

and for emergency workers representing volunteer organizations when missions:

(a) Occur outside a participating emergency worker's/volunteer organization's county of residence; or

(b) In which an emergency worker/volunteer organization has participated for more than twenty-four hours; or

(c) Occurring within an emergency worker's/volunteer organization's county of residence and lasting less than twenty-four hours, when:

(i) The mission required an emergency worker/volunteer organization to drive a vehicle more than fifty miles one-way; or

(ii) Authorized officials required an emergency worker/volunteer organization to drive a vehicle more than one hundred miles during the course of the mission.

(5) Fuel, toll, and ferry expenses resulting from training events shall not be eligible for reimbursement.

[Statutory Authority: Chapter 38.52 RCW. 93-23-005 (Order 93-08), § 118-04-360, filed 11/4/93, effective 12/5/93.]

WAC 118-04-380 Eligibility requirements and procedures for filing extraordinary expense claims. (1) Local authorized officials may submit extraordinary expense claims on behalf of emergency workers if the expenses were necessary to directly support emergency worker activity under an emergency management division mission number and the expenses represent extraordinary, expendable obligations such as feeding or lodging of emergency workers.

(2) Individual emergency workers submitting claims shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter 38.52 RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(3) The emergency management division shall provide forms (Form DEM-089, extraordinary expense claim) for use by local authorized officials and emergency workers for reimbursement of extraordinary expenses for missions as authorized by chapter 38.52 RCW. All claims must include receipts and documentation and be submitted through the local emergency management agency to the emergency management division.

(4) All lodging and feeding claims shall be paid in accordance with current state per diem rates.

(5) Extraordinary expenses resulting from training events shall not be eligible for reimbursement.

[Statutory Authority: Chapter 38.52 RCW. 93-23-005 (Order 93-08), § 118-04-380, filed 11/4/93, effective 12/5/93.]

WAC 118-04-400 After action reporting. (1) The emergency management division shall provide forms for use by local emergency management agency directors in providing after action information. After action reports shall be filed for:

(a) Search and rescue missions (Form DEM-077, search and rescue mission data sheet). The required information includes data on the subject, location of incident, response, weather conditions, results, subject behavior, and resources used.

(b) Training events. The required information includes data on the training activities conducted, resources used, problems noted, corrective actions assigned, and other information of a training nature. Form DEM-105L, incident report data sheet may be used.

(c) Other missions, including evidence search missions (Form DEM-105L, incident report data sheet). The required information includes location and other data on the incident, response, weather conditions, results, and resources used.

(2) All mission, evidence search mission, and training event after action reports shall include information from the participating emergency workers, including individual daily activity reports (DEM-078, or equivalent), other reports, rosters, mission event and communications logs, lost person information forms, training event logs, plans of instruction, instructor lists, and any other information that may be helpful in a descriptive reconstruction of the mission or training event.

(3) The local emergency management agency director shall forward all mission, evidence search mission, and training event after action reports to the emergency management division within twenty working days from the termination or suspension of the activity.

[Statutory Authority: Chapter 38.52 RCW. 93-23-005 (Order 93-08), § 118-04-400, filed 11/4/93, effective 12/5/93.]

WAC 118-04-420 Severability. If any provision of this chapter is held invalid, the remainder of the rule is not affected.

[Statutory Authority: Chapter 38.52 RCW. 93-23-005 (Order 93-08), § 118-04-420, filed 11/4/93, effective 12/5/93.]

Title 131 WAC COMMUNITY AND TECHNICAL COLLEGES, BOARD FOR

Chapters

- 131-16 Faculty and staff personnel.**
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Chapter 131-16 WAC FACULTY AND STAFF PERSONNEL

WAC

- 131-16-045 Transfers to and from plans other than TIAA/CREF.
- 131-16-091 Additional qualifications in areas of specialization.
- 131-16-092 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors.
- 131-16-093 Types of vocational education certificates.

WAC 131-16-045 Transfers to and from plans other than TIAA/CREF. (1) A participant employed in a Washington state community or technical college or the state

board for community and technical colleges may directly transfer into his or her TIAA/CREF account any account balances from other employers' retirement plans: *Provided*, That such other plans are authorized under Section 403(b) of the Internal Revenue Code, and: *Provided further*, That such other employers' plans permit transfers out of their plans.

