

# Chapter 181-77 WAC

## STANDARDS FOR CAREER AND TECHNICAL EDUCATION CERTIFICATION

### WAC

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**WAC 181-77-001 Authority.** The authority for this chapter is RCW 28A.410.010 which authorizes the professional educator standards board to establish, publish, and enforce rules and regulations determining eligibility for and certification of personnel employed in the common schools of this state.

[Statutory Authority: RCW 28A.410.210, 06-14-010, § 181-77-001, filed 6/22/06, effective 7/23/06, 06-02-051, recodified as § 181-77-001, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-001, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-002 Purpose.** The purposes of this chapter are to establish the various career and technical education 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 and other career and technical education certificates.

[06-02-051, recodified as § 181-77-002, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-002, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-002, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-003 Definitions.** The following definitions shall apply to terms used in this chapter:

(1) "Approved program for training career and technical education teachers and career and technical education counselors" shall be defined as any program approved by the pro-

fessional educator standards board which complies with chapter 181-77A WAC.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC.

(3) "General safety" shall mean course work approved by the professional educator standards board and/or its designee that is designed to provide skill and knowledge common to all career and technical education instructors in safety.

(4) "Specific safety requirements" shall mean completion of course work approved by the professional educator standards board and/or its designee which is designed to provide the career and technical education instructor with the specific skill and knowledge of safety for the occupation he or she is to teach.

(5) "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.

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

(7) "Occupational experience" shall mean paid or unpaid work experience in the career field to be taught.

(8) "One year of occupational experience" shall equal two thousand hours of employment.

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

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

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

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

[Statutory Authority: RCW 28A.410.210, 06-14-010, § 181-77-003, filed 6/22/06, effective 7/23/06, 06-02-051, recodified as § 181-77-003, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-003, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 98-01-026, § 180-77-003, filed 12/8/97, effective 1/8/98; 97-04-085, § 180-77-003, filed 2/5/97, effective 3/8/97; 95-12-056, § 180-77-003, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-003, filed 9/7/78.]

**WAC 181-77-005 Types of career and technical education certificates.** The following types of certificates shall be issued:

(1) **Teacher.** The teacher certificate authorizes service as a teacher in the school district(s) or skills center(s) and shall be issued in one of the following categories and/or in a specific subcategory of the major category as approved by the professional educator standards board and/or its designee:

- (a) Agriculture education;
- (b) Business and marketing education;
- (c) Family and consumer sciences education;
- (d) Technology education;
- (e) Trade and industrial;
- (f) Health occupations;
- (g) Career choices;
- (h) Coordinator for worksite learning; or
- (i) New and emerging fields;
- (j) Categories which may be added to a continuing career and technical education certificate are:

(i) **Mathematics applied.** To add this category, the candidate shall:

(A) Hold a continuing career and technical education certificate based on WAC 181-77-041;

(B) Hold a baccalaureate degree or higher in a math-related area such as engineering from a regionally accredited college or university pursuant to WAC 181-79A-030(5);

(C) Be fully contracted as a teacher or long-term substitute teacher by a Washington public school;

(D) Pass the mathematics subject knowledge test approved by the professional educator standards board; and

(E) Document a minimum of one year teaching experience in technology education or skilled and technical science courses.

(ii) **Science applied, biology applied, chemistry applied, physics or earth and space science applied.** To add these categories, the candidate shall:

(A) Hold a continuing career and technical education certificate based on WAC 181-77-041;

(B) Hold a baccalaureate degree or higher in a science-related area such as engineering or in a medical field from a regionally accredited college or university pursuant to WAC 181-79A-030(5);

(C) Be fully contracted as a teacher or long-term substitute by a Washington public school;

(D) Pass the appropriate science, biology, chemistry, physics, or earth and space science subject knowledge test approved by the professional educator standards board; and

(E) Document a minimum of one year teaching experience in agriculture education, health occupations, or skilled and technical science courses.

(2) **Director.** The director certificate authorizes service as a career and technical education director, as an assistant director, or as a career and technical education supervisor in the school district(s) or skills center(s);

(3) **Counselor.** The career and technical education counselor certificate authorizes service in the role of career and technical education guidance and counseling;

(4) **Occupational information specialist.** The occupational information specialist certificate authorizes service in the role as an occupational information specialist.

