district board of directors' resolution of final acceptance signed by board members or bearing the certification of authorized representatives of the school district;

(iv) Architect's certificate of final amount due and payable to contractor;

(v) Contractor's final affidavit of wages paid bearing certification of the state department of labor and industries;

(vi) Certification by the school district officials that no liens have been filed, or a certified list of all valid liens in event liens have been filed; and

(vii) Certification by state department of revenue, state department of employment security, and state department of labor and industries of payment of taxes. In compliance with statutory provisions, final payment on a contract for public works shall not be made by the disbursing officer until he has received from the state department of revenue, state department of employment security and the state department of labor and industries certification that all taxes due or to become due from the contractor with respect to such contract have been paid in full.

(b) Final payments on construction contracts by a school district for school building construction shall be contingent upon receipt of aforementioned certification in accordance with the following procedure:

(i) Upon receipt of all documents required immediately following official acceptance of the building, improvement, or work as provided in subsection (2) of this section, the authorized representative of the school district shall notify the state department of revenue, state department of employment security and the state department of labor and industries that the construction contract has been completed; and

(ii) As provided by statute, the state department of revenue, state department of employment security, and

the state department of labor and industries, upon determination that all state taxes due or to become due on the contract have been paid in full, will so certify to the school district concerned. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-775, filed 10/10/79.]

WAC 180-30-780 Deferred payment of state funds.

Upon completion of final payment of local funds for a project and submittal of certified copies of final payment documents as set forth in WAC 180-30-775, reimbursement of state funds may be made for the project approved under provisions of WAC 180-30-770. [Statutory Authority: Chapter 28A.47 RCW. 79-11-022 (Order 12-79), § 180-30-780, filed 10/10/79.]

Chapter 180-40 WAC PUPILS

WAC

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| 180-40-205 | Definitions. |
| 180-40-245 | Short-term suspension—Conditions and limitations. |
| 180-40-260 | Long-term suspension—Conditions and limitations. |
| 180-40-275 | Expulsion—Conditions and limitations. |
| 180-40-315 | Appeals—Hearing before school board—Procedures. |

WAC 180-40-205 Definitions. As used in this chapter the term: (1) "Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period: *Provided*, That the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.

(2) "Suspension" shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

(3) "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding five consecutive school days.

(4) "Long-term suspension" shall mean a suspension which exceeds a "short-term suspension" as defined in subsection (3) of this section.

(5) "Expulsion" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

(6) "School business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for

the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-205, filed 10/16/79; Order 6-77, § 180-40-205, filed 6/2/77, effective 8/1/77.]

WAC 180-40-245 Short-term suspension--Conditions and limitations. A short-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions, the prior informal conference procedures set forth in WAC 180-40-250, and the grievance procedures set forth in WAC 180-40-255:

(1) The nature and circumstances of the violation must reasonably warrant a short-term suspension and the length of the suspension imposed.

(2) No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Kindergarten through grade four—No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of five school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

(5) Grade five and above program—No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

(6) Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:

(a) Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades, or

(b) Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

(7) Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-245, filed 10/16/79; Order 13-77, § 180-40-245, filed 10/18/77; Order 6-77, § 180-40-245, filed 6/2/77, effective 8/1/77.]

WAC 180-40-260 Long-term suspension--Conditions and limitations. A long-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions and the notice requirements set forth in WAC 180-40-265 and the hearing requirements set forth in WAC 180-40-270:

(1) The nature and circumstances of the violation must reasonably warrant a long-term suspension and the length of the suspension imposed.

(2) No student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern

for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Kindergarten through grade four—No student in grades kindergarten through four shall be subject to short-term and long-term suspensions for more than a total of ten school days during any single semester or trimester, as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

(5) Grade five and above program—No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.

(6) Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.

(7) All long-term suspensions and the reasons therefor shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-260, filed 10/16/79; Order 6-77, § 180-40-260, filed 6/2/77, effective 8/1/77.]

WAC 180-40-275 Expulsion—Conditions and limitations. A student may be expelled for violation of school district rules adopted pursuant to WAC 180-40-225, subject to the following limitations or conditions, the notice requirements set forth in WAC 180-40-280, and the hearing requirements set forth in WAC 180-40-285:

(1) The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.

(2) No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

(3) In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.27 RCW, as now or hereafter amended, shall be expelled by reason, in whole or part, of one or more unexcused absences unless the school district has also first:

(a) Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by

other means reasonably necessary to achieve notice of such fact;

(b) Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

(c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

(4) Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.

(5) Any student who has been expelled shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed.

(6) All expulsions and the reasons therefor shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the expulsion. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-275, filed 10/16/79; Order 6-77, § 180-40-275, filed 6/2/77, effective 8/1/77.]

WAC 180-40-315 Appeals—Hearing before school board—Procedures. (1) If a notice of appeal to the school board of directors is received pursuant to WAC 180-40-310(1) within the required three school business days, the board shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt of such appeal notice. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal as provided for in this section. At that time the student or the student's parent(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. The board shall agree to one of the following procedures prior to adjournment or recess:

(a) Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or

(b) Schedule and hold a meeting to hear further arguments based on the record before the board and render its decision within fifteen school business days after the date of the informal conference, or

(c) Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

(2) In the event the school board of directors elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

(a) The student and his or her parent(s) or guardian(s) shall have the right to:

(i) inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,

(ii) question and confront witnesses,

(iii) present his or her explanation of the alleged misconduct, and

(iv) make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires,

(b) The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing, and

(c) Either a tape-recorded or verbatim record of the hearing shall be made. [Statutory Authority: 1979 1st ex.s. c 173 and c 201. 79-11-049 (Order 14-79), § 180-40-315, filed 10/16/79; Order 6-77, § 180-40-315, filed 6/2/77, effective 8/1/77.]

Chapter 180-52 WAC

PUPIL PERSONNEL SERVICES

WAC

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|------------|--|
| 180-52-040 | Purpose. |
| 180-52-045 | Definitions. |
| 180-52-050 | Determination, order of exclusion and notice. |
| 180-52-055 | Right to a hearing—Notice to school official. |
| 180-52-060 | Prehearing and hearing rights—Decision and notice thereof. |
| 180-52-065 | Issues to be decided. |

WAC 180-52-040 Purpose. (1) The purpose of WAC 180-52-040 through 180-52-065 is to implement section 10, chapter 118, Laws of 1979 ex. sess. [RCW 28A.31.118], by establishing the procedural and substantive due process requirements governing the exclusion of children from public and private schools for failure to either establish proof of compliance with the immunization requirements established by and pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], or to establish an exemption from such requirements. These rules are intended to govern the routine, nonemergency enforcement of chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(2) In the case of an emergency caused by, for example, an epidemic, local health officers may order the exclusion from school of students who are infected with or are deemed to be susceptible to and exposed to the disease. See the rules of the state board of health, chapter 248-101 WAC. Such an order may include students who have been exempted from the immunization requirements established by and pursuant to chapter 118,

Laws of 1979 ex. sess. [chapter 28A.31 RCW]. School officials are advised to consult legal counsel for advice regarding the appropriate procedures to follow in such emergency situations. An emergency may justify the exclusion of unimmunized students prior to their being afforded an opportunity for a hearing. See, for example, WAC 180-40-295, 180-40-300 and 180-40-305 regarding emergency expulsions. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-040, filed 10/18/79.]

WAC 180-52-045 Definitions. As used in WAC 180-52-050 through 180-52-065:

(1) "Chief administrator" shall mean the person with the authority and responsibility for the immediate supervision of the operation of a school (e.g., a building principal) as defined in this section or, in the alternative, such other person as may hereafter be designated in writing for the purposes of WAC 180-52-050 through 180-52-060 by the statutory or corporate board of directors of the school district or school or, if none, such other persons or persons with authority and responsibility for the general supervision of the operation of the school district or school.

(2) "Local health department" shall mean the city, town, county, district or combined city-county health department, board of health, or health officer which provides public health services.

(3) "School" shall mean and include each building, facility, and location at or within which any or all portions of a preschool, kindergarten and grades one through twelve program of education and related activities are conducted for two or more children by or in behalf of any public school district and by or in behalf of any private school or private institution subject to approval by the state board of education pursuant to RCW 28A.04.120(4) and 28A.02.201 through 28A.02.250, each as now or hereafter amended.

(4) "School day" shall mean any day, exclusive of Saturdays and Sundays, upon which the particular school which a child attends is open for the conduct of the educational program in which the child is enrolled. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-045, filed 10/18/79.]

WAC 180-52-050 Determination, order of exclusion and notice. (1) The determination and order that a child shall be excluded from further attendance at a public or private school for failure to be in compliance with chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW] and the rules of the state board of health adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], shall be made by the local health department within which the school is located.

(2) The determination and order of the local health department shall be placed in writing and provided by the department to the chief administrator of the school which the child attends and to the parent(s) or legal guardian(s) of the child or to the adult(s) in loco parentis to the child.

(3) The written notice provided pursuant to subsection (2) of this section shall:

(a) Inform the recipients of the procedures and rights available pursuant to WAC 180-52-050 through 180-52-065 and other matters required by section 8, chapter 118, Laws of 1979 ex. sess. [RCW 28A.31.114]; and

(b) Order the immediate exclusion of the child from school if the right to a hearing pursuant to WAC 180-52-055 through 180-52-065 is waived or, in the event a hearing is requested and held, if proof of compliance with immunization requirements or of an exemption from such requirements is not established at such a hearing. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-050, filed 10/18/79.]

WAC 180-52-055 Right to a hearing--Notice to school official. (1) Any parent, guardian or adult in loco parentis to a child who receives a notice of exclusion pursuant to WAC 180-52-050 shall have the right to appeal the decision of the local health department prior to the exclusion of the child from school.

(2) An appeal shall be initiated by requesting the chief administrator of the child's school for a hearing on the matter.

(3) A written (or "oral" if provided by school district or school policy) request for a hearing must be received by the chief administrator of the child's school, or by his or her office, on or before the expiration of the third school day after the date upon which notice of the local health department's determination and order is received by a parent or guardian of the child or an adult in loco parentis to the child. The request for hearing should explain the reason or basis upon which the determination and order of the health department is challenged. If it does not, the chief administrator shall request an explanation of the reason or basis in order to identify the issue to be addressed at the hearing and to determine whether there is a possibility of resolving the issue short of a hearing.

(4) If a request for a hearing is not received within the time period prescribed by subsection (3) of this section, the right to a hearing shall be deemed to have been waived and the exclusion of the child from school shall commence immediately. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-055, filed 10/18/79.]

WAC 180-52-060 Prehearing and hearing rights--Decision and notice thereof. (1) If a request for a hearing is received pursuant to WAC 180-52-055, the chief administrator of the school shall schedule and give notice of a hearing to commence within three school days after the date upon which the request for hearing was received. The hearing may be continued to a later date for good cause, but shall not be continued for a period in excess of ten additional school days unless both the local health department and the parent(s) or guardian(s) or adult(s) in loco parentis agree to a longer continuation.

(2) The person who is to serve as the hearing officer shall be appointed by the chief administrator of the

school and shall not be a witness: *Provided, however,* That any administrator or board which is superior to the chief administrator of the school may instead elect to appoint the hearing officer.

(3) An authorized representative of the local health department and the parent(s) or guardian(s) or adult(s) in loco parentis to the child shall have the right to:

(a) Inspect in advance of the hearing any documentary and other physical evidence which the other party intends to introduce at the hearing;

(b) Be represented by legal counsel;

(c) Question and confront witnesses; and

(d) Make such showings as are relevant to the issues set forth in WAC 180-52-065 by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

(4) The parent(s) or guardian(s) or adult(s) in loco parentis shall have the burden of proving compliance with chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(5) It shall be the responsibility of an authorized representative of the local health department to present the case in support of the department's decision to order the exclusion of the child.

(6) Either a tape-recorded or verbatim record of the hearing shall be made.

(7) The decision arrived at shall:

(a) Be based solely upon the evidence presented at the hearing and such matters as a hearing officer may take judicial notice of;

(b) Be written and in a form and substance which sets forth findings of fact, conclusions and an order which either upholds or rescinds the determination and order of the local health department; and

(c) Be provided to the local health department and the parent(s) or guardian(s) of the child or the adult(s) in loco parentis to the child.

(8) The exclusion of the child from school shall commence immediately in the event the determination and order of the local health department are upheld. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-060, filed 10/18/79.]

WAC 180-52-065 Issues to be decided. (1) The issues to be addressed and resolved at any hearing conducted pursuant to WAC 180-52-055 and 180-52-060 shall be limited to whether or not:

(a) Proof of immunization has been provided as required by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW]; or

(b) Proof of initiation of a schedule of immunization and adherence to such schedule has been provided as required by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health; or

(c) An exemption from all or a portion of such immunization requirements has been obtained as allowed by chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW], and the rules of the state board of health

adopted pursuant to chapter 118, Laws of 1979 ex. sess. [chapter 28A.31 RCW].

(2) In the event the evidence presented during a hearing conducted pursuant to WAC 180-52-055 and 180-52-060 fails to establish either compliance with such immunization requirements or an exemption from such requirements, the hearing officer(s) shall uphold the determination and order of the health department. [Statutory Authority: Chapter 28A.31 RCW. 79-11-067 (Order 16-79), § 180-52-065, filed 10/18/79.]

**Chapter 180-56 WAC
SECONDARY EDUCATION**

WAC

- 180-56-011 School district board of directors to adopt graduation requirements.
- 180-56-036 Additional high school graduation requirements.
- 180-56-235 Enrollment.
- 180-56-315 Approval of school district program.

WAC 180-56-011 School district board of directors to adopt graduation requirements. In order to clarify for students, parents and educators the minimum expectations for a high school diploma, the board of directors of each school district offering a secondary program in grades 9-12 shall adopt reasonable graduation requirements and make such requirements available in writing to students, parents and members of the public. The graduation requirements established by a school district shall represent reasonable expectations for all to whom they are applied. [Statutory Authority: RCW 28A.04.120. 79-10-034 (Order 11-79), § 180-56-011, filed 9/12/79; Order 6-76, § 180-56-011, filed 6/1/76.]

WAC 180-56-036 Additional high school graduation requirements. Nothing in this chapter shall be construed as prohibiting each school district board of directors from exercising such authority as the board has to adopt competency, course and credit graduation requirements in addition to the minimum set forth in WAC 180-56-021: *Provided*, That such additional requirements shall be consistent with the constitutional and statutory rights of students, and supported by a written rationale which is available to students, parents and the public upon request and which demonstrates that:

- (1) The quality of life of the individual student will be substantially enhanced; and
- (2) The probable success of the school district's high school students, as a whole, in post-high school education will be substantially enhanced; or
- (3) The probable success of the school district's high school students, as a whole, in obtaining employment will be substantially enhanced; or
- (4) The health, safety and welfare of the individual student will be substantially enhanced. [Statutory Authority: RCW 28A.04.120. 79-10-034 (Order 11-79), § 180-56-036, filed 9/12/79; Order 6-76, § 180-56-036, filed 6/1/76.]

WAC 180-56-235 Enrollment. The initial enrollment for a four-year secondary school, grades nine through twelve, shall be at least four hundred; or if less than four hundred initially, substantial evidence shall be submitted that this enrollment will be reached within three years and that there is assurance of a relatively stable population.

The initial enrollment for a six-year secondary school, grades seven through twelve, shall be at least five hundred; or if less than five hundred initially, substantial evidence shall be submitted that this enrollment will be reached within three years and that there is assurance of a relatively stable population. [Statutory Authority: RCW 28A.04.120. 79-06-048 (Order 4-79), § 180-56-235, filed 5/22/79; SBE 56-8-531, filed 3/29/65, effective 4/29/65; Emergency and Permanent Rule, filed 6/21/63.]

WAC 180-56-315 Approval of school district program. Approval of the school district's program pursuant to provisions of RCW 28A.41.130 and state board of education regulations, "Basic education allocation entitlement requirements" (WAC 180-16-191 et seq.), and compliance with "supplemental program standards" (WAC 180-16-240) shall be prerequisites for secondary school accreditation. [Statutory Authority: RCW 28A.41.130 and 28A.58.754. 78-06-065 (Order 4-78), § 180-56-315, filed 5/25/78; Order 6-76, § 180-56-315, filed 6/1/76; SBE 56-2-4, 56-2-40, filed 10/16/67, effective 7/1/68.]

**Chapter 180-75 WAC
GENERAL CERTIFICATION PROVISIONS**

WAC

- 180-75-005 Purpose.
- 180-75-015 Equivalency of standards.
- 180-75-020 Appeal—General.
- 180-75-025 Appeal procedure—Informal.
- 180-75-030 Appeal procedure—Formal process.
- 180-75-035 Certificate revocation.
- 180-75-040 Notification of revocation of certificates.
- 180-75-045 Certificate validity.
- 180-75-050 Certificate required.
- 180-75-055 Types of certificates.
- 180-75-060 Certificate replacement.
- 180-75-065 Fee for certification.
- 180-75-070 Use of fee for certification.
- 180-75-075 Educational experience acceptable for certification.
- 180-75-080 Citizenship requirements—Alien permits—Teachers only.
- 180-75-085 General requirements—Teachers, administrators, educational staff associates.
- 180-75-090 Permits.
- 180-75-100 Certification of out-of-state trained teachers—Interstate educational personnel contracts.

WAC 180-75-005 Purpose. The purpose of this chapter is to incorporate into one chapter the general certification provisions to ensure uniform application and interpretation of the various certification rules. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-005, filed 9/1/78.]

WAC 180-75-015 Equivalency of standards. Reasonable flexibility in interpretation of the requirements contained in this chapter and in chapters 180-77, 180-78, and 180-79 WAC may be applied consistent with the intent and spirit of the requirements of the appropriate chapter. Exceptions to specific requirements will be considered. It shall be the responsibility of the superintendent of public instruction or his or her designee to make the final decision concerning approval of any exception. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-015, filed 9/1/78.]

WAC 180-75-020 Appeal--General. Any person who applies for a certificate, particular certificate level or endorsement, certificate renewal, or certificate reinstatement whose application is denied may appeal that decision if he or she follows the procedures established in WAC 180-75-025 through 180-75-030: *Provided*, That the appeal procedure may not be used to seek reinstatement of a certificate if that certificate has been revoked by the superintendent of public instruction.

The appeal procedure consists of two levels, one informal and one formal. The use of the informal level is a condition precedent to use of the formal level. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-020, filed 9/1/78.]

WAC 180-75-025 Appeal procedure--Informal. Any person who desires to appeal the decision to deny his or her application must file a written notice with the superintendent of public instruction within twenty calendar days following the date of mailing from the section of the superintendent of public instruction's office responsible for certification of the decision to deny the application.

The written notice must set forth the reasons why the appellant believes his or her application should have been granted.

Following timely notice of appeal, the superintendent of public instruction or his or her designee shall appoint a review officer who will be someone other than the person or persons who reviewed the application initially.

The review officer shall then:

(1) Review the application and appeal notice and may request further written information including but not limited to an explanation from the person or persons who initially reviewed the application of the reason(s) why the application was denied.

(2) If he or she deems it advisable, schedule an informal meeting of the appellant, the person or persons who denied the application initially, and any other interested parties designated by the reviewing officer, to receive oral information concerning the application. Any such meeting must be held within thirty days of the date of receipt by the superintendent of public instruction of the timely-filed appeal notice.

(3) Place in the mail a written decision on the appeal within forty-five days from the date of receipt of the

timely-filed appeal notice by the superintendent of public instruction. The reviewing officer may uphold, reverse, or modify the decision to deny the application. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-025, filed 9/1/78.]

WAC 180-75-030 Appeal procedure--Formal process. (1) Any person who has filed an appeal in accordance with WAC 180-75-020 and desires to have the denial of his or her application reviewed further may do so if the reviewing officer has not reversed the decision to deny the application. To instigate review under this section, a person must file a written notice with the state board of education within twenty calendar days following the date of mailing of the review officer's decision.

(2) For purposes of hearing an appeal under this section, the state board of education shall designate hearing examiners, the superintendent of public instruction, acting on behalf of the state board of education, shall select a hearing examiner to hear a particular appeal.

The appeal shall be conducted pursuant to chapter 180-08 WAC and chapter 34.04 RCW. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-030, filed 9/1/78.]

WAC 180-75-035 Certificate revocation. The state board of education considers it to be the professional obligation of each school district superintendent or non-public school administrator and each educational service district superintendent to file a written complaint with the superintendent of public instruction pursuant to RCW 28A.70.160 against any certificated employee who:

(1) Has committed or is guilty of (a) immorality, (b) a violation of written contract, (c) intemperance, (d) a crime against the law of the state, or (e) an act of unprofessional conduct that is of a nature which may justify the revocation of the individual's certificate to be employed in the schools; or

(2) Has been convicted of any crime involving the physical neglect of children, injury of children (excepting possible motor vehicle violations) or the sexual abuse of children.

Upon receipt of any such written complaint, that section within the office of the superintendent of public instruction having responsibility for certification shall investigate the complaint. If sufficient cause for revocation of the individual's certificate(s) is believed to exist, the section shall present the case before the superintendent of public instruction. The superintendent of public instruction may appoint a hearing examiner and/or legal counsel to assist the superintendent in hearing the case. The hearing shall be conducted pursuant to chapter 180-08 WAC and chapter 34.04 RCW.