(2) A participant who leaves the employment of all Washington state community and technical colleges and the state board for community and technical colleges, may choose to transfer his or her existing TIAA/CREF account balances, subject to the rules established by TIAA/CREF for transfers, to any other employer's retirement plan authorized under Section 403(b) of the Internal Revenue Code: *Provided*, That such other employer's plans will accept the transferred balances.

[Statutory Authority: Chapter 28B.50 RCW. 93-22-008, § 131-16-045, filed 10/21/93, effective 11/21/93.]

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

(1) Professional personnel performing services for which advanced degrees are normally available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and extensive professional experience in the field of their educational service.

(2) Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization.

(3) All newly hired vocational education teaching personnel must have recent work experience beyond the learning period as a fully qualified worker in the occupation that will be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but shall be in no case less than two calendar years of full-time work or its equivalent beyond the learning experience. The number of hours worked shall be equivalent to the hours worked by full-time workers in the occupation to be taught.

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

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

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

period, which shall be the number of hours worked by full-time workers during a two-year period in the occupation.

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

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

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

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

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

(7) The vocational administrator and all other subordinate vocational education administrative personnel must have been employed as a full-time vocational education instructor, occupational information specialist, or vocational counselor for at least three academic years or have equivalent experience in industry or other public agencies and they must have had at least two calendar years of accumulated experience in the capacity of a supervisor in education, business, industry, a public agency, or an equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency a commitment to and understanding of vocational education. Industry and public agency experience will be evaluated at no more than a one-to-one basis. The vocational administrator's personnel file must have verification that these standards have been met.

(8) A current first aid certificate, including CPR, is required for those vocational instructors and counselors prior to the second quarter of employment in vocational programs where the instructional environment brings students into physical proximity with machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders, and other hazards.

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

(10) The specific type of first aid program, including CPR, required of vocational instructors and counselors shall be achieved by passing a course of first aid instruction and participation in practical application of the following subject matter;

Bleeding control and bandaging.

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

Closed chest heart massage.

Poisons.

Shock, unconsciousness, stroke.

Burns, scalds.

Sunstroke, heat exhaustion.

Frostbite, freezing, hypothermia.

Strains, sprains, hernias.

Fractures, dislocations.

Proper transportation of the injured.

Bites, stings.

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

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

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

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

[Statutory Authority: Chapter 28B.50 RCW. 93-14-008, § 131-16-091, filed 6/24/93, effective 7/25/93. Statutory Authority: RCW 28B.50.090 (7)(a). 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-091, filed 10/4/91, effective 11/4/91; 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-091, filed 9/8/80; Order 22, § 131-16-091, filed 11/27/73.]

WAC 131-16-092 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors. It shall be the responsibility of the president of each institution or district to assure compliance with the following standards, which must be met or exceeded by all districts:

(1) The institution or district will certify through the assigned vocational administrator each full-time instructor and vocational counselor and maintain documentation of such certification. The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.

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

(3) Part-time vocational teaching and counseling personnel must be certifiable and have a verification of work experience related to instructional assignment record on file in the individual's personnel folder. This record must be on file for each part-time instructor/counselor during each

quarter of teaching employment. Part-time instructors must have teaching competencies reviewed every five years. "Teaching competencies" refers to (a) currency in the occupation and (b) teaching skills. Part-time vocational counselors must have records in their file indicating compliance with WAC 131-16-091(5).

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

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

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

[Statutory Authority: Chapter 28B.50 RCW. 93-14-008, § 131-16-092, filed 6/24/93, effective 7/25/93. Statutory Authority: RCW 28B.50.090 (7)(a). 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-092, filed 10/4/91, effective 11/4/91; 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-092, filed 9/8/80; Order 22, § 131-16-092, filed 11/27/73.]

WAC 131-16-093 Types of vocational education certificates. In issuing certificates for vocational education personnel, the college district shall utilize the following nomenclature and shall meet the standards set forth below as a minimum:

(1) Temporary certificate.

(a) Full-time vocational instructors shall be issued a temporary certificate provided that such individuals shall be required to complete an orientation to begin no later than the first day of employment. An orientation outline must be on file at each campus. A temporary certificate is not renewable for full-time instructors and counselors.

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

(2) One-year certificate.

(a) Instructional personnel who have completed the minimum requirements for a temporary certificate and who, in addition, provide documentation of teaching competency as demonstrated by having satisfactorily completed a minimum of three credits in courses concentrated upon the elements of teaching, or the equivalent, shall be issued a one-year certificate. A one-year certificate may be renewed once.