[Statutory Authority: RCW 28A.410.210, 10-23-074, § 181-77-005, filed 11/15/10, effective 12/16/10; 08-16-004, § 181-77-005, filed 7/23/08, effective 8/23/08; 06-14-010, § 181-77-005, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-005, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-005, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-005, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-005, filed 9/7/78.]

**WAC 181-77-012 Levels of career and technical education instructional certificates.** The following levels of career and technical education certificates may be issued:

(1) **Initial.** The initial certificate allows the holder to assume independent responsibility for working with students in career and technical education programs;

(2) **Initial renewal.** The initial renewal certificate allows the holder to assume independent responsibility for working with students in career and technical education programs;

(3) **Continuing.** The continuing certificate allows the holder to assume independent responsibility for working with students in career and technical education programs;

(4) **Continuing renewal.** The continuing renewal certificate allows the holder to assume independent responsibility for working with students in career and technical education programs.

[06-02-051, recodified as § 181-77-012, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-012, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-012, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-014 Requirements for limited certification.**

(1) **Probationary certificate.** The probationary certificate is valid for two years and is renewable one time for two additional years upon recommendation of the employing district if the individual has completed the procedures outlined for the first year in the professional growth plan and has made additional progress in meeting the requirements for the initial career and technical education certificate.

The candidate for a probationary certificate must have substantially completed requirements for the initial career and technical education certificate as set forth in WAC 181-77-031 or 181-77-041.

(a) Such a certificate may be issued upon recommendation by the employing school district.

(b) The candidate shall have developed a professional growth plan in cooperation with the career and technical education administrator. The plan must be approved by the local school district career and technical education program advisory committee, to which the candidate is assigned. The plan shall provide for orientation, prior to the commencement of the teaching assignment, in the following:

(i) Issues related to legal liability;

(ii) The responsibilities of professional career and technical education educators; and

(iii) The lines of authority in the employing school district and/or building.

Within the first sixty working days, the plan shall establish procedures for the career and technical education instructor to develop competencies in the following:

(iv) Career and technical education methods; and

(v) General and specific safety.

If the candidate does not have access to the required course work within the first ninety working days, the local school district career and technical education advisory committee responsible may authorize the completion of the course work at a later date. The required course work shall be completed prior to the second year of employment.

(vi) The plan shall develop procedures and timelines for the career and technical education instructor to meet the requirements for the initial career and technical education certificate.

(vii) Provided, That candidates for probationary certificates as a coordinator of worksite learning shall successfully demonstrate competencies related to coordination techniques as verified by a professional educator standards board approved program and hold a valid probationary career and technical education teacher certificate.

(2) Conditional career and technical education certificate. Notwithstanding other requirements prescribed in this chapter for eligibility for career and technical education certification in the state of Washington, the one-year conditional career and technical education certificate may be issued under specific circumstances set forth below for limited service:

(a) The issuance of the conditional career and technical education certificate may be issued only under unique and special circumstances where no regularly certificated career and technical education instructor is available and is limited to:

(i) Persons highly qualified and experienced in the knowledge and occupational skills of the career and technical education program to be certified; or

(ii) Persons who meet the occupational experience requirements for career and technical education certification; or

(iii) Persons who will be employed in new and emerging occupations as identified by the professional educator standards board and/or its designee.

(b) The certificate is issued to individuals who are screened by the local career and technical education administrator and school district superintendent or designee. The local career and technical education administrator or superintendent will verify that the following criteria have been met when requesting the conditional career and technical education certificate:

(i) No person with career and technical education certification in the field is available as verified by the local career and technical education administrator or superintendent;

(ii) The individual is being certified for a limited assignment and responsibility in a specified career and technical education program area;

(iii) 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;

(iv) The career and technical education administrator and local program advisory committee will indicate the basis on which he/she has determined that the individual is competent for the assignment;

(v) A written work and/or educational experience training plan as specified in WAC 181-77-014 (1)(b) is on file with the employing district.

(c) The certificate is valid for one year and only for the teaching area specified on the certificate. The certificate may be reissued on application and evidence that requirements continue to be met.

(3) Substitute career and technical education certificates. Substitute career and technical education certificates may be issued to candidates who meet the requirements in WAC 181-79A-231 (2) or (4).