The superintendent of public instruction or his or her designee shall withhold or withdraw certification of an individual from another state whose certificate has been revoked in such state.

In accordance with RCW 28A.70.180 an individual may become eligible to receive a certificate after a period of one calendar year from the date of revocation. The superintendent of public instruction or his or her designee shall consider the application of an individual whose certificate has been revoked and, based upon application and such other information as deemed appropriate, determine whether a certificate shall be issued. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-035, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-035, filed 9/1/78.]

WAC 180-75-040 Notification of revocation of certificates. The office of the superintendent of public instruction shall notify all other states that a certificate has been revoked and shall provide the full name and certificate number to the agency responsible for certification in each state. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-040, filed 9/1/78.]

WAC 180-75-045 Certificate validity. Any certificate issued pursuant to chapters 180-77 or 180-79 WAC shall entitle the holder thereof to be employed by a public or nonpublic school for the performance of duties encompassed by the certificate until such certificate expires or is revoked. A certificate which is issued to an individual who does not meet all requirements set forth in this chapter is null and void. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-045, filed 9/1/78.]

WAC 180-75-050 Certificate required. Persons serving as teachers, principals, educational staff associates, and in vocational positions as established by chapter 180-77 WAC shall hold certificates authorized by the state board of education for service in the respective roles. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-050, filed 9/1/78.]

WAC 180-75-055 Types of certificates. Four types of certificates shall be issued:

(1) Teacher. The teacher certificate authorizes service in the primary role of classroom teaching.

(2) Administrator.

(a) The administrator certificate endorsed "principal" authorizes services as a building administrator or vice principal.

(b) The administrator certificates endorsed "superintendent" or "program administrator" will be issued to persons who have completed state board of education approved preparation programs for service in the roles of district administrator, administrative staff, and program administrator.

(c) The superintendent and program administrator certificates are not required.

(3) Educational staff associate. The educational staff associate certificate authorizes service in roles of specialized assistance to the learner, the teacher, the administration and the educational program. Included as educational staff associates shall be communication disorders specialists, counselors, school nurses, occupational therapists, physical therapists, psychologists, social workers, and reading resource specialists.

(4) Vocational. The vocational certificate authorizes service in vocational instruction in accordance with the provisions of chapter 180-77 WAC. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-055, filed 9/1/78.]

WAC 180-75-060 Certificate replacement. The superintendent of public instruction shall issue a replacement certificate to any person who files an application, pays the appropriate certification fee, and verifies by signature that the original certificate has been lost or destroyed or that a legal name change has occurred. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-060, filed 9/1/78.]

WAC 180-75-065 Fee for certification. (1) In accordance with provisions of RCW 28A.70.110 and 28A.71.100, the fee for any certificate which is valid for more than one year, or for renewal or reinstatement of such certificate, issued by authority of the state of Washington and authorizing the holder to serve in the common schools of the state, shall be fifteen dollars: *Provided*, That the fee for all vocational certificates shall be one dollar.

(2) The fee for any other certificate/credential, or for any renewal thereof, issued by the authority of the state of Washington and authorizing the holder to serve in the common schools of the state, shall be one dollar.

(3) Officials authorized to collect certification fees are educational service district superintendents, local school district superintendents, deans and directors of education at colleges and universities, and designees of program units. The fee must accompany the application for a certificate and shall be transmitted to the educational service district within which the application is filed for disposition in accordance with provisions of RCW 28A.70.110. The fee shall not be refunded unless the application is withdrawn before it is finally considered by the superintendent of public instruction or his or her designee. Moneys accrued from certification fees within the boundaries of an educational service district shall be divided in the following manner:

(a) Local school districts employing more than one hundred teachers and other professional staff and collecting certification fees may retain one dollar of each fee in order to hold a professional training institute. If such district does not hold an institute all such moneys shall be placed to the credit of the educational service district.

(b) No less than fifty percent of the funds accruing within the boundaries of an educational service district

shall be used to support program activities related to state-wide precertification professional preparation and evaluation.

(c) The remaining funds shall be used to support professional inservice training programs and evaluations thereof. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-065, filed 9/1/78.]

WAC 180-75-070 Use of fee for certification. (1) Certification fees will be used solely for precertification professional preparation, professional inservice training programs, teachers' institutes and/or workshops, and evaluations thereof in accordance with this chapter.

(2) Precertification professional preparation:

(a) A subcommittee of the state professional education advisory committee as established in WAC 180-78-015 shall assist the superintendent of public instruction in administration of precertification program funds by annually establishing priorities and procedures for distribution of funds available for precertification activities. The primary utilization shall be to support collaborative efforts essential to program development, program evaluation and assessment of candidates' entry and exit competency.

(b) Funds set aside for precertification shall not supplant funds already available to any participating agency.

(c) A single educational service district shall be designated to administer the funds allocated for precertification programs. The designated educational service district shall be permitted to retain up to five percent of the precertification fees for costs related to administering these funds.

(d) Each quarter every educational service district shall forward the moneys designated for precertification programs to the educational service district designated to administer such programs.

(3) Professional inservice training programs and teachers' institutes and/or workshops:

(a) Each educational service district, or cooperative thereof as specified in subparagraph (d) of this subsection, shall establish an inservice committee composed of an educational service district representative; at least one district superintendent; one principal; one educational staff associate; one elementary, one junior high and one senior high teacher; one representative from the private schools within the educational service district; and one representative selected by the chief administrative officer responsible for professional education from a college/university having a state board of education approved teacher education program. Teacher representatives shall be selected by agreement among the presidents of the local education associations within the respective educational service district or cooperative thereof.

(b) The educational service district representative shall serve as chairperson of the inservice committee and provide liaison with the superintendent of public instruction and the state board of education.

(c) The inservice committee will be responsible for coordinating inservice/staff development model programs within the educational service district and shall submit to the superintendent of public instruction and the state board of education a plan for soliciting and selecting model programs which shall include procedures for conducting needs assessments, determining priorities and carrying out program evaluation.

(d) Cooperative agreements may be made among educational service districts to provide quality inservice education programs.

(e) Funds designated for inservice programs shall not supplant funds already available for such programs.

(4) Allowable expenditures. Funds may be used to support costs related to training, such as the payment of professional contractual services, per diem, travel costs, materials, printing, or released time. Nonallowable costs, except when approved in advance by the superintendent of public instruction or his or her designee, are college/university tuition and fees and the rental or purchase of facilities or equipment.

(5) Annual reporting. The superintendent of public instruction shall prepare and present to the state board of education an annual report concerning the use of certification fees for precertification and inservice activities. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-070, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-070, filed 9/1/78.]

WAC 180-75-075 Educational experience acceptable for certification. (1) Experience for maintaining and renewing certification. To satisfy experience requirements for maintaining and renewing a certificate, an individual must complete experience in an educational setting as defined in WAC 180-79-010 or as authorized for a vocational certificate in chapter 180-77 WAC.

(2) Any year during which an individual unsuccessfully completes a probationary period and has been discharged or nonrenewed in accordance with RCW 28A.67.065 and 28A.67.070 shall not be considered a year of experience for purposes of obtaining, maintaining or renewing a certificate. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-075, filed 9/1/78.]

WAC 180-75-080 Citizenship requirements--Alien permits--Teachers only. No person who is not a citizen of the United States of America shall be permitted to teach in the common schools of this state: *Provided*, That the superintendent of public instruction may grant an alien a permit pursuant to WAC 180-75-090: *Provided further*, That after a one-year probationary period the superintendent of public instruction, at the written request of the superintendent or his or her designee, or the school organization which employed such person on a permit, may grant to an alien who is otherwise qualified as determined by the superintendent of public instruction or his or her designee a certificate for which the applicant is otherwise qualified under this chapter.

[Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-080, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-080, filed 9/1/78.]

WAC 180-75-085 General requirements—Teachers, administrators, educational staff associates. The following requirements are to be met by candidates for certification as teachers, administrators, or educational staff associates:

(1) **Age.** No person who is less than eighteen years of age shall receive a certificate to serve in the public or nonpublic schools of Washington state.

(2) **Character.** Applicants for certificates in Washington state must give evidence of good moral character, personal fitness, and no convictions for crimes involving the physical neglect of children, physical injury of children (excepting possible motor vehicle violations), or sexual abuse of children as verified by a signed affidavit: *Provided*, That the superintendent of public instruction may issue an emergency certificate pursuant to WAC 180-79-230 to an applicant who is on parole or probation.

(3) **Competency.** A candidate for certification shall demonstrate knowledge and skill in the areas specified by the state board of education as minimum generic standards for the respective certificate type and level set forth in WAC 180-79-130 through 180-79-210.

(4) **Academic.** A candidate for certification shall have successfully completed an approved program or have qualified under WAC 180-75-100 and/or 180-79-245 through 180-79-250: *Provided*, That no more than five quarter hours of correspondence credit shall be acceptable toward continuing level certification.

(5) **Experience.** All candidates for continuing level certification shall have completed three years of certificated service in the respective role in an educational setting.

(6) **Probationary status.** A certificate shall not be issued to any candidate who is in a probationary status as defined in RCW 28A.67.065 as teacher, educational staff associate, or administrator at the time of application for a certificate.

(7) **Program completion.** A candidate for an initial or continuing certificate shall provide verification that he/she has completed an approved preparation program.

Subsections (3), (4) and (5) of this section shall not apply to vocational certificates. Vocational certificates are issued under academic and experience requirements set forth in chapter 180-77 WAC. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-049 (Order 5-79), § 180-75-085, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-085, filed 9/1/78.]

WAC 180-75-090 Permits. (1) Alien permits.

(a) Alien permits may be issued under this section to aliens who have declared their intent to become citizens

of the United States of America, have filed an application for a permit, and who have completed all requirements for a certificate: *Provided*, That the issuance of a permit does not in and of itself entitle the individual to be otherwise certificated.

(b) An alien permit is valid for a term equivalent to the period of validity of the certificate for which it is issued. Aliens seeking renewal of reinstatement of alien permits must comply with requirements specified in WAC 180-79-065: *Provided*, That for vocational permits, aliens seeking renewal or reinstatement must comply with the requirements of chapter 180-77 WAC.

(2) **Temporary alien permits.** A temporary alien permit to serve as an exchange teacher and valid for one academic year may be issued to nonimmigrant aliens who have filed an application for a permit, have complied with conditions prescribed in RCW 28A.67.020, and have training and experience which at a minimum are equivalent to standards for the initial teaching certificate as set forth in this chapter.

(3) **General permits.**

(a) Permits may be issued under this section to those persons who have filed an application for a certificate; who have completed all requirements for provisional, initial, standard, or continuing certification; and who have accepted or are being considered for employment requiring a permit or certificate pursuant to RCW 28A.67.010.

(b) The issuance of a permit does not in and of itself entitle the individual to be otherwise certificated.

(c) An individual may apply for a permit directly to the superintendent of public instruction: *Provided*, That in the case of an individual completing requirements for certification in a Washington state institution of higher education the request may also be made to that institution.

(d) A permit entitles the holder to serve as a teacher, educational staff associate or administrator consistent with the qualifications on his/her permit.

(e) A permit is valid for ninety consecutive calendar days commencing with the date following the date of issuance and is not renewable.

(4) **Issuing authority.** The superintendent of public instruction shall issue all permits and provide institutions of higher education with forms and instructions relevant to application for a permit. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-090, filed 9/1/78.]

WAC 180-75-100 Certification of out-of-state trained teachers—Interstate educational personnel contracts. The superintendent of public instruction is authorized to enter into interstate educational personnel contracts with states party to the interstate agreement on qualifications of educational personnel in accordance with provisions of RCW 28A.93.010 and 28A.93 RCW.020 which authorize on an interstate basis Washington state certification of persons of other states having preparation and qualifications comparable even

though not identical to Washington state board of education standards. [Statutory Authority: RCW 28A.04-.120, chapters 28A.70, and 28A.93 RCW. 78-09-095 (Order 10-78), § 180-75-100, filed 9/1/78.]

Chapter 180-77 WAC

STANDARDS FOR VOCATIONAL CERTIFICATION

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WAC 180-77-003 Definitions. The following definitions shall apply to terms used in this chapter:

(1) "Approved program for training vocational teachers and vocational counselors" shall be defined as any program approved by the state board of education which complies with chapter 180-78 WAC.

(2) "Approved vocational teacher training" shall mean those vocational programs, courses, seminars and workshops approved by the state board of education for the purpose of vocational certification of persons entering vocational education from business and industry, or for renewal of vocational certificates.

(3) "First aid requirements" shall include a valid first aid certificate issued by the Washington state department of labor and industries, United States bureau of mines or the American Red Cross in accordance with their rules and regulations. In addition, training in cardiopulmonary resuscitation is required.

(4) "Gainful employment" shall mean being paid in accordance with the laws of the state of Washington for work in a particular occupation.

(5) "General safety and industrial hygiene requirements" shall mean course work approved by the state board of education that is designed to provide skill and knowledge common to all vocational instructors in safety and industrial hygiene. This course work shall include, but not be limited to, the following:

- (a) Growth of the safety movement;
- (b) Cost of accidents;
- (c) Seeing and recognizing job hazards;
- (d) Elements of an accident;
- (e) Measuring safety performance;
- (f) Promoting safe workmanship;
- (g) Employee health and industrial hygiene;
- (h) Protective equipment and safe dress;
- (i) Housekeeping;
- (j) Materials, handling and storage;
- (k) Guarding machines and mechanisms;
- (l) Hand and portable tools and appliances;
- (m) Fire prevention and control.

(6) "Home economics related occupations (gainful)" is a vocational education program which prepares persons for being paid in accordance with the laws of the state of Washington to work in an occupation.

(7) "Home and family life education (useful)" is a vocational education program which prepares persons for the occupation of homemaking.

(8) "Learning period" shall mean the amount of time required prior to becoming gainfully employed at the journeyman or equivalent level in the occupation being taught. In any case, this shall be no less than one year.

(9) "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

(10) "Specially supported programs" shall mean home and family life education programs conducted in vocational-technical institutes to include, but not limited to, the following: Family relationships, child development and parent education.

(11) "Occupational experience" shall mean work experience in the job to be taught.

(12) "One year of work experience" shall equal two thousand hours of employment.

(13) "Professional education" shall mean those programs, courses, seminars and workshops that are designed to improve teaching ability.

(14) "Professional experience" shall mean employment in vocational education in the discipline and/or specialty for which the application has been submitted.

(15) "Quarter hours or the equivalent" shall mean one quarter credit, two-thirds semester credit, ten clock hours or one hundred hours of work experience.

(16) "Specific safety and industrial hygiene requirements" shall mean completion of course work approved by the state board of education which is designed to provide the vocational instructor with the specific skill and knowledge of safety and industrial hygiene for the occupation he or she is to teach.

(17) "Supervised work experience" shall mean employment which is supervised by a vocational teacher educator and the employer.

(18) "Supplementary class" shall mean those classes designed to upgrade and advance the knowledge and skills for persons who are or have been employed in a given occupation.

(19) "Teaching/coordination" shall mean professional experience in the discipline and/or specialty for which the applicant has been vocationally certificated.

(20) "Technical education/upgrading" shall mean those vocational programs, courses, seminars and workshops which are designed to improve the skills and/or knowledges in the discipline in which the application is being made.

(21) "Useful employment" applies solely to the occupation of homemaking and means unpaid work in the home. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-003, filed 9/7/78.]

WAC 180-77-005 Types of vocational certificates. Seven types of certificates shall be issued:

(1) Teacher. The teacher certificate authorizes teaching in the classroom and laboratory (shop);

(2) Director. The director certificate authorizes service as a vocational director in the school district;

(3) Assistant director. The assistant director certificate authorizes service as an assistant vocational director in the school district;

(4) Supervisor. The supervisor certificate authorizes service as a program supervisor in a local school district;

(5) Counselor. The vocational counselor authorizes service in the role of vocational guidance and counseling;

(6) Occupational information specialist. The occupational information specialist authorizes service in the role as an information specialist;

(7) Teacher trainer. The teacher trainer authorizes service as an instructor teaching course work that is used for vocational teacher training. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-005, filed 9/7/78.]

WAC 180-77-010 Levels of vocational certificates. Four levels of certificates may be issued:

(1) One-year probationary. The one-year probationary certificate is authorized for those who do not meet education or occupational requirements, but have submitted a training plan that is approved by the state board of education;

(2) One-year. The one-year certificate allows the holder to assume independent responsibility for working with students in vocational programs;

(3) Three-year. The three-year certificate allows the holder to assume independent responsibility for working with students in vocational programs;

(4) Five-year. The five-year certificate allows the holder to assume independent responsibility for working with students in vocational programs. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-010, filed 9/7/78.]

WAC 180-77-015 Certificate validity and renewal.

(1) The probationary certificate is valid for one year and is renewable one time.

(2) The one-year certificate is valid for one year and may be renewed two times in accordance with WAC 180-77-050.

(3) The three-year certificate is valid for three years and may be renewed one time in accordance with WAC 180-77-050.

(4) The five-year certificate is valid for five years and may be renewed every five years in accordance with WAC 180-77-050. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-015, filed 9/7/78.]

WAC 180-77-020 Certificate required. Persons serving as vocational instructors, vocational directors and assistant directors, vocational supervisors, vocational counselors, occupational information specialists and vocational teacher trainers shall hold certificates authorized by the state board of education for service in the respective roles and be recommended by the local school district vocational education administrator for original certificates and renewal. Instructors must be endorsed by a local vocational advisory committee related to the subject matter to be taught for renewal and preceding certificates. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-020, filed 9/7/78.]

WAC 180-77-025 Personnel assignment. Vocational teachers teaching other secondary school subjects and vocational counselors serving in addition as general counselors need to hold a valid certificate as provided for in chapter 180-79 WAC, professional preparation certification requirements. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-025, filed 9/7/78.]

WAC 180-77-030 General requirements for vocational certification of instructors with bachelor's degrees. Instructors in agriculture, business and office, community resource training program coordinators (CRT), distributive education, diversified occupations, home and family life (useful), home economics related occupations (gainful), home economics subject matter specialist (useful), home economics subject matter specialist (gainful), and industrial co-op education (ICE) must meet the following requirements:

(1) The requirements for a one-year certificate, except home economics subject matter specialist (useful and gainful) are as follows:

(a) Bachelor's degree related to the field to be taught as determined by the state program director of the state board of education from an approved program for training vocational education teachers; except instructors of diversified occupations, CRT and ICE need only a bachelor's degree from an institution of higher education;

(b) The following course requirements must be completed:

(i) Methods of teaching in the subject matter to be taught except CRT;

(ii) Student teaching in the subject matter to be taught; except CRT and ICE which do not require student teaching and diversified occupations which only requires student teaching in any subject matter;

(iii) Course study in the objectives, principles and philosophies of vocational education; except business and office; and

(iv) Instructors assigned to vocational programs that involve cooperative education methods must complete three quarter credits or the equivalent in instructor-coordinator techniques for cooperative education or have equivalent experience as evaluated by the state program director of the appropriate field before employment.

(c) Meet the general and specific safety and industrial hygiene and first aid requirements;

(d) Instructors must meet the following work experience requirements:

Two years of occupational experience in the field to be taught, one of which must have been in gainful employment within the last six years; except:

(i) Instructors in business and office must possess one year of gainful employment within the last six years in occupations included in the business and office subject matter;

(ii) Instructors in home and family life (useful) require no work experience; and

(iii) Instructors of home economics related occupations (gainful) require a minimum of one year of occupational experience in a home economics related occupation in the last five years as a paid worker or as a volunteer worker in a supervised work project.

(e) Instructors of home economics subject matter specialist (useful) for nongraded or alternative or specially supported programs require the following:

(i) A bachelor's degree in the area or related area for which training is to be given;

(ii) Training in the specialty area to be taught and have knowledge and methods of communication to students or clients within the discipline; and

(iii) Meet the general and specific safety and industrial hygiene and first aid requirements.

(f) Instructors of home economics subject matter specialist (gainful) must possess the following:

(i) Bachelor's degree in the area for which the training is to be given which will include the following:

(A) One year of occupational experience in this area in the last five years as a paid worker or as a volunteer worker or in a supervised work project;

(B) Completed course work in methods of teaching and curriculum building which are for training for employment either before initial employment or prior to application for first renewal.

(ii) Instructors assigned to vocational programs which involve cooperative education methods must complete three quarter credits or the equivalent of instructor-coordinator techniques for cooperative education or have equivalent experience as evaluated by the state program director of the appropriate field before employment; and

(iii) Home economics subject matter specialist (gainful) instructors must meet the general and specific safety and industrial hygiene and first aid requirements.

(2) The requirements for a three-year certificate are as follows:

(a) All instructors must have possessed a one-year vocational certificate within the past two years;

(b) Instructors are required to have one year of teaching/coordination in the subject matter certified to teach; except home and family life (useful), home economics related occupations (gainful), and home economics subject matter specialist (useful and gainful) which require only teaching experience during the life of the certificate;

(c) Three quarter credits or the equivalent of prior approved vocational teacher training in the subject matter certified to teach/coordinate since the previous certificate is required of all instructors; except instructors of home and family life (useful) and home economics related occupations (gainful) do not require additional course work prior to the three-year certificate;

(d) Instructors must possess a valid first aid certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Instructors must possess two years of teaching/coordination in the subject matter certified to teach during the previous three-year vocational certificate; except:

(i) Home and family life (useful) and home economics related occupations (gainful) which require:

(A) Possession of a one-year or a three-year vocational certificate within the preceding two years; and

(B) One year of teaching home and family life education during the life of the previous vocational certificate.