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

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

(4) Five-year certificate (initial).

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

(COPA), and who have completed the minimum requirements for a temporary certificate, may be issued a five-year certificate.

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

(c) Vocational counseling personnel who do not have a master's degree shall be issued a five-year certificate upon:

- (i) Completion of at least two years of counseling service,
- (ii) in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits or thirty clock hours in courses dealing with advanced or graduate level counseling theories and/or techniques, or equivalent, and
- (iii) completion of a minimum of six additional professional improvement units in accordance with the individual's professional improvement plan.

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

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

[Statutory Authority: Chapter 28B.50 RCW. 93-14-008, § 131-16-093, filed 6/24/93, effective 7/25/93. Statutory Authority: RCW 28B.50.090 (7)(a). 91-21-009 (Order 134, Resolution No. 91-27), § 131-16-093, filed 10/4/91, effective 11/4/91; 84-06-052 (Order 97, Resolution No. 84-7), § 131-16-093, filed 3/7/84; 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-093, filed 9/8/80; Order 22, § 131-16-093, filed 11/27/73.]

Chapter 131-47 WAC

PROJECT EVEN START

WAC

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WAC 131-47-010 Authority. The authority for this chapter is chapter 28A.610 RCW which authorizes the state board for community and technical colleges to promulgate rules for the establishment and administration of project even start.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-010, filed 9/15/93, effective 10/16/93.]

WAC 131-47-015 Purpose. The purpose of this chapter is to set forth policies and procedures for the administration of project even start, including the establishment of eligibility criteria for the award of grants to eligible grantees.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-015, filed 9/15/93, effective 10/16/93.]

WAC 131-47-020 Public policy goals of project even start. The public policy goals of project even start are to:

(1) Recognize that parents can be the most effective teachers for their children.

(2) Provide illiterate or semiliterate parents with opportunities to acquire basic skills and child development knowledge that will enhance their ability to assist and support their children in the learning process.

(3) Enhance children's learning experiences in the formal education environment by providing children with the motivation and positive home environment which contributes to enhanced academic performance.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-020, filed 9/15/93, effective 10/16/93.]

WAC 131-47-025 Project even start—Definition. As used in this chapter, the term "project even start" means a program primarily designed to provide illiterate or semiliterate parents with basic skills instruction and which may include instruction in child development knowledge and other eligible program components as provided in WAC 392-315-030.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-025, filed 9/15/93, effective 10/16/93.]

WAC 131-47-030 Child development knowledge—Definition. As used in this chapter, the term "child development knowledge" means information about characteristics of child growth, including differences in development, and the role of child-parent interaction in supporting the developmental process.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-030, filed 9/15/93, effective 10/16/93.]

WAC 131-47-035 Other eligible program components—Definition. As used in this chapter, the term "other eligible program components" means one or more of the following:

- (1) Transportation.
- (2) Child care.
- (3) Other activities and/or resources determined by the state board for community and technical colleges to be directly necessary activities to accomplish the purpose of project even start.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-035, filed 9/15/93, effective 10/16/93.]

WAC 131-47-040 Eligible grantee—Definition. As used in this chapter, the term "eligible grantee" means any public agency or private nonsectarian program or organization.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-040, filed 9/15/93, effective 10/16/93.]

WAC 131-47-045 Eligible parents—Definition. As used in this chapter, the term "eligible parents" means one or more parents, which may be a biological or foster parent, a guardian, or a person with whom a child resides, and who meets the following two part test:

(1) Is illiterate or semiliterate, i.e., has less than an eighth grade ability in one or more basic skill areas: Provided, That in the case of parents whose primary language is other than English, eighth grade ability shall be determined on the basis of performing basic skill activities in their native language.

(2) Has a child enrolled in one of the following programs:

(a) State early childhood education and assistance program.

(b) Federal head start program.

(c) State or federally funded elementary school—i.e., grades K-8—basic skills program serving students who have scored below the national average of the basic skill areas of reading, language arts, or mathematics.

(d) A cooperative nursery—e.g., preschool or day care—at a community or technical college.

(e) A bilingual education/ESL program which includes children who are eligible for programs listed in (a) through (d) of this subsection.