[Statutory Authority: RCW 28A.410.210, 08-16-004, § 181-77-014, filed 7/23/08, effective 8/23/08; 06-14-010, § 181-77-014, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-014, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010, 03-23-038, § 180-77-014, filed 11/12/03, effective 12/13/03. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-014, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010, 00-18-064, § 180-77-014, filed 9/1/00, effective 10/2/00. Statutory Authority: RCW 28A.410.010, 98-01-026, § 180-77-014, filed 12/8/97, effective 1/8/98; 95-12-056, § 180-77-014, filed 6/2/95, effective 7/3/95.]

#### **WAC 181-77-015 Certificate validity and renewal.**

(1) The initial certificate is valid for four years and may be renewed two times in accordance with WAC 181-77-031 or 181-77-041.

(2) The initial renewal certificate is valid for three years and may be renewed one time in accordance with WAC 181-77-031 (2)(a) or 181-77-041 (2)(a).

(3) The continuing certificate is valid for five years and may be renewed every five years in accordance with WAC 181-77-031(4) or 181-77-041(4).

[Statutory Authority: RCW 28A.410.210, 06-14-010, § 181-77-015, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-015, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-015, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-015, filed 9/7/78.]

**WAC 181-77-020 Certificate required.** Persons serving as career and technical education instructors, career and technical education directors and assistant directors, career and technical education supervisors, career and technical education counselors, and occupational information specialists shall hold certificates authorized by the professional educator standards board for service in the respective roles.

[Statutory Authority: RCW 28A.410.210, 06-14-010, § 181-77-020, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-020, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-020, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-020, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-020, filed 9/7/78.]

**WAC 181-77-025 Personnel assignment.** Career and technical education teachers teaching other secondary school subjects and career and technical education counselors serving in addition as general counselors need to hold a valid certificate as provided for in chapter 181-79A WAC. CTE teachers who have earned a certificate for mathematics applied, science applied, biology applied, chemistry applied, physics applied, or earth and space science applied category are eligible for teaching assignments in general education mathematics, science, biology, chemistry, physics, or earth and space science courses, dependent upon the category on the continuing career and technical education certificate.

[Statutory Authority: RCW 28A.410.210, 10-23-074, § 181-77-025, filed 11/15/10, effective 12/16/10; 08-16-004, § 181-77-025, filed 7/23/08, effective 8/23/08; 06-14-010, § 181-77-025, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-025, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-025, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 98-01-026, § 180-77-025, filed 12/8/97, effective 1/8/98. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-025, filed 9/7/78.]

**WAC 181-77-031 Requirements for candidates seeking career and technical education certification who have completed approved college/university programs in a career and technical education endorsement area.** Candidates shall complete the following requirements in addition to those set forth in WAC 181-79A-150, 181-79A-155, 181-82-322, and chapter 181-78A WAC.

(1) Initial.

(a) Candidates for the initial certificate shall hold a baccalaureate degree from a regionally accredited college or university which includes a minimum of forty-five quarter hours of study in the specific career and technical education subject area for which certification is sought.

(b) Candidates for the initial certificate shall demonstrate competency in one or more of the specific endorsement areas of WAC 181-82-322.

(c) Candidates for the initial certificate shall complete a state approved career and technical education teacher training program through a regionally accredited college or university which shall include completion of student teaching in the relevant career and technical education subject area.

(d) Candidates for the initial certificate shall provide documentation of one year of paid occupational experience (two thousand hours) in the specific career and technical education field for which certification is sought. If all or part of the two thousand hours is more than six years old, candidates must complete an additional three hundred hours of recent (occurring in the last two years) occupational experience.

(e) In addition, candidates for initial certification in career choices or coordinator of worksite learning shall demonstrate competency in knowledge and skills described in WAC 181-77A-180.

(2) Initial renewal. Candidates for renewal of the initial certificate must complete three quarter hours of credit or thirty clock hours of career and technical education educator training in the subject area certified to teach since the initial certificate was issued or renewed.

(3) Continuing.

(a) Candidates for the continuing certificate shall have in addition to the requirements for the initial certificate at least nine quarter hours or ninety clock hours of career and technical education educator training in the career and technical education subject area to be certified completed subsequent to the conferral of the baccalaureate degree.

(b) Candidates for the continuing certificate shall provide as a condition for the issuance of a continuing certificate documentation of two years of teaching/coordination in the career and technical education subject area certified to teach with an authorized employer—i.e., school district(s) or skills center(s).

(4) Continuing certificate renewal.