(ii) Home economics subject matter specialist (useful and gainful) require:

(A) Possession of a three-year vocational certificate within the preceding two years; and

(B) Teaching experience in the home economics specialty area or in a home economics related occupation.

(b) Instructors must possess six quarter credits or the equivalent of approved vocational teacher training in the subject matter certified to teach/coordinate since the previous certificate;

(c) Instructors must possess a valid first aid certificate. [Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-030, filed 9/7/78.]

WAC 180-77-035 Specific requirements for vocational certification of instructors with bachelor's degrees. Specific requirements are as follows:

(1) Those areas having specific requirements in addition to the general certification requirements for the one-year certificate are as follows:

(a) CRT teachers must attend a state board of education approved CRT management and supervision workshop;

(b) Diversified occupations and ICE teacher/coordinators are required to have a course in occupational analysis;

(c) Home and family life (useful) and home economics related occupations (gainful) instructors are required to have:

(i) Course work in program planning and evaluation;

(ii) Meet certification requirements in the state of Washington for general and professional education in the occupation of homemaking;

(iii) Completed directed student teaching in an approved program for training vocational teachers of home economics education supervised by a vocationally qualified home economics teacher educator;

(iv) Sixty quarter credits or the equivalent of home economics courses, including laboratory experiences and the principles of safety in all areas of the home economics curriculum with credit hours divided as follows:

(A) Family economics, including consumer education, home management with practical experience with differing socio-economics groups – eight quarter credits;

(B) Housing, home furnishing and equipment – eight quarter credits;

(C) Foods and nutrition – eight quarter credits;

(D) Clothing and textiles – eight quarter credits;

(E) Family relationships, parent education and child development, including experiences with young children – twelve quarter credits;

(F) Home economics electives – sixteen quarter credits to allow for concentration as needed by the individual teacher candidate.

(v) The candidate from a nonapproved, four-year home economics program must have an evaluation made by an institution which has an approved program in accordance with chapter 180-78 WAC which includes evaluation of the candidate's teaching performance. Course work in home economics methods, including the vocational aspects of a home and family life program from an approved program for training vocational teachers needs to be completed; and the candidate must have a plan for completion of requirements and be recommended by an institution approved in accordance with chapter 180-78 WAC.

(d) Agriculture education instructors are required to have forty-five semester hours of credit in agriculture including, but not limited to university requirements in agriculture economics, agriculture mechanics, animal science, agronomy, soils, entomology, horticulture, plant pathology and forestry;

(e) Business and office instructors are required to have thirty-five quarter credits of courses which have content included in the program sequences of clerical, secretarial and/or accounting;

(f) Distributive education instructors are required to have thirty-five quarter credits or the equivalent of distributive education subjects to include salesmanship, retailing, sales promotion and marketing.

(2) The specific requirement for the three-year certificate for business and office is course study in the objectives, principles and philosophy of vocational education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-035, filed 9/7/78.]

WAC 180-77-040 General requirements for vocational certification of instructors from business and industry. Instructors in agriculture, business and office, community resource training program coordinator (CRT), distributive education—cooperative preparatory and preparatory specialist, diversified occupations, home economics related occupations (gainful), industrial co-op education (ICE) and trade and industrial, technical and health occupations must meet the following requirements:

(1) The requirements for the one-year certificate are as follows:

(a) Instructors must complete three years of gainful employment in the occupation beyond the learning period, two of which must have been within the past six years or for apprenticeable occupations, the minimum work experience will be equal to the learning period then currently registered with the state department of labor and industries, two years of which must have occurred during the last six years; except distributive education—cooperative preparatory and ICE which require one year in a supervisory or management position in a private business or industry within the six years prior to certification;

(b) Three quarter credits or the equivalent in the methods/elements of teaching the subject area to be taught prior to teaching;

(c) Instructors assigned to vocational programs which involve cooperative education methods must complete three quarter credits or the equivalent in instructor-coordinator techniques for cooperative on-the-job instruction, or have equivalent experience as evaluated by the state program director of the program area before employment;

(d) Instructors are required to meet the general and specific safety and industrial hygiene and first aid requirements.

(2) The requirements for the three-year certificate are as follows:

(a) Instructors must have possessed a valid one-year vocational education certificate within the preceding two years;

(b) Vocational teaching experience of one hundred twenty hours under the previous one-year certificate is required;

(c) Instructors are required to have a total of nine quarter credits or the equivalent of approved vocational teacher training which must include elements/methods of teaching, occupational analysis and course organization/curriculum development for the program area; except distributive education—preparatory specialist which requires methods of teaching and principles and objectives of vocational education, and ICE which does not require teacher training;

(d) Instructors must complete three quarter credits or the equivalent of approved vocational teacher training since the last certificate; except distributive education—cooperative preparatory which requires three quarter credits or the equivalent of approved vocational teacher training, which must include a course in methods of

teaching or an equivalent course in teaching techniques since the initial one-year certificate;

(e) Instructors must possess a valid first aid certificate.

(3) The requirements for the five-year certificate are as follows:

(a) Instructors must possess a valid three-year vocational certificate within the preceding two years;

(b) Vocational teaching experience of not less than two years is required during the life of the previous certificate;

(c) Instructors must complete a total of eighteen quarter credits or the equivalent of approved vocational teacher training which must include courses in:

(i) Methods/elements of teaching in the program area to be taught;

(ii) Occupational analysis in the program area;

(iii) Course organization/curriculum development in the program area;

(iv) Student leadership development techniques in the program area to be taught;

(v) Philosophy of vocational education;

(vi) State board of education prior approved three hundred clock hours of work experience or thirty clock hours of special technical upgrading workshops; except distributive education—cooperative preparatory and ICE which require ninety clock hours of state board of education approved in-service teacher preparation since the three-year certificate;

(d) Instructors must complete three quarter credits or the equivalent of approved vocational teacher training since the previous certificate; except distributive education—cooperative preparatory which requires six quarter credits or the equivalent of state board of education approved distributive education subjects beyond the three-year certificate requirements;

(e) Instructors must possess a valid first aid certificate. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-040, filed 9/7/78.]

WAC 180-77-045 Specific requirements for vocational certification of instructors from business and industry. Those areas having specific requirements in addition to the general vocational requirements for a one-year certificate are as follows:

(1) Instructors of distributive education—cooperative and preparatory are required to have a course in the objectives, principles and/or philosophy of vocational education and twelve quarter credits or the equivalent of distributive education subjects or equivalent experience as evaluated by the state program director of distributive education;

(2) ICE instructors are required to have a course in the objectives, principles and/or philosophy of vocational education, a course in occupational analysis and a course in leadership development. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-045, filed 9/7/78.]

WAC 180-77-050 Renewal of vocational certification for instructors. Instructors in agriculture, business

and office, community resource training program coordinators (CRT), distributive education, distributive education—cooperative preparatory and preparatory specialist, diversified occupations, home and family life (useful), home economics related occupations (gainful), home economics subject matter specialist (useful), home economics subject matter specialist (gainful), home economics related occupations, industrial co-op education (ICE), and trade and industrial, technical and health occupations must meet the following requirements for certification renewal:

(1) Instructors with a bachelor's degree must meet the following general requirements for certification renewal:

(a) The one-year certificate may be renewed two times;

(b) The three-year certificate may be renewed one time provided the instructor has:

(i) One year of teaching experience in the field certified to teach during the life of the previous certificate; except:

(A) Home and family life (useful), and home economics related occupations (gainful) which do not require teaching experience;

(B) Home economics subject matter specialist (useful and gainful) require vocational teaching experience during the life of the previous certificate in the home economics specialty area or the home economics related occupation.

(ii) Three quarter credits or the equivalent of approved vocational teacher training in the field certified to teach since the initial three-year certificate; except:

Home and family life (useful) and home economics related occupations (gainful) which do not require additional teacher training.

(iii) Instructors must possess a valid first aid certificate.

(c) The five-year certificate may be renewed every five years provided the following conditions are met; except home and family life (useful) and home economics related occupation (gainful):

(i) Two years of professional experience in the field certified to teach during the life of the five-year vocational certificate; except home economics subject matter specialist (useful and gainful) require teaching experience in the home and family life specialty or in the home economics related occupation during the life of the previous certificate;

(ii) Six quarter credits or the equivalent of approved vocational teacher training which may include three quarter credits or the equivalent of technical upgrading or equivalent work experience prior approved by the state board of education since the previous certificate;

(iii) Instructors must possess a valid first aid certificate.

(d) Home and family life (useful) and home economics related occupations (gainful) require the following of the instructors for first renewal of the five-year vocational certificate:

(i) Forty-five quarter credits of state board of education approved professional and technical studies which include at least six quarter credits in home economics

subject matter and/or home economics education beyond the requirements for the first five-year certificate; and

(ii) Vocational home and family life education teaching experience during the life of the preceding certificate.

(e) Home and family life (useful) and home economics related occupations (gainful) require the following of the instructors for second and subsequent renewals of the five-year vocational certificate:

(i) Within the five-year period immediately preceding the request for renewal, the instructor must have had teaching experience in home and family life education subjects or in the home economics related occupation (gainful);

(ii) Six quarter credits or the equivalent of professional education, including home economics and/or home economics education; and

(iii) Instructors must possess a valid first aid certificate.

(2) Instructors with a bachelor's degree must meet the following specific requirements in addition to the general requirements for certification renewal:

Those areas having specific requirements for renewal of the one-year certificate are as follows:

(a) Home economics subject matter specialist (useful and gainful) require that the one-year certificate may be renewed two times in the following manner:

(i) Instructors must have a course in principles and objectives of vocational education for the first renewal; and

(ii) Instructors are required to have three quarter credits or the equivalent of professional education in the discipline to be taught.

(b) Business and office instructors are required to have a course in objectives, principles and philosophies of vocational education in order that the one-year certificate be renewed.

(3) Instructors from business and industry must meet the following general requirements for certification renewal:

(a) The one-year certificate may be renewed two times in the following manner:

(i) The first renewal shall consist of:

(A) Three quarter credits or the equivalent of approved vocational teacher training since the initial certification which must include methods of teaching if not taken prior to initial certification; except CRT, distributive education—cooperative preparatory, diversified occupations, and ICE do not require the above; and

(B) Possession of a valid first aid certificate.

(ii) The second renewal shall consist of:

(A) Three quarter credits or the equivalent of vocational teacher training since the previous certificate, which must include curriculum development/course organization if not taken previously; except CRT, distributive education—cooperative preparatory, diversified occupations and ICE which do not require the above. Home economics related occupations (gainful) require three quarter credits or thirty additional clock hours of

approved teacher training from courses listed under the five-year certificate; and

(B) Possession of a valid first aid certificate.

(b) The three-year certificate may be renewed one time in the following manner:

(i) Instructors must possess vocational-teaching experience of one hundred twenty hours in the occupation certified to teach during the life of the previous certificate; except home economics related occupations (gainful);

(ii) Three quarter credits or the equivalent of approved vocational teacher training is required since the three-year certificate; and

(iii) Instructors are required to possess a valid first aid certificate.

(c) The five-year certificate may be renewed every five years if the following criteria are met:

(i) Instructors must have vocational teaching or supervisory experience of two years in the occupation certified to teach during the life of the previous certificate; except home economics related occupations (gainful) which requires vocational teaching experience in the home economics related occupation during the life of the previous certificate;

(ii) Instructors are required to have six quarter credits or the equivalent of approved vocational teacher training which may include three quarter credits or the equivalent of technical upgrading or three hundred hours of work experience, prior approved by the state board of education since the previous certificate; and

(iii) Instructors are required to possess a valid first aid certificate.

(4) Instructors from business and industry must meet the following specific requirements in addition to the general requirements for certification renewal:

Those areas having specific requirements for the first renewal of the one-year certificate are as follows:

(a) Home economics related occupations (gainful) require a course in curriculum development;

(b) Trade and industry, technical and health occupations require a course in Unit II, occupational analysis. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-050, filed 9/7/78.]

WAC 180-77-055 Specific requirements for certification of instructors teaching programs designed to prepare students to enter advanced training. Instructors of vocational industrial arts must meet the following requirements:

(1) The requirements for a one-year certificate are as follows:

(a) Bachelor's degree with a major in industrial arts/industrial education;

(b) The following professional education course requirements must be completed:

(i) Methods of teaching industrial arts/industrial education;

(ii) Course in objectives, principles and philosophy of vocational education;

(iii) Introduction to community and industrial resources (one quarter credit or equivalent); and

(iv) Meet the general and specific safety and industrial hygiene and first aid requirements.

(c) Two years of gainful employment, which shall not include classroom teaching or educational administration. This shall include a minimum of eight hundred hours of industrial employment within the past six years.

(2) The requirements for a three-year certificate are as follows:

(a) All instructors must possess a one-year certificate within the past two years;

(b) Instructors are required to have one year of teaching experience under the previous one-year certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs; and

(ii) A detailed record of activities and hours kept by the instructor.

(d) Possession of a valid first aid certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Possession of a three-year certificate within the preceding two years;

(b) Instructors are required to have two years of teaching experience under the previous three-year certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs; and

(ii) A detailed record of activities and hours kept by the instructor.

(d) Instructors must possess a valid first aid certificate;

(e) Completion of four hundred hours of gainful industrial employment since the one-year certificate in the field to be taught. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-055, filed 9/7/78.]

WAC 180-77-060 Renewal of certificates of instructors teaching programs designed to prepare students to enter advanced training. Instructors of vocational industrial arts must meet the following requirements for certification renewal:

(1) The three-year certificate may be renewed one time upon:

(a) Completion of a professional development plan designed to maintain and improve teaching and occupational competency. The plan must be approved by the local certificated vocational director or state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) A detailed record of activities and hours kept by the instructor; and

(ii) Identified professional and occupational needs of the teacher and a description of the program designed to meet these needs.

(b) Possession of a valid first aid certificate;

(c) Completion of two hundred hours of gainful industrial employment.

(2) The five-year certificate may be renewed every five years provided the following conditions are met:

(a) Two years of teaching experience under the previous five-year certificate;

(b) Possession of a valid first aid certificate;

(c) Completion of a professional development plan designed to maintain and improve teaching and occupational competencies. The plan must be approved by the local certificated vocational director or the state program supervisor. A copy of the plan shall be kept available for review at the employing school district and shall include:

(i) A detailed record of activities and hours kept by the instructor; and

(ii) Identified professional and occupational needs of the teacher and a description of the program to meet these needs.

(d) Completion of four hundred hours of additional gainful industrial employment. This gainful employment shall be obtained within the preceding five years. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-060, filed 9/7/78.]

WAC 180-77-065 Vocational certification reinstatement requirements for extended absence from subject area of vocational education for six years or more. Instructors in agriculture, business and office, CRT, distributive education, diversified occupations, home economics related occupations (gainful), ICE and trade and industrial, technical and health occupations are required to meet the following:

Teachers returning to the profession need a minimum of three quarter credits or the equivalent of approved teacher training in the program area to reinstate the vocational certificate last held, except home and family life (useful) which requires candidates who have completed an approved program for training vocational teachers and have not taught for ten years or more must complete a total of twelve quarter credits or the equivalent including home economics education and subject matter courses to qualify for the five-year vocational certificate. A one-year certificate can be issued upon completion of three quarter credits of the above requirements. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-065, filed 9/7/78.]

WAC 180-77-070 Specific standards for certification of local vocational administrative and supervisory personnel. (1) The local director and local assistant director of vocational-technical education must be eligible for a five-year vocational certificate in one of the vocational program areas for vocational education for initial certification as a director and must meet the following:

(a) The director must have educational requirements which are satisfactory to the local board of education;

(b) The director must have thirty quarter credits or the equivalent of state board of education approved vocational-technical education training including a course in supervision and administration of vocational education, or equivalent experience as evaluated by the state board of education;

(c) The director must have had three years of experience as a certificated vocational supervisor, vocational instructor, vocational counselor or occupational information specialist.

(2) In order to renew the local director and local assistant director of vocational-technical education certificates, six quarter credits or the equivalent of state board of education approved professional education or course work in vocational supervisory or managerial subjects, or equivalent professional experience as evaluated by the state board of education, is required.

(3) The local supervisor of vocational-technical education must be eligible for a five-year vocational certificate in one of the vocational program areas of vocational education for initial certification as a supervisor and must meet the following requirements; except home and family life (useful) and home economics related occupations (gainful):

(a) Supervisor must have a professional training course in vocational supervision; except distributive education and trade and industrial, technical and health occupations which require a course in vocational supervision or three years of additional management experience in the occupation certified to teach and in addition, supervisors of trade and industrial, technical and health occupations must possess professional in-service education of thirty quarter credits or the equivalent of state board of education approved vocational education courses;

(b) Supervisors of home and family life (useful) are required to have the following:

(i) A bachelor's degree from an institution with an approved program to prepare vocational home and family life teachers or have met the requirements and been recommended by an institution with an approved program approved in accordance with chapter 180-78 WAC; and

(ii) Professional training to acquaint the candidate with current developments in home economics and home economics education with some course work in supervision and curriculum.

(c) Supervisors of home economics related occupations (gainful) require the following:

(i) A bachelor's degree in home economics or home economics education and one year of occupational experience or three years of gainful employment in a profession requiring expertise in a home economics related occupation; and

(ii) One year of experience in organizing preparatory or supplemental classes for home economics related occupations.

(4) For a renewal certificate, supervisors are required to have six quarter credits or the equivalent of professional education since the last certificate as approved by the local certificated vocational director or the state program director from the occupation certified to teach. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-070, filed 9/7/78.]

WAC 180-77-075 Specific standards for certification of local vocational counselors. Vocational counselors are required to meet the following:

(1) Counselors are required to possess a valid educational staff associate-counselor certificate as provided in WAC 180-79-180, at the initial level in counseling and/or graduated from an institution of higher education in a counselor education program which includes study in such subjects as economics, sociology, psychology, political science and sources of occupational information in order to obtain a one-year certificate. All vocational counselors must have completed courses in the following or equivalent experiences as evaluated by the state board of education:

(a) Techniques of counseling or counseling theory to include individual and/or group;

(b) Tests and measurements and/or individual mental measurement and/or psychological evaluation;

(c) Counseling practice;

(d) Principles, objectives and/or philosophy of vocational education;

(e) Counselors must have had two years of varied work experience in the last ten years other than teaching or counseling experience;

(f) Experience is suggested in dealing with employment and personnel problems and with placement and evaluation of workers in business, industry, agriculture, education and/or government service.

(2) The requirements for a three-year certificate are as follows:

(a) The counselor must have possessed a one-year certificate in the past two years;

(b) Counselors must have had one year of vocational counseling;

(c) Counselors must have three quarter credits or the equivalent of state board of education approved professional education since the previous certificate.

(3) The requirements for a five-year certificate are as follows:

(a) Counselors must have had two years of vocational counseling during the previous three-year certificate;

(b) Counselors are required to have had six quarter credits or the equivalent of state board of education approved training in vocational counseling and/or vocational education since the previous certificate.

(4) To renew a counselor certificate the following is required:

(a) The one-year certificate may be renewed two times on the recommendation of the state board of education;

(b) The three-year certificate may be renewed one time provided:

(i) The counselor has had one year of vocational counseling during the life of the previous certificate; and

(ii) The counselor has had three quarter credits or the equivalent of state board of education approved training in vocational counseling and/or vocational education since the previous certificate.

(c) The five-year certificate may be renewed every five years provided:

(i) The counselor has had two years of vocational counseling during the previous five-year vocational certificate; and

(ii) The counselor has had six quarter credits or the equivalent of vocational training and/or equivalent experience prior approved by the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-075, filed 9/7/78.]

WAC 180-77-080 Specific standards for certification of occupational information specialist. Occupational information specialists must meet the following requirements:

(1) Requirements for a one-year certificate for occupational information specialist are three years of full-time gainful employment of which two years shall have been in the last six years, dealing with employment or personnel problems and with placement and evaluation of workers; or two years of vocational teaching experience in an approved vocational program under the state plan for vocational education;

(2) Requirements for a three-year certificate are as follows:

(a) The occupational information specialist must possess a one-year certificate within the preceding two years and must have one hundred twenty hours of professional experience during the life of the previous certificate;

(b) The occupational information specialist must have a total of nine quarter credits or the equivalent of state board of education approved professional education;

(c) The occupational information specialist is required to have three quarter credits or the equivalent of state board of education approved professional education since the last certificate.

(3) Requirements for a five-year certificate are as follows:

(a) Possession of a three-year vocational certificate within the preceding two years;

(b) Vocational occupational information specialist experience of two years during the life of the previous certificate;

(c) A total of eighteen quarter credits or the equivalent of professional education as approved by the state board of education.

(4) To renew an occupational information specialist certificate the following are required:

(a) The one-year certificate may be renewed two times;

(b) The three-year certificate may be renewed one time when the following are met:

(i) Professional experience of one hundred twenty hours as an occupational information specialist during the life of the previous certificate; and

(ii) Three quarter credits or the equivalent of professional education and/or equivalent experience since the previous certificate as approved by the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-080, filed 9/7/78.]