(f) A program that serves children with special needs who are eligible for programs listed in (a) through (d) of this subsection.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-045, filed 9/15/93, effective 10/16/93.]

WAC 131-47-050 Basic skills—Definition. As used in this chapter, the term "basic skills" means reading, language arts, and mathematics, including the readiness skills associated with such skills.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-050, filed 9/15/93, effective 10/16/93.]

WAC 131-47-055 Standardized test—Definition. As used in this chapter, the term "standardized test" means any recognized test of adult basic skills and/or ESL that has received the prior approval of the state board for community and technical colleges.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-055, filed 9/15/93, effective 10/16/93.]

WAC 131-47-060 Transportation—Definition. As used in this chapter, the term "transportation" means transport of the eligible parents or children thereof provided directly by the eligible grantee or reimbursed by such eligible grantee pursuant to the allowances provided in WAC 392-141-190(2).

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-060, filed 9/15/93, effective 10/16/93.]

WAC 131-47-065 Child care—Definition. As used in this chapter, the term "child care" means adult supervision of children of eligible parents provided directly by the eligible grantee or reimbursed by such eligible grantee pursuant to a written contract either with the provider of the day care or with the eligible parent.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-065, filed 9/15/93, effective 10/16/93.]

WAC 131-47-070 Directly necessary activities—Definition. As used in this chapter, the term "directly necessary activities" means reasonable services and activities that are needed to remove barriers that inhibit participation of eligible parents in the even start project.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-070, filed 9/15/93, effective 10/16/93.]

WAC 131-47-075 Indirect expenditures—Definition. As used in this chapter, "indirect expenditures" means those expenditures for administration of the organization as well as support service, fiscal support, and maintenance of facilities.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-075, filed 9/15/93, effective 10/16/93.]

WAC 131-47-080 Assurance of nonsupplanting—Program standard. No application for an even start project grant shall be approved by the state board for community and technical colleges unless the authorized agent of the eligible grantee provides assurance to the state board for community and technical colleges of compliance with RCW 28A.610.030(4)—i.e., "State funds . . . shall be used solely to expand and complement, but not supplant, federal funds for adult literary programs."

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-080, filed 9/15/93, effective 10/16/93.]

WAC 131-47-085 Assurance of cooperation with the department of social and health services regarding public assistance reports—Program standard. No application for an even start project grant shall be approved by the state board for community and technical colleges unless the authorized agent of the eligible grantee agrees to assist eligible parents in any reporting requirement of the department of social and health services related to compliance with RCW 28A.610.030(3)—i.e., "fulfillment of . . . work and training obligation for the receipt of public assistance."

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-085, filed 9/15/93, effective 10/16/93.]

WAC 131-47-090 Assurance to submit annual evaluation report to the state board for community and technical colleges. No application for an even start project grant shall be approved by the superintendent of public instruction unless the authorized agent of the eligible grantee agrees to submit to the state board for community and technical colleges on a date established by the state board for community and technical colleges an annual evaluation report which shall contain the following:

- (1) Progress made by adult enrolled as evidence by:
 - (a) Grade equivalent or standardized test scores by basic skills at beginning and end of enrollment in even start programs.
 - (b) Total number of instructional hours offered.
 - (c) Total number of instructional hours actually received by participants.
- (2) Effect of parents' participation in even start on children of enrollees as evidenced by:
 - (a) Preinterviews and post interviews of parents; and/or
 - (b) Other independent verifications of the parent's effect on the child's education.
- (3) Summary impressions on the most effective methods and materials for serving specific populations.
- (4) Observations regarding the effect of support services on program participation.
- (5) Recommendations for program improvements.
- (6) Estimated need for even start programs in service area versus number of participants enrolled.
- (7) Such additional information as the state board for community and technical colleges shall request related to the effectiveness of the funded project even start.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-090, filed 9/15/93, effective 10/16/93.]

WAC 131-47-095 Reporting requirements. Successful applicants for project even start will be required to report fiscal, program, and client data to state board for community and technical colleges upon request.

At a minimum, applicants are required to ensure that:

- (1) Financial systems allow for effective control and accountability for all program funds, property, and other assets, including use for authorized purposes only.
- (2) Accounting systems will meet and comply with generally accepted accounting principles. Transactions will

be supported by source documentation which identifies the source and use of the contract funds.

(3) The agency records management system provides for systematic accumulation; filing; retention of appropriate records; all contract documentation of accountability and an inventory of nonexpendable items. Included are vouchers; receipts; materials and equipment cost; facilities usage; and, general indirect costs.