(a) Candidates for renewal of the continuing certificate shall complete since the previous continuing certificate was issued one of the following:

(i) Six quarter hours or sixty clock hours of career and technical education educator training;

(ii) Three quarter hours or thirty clock hours of career and technical education educator training and three quarter hours or thirty clock hours of technical education/upgrading;

(iii) Three quarter hours or thirty clock hours of career and technical education educator training and three hundred hours of occupational experience.

[Statutory Authority: RCW 28A.410.210, 08-16-004, § 181-77-031, filed 7/23/08, effective 8/23/08; 06-14-010, § 181-77-031, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-031, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-031, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010, 00-18-064, § 180-77-031, filed 9/1/00, effective 10/2/00. Statutory Authority: RCW 28A.410.010, 98-01-026, § 180-77-031, filed 12/8/97, effective 1/8/98; 97-04-085, § 180-77-031, filed 2/5/97, effective 3/8/97; 95-12-056, § 180-77-031, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-041 Requirements for candidates seeking career and technical education certification on the basis of business and industry work experience.** Candidates for certification who have not completed approved programs set forth in WAC 181-82-322 shall complete the following requirements in addition to those set forth in WAC 181-79A-150 (1) and (2) and 181-79A-155 (1) and (2).

(1) Initial.

(a) Candidates for the initial certificate shall provide documentation of paid occupational experience in the specific career and technical education subcategory for which certification is sought.

(i) Three years (six thousand hours) is required.

(ii) One year (two thousand hours) must be within the past six years.

(iii) If all or part of the two thousand hours is more than six years old, an additional three hundred hours of recent (occurring in the last two years) occupational experience is required.

(b) Candidates for the initial certificate shall complete a professional educator standards board approved program under WAC 181-77A-029 in which they demonstrate competence in the general standards for all career and technical education teacher certificate candidates pursuant to WAC 181-77A-165, which include but are not limited to knowledge and skills in the following areas:

(i) General and specific safety;

(ii) Career and technical education teaching methods;

(iii) Occupational analysis;

(iv) Course organization and curriculum design;

(v) Philosophy of vocational education;

(vi) Personal student development and leadership techniques.

(c) Candidates for the initial certificate shall also demonstrate knowledge and skills in the following areas:

(i) School law;

(ii) Issues related to abuse as specified in WAC 181-77A-165(7).

(d) In addition, candidates for initial certification in career choices or coordinator of worksite learning shall demonstrate competency in knowledge and skills described in WAC 181-77A-180.

(2) Initial renewal. Candidates for renewal of the initial certificate must complete three quarter hours of credit or thirty clock hours of career and technical education educator training in the subject matter certified to teach since the initial certificate was issued or renewed.

(3) Continuing.

(a) Candidates for the continuing certificate shall have in addition to the requirements for the initial certificate at least nine quarter hours or ninety clock hours of career and technical education educator training in the career and technical education subject matter to be certified completed subsequent to the issuance of the initial certificate.

(b) Candidates for the continuing certificate shall provide as a condition for the issuance of a continuing certificate documentation of two years of teaching/coordination in the career and technical education subject matter certified to teach with an authorized employer—i.e., school district(s) or skills center(s).

(4) Continuing certificate renewal.

(a) Candidates for renewal of the continuing certificate shall complete since the previous continuing certificate was issued one of the following:

(i) Six quarter hours or sixty clock hours of career and technical education educator training;

(ii) Three quarter hours or thirty clock hours of career and technical education educator training and three quarter hours or thirty clock hours of technical education/upgrading;

(iii) Three quarter hours or thirty clock hours of career and technical education educator training and three hundred hours of occupational experience.

[Statutory Authority: RCW 28A.410.210, 08-16-004, § 181-77-041, filed 7/23/08, effective 8/23/08; 07-12-001, § 181-77-041, filed 5/23/07, effective 6/23/07; 06-14-010, § 181-77-041, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-041, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010, 02-18-039, § 180-77-041, filed 8/26/02, effective 9/26/02. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-041, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010, 00-18-064, § 180-77-041, filed 9/1/00, effective 10/2/00. Statutory Authority: RCW 28A.410.010, 98-01-026, § 180-77-041, filed 12/8/97, effective 1/8/98; 97-04-085, § 180-77-041, filed 2/5/97, effective 3/8/97; 95-12-056, § 180-77-041, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-068 Requirements for coordinator of worksite learning initial or continuing certificates.** To obtain a coordinator of worksite learning certificate, a candidate must:

(1) Possess a valid initial or continuing career and technical education teaching certificate; and

(2) Successfully demonstrate competencies related to coordination techniques as verified by a professional educator standards board approved program.