WAC 180-77-085 Specific standards for certification of local vocational teacher trainers. All local vocational teacher trainers must meet the following three-year certificate requirements:

(1) The teacher trainer must have had three years of experience as a certificated vocational instructor in one of the program areas;

(2) The teacher trainer must have had thirty quarter credits or the equivalent of state board of education approved vocational training in subjects related to instruction and supervision of vocational education;

(3) The teacher trainer must be recommended by the local certificated vocational director;

(4) The certificated local vocational directors and supervisors shall qualify as local vocational teacher trainers;

(5) The teacher trainer certificate may be renewed upon recommendation of the state board of education. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-085, filed 9/7/78.]

WAC 180-77-090 General standards for certification of vocational instructors, counselors, occupational information specialists, teacher trainers and administrative and supervisory personnel with a probationary certificate. In extraordinary instances, when a local vocational administrator feels a potential full-time person has the necessary competency, but does not meet the educational or occupational requirements for a vocational certificate, a one-year probationary certificate may be authorized provided a written training plan with documentation which states the work experiences, educational and other pertinent experiences and accomplishments of the applicant is provided and a plan is submitted telling how the deficiencies will be overcome. The training plan must be approved by the state board of education. This one-year probationary certificate is renewable one time. [Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-090, filed 9/7/78.]

WAC 180-77-095 General requirements for certification of vocational instructors of supplementary classes. Instructors must be eligible for a one-year vocational certificate in one of the vocational program areas or specialized instructors for supplementary classes will be issued one-year renewable vocational certificates to

teach in their specialty field upon documentation that they possess the skills and knowledge related to the subject matter taught.

When a local vocational administrator cannot employ a part-time vocational instructor for a supplementary class who meets the educational and occupational requirements, a one-year probationary certificate which is renewable is authorized for the part-time instructor, provided the person is endorsed by the local advisory committee and the work experience and professional education are documented and have been approved by the state board of education. [Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-095, filed 9/7/78.]

Chapter 180-78 WAC

PROFESSIONAL PREPARATION PROGRAM DEVELOPMENT AND APPROVAL

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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| 180-78-020 | Equivalency of standards. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-020, filed 5/26/78.] Repealed by 78-09-096 (Order 12-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. |
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WAC 180-78-005 Purpose. The purposes of this chapter are to implement RCW 28A.04.120(1) and (2) and to establish the procedures, standards, and criteria to be used in the development and approval of preparation programs offered by institutions of higher education in Washington state leading to teacher, school administrator and school specialized personnel (educational staff associates) certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-005, filed 5/26/78.]

WAC 180-78-010 Definition of terms. The following definitions shall be used in this chapter:

(1) "Accreditation" shall mean a process whereby a preparation program is reviewed and determined by an accrediting agency to meet prespecified standards. Programs may be accredited by states, regional accrediting associations, or national professional organizations such as the national council for accreditation of teacher education (NCATE) or the national association of state directors of teacher education and certification (NASDTEC). Such accreditation shall not replace state

board of education program approval in Washington state.

(2) "Agency" shall mean those groups, entities, associations, and the like recognized in WAC 180-78-030 as having a legitimate interest in the development of preparation programs.

(3) "College or university" shall mean any baccalaureate degree granting Washington institution of higher learning or cooperative group of such institutions which has or develops professional programs of preparation in education which are submitted to the state board of education for approval.

(4) "Cooperation" shall mean the act of working together in a participatory mode.

(5) "Endorsement" shall mean a specification placed on a certificate to indicate the subject matter field, grade level and/or specialization for which the individual is prepared to teach or serve as an administrator or educational staff associate.

(6) "General professional organization" shall mean the professional organization determined in accordance with election procedures defined in RCW 41.59.070 or a cooperative group of such employee representative organizations.

(7) "Interstate compact" shall mean the contractual agreement among several states authorized by RCW 28A.93.010 and 28A.93.020 which facilitates interstate reciprocity and guarantees graduates of institutions having approved programs in such states regular beginning certification in any state party to the compact.

(8) "Minimum generic standards" shall mean those basic areas of knowledge and skill adopted by the state board of education as essential to a given professional role.

(9) "Program approval" shall mean the approval by the state board of education of a preparation program within Washington state.

(10) "Program development" shall mean the cooperative process employed to identify program outcomes and experiences essential to program approval.

(11) "Program outcomes" shall mean the explicit objectives of preparation programs stated in terms of knowledge, skill, and performance.

(12) "Program unit" shall mean a group of cooperating agencies in Washington state, the specific membership and form of which shall be established by the participating members. Any such unit must include at least one college/university, one school organization, and one general or specialized professional organization.

(13) "School organization" shall mean any public or nonpublic school system or district or cooperative group of such organizations.

(14) "Site visit" shall mean the process of an on-site review of preparation programs conducted pursuant to WAC 180-78-035 and 180-78-040.

(15) "Specialized associations" shall mean the state-wide professional organization(s) recognized by the state board of education as having legitimate interest in the preparation of a respective professional role. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-096 (Order 12-78), § 180-78-

010, filed 9/1/78; 78-06-069 (Order 5-78), § 180-78-010, filed 5/26/78.]

WAC 180-78-015 Professional education advisory committee. The superintendent of public instruction shall establish a professional education advisory committee to advise the superintendent and the state board of education relative to preparation and certification matters and to participate in the review of preparation programs. The committee shall be comprised of no less than twenty-six regular members representing colleges and universities, specialized and general professional associations, school district administrators, boards of directors, nonpublic schools, and other business and lay organizations having interest in the preparation and certification of school personnel. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-015, filed 5/26/78.]

WAC 180-78-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-78-025 Program approval. Compliance date. All programs leading to certification offered in Washington state to prepare teachers, administrators, and school specialized personnel shall be approved under this chapter no later than June 1, 1983. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-025, filed 5/26/78.]

WAC 180-78-030 Agencies to be involved in program development. Agencies recognized as having a legitimate interest in the development of preparation programs shall be involved in a program unit and are set forth below. The chief administrative officer or designee of such agencies shall be asked to identify representatives to participate in the program unit and to clarify the representative's authority in acting on behalf of the agency.

(1) Agencies which shall be involved in any program unit are:

(a) School organization. The school organization representative shall represent the interests of the board of directors and school administration and shall have the responsibility for seeking input for program development from students, parents, and interested citizens.

(b) College or university. The chief administrator for professional preparation in education as designated by the college or university president shall represent the college or university interests and shall be responsible for seeking input for program development from faculty in education and other departments, students, and interest groups of the college or university.

(2) Any program unit involved with teacher education programs shall include the general professional organization whose representative shall represent the interests of teachers and who shall have the responsibility for seeking input for program development from those specialized and subject matter associations not represented in the program unit.

(3) Any program unit involved with administrator preparation programs shall include representation from the respective specialized association as noted:

(a) Superintendent—Washington association of school administrators (WASA);

(b) Principals—Association of Washington school principals (AWSP);

(c) Program administrators—Washington association of school administrators (WASA); the representative shall be serving in a program administrator's role and shall hold membership in one of the specialized associations that represent curriculum and/or supervisory personnel.

(d) The Washington council for private education (WCPE) shall provide input from the nonpublic school sector in matters relative to preparation of principals, program administrators, and superintendents.

The specialized association representative shall have the responsibility for seeking input from the general professional organization and other specialized and subject matter associations.

(4) Any program unit involved with educational staff associate preparation programs shall include representatives from the respective specialized association as noted:

(a) Communication disorders specialist—Washington speech and hearing association (WSHA);

(b) Counselor—Washington school counselor association (WSCA);

(c) Occupational therapist—Washington occupational therapy association (WOTA);

(d) Physical therapist—Pediatric special interest group of the Washington state physical therapy association (WSPTA);

(e) Psychologist—Washington association of school psychologists (WASP);

(f) Reading resource specialist—International reading association (IRA);

(g) School nurse—School nurse organization of Washington (SNOW);

(h) Social worker—Washington association of school social workers (WASSW).

The specialized association representative shall have the responsibility for seeking input from the general professional organization and other specialized and subject matter associations.

(5) A program unit may elect to include both the general professional association and the specialized association.

(6) Community colleges shall participate in a program unit only in cooperation with a four-year institution which has a state board of education approved preparation program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-030, filed 5/26/78.]

WAC 180-78-035 Program approval process. The program approval process shall include the following:

(1) Each college or university shall file with the state board of education for review a written description of its program unit(s) and its program(s), including course

titles, outcomes required of candidates, and the means for achieving those outcomes.

(2) A site visit shall be conducted.

(a) Established programs. Each five years or more often if deemed necessary by the state board of education, a select team of persons representing school administrators, college faculty, general and specialized professional organizations, and the professional education advisory committee as established in WAC 180-78-015 shall conduct on-site visits to review programs, offer constructive assistance, and make recommendations concerning continued program approval to the state board of education: *Provided*, That an on-site review by the superintendent of public instruction or his or her designee shall not be required when the program change is limited to the subject matter major or specialization to be endorsed on a teaching certificate.

(b) New programs. All new professional preparation programs shall be reviewed on site.

(3) The program of study required in selected subject matter fields for which teaching certificates are endorsed will be reviewed in depth during each evaluation.

(4) Following the site visit, the team shall prepare a preliminary report to be submitted to the state board of education; the report shall include specific findings and recommendations relative to approval.

(5) Following state board of education action, a written report, including the approval status and the length of program approval, if so approved, shall be sent to the college or university responsible.

The report shall reflect the combined assessment of the visiting team to the extent the report is adopted by the state board of education. It shall include specific recommendations for program development together with data and evidence on which such recommendations are based and specific conditions or contingencies which are to be addressed during the interim prior to the next program review, as well as any independent recommendations of the state board of education.

(6) Subsequent to the site visit, the program unit will report in the time and manner specified in the site visit report on the progress underway to respond to recommendations offered in the site visit report.

(7) Between site visits any change in preparation programs relevant to the standards for program approval set forth in WAC 180-78-050 or planned changes affecting certificate endorsement shall be reported to the state board of education and the superintendent of public instruction. Any planned program changes shall be consistent with provisions of this chapter.

(8) Each year a list of programs to be reviewed will be published and distributed by the superintendent of public instruction. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-035, filed 5/26/78.]

WAC 180-78-040 Program approval--Procedures for site visits. The following procedures will be followed in arranging for and conducting site visits:

(1) The superintendent of public instruction or his or her designee will contact the college or university responsible for the program(s) one year prior to the year in which a visit is required. Program approval standards and guidelines will be presented and dates established.

(2) The following documentation shall be prepared by the college or university with assistance of the program unit:

(a) A statement which reflects current philosophy and objectives as they pertain to professional preparation.

(b) A list of all professional education programs offered indicating areas of concentration (grade levels and subject-matter fields) in which endorsements are made.

(c) A general description of the programs in teacher education, administrator preparation, educational staff associate preparation and any teaching major program which is to be reviewed in depth. The general description shall include the historical development of programs, the kinds of field experiences available and any new program elements or directions.

(d) A statement identifying future goals and directions of the professional preparation program(s).

(e) A listing of faculty which includes information about the education, experience, and current assignment of all full and part time faculty and field personnel who participate in the program.

(f) A description of the procedure and basis for program decisions and how recommendations are gained from academic departments, students, and the field.

(g) Statistics related to program enrollments, certification, and placement.

(h) A statement summarizing action taken to respond to recommendations made following the previous program review and site visit.

(i) A copy of the bylaws or operating procedures of each program unit.

(3) A staff member of the superintendent of public instruction shall visit the program unit at least eight weeks prior to the site visit to review documentation, identify areas for focus of the site visit, and develop a tentative agenda.

(4) Sufficient copies of documentation required in WAC 180-78-040(2) shall be submitted to the superintendent of public instruction at least six weeks prior to the visit.

(5) A site visit team which shall act on behalf of the state board of education will be identified by the superintendent of public instruction or his or her designee with membership selected on the basis of expertise needed for a particular visit. At least one representative from the following groups shall be included on all teams: Colleges or universities, school organizations, general and specialized professional organizations. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-040, filed 5/26/78.]

WAC 180-78-045 Annual reports. (1) An annual report shall be filed with the state board of education by each college or university having an approved preparation program.

(2) The report shall summarize activities of the program, provide statistical information relative to enrollments, and any other data or information about the professional preparation programs requested by the superintendent of public instruction or state board of education.

(3) The superintendent of public instruction or his or her designee shall summarize information and data collected and prepare a comprehensive annual report for the state board of education. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-045, filed 5/26/78.]

WAC 180-78-050 Program approval standards and criteria. (1) Cooperation.

(a) Standard: Programs of preparation are developed with the cooperation of a program unit.

(b) Criteria:

(i) Documentation provides evidence acceptable to the site visit team and the state board of education that:

(A) The chief administrative officer of each agency was contacted and appointed a representative to the program unit whose authority to act in behalf of the agency is stated in writing; or

(B) A recommendation was forwarded to the superintendent of public instruction for comment and then to the state board of education signed by the chief administrative officers of each agency requesting that an exception be made to this program approval standard; documentation sets forth the reasons for the request; and documentation verifies that the exception was granted by the state board of education.

(ii) Bylaws or operating procedures have been written, adopted and implemented.

(iii) Meetings of the program unit, its subcommittees and/or task forces are held on a regular basis and minutes of activities and actions are maintained.

(iv) A college or university coordinates cooperation, involvement, and activities among agencies in the program unit under a written procedure explaining how each agency gains input.

(v) Governing boards of agencies which participate in the program unit contribute human and material resources to the program as feasible.

(2) Program management.

(a) Standard: Responsibilities are clearly assigned to individuals, groups, and/or committees for program development, implementation, and evaluation.

(b) Criteria:

(i) The college or university shall notify the state board of education and the superintendent of public instruction of the formation of a program unit; the membership; the specialization, subject matter, and/or grade level focus of the proposed programs; and its timeline for program development.

(ii) Responsibilities are assigned for selection; advising and counseling; maintaining records regarding the student's program and progress; supervision and evaluation of candidates; and verifying that certification requirements have been met and the preparation program has been completed.

(iii) Persons who will instruct, evaluate, or supervise candidates are identified; descriptions of their roles, responsibilities, and loads are written; and their activities are consistent with the written role description.

(iv) Documentation contains a written explanation of policy-making, program development, and program management processes and responsibilities.

(v) Review of certification records verifies that the records are accurate.

(vi) The need for any new program, new program emphasis, or certificate endorsement is established and evidence of need exists including statistics relative to supply and demand; professional development needs of individuals or the education community; new curriculum or instructional directions in the common schools; and changes in enrollments and staffing ratios and patterns.

(vii) A schedule and outline have been completed relative to development and implementation of the program; decision-making points are identified; and individuals, agencies, or committees responsible for such tasks and decisions are specified.

(viii) Data are collected and available relative to the effectiveness of the management system, including identification of problem areas and procedural elements.

(ix) Responsibility for reporting program changes to the superintendent of public instruction and state board of education is assigned.

(3) Program outcomes.

(a) Standard: At a minimum the program includes academic and experience requirements set forth in chapter 180-79 WAC for the respective role(s) and specifies in writing the knowledges and skills the person will possess and demonstrate when he or she completes the program, including the state board of education minimum generic standards.

(b) Criteria:

(i) All minimum generic standards for certification established by the state board of education are addressed in learning experiences and are included among the program outcomes. A relationship exists between field and didactic learning experiences and program outcomes.

(ii) Relevant standards of the national association of state directors of teacher education and certification, the national council for accreditation of teacher education and/or standards of specialized associations and scholarly societies are referred to as guides in identifying program outcomes: *Provided*, That the superintendent of public instruction or his or her designee shall present to the state board of education for approval any standards of specialized associations and scholarly societies which will be used to supplement the standards set forth herein for assessment of program outcomes.

(iii) Degrees of proficiency required for program outcomes are clearly differentiated between the initial and continuing certificate levels.

(iv) Faculty, students and field supervisors know the program outcomes required of candidates.

(v) Program outcomes are stated in terms which make evaluation by supervisors and instructors possible.

(vi) Knowledge and skills related to continuing education and professional development are included in program outcomes.

(4) Selection and retention.

(a) Standard: Criteria and requirements to be used in selecting candidates for admission to the preparation program are explicit and practices relevant to retention of candidates are specified.

(b) Criteria:

(i) Selection criteria and the process used to screen and admit candidates are written.

(ii) Selection criteria are relevant to attainment of program outcomes.

(iii) A clearly written process exists for counseling and advising students about supply and demand; progress and retention in the program; and supervision and evaluation relative to academic, experience and generic standards.

(iv) Selection and retention procedures and criteria do not discriminate on the basis of race, ethnic group, sex, age, handicapping conditions, color or religion.

(v) Specific standards exist relative to retention in the program.

(vi) Written procedures exist for appeal of decisions within the college or university relative to admission or retention in the program.

(vii) Admission requirements to the professional preparation programs include evidence that the candidate is competent in the basic skills required for oral and written communication and computation.

(5) Individualization.

(a) Standard: Programs recognize individual differences in terms of learner rate and style. Alternative learning experiences appropriate to such differences are available.

(b) Criteria:

(i) Procedures for assessing individual assets and needs are clearly defined.

(ii) Opportunities for planning alternate preparation experiences are available to students.

(iii) Learning experiences are designed to provide for social-cultural-economic differences among candidates.

(iv) Appropriate individualized learning opportunities are provided to those students identified as possessing special assets and needs as determined through a variety of assessment procedures.

(v) Individual differences in learning style are recognized and as feasible alternative learning opportunities are provided.

(vi) When appropriate and feasible, learning opportunities provide for differences in learning rate by variations in training time.

(6) Field experience.

(a) Standard: Field experiences are provided as required in WAC 180-79-115, 180-79-120, and 180-79-125 and are designed to correlate with specified program outcomes.

(b) Criteria:

(i) A sequence of field experiences is offered in the preparation program including opportunities for observation, tutoring, micro-teaching and extended practicum, student teaching, and/or internship experiences in educational settings.

(ii) Appropriate clinical and laboratory experiences are available to persons being prepared in specializations requiring practice under supervision in settings in addition to educational settings.

(iii) Written agreements exist between the college or university and the field sites which specify the role of agencies and the responsibilities and contributions each will make to the field program.

(iv) Field experiences provide opportunities for candidates to observe and participate in educational settings having varied organizational structures, ethnic populations, age groups, socio-economic characteristics, and curricular and instructional programs.

(v) Field experiences are designed to address the minimum generic standards established by the state board of education and to integrate theory and practice.

(vi) Criteria for selecting sites and for selecting field personnel are specified.

(vii) Criteria and procedures to be used in assigning students to field settings are identified; provisions are made for changes in assignments in circumstances where problems exist.

(viii) The responsibilities and authority of college supervisors and field personnel are specified in writing in relation to instruction, observation, evaluation, and grading.

(ix) Written materials are provided to field personnel which make explicitly their responsibilities and the program outcomes to be experienced, demonstrated, and evaluated in the field setting.

(x) Field personnel serving as supervisors are oriented to their responsibilities, and training is provided to assist them in implementing and evaluating those elements of the program for which they share responsibility with the college or university supervisors.

(xi) College or university supervisors have scheduled contact and communication with field personnel.

(7) Supervision.

(a) Standard: Provision exists in the program for ongoing evaluation and for constructive supervision emphasizing the developmental nature of the preparation process.

(b) Criteria:

(i) A schedule exists which ensures that each candidate receives regular assessment and feedback relative to knowledge, skill, and performance.

(ii) Results of assessment and evaluation are used as a basis for developing further didactic, field, and/or clinical experiences.

(iii) Criteria exist and are used for selecting field personnel and college or university personnel who will provide supervision; criteria include knowledge, skill and experience requirements.

(iv) Orientation and training are offered for all supervisory personnel including college and university supervisors.

(v) Records of observations, evaluations, and suggested learning experiences are maintained for each student in the preparation program.

(vi) College personnel providing supervision of field experiences and instructing techniques and methods courses have had experience in an educational setting in grades K-12.

(8) Options.

(a) Standard: Program units are encouraged to employ alternative methods for developing programs and implementing professional preparation.

(b) Criteria:

(i) Documentation shall identify unique features or approaches used in implementing program principles or meeting program approval standards and provide a rationale for variation in the latter instance.

(ii) Innovative and experimental programs or program components are based on validated research and theory.

(iii) Alternative approaches are appropriate to institutional and program characteristics and program emphases and objectives.

(9) Resources.

(a) Standard: Resources are of the quantity and quality necessary for meetings of the program unit and for implementation of the program as approved by the state board of education.

(b) Criteria:

(i) Documentation shall specify activities of the program unit and the availability of resources to support those activities. Documentation shall also specify elements of the program which require resources and resources available for specific needs.

(ii) Documentation and data relevant to funding, personnel, facilities, material, and equipment are available for review.

(iii) Member agencies in the program unit have set forth in writing the real and/or in-kind resource contributions they are making to the program unit or program.

(iv) A budget document exists detailing budgetary information pertinent to the program unit and the program.

(v) Faculty members and field personnel who supervise and instruct in the program have the appropriate academic preparation and experience in the fields of study for which they are responsible and which are essential to implementation of the program.

(vi) Learning resources reflect breadth and depth in selection of journals, books, curriculum and materials and are evaluated periodically using model listings and guidelines of professional organizations.