(4) Program and client data are available at a minimum on a quarterly basis. Monthly attendance records are kept on all participants.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-095, filed 9/15/93, effective 10/16/93.]

WAC 131-47-100 Request for even start project grants to the state board for community and technical colleges. Any eligible grantee may submit a request to the state board for community and technical colleges for an even start project grant. Such request must be reviewed and approved by the governing board of the requesting public or private agency and shall include the assurances required by WAC 392-315-075, 392-315-080, and 392-315-085.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-100, filed 9/15/93, effective 10/16/93.]

WAC 131-47-105 Assurance of cooperation with state auditor. No application for an even start project grant shall be approved by the state board for community and technical colleges unless the authorized agent or eligible grantee agrees to provide written assurance that an audit will be permitted if deemed appropriate by the state auditor.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-105, filed 9/15/93, effective 10/16/93.]

WAC 131-47-110 Assurance of service to targeted groups. No application for an even start project grant shall be approved by the state board of community and technical colleges unless the authorized agent or eligible grantee agrees to provide written assurance that even start programs will serve one or more of the following groups:

- (1) Single heads of household.
- (2) Parents of early childhood education assistance program (ECEAP) participants.
- (3) Parents of federal head start program participants.
- (4) Public assistance recipients.
- (5) Ethnic minorities.
- (6) Limited English-proficient parents who are below the eighth grade literacy level in their own language.
- (7) Parents of children with special needs.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-110, filed 9/15/93, effective 10/16/93.]

WAC 131-47-115 Priority groups. Programs funded under project even start shall give priority to serving parents with children who have not yet enrolled in kindergarten or are in grades kindergarten through three.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-115, filed 9/15/93, effective 10/16/93.]

WAC 131-47-120 Date of receipt of even start project proposals. In order to be considered for possible funding, an even start project proposal must be received in the office of the state board for community and technical colleges by 5:00 p.m. of the date set forth in the bulletin of the state board for community and technical colleges requesting the submission of even start project proposals.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-120, filed 9/15/93, effective 10/16/93.]

WAC 131-47-125 Even start advisory committee. An advisory committee composed of at least one representative from among the following agencies/groups shall make recommendations to the state board for community and technical colleges regarding the implementation and operation of project even start and the proposal selection process:

Office of superintendent of public instruction, department of social and health services, department of community development, community-based agencies, adult basic education directors, local literacy councils, parent-education specialists, state university colleges of education, common school districts, education service districts, ethnic minority commissions, a local board of education, a business or industry with a commitment to education, and professional organizations devoted to early childhood education, reading instruction, and English as a second language (ESL) instruction, and department of social and health services or common school programs serving children with special needs in grades P-3. A selection committee approved by the advisory committee shall evaluate the proposals submitted under project even start. Members of the selection committee will not be from commissions, agencies, organizations, or schools which have submitted proposals, and, must not personally benefit from the outcome of the selection process.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-125, filed 9/15/93, effective 10/16/93.]

WAC 131-47-130 Duties of even start advisory committee. The even start advisory committee shall select subcommittees of not more than seven members of the committee, or individuals approved by the committee to:

(1) Evaluate requests for proposals and make recommendations for funding to the state board for community and technical colleges, including the need for the state board for community and technical colleges to negotiate the terms, conditions, or funding of any grant proposal. Members of the selection subcommittee will not be from commissions, agencies, organizations, or schools which have submitted even start proposals and must not personally benefit from the outcome of the selection process.

(2) Make recommendations to the state board for community and technical colleges on the administration and operation of project even start, including the need to change any statute or rule affecting project even start.

(3) Develop the bylaws that govern the activities of the advisory committee.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-130, filed 9/15/93, effective 10/16/93.]

WAC 131-47-135 Priority projects. In accordance with RCW 28A.610.040, "before developing and funding

new adult literacy programs to carry out the purposes of project even start.", the state board for community and technical colleges shall fund the existing adult literacy programs and parent related programs which meet the conditions established in this chapter and are offered by the following agencies:

- (1) Common schools.
- (2) Community and technical colleges.
- (3) Community-based, nonprofit organizations.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-135, filed 9/15/93, effective 10/16/93.]