(vii) The program administrator is allowed the necessary time as part of his or her load to fulfill program responsibilities.

(10) Research and evaluation.

(a) Standard: The preparation program is based on study and research; ongoing program evaluation; and follow-up assessment of the persons prepared.

(b) Criteria:

(i) Specific individuals are assigned responsibility for program evaluation, research, and follow-up.

(ii) A systematic procedure is established for program evaluation and for follow-up studies of graduates.

(iii) A systematic process exists for gaining from instructors, supervisors, students, and field personnel evaluative information and data about the program and its outcomes.

(iv) Placement records are maintained and annual summaries are prepared.

(v) Data are analyzed and studied for the purposes of determining program needs.

(vi) Data generated from research or follow-up studies are used in program revision and redesign. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-050 (Order 6-79), § 180-78-050, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-050, filed 5/26/78.]

WAC 180-78-055 Program approval—Length of approval. Program approval shall be granted for from one to five years depending on the state board of education's assessment of the extent to which the program complies with approval standards set forth in WAC 180-78-050. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-069 (Order 5-78), § 180-78-055, filed 5/26/78.]

WAC 180-78-060 Preparation of superintendents. In accordance with RCW 28B.10.140, the only public institutions authorized to provide training for superintendents over and above that required for teachers' or principals' certificates shall be the University of Washington and Washington State University. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-096 (Order 12-78), § 180-78-060, filed 9/1/78.]

Chapter 180-79 WAC

PROFESSIONAL PREPARATION CERTIFICATION REQUIREMENTS

WAC

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- 180-79-200 Role and minimum generic standards—Educational staff associate—Reading resource specialist.
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- 180-79-215 Minimum generic standards—Educational staff associate—Continuing certification.
- 180-79-230 Limited certificates.
- 180-79-235 Repealed.
- 180-79-240 Repealed.
- 180-79-245 Reciprocity.
- 180-79-250 Degree and preparation required for out-of-state candidates for initial certification.
- DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**
- 180-79-015 Appeal—General. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-015, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-020 Appeal procedure—Informal. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-020, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-025 Appeal procedures—Formal process. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-025, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-030 Certificate validity. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-030, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-040 Equivalency of standards. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-040, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-050 Certificate required. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-050, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78.
- 180-79-055 Types of certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-055, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-070 Educational experience acceptable for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-070, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-085 Replacement of certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-085, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-090 Fee for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-090, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-095 Use of fee for certification. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-095, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-105 Citizenship requirements—Alien permits—Teachers only. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-105, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-110 General requirements—Teachers, administrators, educational staff associates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-110, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-235 Permits. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-235, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-79-240 Certification of out-of-state trained teachers—Interstate educational personnel contracts. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-240, filed 5/26/78.] Repealed by 78-09-097 (Order 13-78), filed 9/1/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.

WAC 180-79-005 Purpose. The purposes of this chapter are to implement RCW 28A.04.120(3) and chapter 28A.70 RCW and establish the various certificates which must be held as a condition to employment in the Washington school system and establish the conditions and procedures governing issuance and retention of those certificates. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-005, filed 5/26/78.]

WAC 180-79-010 Definitions. The following definitions shall apply to terms used in this chapter:

(1) The terms, "agency," "program approval," "accreditation," "cooperation," "program unit," "endorsement," "interstate compact," "minimum generic standards," "program outcomes," "site visit," "general professional organization," "school organization," "college or university," and "specialized associations," as defined in WAC 180-78-010 as adopted or hereafter amended shall apply to the provisions of this chapter.

(2) "Certificate" shall mean the license issued by the superintendent of public instruction to teachers, administrators, and school specialized personnel (educational staff associates) verifying that the individual has met the requirements set forth in this chapter and authorizing the individual to serve in the schools of this state pursuant to RCW 28A.67.010.

(3) "Certificate reinstatement" shall mean the process whereby the validity of any certificate not subject to renewal may be reestablished.

(4) "Certificate renewal" shall mean the process whereby the validity of an initial certificate may be reestablished.

(5) "Certificate revocation" shall mean the process whereby an individual's certificate is rescinded pursuant to RCW 28A.70.160 and 28A.70.170.

(6) "Classroom teaching" shall mean instructing pupils in a classroom setting.

(7) "Elementary level" shall mean grades K through 8.

(8) "Educational setting" shall mean any setting, the primary purpose for which is to instruct/teach children, youth, or adults or to administer such instruction/teaching. This shall include but not be limited to state board of education approved instate public and nonpublic schools; out-of-state K-12 schools; preschools; educational service districts; the office of the superintendent of public instruction; and institutions of higher education: *Provided*, The office of the superintendent of public instruction shall have final authority to determine whether a specific setting qualifies as an educational setting for purposes of this chapter.

(9) "Field experience" shall mean a sequence of learning experiences which occur in actual K-12 school settings or clinical and laboratory settings. Such learning experiences are related to specified program outcomes and are designed to integrate educational theory, knowledge, and skills in actual practice under the direction of a qualified supervisor.

(10) "Secondary level" shall mean grades 7 through 12. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-010, filed 5/26/78.]

WAC 180-79-015 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-020 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-025 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-045 Certificates--Previous standards.

(1) Certificates issued under previous standards which were issued for a specific term shall continue to be effective for that term. All persons who hold any standard teacher, administrator, or specialized personnel certificate issued under previous standards of the state board of education shall be issued a continuing certificate: *Provided*, That all persons who hold any provisional or initial certificate granted under previous standards of the state board of education shall be authorized to meet requirements for standard or continuing certification as set forth in the relevant previous standards so long as the standard or continuing certificate is obtained within six calendar years of the date on which the first provisional or initial certificate was issued: *Provided further*, That all persons who hold other than provisional or standard teaching certificates issued under standards of the state board of education adopted prior to 1971 shall be issued continuing certificates if they have completed forty-five quarter hours (thirty semester hours) of preparation past the baccalaureate degree and three years of experience: *Provided further*, That persons holding provisional credentials as administrators under standards adopted by the state board of education in 1956 who have completed all requirements for the standard credential except the three years of experience as a principal or superintendent shall be issued continuing administrator certificates under these standards if they have completed at least five years of experience in an educational setting as defined herein and three years of experience in the role of superintendent, principal, vice principal, or deputy or assistant to a principal or superintendent: *Provided further*, That any person holding a provisional certificate as a school nurse under provisions of chapter 180-84 WAC shall be granted a continuing certificate.

(2) Except as noted in subsection (1) above, certificates issued under previous standards which were issued for an indefinite period shall continue to be in effect.

(3) Until such time as programs are approved under standards set forth in chapter 180-78 WAC, but not later than June 1, 1983 as specified in WAC 180-78-025, program standards and certificate requirements set forth in chapters 180-80 and 180-84 WAC shall continue in effect. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-045, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-045, filed 5/26/78.]

WAC 180-79-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-055 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-060 Levels of certificates. Three levels of certification may be issued:

(1) Preparatory certificate.

(a) The preparatory certificate is optional and authorizes training experiences under supervision in school or school related settings while the individual is participating in an approved program.

(b) The preparatory certificate is valid for one year and may be reissued on recommendation from a state board of education approved preparation program.

(c) The preparatory certificate will be issued to those teacher, administrator and educational staff associate candidates who:

(i) Meet the relevant statutory and general requirements as set forth in WAC 180-79-105 and/or 180-79-110.

(ii) Have the preparatory level knowledge and skill specified in a state board of education approved program; and

(iii) Are recommended for preparatory certification by the administrator of such program.

(d) This certificate does not authorize employment in the professional role and shall not be a certificate within the meaning of RCW 28A.67.010.

(2) Initial certificate. The initial certificate is valid for four years and authorizes school service in a particular role and allows the holder to assume independent responsibility for working with children, youth, and adults. An initial certificate shall be issued only to those persons who meet the requirements of this chapter.

(3) Continuing certificate. The continuing certificate is valid on a continuing basis and authorizes school service in a particular role and will be issued only to persons who meet the requirements of this chapter. The certificate indicates that the holder has completed additional academic, experience, and competency requirements beyond the initial certificate level. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-060, filed 5/26/78.]

WAC 180-79-065 Certificate lapse, renewal, and reinstatement. (1) Initial certificate.

(a) The initial certificate may be renewed once for a three-year period on verification by an approved program that work has begun toward continuing level certification: *Provided*, That no more than ten years has elapsed since the completion of an approved preparation program for initial certification.

(b) The initial certificate may be reinstated for a three-year period if the individual completes at least fifteen quarter hours (ten semester hours) of course work in an approved preparation program and verification of minimum generic standards for initial certification.

(2) Continuing certificate.

(a) The continuing certificate will lapse if the holder does not serve at least thirty school days in an educational setting during one of seven consecutive school years.

(b) To reinstate a lapsed continuing certificate the individual must complete fifteen quarter hours (ten semester hours) of course work in a state board of

education approved preparation program and demonstrate minimum generic standards required for continuing certification: *Provided*, That coursework taken more than three years prior to the date of application for reinstatement shall not satisfy this requirement and that no more than five quarter (three semester) hours of correspondence credit shall be acceptable toward renewal or reinstatement requirements set forth above.

(3) Recency of training and experience. If an applicant has not served in an educational setting or has not completed a preparation program within the seven-year period preceding application for a certificate or has not completed fifteen quarter (ten semester) hours of coursework in an accredited four-year college or university within the three years immediately preceding application for a certificate, he/she will be required to complete refresher study consisting of fifteen quarter (ten semester) hours of coursework applicable to his or her field of study or specialization in order to be eligible for certification. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-065, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-065, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-065, filed 5/26/78.]

WAC 180-79-070 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-075 Certificate endorsement. (1) Teacher certificates.

(a) Initial certificates shall specify the recommended assignment area(s) in a subject matter field(s) and grade level(s).

(b) Continuing certificates shall authorize service in grades K-12 and may be endorsed for recommended subject matter and teaching specializations if the candidate requests such endorsement and files an application in accordance with this section.

(2) Educational staff associate certificates.

(a) Initial and continuing certificates shall identify the field of specialization by endorsement.

(3) Administrator certificates.

(a) Initial and continuing administrator certificates shall identify the field of specialization (principal, program administrator, superintendent).

(b) Superintendents' and program administrators' initial and continuing certificates shall be endorsed for grades K-12.

(c) Principals' initial certificates shall be endorsed for grades K-8, 7-12, or K-12; continuing certificates shall be endorsed K-12.

(4) In order to change or add an endorsement to an initial and continuing certificate, the candidate must complete an application, pay the certification fee, and submit verification from an approved program of completion of the professional preparation program for which endorsement is sought. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-075, filed 5/26/78.]

WAC 180-79-085 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-095 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-100 Personnel assignment. (1) Teachers. Local districts shall assign secondary teachers holding initial level certificates to recommended assignment areas and levels only. Teachers holding initial level elementary endorsement shall be assigned to elementary grades only. Teachers holding continuing level certificates should be assigned to recommended areas and levels or to areas and levels in which they have demonstrated competency during professional service: *Provided*, That when it is considered justifiable the superintendent of public instruction may, if requested by the school district superintendent who will provide evidence of the need for such assignment, authorize initially certificated teachers to serve at different grade levels or in different subject matter fields from those recommended.

(2) Educational staff associates. Assignments to serve in educational staff associate roles shall be limited to persons holding valid educational staff associate certificates with appropriate endorsements.

(3) Administrators. Assignment of persons to serve as principals or vice principals shall be limited to persons holding valid administrator certificates with the appropriate endorsement(s). [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-100, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-100, filed 5/26/78.]

WAC 180-79-105 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-110 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-115 Academic and experience requirements for certification--Teachers. Candidates for teachers' certificates shall complete the following requirements in addition to those set forth in WAC 180-75-080 and 180-75-085.

(1) Initial.

(a) Candidates for the initial certificate shall hold a baccalaureate degree. Candidates for secondary certificates shall have completed the degree major in an academic field; candidates for elementary certificates shall have completed the degree major in an academic field or teaching specialization. If the degree major is elementary education, the candidate must have at least one area of emphasis in an academic field.

(b) Candidates shall give evidence that they have completed in-school, clinical, and laboratory experiences which include observations and at least eight weeks of practice teaching under supervision in a state board of education approved or accredited public or nonpublic K-12 classroom(s).

(2) Continuing.

(a) Candidates shall have completed at least forty-five quarter hours (thirty semester hours) of upper division and/or graduate work subsequent to the baccalaureate degree of which thirty quarter hours (twenty semester hours) must be taken after the first year of teaching.

(b) Candidates shall have completed at least three years of service as a teacher in a classroom teaching role in an educational setting, at least two years of which shall be in grades K-12. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-115, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-115, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-115, filed 5/26/78.]

WAC 180-79-120 Academic and experience requirements for certification--Administrators. Candidates for the respective administrative certificate shall complete the following requirements in addition to those set forth in WAC 180-75-085.

(1) Superintendent.

(a) Initial.

(i) The candidate shall hold a master's degree and complete at least fifteen quarter hours (ten semester hours) of graduate study beyond the master's degree in education-related course work.

(ii) The candidate shall hold or be eligible to hold a valid initial or continuing teacher or ESA certificate.

(iii) The candidate shall have served as an administrator in K-12 settings for at least three years as verified by the district(s) superintendent or designee.

(iv) The candidate shall have completed a one-year internship appropriate to the role of superintendent. The internship shall provide experience under supervision in all aspects of a district's program.

(b) Continuing.

(i) The candidate shall have completed at least thirty quarter hours (twenty semester hours) of graduate work beyond the master's degree.

(ii) The candidate shall have completed at least three years of experience as superintendent, deputy superintendent, or assistant superintendent.

(2) Principal.

(a) Initial.

(i) The candidate shall hold a valid initial or continuing teacher certificate.

(ii) The candidate shall have completed at least three years of certificated service in a K-12 setting, including a minimum of one year of classroom teaching experience as a certificated teacher at the level for which he or she seeks certificate endorsement: *Provided*, That if the candidate has not served as a teacher, a waiver of this requirement may be requested as specified under WAC 180-75-015 and the candidate shall during the internship experience complete supervised experiences in the classroom at the level for which the certificate will be endorsed and shall demonstrate the minimum generic standards set forth in WAC 180-79-130 for teachers.

(iii) The candidate shall complete an internship at the grade level(s) for which the certificate will be endorsed. As a minimum the internship shall be of sufficient length and depth to provide experience under supervision in all aspects of the school program and participation in activities prior to the opening and following the closing of the regular school year.

(iv) The candidate shall have completed at least thirty quarter hours (twenty semester hours) of graduate level work in an approved program for preparation of principals.

(b) Continuing.

(i) The candidate shall hold a master's degree.

(ii) The candidate shall have completed at least three years of experience as a principal, vice principal, or assistant principal.

(3) Program administrator.

(a) Initial.

(i) The candidate shall hold a valid initial or continuing teacher or educational staff associate certificate.

(ii) The candidate shall hold a master's degree.

(iii) The candidate shall have completed at least three years of certificated service in an educational setting, grades K-12.

(iv) The candidate shall have completed an internship.

(b) Continuing.

(i) The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work beyond the master's degree relevant to educational administration or his or her subject matter field(s) or specialization(s).

(ii) The candidate shall have completed at least three years of experience as a program administrator in a district-wide assignment. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-120, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-120, filed 5/26/78.]

WAC 180-79-125 Academic and experience requirements for certification—Educational staff associate (ESA). Candidates for ESA certification shall complete the following requirements in addition to those set forth in WAC 180-75-085: *Provided*, That it shall not be necessary for any candidate who holds a master's degree to obtain a second master's degree; however, the candidate shall complete all course work and experience requirements relevant to the specialization set forth in an approved preparation program for the appropriate ESA speciality.

(1) Communication disorders specialist.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major in speech pathology and/or audiology.

(ii) The candidate shall have completed practicum experiences in communication disorders which include observation as well as practice under supervision in K-12, clinical, and field/laboratory settings.

(b) Continuing. The candidate shall hold a master's degree with a major in speech pathology and/or audiology.

(2) Counselor.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major in counseling.

(ii) The candidate shall have completed a supervised practicum or internship in counseling in a K-12 school setting.

(b) Continuing. The candidate shall hold a master's degree with a major in counseling.

(3) Occupational therapist.

(a) Initial.

(i) The candidate shall have completed an approved or accredited baccalaureate degree program in occupational therapy and have status as an occupational therapist registered with the American occupational therapy association.

(ii) The candidate shall have completed field experience in an educational setting which includes observation as well as practice under supervision.

(iii) The candidate shall have successfully completed the American occupational therapy association certification examination.

(b) Continuing. The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work or continuing education in occupational therapy or education.

(4) Physical therapist.

(a) The candidate shall hold a baccalaureate degree in physical therapy from a college or university having an approved or accredited school of physical therapy or the candidate shall hold a baccalaureate degree and a certificate in physical therapy from an accredited school of physical therapy.

(i) The candidate shall hold a current Washington state license or a probational certificate to practice as a physical therapist.

(ii) The candidate shall have completed field experiences in an educational setting which includes observation as well as practice under supervision.

(b) Continuing. The candidate shall have completed at least fifteen quarter hours (ten semester hours) of graduate work or continuing education in physical therapy or education.

(5) School psychologist.

(a) Initial.

(i) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major or specialization in school psychology.

(ii) The candidate shall have completed a practicum or internship under supervision in an educational setting, K-12.

(b) Continuing. The candidate shall hold a master's degree with a major or specialization in school psychology.

(6) Reading resource specialist.

(a) Initial.

(i) The candidate shall hold a valid initial or continuing level teacher's certificate.

(ii) The candidate shall have completed all requirements for the master's degree (except special examinations, projects or thesis) with a major or specialization in reading.

(iii) The candidate shall have completed field experiences in an educational setting which includes observation as well as practice under supervision.

(b) Continuing. The candidate shall hold a master's degree with a major or specialization in reading.

(7) School nurse.

(a) Initial.

(i) The candidate shall hold a valid license as a registered nurse (RN) in Washington state.

(ii) The candidate shall hold a baccalaureate degree in nursing with an emphasis in school nursing or community health.

(iii) The candidate shall have completed field experiences in an educational setting, K-12, which includes observation as well as practice under supervision.

(b) Continuing. The candidate shall have completed at least forty-five quarter hours (thirty semester hours) of upper division or graduate work in education, community health, nursing or school nursing; thirty quarter hours (twenty semester hours) of which have been taken subsequent to the first year of service as a school nurse.

(8) Social worker.

(a) Initial.

(i) The candidate shall hold a master's degree in social work or shall demonstrate knowledge and skill equivalent to that required for the master's degree.

(ii) The candidate shall have completed at least one thousand two hundred hours of field experience in an educational setting, K-12, under the supervision of a certificated master of social work.

(b) Continuing. The candidate shall hold a master's degree in social work or an initial level certificate as a school social worker. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-125, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-09-097 (Order 13-78), § 180-79-125, filed 9/1/78; 78-06-070 (Order 6-78), § 180-79-125, filed 5/26/78.]

WAC 180-79-130 Minimum generic standards--

General. (1) Initial level certification. A candidate for an initial certificate as a teacher, administrator, or educational staff associate must demonstrate, while completing an approved preparation program, knowledge and skill in the following areas:

(a) Socio-cultural-economic differences and human relations. The candidate has knowledge of and appreciation for the history, contributions, and traditions of various ethnic, sex, age, socio-economic, cultural, and minority groups; recognizes dehumanizing biases; creates educational environments which contribute to the self-esteem of all persons and to positive human relationships; and facilitates understanding the beliefs, values and life styles of individuals from diverse groups and cultures.

(b) Communication and consultation. The candidate has the knowledge and skill necessary to develop and present organized oral, written, and visual materials which convey ideas and feelings to pupils, parents, colleagues, school directors and others as appropriate.

(c) Exceptionality. The candidate has knowledge about the needs and characteristics of exceptional students, including handicapped and gifted.

(d) School law. The candidate has knowledge about those federal, state, and local laws, regulations, and policies which directly affect his or her role(s) and rights and responsibilities in the K-12 educational setting.

(e) Professionalism. The candidate has knowledge about relevant professional organizations and practices in a manner consistent with the profession's code of ethics.

(f) Knowledge of K-12 educational setting. The candidate has general knowledge about the nature and foundation of the educational program and system, grades K-12.

(2) Continuing level certification. In addition to demonstrating in their professional roles those minimum generic standards required for initial certification, the candidate for continuing level certificate must demonstrate knowledge and skill in the following areas:

(a) Staff development and supervision. The candidate has the knowledge and skill to initiate, develop, and present instructional and informational programs for staff, board members, and parents and to supervise and evaluate personnel who report directly to him or her.

(b) Professional development and scholarship. The candidate has depth of knowledge and demonstrates a wider range of skills which enable him or her to be increasingly more effective in his or her subject matter field or specialization; participates in continuing education and professional development activities; contributes to the preparation of others who are entering the field; and recognizes his/her own limitations and strengths

(c) Research and evaluation. The candidate has the knowledge of research/evaluation techniques and skill to read and interpret research related to his or her field; to design and implement evaluation strategies; to use results of research and/or evaluation to improve programs.

(d) Referral agencies and resource personnel. The candidate has knowledge of personnel and agencies inside and outside the educational setting which may assist the teacher, pupils, and/or parents.

(e) Knowledge of alternate grade level. The candidate has knowledge about organizational patterns, special strategies, curriculum, materials, growth and development, and staff and student personnel management essential to a school building/unit at the alternate grade level from that for which his/her initial certificate may have been endorsed. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-130, filed 5/26/78.]

WAC 180-79-135 Minimum generic standards--
Teachers. Initial level certification. To qualify for initial certification the candidate must demonstrate knowledge

and skill in the following areas in addition to those set forth in WAC 180-79-130(1).

(1) Instructional skill. The candidate has knowledge and skill to design and conduct instructional experiences.

(2) Classroom management. The candidate has knowledge and skill necessary to organize the physical and human elements in the educational setting to foster maximum student learning.

(3) Subject matter. The candidate has breadth of knowledge of theory and content in general education and pedagogy and depth of knowledge in one or more subject matters or teaching specializations appropriate to the elementary and/or secondary levels.

(4) Pupil/student personnel. The candidate has knowledge of normal and exceptional growth and development; the unique needs, characteristics, and developmental tasks of pupils of differing ages; and normative characteristics of age groups and has the skill to use this knowledge in working with pupils individually and in groups and in designing learning experiences.

(5) Pupil discipline. The candidate has knowledge and skill necessary to manage the human dynamics of the classroom. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-135, filed 5/26/78.]

WAC 180-79-150 Role and minimum generic standards--Administrators--Initial certification--Superintendents. (1) The superintendent is responsible for administration of the school district.

(2) To qualify for initial certification the candidate must demonstrate knowledge and skill in the following areas in addition to those set forth in WAC 180-79-130(1):

(a) Organizational management and accountability. The candidate has the knowledge and skill to plan, develop, coordinate, and supervise implementation and evaluation of district-wide policies, procedures, and programs and to provide leadership relative to management and accountability district-wide.

(b) Facility and resource management and acquisition. The candidate has the knowledge and skill to identify facility and resource needs of the district and to coordinate procedures essential to maintenance and acquisition of facilities and resources.

(c) Personnel management. The candidate has the knowledge and skill to establish district personnel policies and practices consistent with law and negotiated agreements in employment, assignment, supervision, evaluation, and other personnel related matters.

(d) Fiscal management. The candidate has the knowledge and skill necessary to plan, develop, and coordinate district budget preparation, district funding, and fiscal accountability.

(e) Community relations. The candidate uses staff and community resources to assess educational needs of the community, to develop district goals and objectives, to resolve school-community issues, and to implement a positive public information program.

(f) School law. The candidate knows federal, state, and local statutes, rules and regulations, policies, and

court decisions which affect management and operation of the total district and its programs and has the knowledge and skill to develop policies and, as appropriate, rules and regulations for consideration and adoption by the local board of directors.

(g) Legislative process. The candidate knows how the legislative process works and has the skill to use that process. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-150, filed 5/26/78.]

WAC 180-79-155 Role and minimum generic standards--Administrators--Initial certification--Principals. (1) The principal is responsible for administration of a school building.

(2) The candidate for initial certification as the principal shall demonstrate knowledge and skill in the following areas in addition to those set forth in WAC 180-79-130(1):

(a) Knowledge of the field. The candidate has knowledge and skill in areas of educational administration relevant to building management, supervision, curriculum, and instruction.

(b) Building administration and management. The candidate has knowledge and skill necessary to serve accountably in administering the unit/area of assigned responsibility. The candidate has the knowledge and skill to initiate alternate patterns of space, time, and student-staff groupings; oversee plans for the care, maintenance, and beautification of the physical environment; establish policies and procedures that govern changes in the school; and develop master and class schedules.

(c) Community relations. The candidate has knowledge and skill to use community resources in assessing and developing school programs, solving school community problems, and implementing a public information program which promotes positive interactions between the school and community.

(d) Program development and leadership. The candidate has the knowledge and skill to assist staff in developing and implementing instructional, curricular, and assessment programs.

(e) Fiscal management. The candidate has the knowledge and skill to implement principles of fiscal management and record keeping and to identify fiscal needs emanating from the program, facility, and resources.

(f) Activity coordination. The candidate has knowledge and skill to plan and develop governance policies and supervise and evaluate student activities.

(g) Auxiliary services. The candidate has knowledge and skill to coordinate auxiliary services such as health services, transportation, food services, pupil personnel services, maintenance, and learning resource programs.

(h) Staff personnel management. The candidate has knowledge and skill necessary to select, assign and evaluate staff personnel; to interpret district collective bargaining agreements relative to staff personnel; to implement district personnel policies and procedures; and to understand the dynamics of staff relationships and decision-making processes within the building or unit.

(i) Student personnel. The candidate has knowledge and skill necessary to maintain attendance and student personnel records and implement effective principles of discipline, student control, and student management. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-155, filed 5/26/78.]

WAC 180-79-160 Role and minimum generic standards--Administrators--Initial certification--Program administrators. (1) The program administrator is responsible for management of a district-wide activity or service involving the instructional program or specialized services which directly support the instructional program.

(2) The candidate for initial level certification shall demonstrate knowledge and skill in the following areas in addition to those set forth in WAC 180-79-130(1):

(a) Knowledge of field or specialization. The candidate shall have depth of knowledge and skill in the subject matter field, instructional area, or specialization for which the program administrator certificate is to be endorsed. The candidate knows curriculum and specialized materials, equipment and facilities; theory and techniques; and principles and methods relevant to the specialization.

(b) Personnel management. The candidate has the knowledge and skill necessary to select, assign, supervise, train, and evaluate personnel within the program.

(c) Financial management. The candidate has knowledge and skill to maintain required records accurately, prepare budget requests, and manage a budget.

(d) Community relations. The candidate has the knowledge and skill to conduct or participate in citizen meetings, to assess community needs relative to the specific program, to develop programs for the community, and to promote positive school-community relationships.

(e) Program development and management. The candidate has the knowledge and skill to set goals and objectives relative to the specific program, to delegate responsibility, to stimulate subordinates to perform, to involve those with expertise and interest in development of goals, objectives, and programs.

(f) Staff development. The candidate can design and conduct inservice and continuing education experiences for personnel in the specific field or specialization. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-160, filed 5/26/78.]

WAC 180-79-170 Minimum generic standards--Educational staff associates--General. (1) Initial level certification. In addition to the minimum generic standards set forth in WAC 180-79-130(1), candidates for initial certification as educational staff associates shall demonstrate knowledge and skill in the following areas:

(a) Management of special and technical environments. The candidate manages and organizes the materials, equipment and environment essential to implement the respective specialized program.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to develop, select, administer, and interpret assessment procedures and instruments as appropriate to his/her professional role, specialization, and responsibilities.

(2) Continuing level certification. In addition to those minimum generic standards set forth in WAC 180-79-130(2) the candidate for continuing level certification shall demonstrate knowledge and skill in the following areas:

(a) Consultation. The candidate has the knowledge and skill to provide consultive services to parents, school personnel, and others; to make referral to nonschool agencies; and to participate in case conferences with other specialists and school personnel.

(b) Program development and management. The candidate has the knowledge and skill to plan, develop, and implement a program of instruction, remediation, prevention, and/or evaluation as appropriate to his/her professional specialization; to provide information to instructional staff and curriculum decision makers regarding pupil needs, community needs and resources; and works consistently to incorporate current ethical, legal, and professional developments into school policy and practice. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-170, filed 5/26/78.]

WAC 180-79-175 Role and minimum generic standards--Educational staff associate--Initial certification--Communication disorders specialists (CDS). (1) The communication disorders specialist provides diagnostic, therapeutic, and consultive services for individuals handicapped by disorders of language, speech and/or hearing.

(2) Initial level certification.

In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification shall demonstrate knowledge and skills in the following areas for initial level certification:

(a) Knowledge of field. The candidate has knowledge about normal and atypical speech development; causes and treatment of disorders of speech, language and hearing.

(b) Assessment and diagnosis. The candidate has the knowledge and skill necessary to select, administer, and interpret assessment instruments relevant to the communication disorders specialist field; identify students who exhibit disorders of speech, language and/or hearing; and determine through diagnostic procedures or referral the nature, etiology, and severity of the specific disorders.

(c) Program development. The candidate has knowledge and skill to develop a treatment program appropriate to the specific disorder(s); to implement the program within the educational setting, including the classroom; and/or to conduct a clinical program to modify the behavior that characterizes the disorder.

(d) Program evaluation. The candidate has the knowledge and skill to conduct systematic, evaluative

procedures focusing on the improvement of the speech and language program in the school setting.

(e) Consultation. The candidate has the knowledge and skill to provide consultive services to parents, school personnel, and others concerned about speech, language and/or hearing disorders and programs; to make referral to nonschool agencies; and to participate in case conferences with other specialists and school personnel. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-175, filed 5/26/78.]

WAC 180-79-180 Role and minimum generic standards--Educational staff associates--Counselor. (1) The counselor facilitates individual development.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1) the candidate for initial level counselor certification shall demonstrate knowledge and skill in the following areas for initial level certification:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including guidance services, career development and information, individual and group counseling theory and techniques, assessment and testing, vocational information, and placement.

(b) Individual and group counseling. The candidate has the knowledge and skill necessary to provide individual and/or group counseling for students requesting assistance with personal, social, vocational, or educational concerns, as well as with career and life planning.

(c) Informational services. The candidate has the knowledge and skill to provide information regarding vocations, education and training, community resources, other relevant aspects of the individual's environment and the ability to implement the referral process.

(d) Confidentiality. The candidate has knowledge of and provides services in adherence to the American personnel and guidance association code of ethics, particularly as it relates to the individual's rights to privacy and confidentiality. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-180, filed 5/26/78.]

WAC 180-79-185 Role and minimum generic standards--Educational staff associate--Occupational therapist (OT). (1) The school occupational therapist provides service to those students whose abilities to cope with tasks of living are threatened or impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1) the candidate for initial level certification as an occupational therapist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill about normal and atypical growth, development and performance; causes of dysfunction; and treatment thereof and foundations of occupational therapy.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to select, administer, and interpret those assessment instruments and procedures which will assist in determining the student's rate and quality of growth and development and effects on the educational process and life adjustment.

(c) Program development. The candidate has the knowledge and skill to plan and implement an occupational therapy treatment program to achieve explicit goals for the student.

(d) Program records and evaluation. The candidate has the knowledge and skill to maintain required written records and to evaluate the effectiveness of the program in terms of student outcomes and program objectives. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-185, filed 5/26/78.]

WAC 180-79-190 Role and minimum generic standards--Educational staff associate--Physical therapist (PT). (1) The physical therapist seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a physical therapist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including anatomy and physiologic processes, normal and atypical growth and development, medical procedures and treatment, and history and foundations of physical therapy.

(b) Assessment and diagnosis. The candidate has the knowledge and skill to select, administer, and interpret physical therapy procedures, instruments, and techniques essential to assessment of the student's disability. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-190, filed 5/26/78.]

WAC 180-79-195 Role and minimum generic standards--Educational staff associate--School psychologist. (1) The school psychologist is a specialist in individual differences and learning processes who applies psychological knowledge to enhance the educational progress of all children.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a school psychologist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill in relevant fields of study including learning theory, personality theory and development, individual and group testing and assessment, individual counseling and interviewing theory and techniques, basic statistics, child development, research design, exceptional children, deviant personality, curriculum, and learning theory.

(b) Academic and intellectual assessment and diagnosis. The candidate has knowledge and skill necessary to select, administer, and interpret individual intelligence tests including but not limited to the Wechsler and Stanford-Binet; individual academic tests including diagnostic and placement tests such as the Durrell, Gates-McKillop, Spache, and Wide Range Achievement Test; and group tests such as the Lorge-Thorndike, Metropolitan, and Otis.

(c) Behavioral observation and analysis. The candidate has knowledge and skill in behavioral observation including data taking, frequency measures, and qualitative and quantitative analysis of classroom behavior, and developmental and personality analysis, including perceptual, cognitive, social, affective, and language development in children and the use of such scales as the Vineland Social Maturity Scale, and Gesell Schedules.

(d) Counseling and interviewing. The candidate has the knowledge and skill necessary to provide individual counseling to students and to conduct interviews essential to information collecting from parents, teachers, and other specialists.

(e) Program development. The candidate has the knowledge and skill to make educational prescriptions, including specification of the remedial environmental changes, both curricular and behavioral, for a particular student.

(f) Consultation. The candidate has the knowledge and skill to function in multidisciplinary teams in evaluating and placing students and to confer with parents, specialists, teachers, referral personnel, and others relative to the student's characteristics and needs in the educational setting.

(g) Program evaluation and record keeping. The candidate has the knowledge and skill necessary to develop and implement program evaluation and maintain required program and personnel records.

(h) Professionalism. The candidate has knowledge of professional standards regarding ethical and legal practices relevant to the practice of school psychology and demonstrates knowledge and skill in written and oral reporting of assessments and remedial recommendations which will meet ethical and legal standards.

(i) Research. The candidate has knowledge and skill to evaluate research, to apply school-oriented research, and to construct criterion-referenced instruments with reference to such educational decisions as retention in grade, acceleration, and early entrance. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-195, filed 5/26/78.]

WAC 180-79-200 Role and minimum generic standards--Educational staff associate--Reading resource specialist. (1) The reading resource specialist serves as a diagnostician, advisor, special instructor, and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in the reading program.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-

130(1) and 180-79-170(1), the candidate for initial level certification as a reading resource specialist shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill to describe and/or demonstrate the sequence of instruction required in decoding, vocabulary development, reading comprehension, and reading study; compare approaches to reading; interpret research results; state and apply a set of psychological principles of cognitive and affective learning; describe a model of the reading process; use a model or theory as a referent for choices and practices related to reading instruction; and to select trade, text, and resource materials.

(b) Instructional skill. The candidate has the knowledge and skill to describe and/or demonstrate several ways to individualize reading instruction in the classroom and to organize the classroom for optimal learning.

(c) Program evaluation. The candidate has the knowledge and skill to evaluate developmental corrective and remedial reading programs.

(d) Assessment and diagnosis. The candidate has the knowledge and skill to assess strengths and limitations of standardized reading tests, and informal reading inventories; to diagnose reading problems; to use informal assessment techniques and procedures; to interpret pertinent data; and to identify and recommend techniques, materials or remediation to teachers, parents and others involved in the reading program.

(e) Program development. The candidate has the knowledge and skill to plan and implement a developmental reading program which will include corrective and remedial reading programs.

(f) Staff development and consultation. The candidate has the knowledge and skill to help classroom teachers improve their skills in teaching reading and to analyze and evaluate current practices, materials and programs, and interpret them to teachers. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-200, filed 5/26/78.]

WAC 180-79-205 Role and minimum generic standards--Educational staff associate--School nurse.

(1) The school nurse, in collaboration with others, utilizes the school health program to contribute significantly to the attainment of the full health and educational potential of each student.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification as a school nurse shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of field. The candidate has knowledge and skill in relevant fields of study including human growth and development; physical, mental and behavioral deviations; prevention; therapeutic treatment and community health; and school health programs.

(b) Program development and implementation. The candidate has the knowledge and skill to develop a school health program which assists students, families, and school staff to deal with health problems; responds to each student's unique developmental health needs;

minimizes the effect of sudden illness or injury in the school setting; provides students, families and faculty with a basis for decision making regarding health which promotes prevention and wellness; contributes to a safe and healthy school environment; and ensures that health needs are recognized and planned for in the total school program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-205, filed 5/26/78.]

WAC 180-79-210 Role and minimum generic standards—Educational staff associate—School social worker. (1) The school social worker contributes to the study and adjustment of pupils' problems through understanding of human growth and development, skill in developing human relationships and use of school, community resources, and professional resources within the educational setting.

(2) Initial level certification. In addition to the minimum generic standards required in WAC 180-79-130(1) and 180-79-170(1), the candidate for initial level certification shall demonstrate knowledge and skill in the following areas:

(a) Knowledge of the field. The candidate has knowledge and skill in relevant fields of study including social science theory and research; individual and group counseling and interviewing; the components of human functioning (e.g., physical, social, cultural, psychological) and dysfunctioning, personality development theories, and their various inter-relationships; principles of human learning (e.g., limitation, re-enforcement, cognitive, psycho-motor, and social learning theories); and personality development.

(b) Community relations. The candidate has knowledge and skill in policy analysis so as to:

(i) anticipate social needs in a community;

(ii) assist decision makers in making informed choices; and

(iii) identify the relationship and impact of social forces in motivating people in communities to organize to express their needs and preferences and to engage in social problem solving; in influencing service delivery systems; and in using leadership abilities in community, professional organizations and agency settings to change social policy.

(c) Research and evaluation. The candidate has knowledge and skill necessary to conduct research and evaluation in social work including methods and techniques for measuring organizational performance, evaluating program effectiveness, determining the community need for various types of community action, implementing systematic data collection, and deriving and evaluating treatment interventions for client systems.

(d) Counseling and interviewing. The candidate has the knowledge and skill to consult, counsel, and interview the student individually or in a family setting; to provide assistance to the family, teachers and administrators, and other professional personnel; to cooperate with professional specialists to select and refer the student and/or his or her family to appropriate agencies

and personnel within or outside the schools and to inform others about the social work program. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-210, filed 5/26/78.]

WAC 180-79-215 Minimum generic standards—Educational staff associate—Continuing certification. In addition to those minimum generic standards required for initial certification, the candidate for continuing level certification as an educational staff associate shall demonstrate those minimum generic standards set forth in WAC 180-79-130(2) and 180-79-170(2). [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-215, filed 5/26/78.]

WAC 180-79-230 Limited certificates. The following certificates are issued under specific circumstances for limited periods of service as outlined:

(1) Consultant special certificate.

(a) The issuance of consultant special certificates is limited to:

(i) Persons highly qualified and experienced in fields of knowledge to be taught in the common or nonpublic schools;

(ii) Persons who qualify to instruct in the traffic safety program as paraprofessionals pursuant to WAC 392-153-020(2) and (3);

(iii) Persons who qualify to teach specific subjects in the adult education program;

(iv) Persons who under previous standards hold the band and orchestra certificate; and

(v) Persons who are assigned instructional responsibility for intramural/interscholastic activities which are part of the district approved program.

(b) Such certificates are issued to individuals who are screened by the local school district or educational service district superintendents. The educational service district or local district superintendent will verify that the following criteria have been met when requesting the consultant special certificate:

(i) No person with regular certification in the field is available as verified by the district or educational service district superintendent;

(ii) The individual will be delegated primary responsibility for planning, conducting, and evaluating instructional activities and will not be serving in a paraprofessional role which would not require certification;

(iii) The individual is being certificated for a limited assignment and responsibility in a specified activity/field;

(iv) Personnel so certificated will be oriented and prepared for the specific assignment and will be apprised of any legal liability, the lines of authority, and the duration of the assignment; and

(v) The district or educational service district superintendent will indicate the basis on which he/she has determined that the individual is competent for the assignment and will verify that general requirements for

certification as set forth in WAC 180-79-105 through 180-79-110 have been met.

(c) The certificate is valid for one year and only for the activity specified. The certificate may be reissued on application and evidence that requirements continue to be met: *Provided*, That the superintendent of public instruction may extend the validity of the certificate for more than one year but no more than four years.

(2) Substitute certificate.

(a) The substitute certificate entitles the holder to act as substitute during the absence of the regularly certificated staff member for a period not to exceed thirty consecutive school days during the school year in any one assignment. This certificate may be issued to:

(i) Elementary or secondary school teachers, educational staff associates or administrators whose state of Washington certificates have expired, or

(ii) Persons who have completed state approved preparation programs for certificates within the past ten years, or

(iii) Any district unable to secure substitutes who meet these requirements may contact the office of the superintendent of public instruction to request a waiver of these requirements. Reasons for the request and qualifications of the proposed substitute shall be set forth in writing.

(b) The substitute certificate is valid for three years and may be reissued subsequently for three-year periods: *Provided*, That the superintendent of public instruction may determine in emergency situations to issue the substitute certificate to persons not fully qualified under this subsection for a period not to exceed one year.

(3) Emergency certification.

(a) Emergency certification for specific positions may be issued upon the recommendation of school district and educational service district superintendents to persons who hold the appropriate degree and have substantially completed a program of preparation in accordance with Washington requirements for certification: *Provided*, That a qualified person who holds regular certification is not available or that the position is essential and circumstances warrant consideration of issuance of an emergency certificate. The superintendent of public instruction shall determine that the issuance of such certificate is in the best interest of the state.

(b) The emergency certificate is valid for one year. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-230, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-230, filed 5/26/78.]

WAC 180-79-235 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-240 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-79-245 Reciprocity. Candidates for certification who hold certificates or credentials in other states or who have completed approved or accredited

preparation programs in other states shall be eligible for Washington certificates as follows:

(1) Initial certificate. The initial certificate shall be issued by the superintendent of public instruction to any candidate who:

(a) Qualifies under provisions of the interstate compact or of this chapter; or

(b) Holds the appropriate degree as set forth in WAC 180-79-250; has completed a state, regional, or nationally approved or accredited preparation program in the professional field for which the certificate is to be issued; and has verification by previous supervisors and instructors that he or she possesses the relevant minimum generic standards: *Provided*, That no more than seven years has elapsed since the individual completed his or her preparation or last served in a certificated position in an educational setting.