WAC 131-47-140 Coordination of programs. Even start programs shall coordinate their services with programs that enroll the participants' children. Such coordination is essential for several reasons:

(1) Parent participation opportunities in the children's programs enable parents to become involved in their children's learning and development.

(2) Resources available to children and parents through state funded early childhood education and assistance programs and federally funded head start programs and other programs serving at risk children complement those available to parents through even start.

(3) The support network of parents and instructional personnel offered through the children's programs will complement, extend, and continue the parent education component beyond participants' period of active involvement in the even start program.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-140, filed 9/15/93, effective 10/16/93.]

WAC 131-47-145 Evaluation criteria for project even start. Proposals for even start funds shall be evaluated according to the following criteria:

(1) The applicant's likely success in meeting the goals of this program;

(2) The need for literacy, basic skills, and child development instruction for illiterate and semiliterate parents of young children in the geographical area served by the applicant. All proposals must contain data which identify the estimated number of males and females to be served, the estimate of limited English-speaking adults and ethnic minorities to be enrolled, the number of anticipated public assistance recipients to be served, and the number of anticipated percentage of participants with children enrolled in early childhood education and assistance programs (ECEAP) and head start programs;

(3) The applicant's ability to design a unique program of instruction for parents which integrates instruction in literacy, basic skills, and child development knowledge;

(4) The linkages between the applicant's program and the instructional programs serving the children of the parents being served: Head start programs, early childhood education assistance program (ECEAP), state or federally funded elementary school basic skills programs serving students who have scored below the national average on basic skills tests, and cooperative preschools at community or technical colleges;

(5) The applicant's plan for evaluating the effect of the program on both the parent participants and their preschool or school aged children;

(6) The cost-effectiveness of the program; and the reasonableness of the budget;

(7) The applicant's administrative capability; and

(8) The applicant's ability to cooperate and coordinate between a variety of relevant service providers in all phases of the program and the ability and willingness to leverage other resources to support the participants and the program.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-145, filed 9/15/93, effective 10/16/93.]

WAC 131-47-150 Performance standards for project even start. Programs proposed under project even start shall:

(1) Reflect instructional methods, staffing patterns, curricula, and utilization of resources which reflect current research in adult learning theory, first and second language literacy acquisition, the role of parents in the child's acquisition of language, and effective parenting skills;

(2) Be sensitive to the social, cultural, and ethnic differences of the participants, and shall respond to those differences in the program design;

(3) Offer adult services at least ten hours per week for a minimum of ten weeks and for at least thirty weeks within a fifty-two week period.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-150, filed 9/15/93, effective 10/16/93.]

WAC 131-47-155 Administrative expenditures. Administration expenditures (i.e., direct and indirect) for programs funded under project even start may not exceed ten percent of the total grant awarded.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-155, filed 9/15/93, effective 10/16/93.]

WAC 131-47-160 Liability insurance. The state board for community and technical colleges assumes no liability with respect to bodily injury, illness, accident, theft, or any other damages or losses concerning persons or property, or involving the applicant's equipment or vehicles. Successful applicants who are nonpublic entities shall have the responsibility of providing adequate insurance coverage to protect against legal liability arising out of activities.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-160, filed 9/15/93, effective 10/16/93.]

WAC 131-47-165 Bonding. Every officer, director, or employee of a nonpublic entity who is authorized to act on behalf of the applicant or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs will be bonded to provide protection against loss.

[Statutory Authority: Chapters 28A.610 and 28B.50 RCW and RCW 28B.50.915. 93-19-079, § 131-47-165, filed 9/15/93, effective 10/16/93.]

Chapter 131-48 WAC

CERTIFICATE OF EDUCATIONAL COMPETENCE

WAC

131-48-010	Authority.
131-48-020	Purpose.
131-48-030	Certificate of educational competence.
131-48-040	General educational development test—Definition.
131-48-050	Minimum proficiency level—Definition.
131-48-060	Official GED testing center—Definition.
131-48-070	Restrictions on use of general educational development tests.
131-48-080	Compliance with rules.
131-48-090	Annual contracts.
131-48-100	Eligibility to take the GED test.
131-48-110	Eligibility for award of certificate of educational competence.
131-48-120	Identification necessary to take the GED test.
131-48-130	Application form for certificate of educational competence.
131-48-140	Effect of certificate of educational competence.