(2) Continuing certificate. The continuing certificate shall be issued only on verification from a Washington state board of education approved preparation program that the individual meets relevant academic and experience requirements and minimum generic standards set forth in this chapter: *Provided*, That any out-of-state candidate who through no fault of his or her own is unable to gain admission to a state board of education approved program relevant to his or her certification during the four year period for which the initial certificate is valid, may request that the superintendent of public instruction or his or her designee issue a continuing certificate. The superintendent or his or her designee shall secure verification from an out-of-state college or university having a state approved or accredited preparation program and from supervisors that relevant academic and experience requirements and continuing level minimum generic standards set forth in this chapter have been demonstrated within the seven-year period immediately prior to application for the certificate or the applicant shall complete recency requirements set forth in WAC 180-79-065(3).

(3) Until such time as the state board of education approves programs of preparation consistent with chapter 180-78 WAC, out-of-state candidates may:

(a) Seek certification under provisions of chapter 180-79 WAC; or

(b) Request that the superintendent of public instruction or his or her designee secure verification of academic and experience requirements and minimum generic standards for certification in accordance with provisions of this chapter. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-051 (Order 7-79), § 180-79-245, filed 5/22/79; Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-245, filed 5/26/78.]

WAC 180-79-250 Degree and preparation required for out-of-state candidates for initial certification. The superintendent of public instruction will issue an initial certificate on verification that the candidate meets relevant general and experience requirements for initial certification set forth in WAC 180-79-105, 180-79-110,

and 180-79-115 through 180-79-125 and evidence of the following:

(1) Teacher. Completion of a state, regional, or nationally approved/accredited teacher education program and a baccalaureate degree.

(2) Administrator.

(a) Completion of a state, regional, or nationally approved/accredited administrator preparation program in the appropriate endorsement area: Superintendent, principal, or program administrator.

(b) Applicants for endorsement as a superintendent must hold a master's degree in a field related to educational administration and must have completed an internship or one year of experience as a superintendent as verified by the local district board of directors.

(c) Applicants for the principal's endorsement must hold a baccalaureate degree and must have completed thirty quarter hours (twenty semester hours) of graduate work applicable to a master's degree in educational administration and an internship under supervision or one year of experience as a school principal as verified by the district superintendent or his/her designee.

(d) Applicants for the program administrator's endorsement must hold a master's degree in a subject matter field or educational staff associate specialization and shall have served at least one year in a district-wide administrative role responsible for management of a program or special area of curriculum and instruction.

(3) Educational staff associate. Completion of a state, regional, or nationally approved/accredited preparation program in the educational staff associate field and the following degree and licensing requirements:

(a) Psychologist. Provide evidence of completion of an approved/accredited master's degree in school psychology.

(b) Counselor. Provide evidence of completion of an approved/accredited master's degree in school counseling and guidance.

(c) Nurse. Provide evidence of completion of an approved/accredited baccalaureate degree in nursing with an emphasis in school and/or community health and licensure in Washington state as an RN.

(d) Communication disorders specialist. Provide evidence of completion of an approved/accredited master's degree program with a major in speech pathology and/or audiology.

(e) School social worker. Provide evidence of completion of an approved/accredited master's degree in social work (MSW).

(f) Occupational therapist. Provide evidence of completion of an approved/accredited baccalaureate program in occupational therapy and status as an occupational therapist registered with the American occupational therapy association.

(g) Reading resource specialist. Provide evidence of completion of an approved/accredited master's degree in the reading resource specialization.

(h) Physical therapist. Provide evidence of the following:

- (i) A baccalaureate degree;
- (ii) A certificate of completion; or

(iii) A master's degree.

The applicant must hold a current Washington state license as a physical therapist or a valid probational certificate. [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-070 (Order 6-78), § 180-79-250, filed 5/26/78.]

Chapter 180-80 WAC

TEACHER EDUCATION AND CERTIFICATION

WAC

| | |
|------------|---|
| 180-80-195 | Repealed. |
| 180-80-200 | Repealed. |
| 180-80-201 | Repealed. |
| 180-80-202 | Repealed. |
| 180-80-205 | Washington program of teacher education—Provisional and standard certificates. |
| 180-80-215 | Washington program of teacher education—Standard certificate. |
| 180-80-217 | Repealed. |
| 180-80-220 | Repealed. |
| 180-80-245 | Repealed. |
| 180-80-247 | Repealed. |
| 180-80-250 | Repealed. |
| 180-80-251 | Repealed. |
| 180-80-256 | Repealed. |
| 180-80-258 | Repealed. |
| 180-80-260 | Repealed. |
| 180-80-265 | Repealed. |
| 180-80-275 | Repealed. |
| 180-80-280 | Administrators' credentials—Requirements—Types—Effective date—Interpretation of standards. |
| 180-80-304 | Repealed. |
| 180-80-305 | Repealed. |
| 180-80-310 | Repealed. |
| 180-80-312 | Administrators' credentials—Period of validity and reinstatement of credentials. |
| 180-80-510 | Repealed. |
| 180-80-520 | Repealed. |
| 180-80-522 | Repealed. |
| 180-80-525 | Repealed. |
| 180-80-533 | Repealed. |
| 180-80-535 | Repealed. |
| 180-80-540 | Repealed. |
| 180-80-545 | Repealed. |
| 180-80-550 | Repealed. |
| 180-80-600 | Repealed. |
| 180-80-610 | Repealed. |
| 180-80-700 | Repealed. |
| 180-80-705 | Guidelines and standards for development and approval of programs of preparation—Certification. |
| 180-80-710 | Repealed. |
| 180-80-720 | Repealed. |
| 180-80-730 | Repealed. |
| 180-80-740 | Repealed. |

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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| 180-80-195 | Purpose. [Order 11-77, § 180-80-195, filed 9/13/77; Order 5-77, § 180-80-195, filed 6/1/77.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. |
| 180-80-200 | Teachers—General provisions. [Statutory Authority: RCW 28A.04.120. 78-03-013 (Order 1-78), § 180-80-200, filed 2/8/78; Order 11-77, § 180-80-200, filed 9/13/77; Order 4-76, § 180-80-200, filed 3/23/76; Order 1-76, § 180-80-200, filed 2/3/76; Order 2-75, § 180-80-200, filed 2/4/75, effective 7/1/75; Order 11-70, § 180-80-200, filed 10/30/70, effective 11/30/70; § I, filed 10/4/62; certification rules (C.R.), § I, filed 3/24/60. Former subsection |

- (5), State history and government, filed 6/20/67, re-codified as WAC 180-80-202.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-201 Evaluation of preparation and experience to determine equivalency of qualifications for teacher certification. [Order 9-71, § 180-80-201, filed 10/13/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-202 State history and government. [Order 6-76, § 180-80-202, filed 5/27/75; Order 11-70, § 180-80-202, filed 10/30/70, effective 11/30/70; § 180-80-200(5) and § 180-80-255, filed 6/20/67, effective 7/21/67; § I, filed 10/4/62; certification rules (C.R.), § I, filed 3/24/60; § III (part), filed 10/4/62; § IIIA (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-217 Extension of common school certification to experienced college teachers. [Order 1-76, § 180-80-217, filed 2/3/76; Order 11-70, § 180-80-217, filed 10/30/70, effective 11/30/70; Order, filed 6/21/63, effective 7/22/63.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-220 Vocational education certification—Qualifications for—General provisions. [Order 5-77, § 180-80-220, filed 6/1/77; Order 1-76, § 180-80-220, filed 2/3/76; Order 11-70, § 180-80-220, filed 10/30/70, effective 11/30/70; § IIB (part), filed 10/4/62; § IID (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-245 Adult education certification. [Order 1-76, § 180-80-245, filed 2/3/76; Order 11-70, § 180-80-245, filed 10/30/70, effective 11/30/70; § IIID, filed 10/4/62; Rule 2b, filed 6/27/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-247 High school librarian certification. [Order 11-70, § 180-80-247, filed 10/30/70, effective 11/30/70; § IIE, filed 10/4/62; rule IIF, filed 3/24/60; formerly codified in WAC 180-80-250.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-250 Special and substitute certificates. [Order 11-77, § 180-80-250, filed 9/13/77; Order 5-77, § 180-80-250, filed 6/1/77; Order 1-76, § 180-80-250, filed 2/3/76; Order 7-75, § 180-80-250, filed 7/22/75; Order 4-75, § 180-80-250, filed 3/31/75; Order 11-70, § 180-80-250, filed 10/30/70, effective 11/30/70; § IIE, filed 10/4/62; Rule IIF, filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-251 Permits. [Permanent and Emergency Order 15-77, § 180-80-251, filed 12/7/77, effective 12/7/77; Order 11-77, § 180-80-251, filed 9/13/77.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-256 Certification of out-of-state trained teachers—Interstate educational personnel contracts. [Order 11-70, § 180-80-256, filed 10/30/70, effective 11/30/70.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-258 Certification of out-of-state trained teachers—General provisions. [Order 11-70, § 180-80-258, filed 10/30/70, effective 11/30/70; § III (part), filed 10/4/62; § IIIA (part), filed 3/24/60; formerly codified as WAC 180-80-255.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-260 Certification of out-of-state trained teachers—Elementary certificates. [Order 5-77, § 180-80-260, filed 6/1/77; Order 11-70, § 180-80-260, filed 10/30/70, effective 11/30/70; § IIIA, filed 10/4/62; § 3B, filed 3/24/60; provision relating to fifth year in out-of-state institution formerly codified in WAC 180-80-215(2b)(ii).] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-265 Certification of out-of-state trained teachers—Secondary certificates. [Order 5-77, § 180-80-265, filed 6/1/77; Order 11-70, § 180-80-265, filed 10/30/70, effective 11/30/70; § IIIB, filed 10/4/62; § IIIC, filed 3/24/60; provision relating to fifth year in out-of-state institution formerly codified in WAC 180-80-215(2b)(ii).] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-275 Accreditation of private teachers of music. [Order 9-71, § 180-80-275, filed 10/13/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-304 Administrators' credentials—Assistant principals—Assistant superintendents. [Order 11-70, § 180-80-304, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-305 Administrators' credentials—Procedures—For guidance of applicants. [Order 1-76, § 180-80-305, filed 2/3/76; Order 11-70, § 180-80-305, filed 10/30/70, effective 11/30/70; § IVC (part), filed 10/4/62; § VB (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-310 Administrators' credentials—Out-of-state applicants—Out-of-state study. [Order 11-70, § 180-80-310, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-510 Guidelines and standards for programs of preparation leading to teacher certification—Basic principles and major features. [Order 11-70, § 180-80-510, filed 10/30/70, effective 11/30/70; Foreword, filed 10/4/62; Introduction (part), filed 10/4/62, formerly codified in WAC 180-80-515.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-520 Guidelines and standards for programs of preparation leading to teacher certification—Institution to plan program—Definition of teaching role. [Order 11-70, § 180-80-520, filed 10/30/70, effective 11/30/70; § A, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-522 Guidelines and standards for programs of preparation leading to teacher certification—Community college participation in teacher preparation. [Order 11-70, § 180-80-522, filed 10/30/70, effective 11/30/70; filed 6/21/63, effective 7/22/63; formerly codified as WAC 180-80-532.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-525 Guidelines and standards for programs of preparation leading to teacher certification—Selection, retention and recommendation of teacher candidates. [Order

- 11-70, § 180-80-525, filed 10/30/70, effective 11/30/70; § B, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-533 Guidelines and standards for programs of preparation leading to teacher certification—Assignment of beginning teachers. [Order 1-76, § 180-80-533, filed 2/3/76; Order 11-70, § 180-80-533, filed 10/30/70, effective 11/30/70; § H (part), filed 10/4/62; formerly codified in WAC 180-80-555.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-535 Guidelines and standards for programs of preparation leading to teacher certification—Follow-up of beginning teacher graduates. [Order 11-70, § 180-80-535, filed 10/30/70, effective 11/30/70; § D, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-540 Guidelines and standards for programs of preparation leading to teacher certification—Fifth-year program. [Order 11-70, § 180-80-540, filed 10/30/70, effective 11/30/70; § E, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-545 Guidelines and standards for programs of preparation leading to teacher certification—Program planning. [Order 1-76, § 180-80-545, filed 2/3/76; Order 11-70, § 180-80-545, filed 10/30/70, effective 11/30/70; § F, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-550 Guidelines and standards for programs of preparation leading to teacher certification—Program approval and review. [Order 11-70, § 180-80-550, filed 10/30/70, effective 11/30/70; § G, filed 10/4/62.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-600 Substandard certification of teachers. [Order 1-76, § 180-80-600, filed 2/3/76; Order 11-70, § 180-80-600, filed 10/30/70, effective 11/30/70; SBE Bulletin No. 48-62, filed 4/2/62; Regulations for Substandard Teacher Certification, 1961-62, filed 5/25/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-610 Educational experience acceptable for teacher certification. [Statutory Authority: RCW 28A.04.120. 78-03-013 (Order 1-78), § 180-80-610, filed 2/8/78; Order 1-76, § 180-80-610, filed 2/3/76; Order 7-75, § 180-80-610, filed 7/22/75; Order 11-70, § 180-80-610, filed 10/30/70, effective 11/30/70; Rules (part), filed 6/27/61, effective 7/28/61.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-700 Guidelines and standards for development and approval of programs of preparation—Certification of school professional personnel. [Order 3-71, § 180-80-700, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-710 Guidelines and standards for development and approval of programs of preparation—Consortium of agencies defined. [Order 3-71, § 180-80-710, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-720 Guidelines and standards for development and approval of programs of preparation—Consortium programs. [Order 3-71, § 180-80-720, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-730 Guidelines and standards for development and approval of programs of preparation—State board of education and superintendent of public instruction. [Order 3-71, § 180-80-730, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- 180-80-740 Guidelines and standards for development and approval of programs of preparation—Effective date of issuance of certificates. [Order 3-71, § 180-80-740, filed 7/13/71, effective 9/1/71.] Repealed by 78-06-063 (Order 7-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW.
- WAC 180-80-195 Repealed.** See Disposition Table at beginning of this chapter.
- WAC 180-80-200 Repealed.** See Disposition Table at beginning of this chapter.
- WAC 180-80-201 Repealed.** See Disposition Table at beginning of this chapter.
- WAC 180-80-202 Repealed.** See Disposition Table at beginning of this chapter.
- WAC 180-80-205 Washington program of teacher education—Provisional and standard certificates.** (1) The three phases of the Washington program of teacher education are:
 First. Four years of college education leading to the provisional certificate.
 Second. Three years of teaching experience under the cooperative guidance of the colleges, local school districts and educational service district superintendents.
 Third. A fifth year of college study leading to the standard certificate. This study may be taken during a regular college year or during summer sessions.
 (2) Beginning teachers receive preparation and supervised experience with students in the various school grades to give them an understanding of both elementary and secondary school programs. Major emphasis may be placed on one level or both levels or in a specific subject field, grades K through 12. (See WAC 180-80-530 relating to guidelines and standards for teacher education leading to teacher certification.) [Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. 78-06-063 (Order 7-78), § 180-80-205, filed 5/25/78; Order 5-77, § 180-80-205, filed 6/1/77; Order 1-76, § 180-80-205, filed 2/3/76; Order 11-70, § 180-80-205, filed 10/30/70, effective 11/30/70; § IIA (part), filed 10/4/62; § IIA (part), filed 3/24/60.]
- WAC 180-80-215 Washington program of teacher education—Standard certificate.** (1) **Eligibility.** Teachers who have held provisional certificates or the equivalent based on four years of college study, have completed the fifth-year college program of studies and three years of

teaching experience which, as a whole, are judged satisfactory are eligible for the standard certificate.

(2) **Standards and procedures for the fifth college year.**

(a) Choice of college. The fifth year of teacher education is to be completed following a period of at least one year of initial teaching experience. The teacher may complete this study during an academic year or summer sessions in an approved institution of his/her choice as follows:

(i) In a Washington state institution with a teacher education program approved by the state board of education. The institution chosen shall be responsible for recommending the teacher for the standard certificate.

(ii) In an approved out-of-state institution. The teacher's preservice institution shall be responsible for recommending him/her for the standard certificate. Prior approval of the teacher's program by his/her preservice institution is required in conformity with the fifth-year pattern of study outlined in subdivision (b) below.

(b) The fifth-year pattern of study. The teacher's fifth-year program shall be approved by the recommending institution.

(i) The preservice institution may designate fifth-year requirements to the extent of half of the program subject to the approval of the recommending institution.

(ii) Study shall be in both academic and professional fields. The fifth year shall include a minimum of 45 quarter hours of which at least 50 per cent are in upper division undergraduate and graduate level courses. Not more than five quarter hours (three semester hours) of credit obtained through accredited programs of correspondence study may be approved. A minimum of half of the fifth year shall be taken in residence in the recommending institution or in an approved out-of-state institution. It is recommended that only fifteen of the 45 required quarter hours be completed prior to or during the first year of teaching experience: *Provided*, That teacher education institutions may permit individual students to take as many as 30 quarter hours of the fifth year prior to teaching experience.

(3) **Teaching authorization.** Grades kindergarten through twelve.

(4) **Validity—Reinstatement.** Standard certificates are valid on a continuing basis while the teacher is in professional service and for a period of seven years thereafter. Reinstatement shall be in accordance with requirements set forth in WAC 180-79-065(2).

(5) **Issuance.** Standard certificates are issued on recommendation of teacher education institutions upon completion of fifth-year standards and recommendation of the superintendent(s) or chief school administrator(s) of the school district(s) or school(s) in which the applicant has completed three years of teaching experience which as a whole are judged satisfactory: *Provided*, That upon consideration of each application each superintendent or chief school administrator must indicate either (1) satisfactory completion of teaching experience, or (2) not satisfactory at this time: *Provided further*, if the superintendent(s) or chief school administrator(s) of the school district(s) or school(s) in which the applicant has

completed three years of teaching experience will not certify that the applicant's experience was satisfactory, the affected teacher may appeal the decision to the state board of education.

(6) Notwithstanding any other provision of chapter 180-80 WAC to the contrary, the requirement that a person have completed three years of satisfactory teaching experience as a condition to the issuance or reissuance of a standard elementary or secondary certificate shall not apply to either (i) those persons who, on or before October 9, 1975, had either been issued a provisional certificate or were eligible for provisional certificate by virtue of their completion of a teacher education program approved by the state board of education for purposes of such certification, or (ii) those persons who held a standard elementary or secondary certificate on or before October 9, 1975. Any such person shall be eligible for a standard elementary or secondary certificate and the reissuance of the same upon completion of two years of satisfactory teaching experience and such other requirements as are imposed by chapter 180-80 WAC.

(7) Upon receipt of a written notice of appeal pursuant to subsection (5) of this section, the section within the office of the superintendent of public instruction having responsibility for certification shall investigate the matter and determine whether or not probable cause exists to believe that the required teaching experience of the applicant may have been unsatisfactory.

(a) If it is determined that probable cause does not exist, the applicant shall be issued a standard certificate, provided that he or she otherwise meets the requirements established by this chapter.

(b) If it is determined that probable cause does exist, a hearing shall be scheduled and conducted by either the state board of education or any hearing officer designated by the board. The section within the office of the superintendent of public instruction having responsibility for certification shall be responsible for presenting such evidence and arguments as may exist in support of a finding that the applicant's required teaching experience was unsatisfactory. The applicant shall be responsible for presenting such arguments and evidence as may exist in support of a finding that the applicant's teaching experience was satisfactory.

(c) The state board of education may deny the applicant a standard certificate in the event the record supports a finding that the applicant either:

(i) Failed to perform satisfactorily for a substantial portion of his or her required teaching experience and had been placed upon probation on one or more occasions pursuant to RCW 28A.67.065 or

(ii) Failed to perform satisfactorily on one or more occasions in a manner that constitutes one or more of the grounds for revocation of certificate set forth in RCW 28A.70.160, as now or hereafter amended.

(d) The applicant's provisional or other certification shall remain in force and effect pending a determination pursuant to subdivisions (7)(a) or (7)(b) of this section. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-215, filed

5/22/79; Order 11-77, § 180-80-215, filed 9/13/77; Order 16-75, § 180-80-215, filed 12/11/75; Order 10-75, § 180-80-215, filed 9/9/75; Order 1-73, § 180-80-215, filed 2/28/73; Order 11-70, § 180-80-215, filed 10/30/70, effective 11/30/70; § IIA (part), filed 10/4/62; § IIA (part), filed 3/24/60.]

WAC 180-80-217 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-220 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-245 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-247 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-250 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-251 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-256 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-258 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-260 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-265 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-275 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-280 Administrators' credentials--Requirements--Types--Effective date--Interpretation of standards. The issuance of administrators' credentials shall be in accordance with the requirements hereinafter in WAC 180-80-285 through 180-80-312 set forth.

The types of such credentials shall be provisional and standard and shall be designated elementary principal, secondary principal, general principal and superintendent, respectively. [Statutory Authority: RCW 28A.04-.120, chapters 28A.70, and 28A.93 RCW. 78-06-063 (Order 7-78), § 180-80-280, filed 5/25/78; Order 13-75, § 180-80-280, filed 10/28/75; Order 11-70, § 180-80-280, filed 10/30/70, effective 11/30/70; § IV (part), filed 10/4/62; § 5 (part), filed 3/24/60.]

WAC 180-80-304 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-305 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-310 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-312 Administrators' credentials--Period of validity and reinstatement of credentials. (1) **Period of validity.** Standard administrators' credentials are valid as long as the holders' certificates to teach remain valid. Provisional administrators' credentials are valid for not more than four years of administrative experience in elementary schools of six or more teachers or in accredited junior, senior, four-year or six-year high schools: *Provided*, That the holders' certificates to teach continue to remain valid during the prescribed period.

(2) **Reinstatement.** Credentials that lapse shall be reinstated in accordance with requirements set forth in WAC 180-79-065(3). [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-312, filed 5/22/79; Order 11-70, § 180-80-312, filed 10/30/70, effective 11/30/70; § IVD (part), filed 10/4/62; § VD (part), filed 3/24/60; formerly codified in WAC 180-80-310.]

WAC 180-80-510 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-520 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-522 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-525 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-533 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-535 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-540 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-545 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-550 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-600 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-610 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-700 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-705 Guidelines and standards for development and approval of programs of preparation--Certification. (1) Three types of certificates are provided:

(a) The teacher certificate authorizes service in the primary role of teaching.

(b) The administrator certificate authorizes service in the primary role of general school administration, program administration and/or supervision.

(c) The educational staff associate certificate authorizes service in roles of specialized assistance to the learner, the teacher, the administrator and/or the educational program.

(2) Three levels of certificates are provided for each certificate type:

(a) The preparatory certificate authorizes experiences in school or school-related settings designed to develop competence at the "initial" level of certification. This certificate is valid for one year and is renewable.

(b) The initial certificate authorizes school service in a particular role and allows the holder to assume independent responsibility for working with children, youth and adults. This certificate is valid for three years and is renewable.

(c) The continuing certificate authorizes school service on a career basis and assumes continued professional development. The continuing certificate is valid as long as the holder continues in service and for seven years thereafter.

TYPES AND LEVELS OF CERTIFICATES
(Figure 1)

| Types of Certificates | Teacher | Administrator | Educational Staff Associate |
|------------------------|-------------|---------------|-----------------------------|
| Levels of Certificates | Continuing | Continuing | Continuing |
| | Initial | Initial | Initial |
| | Preparatory | Preparatory | Preparatory |

(3) **Certificate endorsements.** Initial and continuing certificates will be endorsed to indicate grade level(s), content area(s) and/or specialization(s) for which the professional is or has been prepared.

(4) Reinstatement of initial or continuing certificates. The initial or continuing certificate shall be reinstated in accordance with requirements set forth in WAC 180-79-065.

(5) Reciprocity.

In-state candidates:

(a) Holders of initial certificates shall be admitted to programs leading to continuing certification.

(b) Holders of provisional certificates or credentials awarded under previously adopted state board of education rules and regulations may be admitted to programs leading to continuing certification, provided they meet entry level requirements.

(c) Holders of standard certificates or of valid teacher certificates issued prior to 1949 may be admitted to programs leading to initial or continuing certification, provided they meet entry level requirements, without jeopardizing their prior certification status. [Statutory Authority: RCW 28A.04.120(1), (2), and (3). 79-06-052 (Order 8-79), § 180-80-705, filed 5/22/79; Order 3-71, § 180-80-705, filed 7/13/71, effective 9/1/71.]

WAC 180-80-710 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-720 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-730 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-80-740 Repealed. See Disposition Table at beginning of this chapter.

Chapter 180-84 WAC
SPECIALIZED PERSONNEL STANDARDS

| | |
|------------|-----------|
| WAC | |
| 180-84-010 | Repealed. |
| 180-84-560 | Repealed. |
| 180-84-565 | Repealed. |

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

| | |
|------------|---|
| 180-84-010 | Basic principles. [Order 12-70, § 180-84-010, filed 10/30/70; Rules (part), effective 7/10/61.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC. |
| 180-84-560 | Certification of school nurses—Assignment of personnel. [Order 5-68, § 180-84-560, filed 10/1/68, effective 7/1/69.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC. |
| 180-84-565 | Educational staff associate certification—Effective date of issuance—Specialized personnel certificates discontinued. [Order 4-71, § 180-84-565, filed 7/13/71, effective 9/1/71; Order 12-70, § 180-84-565, filed 10/30/70; Order 5-68, § 180-84-565, filed 10/1/68, effective 7/1/69.] Repealed by 78-06-062 (Order 8-78), filed 5/25/78. Statutory Authority: RCW 28A.04.120, chapters 28A.70, and 28A.93 RCW. Later promulgation, see chapters 180-78 and 180-79 WAC. |

WAC 180-84-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-84-560 Repealed. See Disposition Table at beginning of this chapter.

WAC 180-84-565 Repealed. See Disposition Table at beginning of this chapter.

Chapter 180-90 WAC
PRIVATE SCHOOLS

| | |
|------------|---|
| WAC | |
| 180-90-120 | Definitions. |
| 180-90-160 | Minimum standards and certificate form. |

WAC 180-90-120 Definitions. (1) An "approved private school" operating any or all of grades 1 through 12 is one which meets all requirements established by

the state board of education as set forth in WAC 180-90-110 through 180-90-160.

(2) "Approval" means the state board of education has certified that a private school meets those minimal standards required by chapter 28A.02 RCW.

(3) "Major deviation" shall mean a variance from the standards established by these regulations which involves a substantial health or safety hazard, or raises a question as to the ability of the school to provide an educational program which substantially complies with the minimum standards set forth in WAC 180-90-160, but is not so serious as to constitute an unacceptable deviation.

(4) "Minor deviation" shall mean a variance from the standards established by these regulations which represents little or no threat to the health or safety of students and school personnel, and which does not raise a question as to the ability of the school to provide an educational program which is in substantial compliance with the minimum standards set forth in WAC 180-90-160, and which, therefore, does not preclude the granting of full approval.

(5) "Private school", as used in these regulations, shall include nonpublic, parochial, or independent schools, and nonpublic, parochial, or independent school districts.

(6) "Reasonable health requirements" shall be those standards contained in chapter 248-64 WAC as adopted by the state board of health, as now or hereafter amended: *Provided*, That where a private school is a private residence in which parents teach their own natural or legally adopted or step children, reasonable health requirements shall be those provisions of state and local health codes applicable to private residences.

(7) "Reasonable fire safety requirements" shall be those standards adopted by the state fire marshal pursuant to chapter 48.48 RCW, as now or hereafter amended.

(8) "Unacceptable deviation" shall mean a variance from the standards established by these regulations which either:

- (a) constitutes a serious, imminent threat to the health or safety of students or school personnel; or
- (b) demonstrates that the school is not capable of providing an educational program which substantially complies with the minimum standards set forth in WAC 180-90-160.

(9) "Minimum standards for approval" shall be those standards set forth in WAC 180-90-160.

(10) The term "total program hour offering" shall mean those hours when students are provided the opportunity to engage in educational activity planned by and under the direction of school staff, as directed by the administration and board of directors, inclusive of intermissions for class changes and recess and exclusive of intermission for meals. [Statutory Authority: RCW 28A.02.201 et seq. and 28A.04.120(4). 78-06-064 (Order 9-78), § 180-90-120, filed 5/25/78; Order 2-77, § 180-90-120, filed 3/24/77; Order 1-75, § 180-90-120, filed 2/4/75.]

WAC 180-90-160 Minimum standards and certificate form. The annual certificate required by WAC 180-90-130 shall be in substantial compliance with the form and substance of the following:

CERTIFICATE OF COMPLIANCE WITH STATE STANDARDS

STATE OF WASHINGTON }
County of ----- } ss.

I, -----, being first duly sworn on oath or affirmation, do hereby certify that I am the principal or chief administrator of ----- school (or, the superintendent of the ----- school district); that said school (or, that the schools within said district) is (are) located at -----, Washington ----- (zip), and conducts (conduct) grades ----- through -----; and that said school(s) meets (meet), and is (are) scheduled to meet throughout the ----- school year, the following standards with the exception only of such deviations as are set forth below: (1) The minimum school year consists of no fewer than 180 school days (for all matters pertaining to teacher certification or for computing experience in teaching);

(2) On each school day, pupils enrolled in the school are provided the opportunity to be engaged in educational activity planned by and under the direction of the staff, as directed by the administration and governing board;

(a) Each private school shall make available to students in grades one through three at least a total program hour offering of 2700 hours.

(b) Each private school shall make available to students in grades four through six at least a total program hour offering of 2970 hours.

(c) Each private school shall make available to students in grades seven and eight at least a total program hour offering of 1980 hours.

(d) Each private school shall make available to students in grades nine through twelve at least a total program hour offering of 4320 hours.

(3) All classroom teachers hold appropriate Washington State certification except for:

(a) teachers for religious courses or courses for which no counterpart exists in the public schools; and/or

(b) people of recognized professional competence who are not certificated, but who teach students under the supervision of a certificated person in exceptional cases;

(c) those people of recognized professional competence who do, and to the best of my knowledge will, teach without a certificate and the circumstances necessitating their employment without a certificate are as follows: -----

-----;
-----;
(4) Measures have been taken to safeguard all permanent records against loss or damage through either the storage of such records in fire-resistant containers or facilities, or the retention of duplicates in a separate and distinct area;

(5) The physical facilities of the school are adequate to meet the program offered, and all school facilities and

practices are in substantial compliance with reasonable health and fire safety standards, as substantiated by current inspection reports of appropriate health and fire safety officials which are on file in the chief administrator's office;

(6) The school's curriculum includes instruction in the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music in sufficient units for meeting state board of education graduation requirements, as set forth in chapter 180-56 WAC, as now or hereafter amended;

(7) Each teacher has a valid health certificate required by law and by the state department of social and health services on file with the educational service district within which the school is located;

(8) The school or its organized district maintains up-to-date policy statements related to the administration and operation of the school or district;

(9) The school does not engage in a policy of racial segregation or discrimination.

Deviations from the above standards are, and to the best of my knowledge will be, as follows: -----

(signed)

(address)

(phone number)

On this ----- day of -----, 19--
----- (name) known to me to be the chief administrator of ----- (school or district) appeared before me and, having first been sworn on oath or affirmation, did subscribe to the foregoing.

NOTARY PUBLIC in and for the state of Washington, residing at -----

[Statutory Authority: RCW 28A.02.201 et seq. and 28A.04.120(4). 78-06-064 (Order 9-78), § 180-90-160, filed 5/25/78; Order 2-77, § 180-90-160, filed 3/24/77; Order 1-76, § 180-90-160, filed 2/3/76; Order 1-75, § 180-90-160, filed 2/4/75.]

**Chapter 180-95 WAC
EDUCATIONAL CLINICS**

| | |
|------------|--|
| WAC | |
| 180-95-005 | Purpose. |
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| 180-95-020 | Criteria for certification of educational clinics. |
| 180-95-030 | Application procedures for certification as an educational clinic. |
| 180-95-040 | Length of certification. |
| 180-95-050 | Withdrawal of certification as an educational clinic. |
| 180-95-060 | Fee revision—Appeal procedure. |

WAC 180-95-005 Purpose. The purpose of this chapter is to implement RCW 28A.97.010, 28A.97.020, 28A.97.030, 28A.97.040, 28A.97.050 and to establish the criteria and procedures to be used in certification of an educational clinic. [Statutory Authority: RCW 28A-.04.120. 78-03-014 (Order 2-78), § 180-95-005, filed 2/8/78.]

WAC 180-95-010 Definitions. The following definitions shall apply to terms used in this chapter:

(1) "Educational clinic" shall mean a private educational institution certified by the state board of education which employs a clinical, client-centered approach and is devoted to (a) teaching the basic academic skills including specific attention to improvement of student motivation for achieving and (b) employment orientation: *Provided*, That no educational clinic certified by the state board of education pursuant to this section shall be deemed a common school under RCW 28A.01-.060 or a private school for the purposes of RCW 28A-.02.201 through 28A.02.250, or proprietary school under chapter 18.82 RCW.

(2) "Basic academic skills" shall mean the study of mathematics, speech, language, reading and composition, science, history, literature and political science or civics; it shall not include courses of a vocational training nature and courses deemed nonessential to the accrediting of common schools or the approval of private schools under RCW 28A.04.120.

(3) "A clinical, client-centered basis" shall mean an approach to education which includes the individual diagnosis of the person's educational abilities, determining and setting of individual goals, prescribing and providing individual programs of instruction, and evaluating the individual student's progress in his or her educational program.

(4) "Individual diagnostic procedure" shall mean the individual assessment by a certified teacher, or when deemed necessary, by a psychometrist, psychologist, and/or another professional who is appropriately certificated or licensed to conduct specific diagnostic evaluations and to prescribe an individual educational and instructional program in conjunction with the teacher, student, parents, and others as necessary.

(5) "General educational development (GED) tests" shall mean that battery of tests designed and published by the GED testing service of the American council on education to measure the major outcomes and concepts generally associated with four years of high school education. Each GED testing center must have a current contract with the American council on education and be authorized by the state superintendent of public instruction.

(6) "Educational gain" shall mean (a) measurable increases in the student's achievement, (b) increased motivation for achieving, and/or (c) increased knowledge and skills relevant to employment orientation as defined in (8) below: *Provided*, That consideration is given to the student's background in determining the extent of such gain.

(7) "Eligible common school dropout" shall be defined as set forth in WAC 392-185-010(2).

(8) "Employment orientation" shall normally include, but not be restricted to instruction and practical experience in the following areas: Job applications, interview techniques, expectations for attendance and production, learning to translate skills and abilities in terms of job needs, examination by the student of job descriptions and exploration of the student's ability to fulfill the job needs. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-010, filed 2/8/78.]

WAC 180-95-020 Criteria for certification of educational clinics. To be certified as an educational clinic, a private educational institution must apply to the state board of education and provide evidence that it:

(1) Qualifies under the definition set forth in WAC 180-95-010(1).

(2) Offers instruction in the basic academic skills as defined in WAC 180-95-010(2) and employment orientation as defined in WAC 180-95-010(8).

(3) Employs, for purposes of diagnosing and instructing students, professionally trained personnel who meet requirements for certification set forth in chapters 180-80 and/or 180-84 WAC: *Provided*, That for specific diagnostic evaluations, a professional who is otherwise appropriately licensed does not have to meet certification requirements.

(4) Operates on a clinical, client-centered basis as defined in WAC 180-95-010(3).

(5) Conducts individualized diagnosis and instruction which includes as a minimum:

(a) consideration by qualified personnel of the student's achievement, abilities, interests, and aptitudes;

(b) delineation of individual learning objectives and education and/or employment goals;

(c) development and implementation of curriculum and instruction appropriate to diagnosed needs and specified objectives and goals;

(d) provision for evaluation of the student's progress toward and attainment of learning objectives and education and/or employment goals.

(6) Produces educational gains in students which relate directly to the individual learning objectives and educational and/or employment goals established for the student.

(7) Maintains accurate and complete financial and personnel records.

(8) Is financially sound and capable of fulfilling its educational commitment, i.e., that it has definite and certain resources to meet its current obligations. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-020, filed 2/8/78.]

WAC 180-95-030 Application procedures for certification as an educational clinic. A private educational institution shall apply for certification to the state board of education on a form provided by the state board of education. The state board of education or its designee(s) shall determine by on-site visitation and

documentary evidence submitted by the applicant whether all criteria set forth in WAC 180-95-020 are satisfied. The state board of education shall notify the applicant institution of its certification status within ten weeks after the date state board of education receives a completed application. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-030, filed 2/8/78.]

WAC 180-95-040 Length of certification. A private educational institution shall be certified as an educational clinic by the state board of education for no more than three years and shall report annually any changes relevant to certification criteria set forth in WAC 180-95-020 to the state board of education on a form provided by the state board of education. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-040, filed 2/8/78.]

WAC 180-95-050 Withdrawal of certification as an educational clinic. The state board of education may withdraw certification if the board finds that a clinic fails:

(1) To provide adequate instruction in basic academic skills which shall mean:

(a) the clinic does not offer or make provision for instruction in all the basic skills defined in WAC 180-95-010(2), or

(b) evidence/data do not verify educational gains which relate directly to the individual learning objectives and the educational and/or employment goals established, or

(c) the clinic does not provide opportunities for employment orientation.

(2) To meet any of the criteria for certification of educational clinics as established in WAC 180-95-020. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-050, filed 2/8/78.]

WAC 180-95-060 Fee revision--Appeal procedure. The state board of education shall either grant or deny proposed fee revisions no later than its second regularly scheduled meeting after receipt of notification of such appeal and shall conduct such an appeal as follows:

(1) The time and place for filing an appeal from the decision of the superintendent of public instruction to deny a requested fee revision shall be as stated in WAC 392-185-080.

(2) The decision on appeal will be based solely on the record. The record will consist of (a) the documentation in support of the increase submitted by the certified educational clinic to the superintendent of public instruction, (b) a statement by the superintendent of public instruction setting forth the reasons the fee revision was denied, (c) any other information or documentation the state board of education may request, and (d) the additional documentation (if any) that the certified educational clinic may submit in rebuttal of the superintendent of public instruction's statement.

(3) The decision of the state board of education shall be final. The decision of the state board of education

may not be appealed to superior court. [Statutory Authority: RCW 28A.04.120. 78-03-014 (Order 2-78), § 180-95-060, filed 2/8/78.]

Chapter 180-100 WAC MISCELLANEOUS PROVISIONS

WAC

180-100-020 Washington state teachers' retirement system—Appointment of members to.

WAC 180-100-020 Washington state teachers' retirement system—Appointment of members to. Pursuant to authority vested in the state board of education under provisions of RCW 41.32.040 and 41.32.050 to select and appoint the members of the board of trustees of the Washington state teachers' retirement system, except in the case of an ex officio member, the policies hereinafter set forth are hereby adopted.

A subcommittee of the board hereby is established by the state board of education to make recommendations to the state board of education for appointments to membership on the board of trustees of the Washington state teachers' retirement system, the advisory committee to consist of active and inactive classroom teacher members of the retirement system—two representatives, retired members—one representative, administrative or supervisory personnel—one representative, and the state superintendent of public instruction who shall serve as ex officio chairman. Recommendations by the committee shall not be binding upon the state board but it shall be the policy of the state board to give substantial weight to the recommendations of the said committee. [Statutory Authority: RCW 41.32.040 and 41.32.050. 79-11-023 (Order 13-79), § 180-100-020, filed 10/10/79; Order 7-76, § 180-100-202 (codified as WAC 180-100-020), filed 6/1/76; SBE 100-6-1, 100-6-2 and 100-6-3, filed 3/29/65, effective 4/29/65.]

Title 182 WAC

STATE EMPLOYEES INSURANCE BOARD

Chapters

182-08 Procedures.
182-12 Eligible and noneligible employees.

Chapter 182-08 WAC PROCEDURES

WAC

182-08-080 Repealed.
182-08-090 Repealed.
182-08-111 Medical plan options between open enrollments.
182-08-160 Group coverage when not in pay status.
182-08-170 Insurance status for a reverted employee.
182-08-190 Employer contribution to the SEIB revolving fund.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

182-08-080 Employee to elect option. [Order 7228, § 182-08-080, filed 12/8/76.] Repealed by 79-11-064 (Order 2-79), filed 10/18/79. Statutory Authority: Chapter 41.05 RCW.
182-08-090 Transferred employee. [Order 3-77, § 182-08-090, filed 11/17/77; Order 7228, § 182-08-090, filed 12/8/76.] Repealed by 79-11-064 (Order 2-79), filed 10/18/79. Statutory Authority: Chapter 41.05 RCW.

WAC 182-08-080 Repealed. See Disposition Table at beginning of this chapter.

WAC 182-08-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 182-08-111 Medical plan options between open enrollments. The following medical plan options are available between open enrollments:

(1) Enrolled employees or retirees who move to a new home residence area may; (a) continue their present plan with a clear understanding of the out of service area restrictions of such plan, (b) change to a health maintenance organization or panel plan which was not available in their former home residence area, or (c) change from a health maintenance organization or panel plan to the insured plan if their new home residence is outside the service area of their former plan.

(2) Employees or retirees who are terminated from a health maintenance organization or panel plan because of failure to comply with the provisions of such plan may change to another SEIB medical plan which is available in their home residence area.

Such enrollment changes must be made within 31 days of the date the above reason for change occurs. The change in coverage becomes effective on the first of the month following the date of application. [Statutory Authority: Chapter 41.05 RCW. 79-11-064 (Order 2-79), § 182-08-111, filed 10/18/79.]

WAC 182-08-160 Group coverage when not in pay status. An employee who is temporarily not in pay status may retain state group coverages, except long term disability and dental, by self-payment of premium up to twenty-nine months during any authorized leave without pay or during a layoff because of a reduction-in-force. An employee may retain long term disability coverage by self-payment of premium up to twenty-four months during an authorized leave without pay, but only if such leave is an approved educational leave. Employees not in pay status are ineligible to receive credit for the employer premium contribution. [Statutory Authority: Chapter 41.05 RCW. 80-01-082 (Order 5-79), § 182-08-160, filed 12/27/79; 78-03-021 (Order 3-78), § 182-08-160, filed 2/14/78; Order 7228, § 182-08-160, filed 12/8/76.]

WAC 182-08-170 Insurance status for a reverted employee. Employees who revert and are not successful in regaining pay status during the last month in which their employer contribution is made may continue their