WAC 131-48-010 Authority. The authority for this chapter is RCW 28B.50.915 which authorizes the state board for community and technical colleges to adopt rules governing the eligibility of persons sixteen years of age or older to take the general educational development (GED) test subject to rules adopted by the state board of education.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-010, filed 10/21/93, effective 11/21/93.]

WAC 131-48-020 Purpose. The purpose of this chapter is to set forth policies and procedures governing the administration of the GED test and the issuance of certificates of educational competence for persons who have not graduated from high school and are not enrolled in a regular or alternative high school program.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-020, filed 10/21/93, effective 11/21/93.]

WAC 131-48-030 Certificate of educational competence. As used in this chapter, the term "certificate of educational competence" means a certificate issued jointly by the state board for community and technical colleges and the superintendent of public instruction which indicates that the holder thereof has attained standard scores at or above the minimum proficiency level prescribed by the state board for community and technical colleges on the general educational development (GED) test, which is a measure of high school equivalency in the areas of writing skills, social studies, science, reading skills, and mathematics.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-030, filed 10/21/93, effective 11/21/93.]

WAC 131-48-040 General educational development test—Definition. As used in this chapter, the term "general educational development test" means the most recent general educational development test of the American Council on Education.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-040, filed 10/21/93, effective 11/21/93.]

WAC 131-48-050 Minimum proficiency level—
Definition. As used in this chapter, the term "minimum proficiency level" means a standard score of at least forty on each of the five portions of the general educational development test, and an average standard score of at least forty-five on the entire test.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-050, filed 10/21/93, effective 11/21/93.]

WAC 131-48-060 Official GED testing center—
Definition. As used in this chapter, the term "official GED testing center" means public or private agencies which have agreed to comply with the provisions of this chapter and with policies and regulations of the GED Testing Service, and which have been designated by the state board for community and technical colleges, administrator of the GED testing program to administer the general educational development test. Additional official GED testing centers and local GED examiners shall be approved by the state administrator of the GED testing program at the state board for community and technical colleges when the following have been documented:

- (1) Need for a new testing site in a specific region or location;
- (2) Need for new or replacement examiner at a testing center;
- (3) Commitment of the governing board or, if none, the chief official of the proposed new testing center to meet all testing center requirements described in the *GED Examiner's Manual* published by GED Testing Service of the American Council on Education; and
- (4) Availability of testing center personnel who meet the qualifications specified in the *GED Examiner's Manual* published by the GED Testing Service of the American Council on Education.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-060, filed 10/21/93, effective 11/21/93.]

WAC 131-48-070 Restrictions on use of general educational development tests. GED tests are designed and validated to enable persons who did not graduate from high school to earn a GED credential. Permission to use the GED tests or test results for other purposes must be obtained from the Commission on Educational Credit or GED Testing Service staff. Misuses of the tests include, but are not limited to using a GED test:

- (1) For the purposes of grade placement or promotion;
- (2) As measures of student progress in instructional programs;
- (3) As means of awarding academic credit (e.g., Carnegie units);
- (4) As means for awarding alternative credentials to currently enrolled high school students; or
- (5) As means of awarding high school diplomas or credentials.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-070, filed 10/21/93, effective 11/21/93.]

WAC 131-48-080 Compliance with rules. Testing centers shall comply with the requirements of the testing program, and administer GED tests only to those who have

reached the age of nineteen unless an applicant who is sixteen, seventeen, or eighteen years of age has been adjudged by a school district official in accordance with rules of the state board of education to have a substantial and warranted reason for leaving the regular high school program.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-080, filed 10/21/93, effective 11/21/93.]

WAC 131-48-090 Annual contracts. The annual contract between official testing centers, SBCTC and the GED Testing Service shall provide assurances that all state and national requirements shall be met. Failure to meet any requirement may result in cancellation of the approval and authorization of a public or private agency to act as an official GED testing center.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-090, filed 10/21/93, effective 11/21/93.]

WAC 131-48-100 Eligibility to take the GED test. The following individuals shall be eligible to take the general educational development test in official GED testing centers, provided that they are not enrolled in a public, private, or home-based instruction of high school or high school completion program at the time the test is administered:

- (1) Any person age nineteen or over who has not graduated from a public or private high school.
- (2) Any person between the ages of sixteen and nineteen who has not graduated from a public or private high school and who has been adjudged by a school district in accordance with rules of the state board of education to have a substantial and warranted reason for leaving the regular high school education program.
- (3) Any student age sixteen or over who has completed an education center individual student program in accordance with the provisions of chapter 392-185 WAC.
- (4) Any person between the ages of sixteen and nineteen who has not graduated from a public or private high school, and who has completed a program of home-based instruction in compliance with RCW 28A.225.010(4) as certified by the written and notarized statement of the parent(s) or legal guardian(s) who provided the home-based instruction.
- (5) Any person who is an active member of the military, national guard, or reserves.
- (6) Adjudicated youth under the director of prisons, jails, detention centers, parole and probation offices, and other corrections facilities while enrolled in school if so ordered by a court or officer of the court.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-100, filed 10/21/93, effective 11/21/93.]

WAC 131-48-110 Eligibility for award of certificate of educational competence. The certificate of educational competence shall be awarded jointly by the state board for community and technical colleges and the superintendent of public instruction to persons who achieve the minimum proficiency level on the general educational development test and who meet the following:

- (1) Are residents of Washington state; and

(2) Are nineteen years of age or older on the date of issuance; or

(3) Have been adjudged by a district as possessing a substantial and warranted reason for leaving the regular high school education program.

(4) Have completed a program of home-based instruction in compliance with RCW 28A.225.010(4) and chapter 28A.220 RCW.

(5) Are active members of the military, national guard, or reserves.

(6) Are adjudicated youth under the director of prisons, jails, detention centers, parole and probation offices, and other corrections facilities and so ordered by a court or officer of the court.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-110, filed 10/21/93, effective 11/21/93.]

WAC 131-48-120 Identification necessary to take the GED test. All persons taking the GED test must provide picture identification utilizing one of the following:

(1) State-issued driver's license or a state-issued identification card with a photograph.

(2) United States passport.

(3) Certificate of United States citizenship.

(4) Certificate of naturalization.

(5) Unexpired foreign passport.

(6) Alien registration card with photograph.

(7) Armed forces identification card.

(8) Other forms of comparable identification which the GED examiner judges to be credible including, but not limited to, one or more of the following:

(a) Other forms of picture identification;

(b) Birth certificates in combination with other sources that confirm identity; and

(c) Confirmation of identity by a law enforcement, social service, or penal agency.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-120, filed 10/21/93, effective 11/21/93.]

WAC 131-48-130 Application form for certificate of educational competence. The state board for community and technical colleges shall supply each official GED testing center with forms for applicants to request certificates of educational competence. Such forms shall request data necessary for processing of the application, including the applicant's scores on the GED test certified by an appropriate official of the GED testing center, the applicant's Social Security number and such additional information as the state board for community and technical colleges administrator for GED testing program deems necessary for any authorized research project associated with the implementation or administration of this chapter.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-130, filed 10/21/93, effective 11/21/93.]

WAC 131-48-140 Effect of certificate of educational competence. The award by the state board for community and technical colleges and superintendent of public instruction of a certificate of educational competence shall not preclude such persons from returning to high school to obtain a regular high school diploma if changes in the

person's personal situation allow completion of a regular high school education program. However, the GED certificate or test scores may not be used as a means of awarding academic credit (e.g., Carnegie units) or as part or all of the requirements for completing the regular high school diploma.

Receipt of a certificate of educational competence also shall not preclude such persons from enrolling in an adult high school completion program at one of the state's community or technical colleges. However, the GED certificate or test scores may not be used as a means of awarding academic credit or as part or all of the requirements for completing the adult high school completion program and receiving the adult high school diploma.

[Statutory Authority: RCW 28B.50.915. 93-22-006, § 131-48-140, filed 10/21/93, effective 11/21/93.]

Title 132D WAC

COMMUNITY COLLEGES—SKAGIT VALLEY COLLEGE

Chapters

132D-120	Student rights and responsibilities.
132D-125	Student education records.
132D-130	Student records.
132D-140	Policy on the use of college facilities.
132D-280	Family Educational Rights and Privacy Act.
132D-300	Grievance procedure—Sexual harassment, sex discrimination, and handicapped discrimination.

Chapter 132D-120 WAC

STUDENT RIGHTS AND RESPONSIBILITIES

WAC

132D-120-040	Student rights.
132D-120-230	Student grievances.
132D-120-260	Informal grievance procedure.
132D-120-270	Informal grievance procedure—Sex and handicapped discrimination.

WAC 132D-120-040 Student rights. The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced or capricious, but are responsi-