[Statutory Authority: RCW 28A.410.210, 08-16-004, § 181-77-068, filed 7/23/08, effective 8/23/08; 06-14-010, § 181-77-068, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-068, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 03-14-119, § 180-77-068, filed 6/30/03, effective 7/31/03; 02-04-018, § 180-77-068, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-068, filed 6/2/95, effective 7/3/95.]

(11/15/10)

**WAC 181-77-070 Specific standards for certification of local career and technical education administrative personnel.** (1) The local director and local assistant director and supervisor of career and technical education must be eligible for a continuing career and technical education certificate in one of the career and technical education program areas for career and technical 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 career and technical education educator training including a course in supervision and administration of career and technical education, or equivalent experience;

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

(2) In order to renew the local director of career and technical education certificate, six quarter credits or the equivalent of professional education or course work in career and technical education supervisory or managerial subjects, or equivalent professional experience, is required.

[06-02-051, recodified as § 181-77-070, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4), 02-04-018, § 180-77-070, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010, 95-12-056, § 180-77-070, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005, 78-10-003 (Order 11-78), § 180-77-070, filed 9/7/78.]

**WAC 181-77-075 Levels, validity and standards for certification of local career and technical education counselors.** Career and technical education counselors are required to meet the following:

(1) Counselors are required to possess a valid educational staff associate—counselor certificate as provided in WAC 181-79A-221(1), 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:

(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) 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 career and technical education counseling;

(c) Counselors must have three quarter credits or the equivalent of 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 career and technical education counseling during the previous three-year certificate;

(b) Counselors are required to have had six quarter credits or the equivalent of approved training in career and technical education counseling and/or career and technical 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;

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

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

(ii) The counselor has had three quarter credits or the equivalent training in career and technical education counseling and/or career and technical 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 career and technical education counseling during the previous five-year career and technical education certificate; and

(ii) The counselor has had six quarter credits or the equivalent of career and technical education training and/or equivalent experience.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-77-075, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-075, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-075, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010. 00-18-064, § 180-77-075, filed 9/1/00, effective 10/2/00. Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-075, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-075, filed 9/7/78.]

**WAC 181-77-080 Levels, validity and 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 paid occupational experience 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 career and technical education teaching experience in an approved career and technical education program under the state plan for career and technical 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 approved professional education;

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

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

(a) Possession of a three-year career and technical education certificate within the preceding two years;

(b) Career and technical education 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.

(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.

[06-02-051, recodified as § 181-77-080, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-080, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-080, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.70.005. 78-10-003 (Order 11-78), § 180-77-080, filed 9/7/78.]

**WAC 181-77-110 Career and technical education instructor certification reciprocity.** The superintendent of public instruction will recognize community and technical college instructors certified under WAC 131-16-091 through 131-16-095 when these individuals provide instruction to high school students. These instructors must maintain their certification in good standing and, when employed to provide services within a public common school shall be required to have completed and have on file:

(1) Documentation of completion of the issues of abuse requirement pursuant to RCW 28A.410.035; and

(2) A background check as defined in WAC 181-79A-150(2) and RCW 28A.410.010; and

(3) Evidence of good moral character as required in WAC 181-79A-155.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-77-110, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-110, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-110, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010. 00-18-064, § 180-77-110, filed 9/1/00, effective 10/2/00. Statutory Authority: RCW 28A.410.010. 95-12-056, § 180-77-110, filed 6/2/95, effective 7/3/95. Statutory Authority: RCW 28A.410.050(2). 92-05-039, § 180-77-110, filed 2/12/92, effective 3/14/92.]

**WAC 181-77-120 Out-of-state candidates.** Out-of-state applicants shall be eligible for Washington career and technical education certificates if they meet the standards in chapter 181-77 WAC or as follows: Provided, That candidates who apply for a career and technical education certifi-

cate who have not successfully completed course work or an in-service program including a minimum of ten clock hours of instruction on issues of abuse, must complete such course work or in-service program as a condition of the issuance of a career and technical education certificate. The content of the course work or in-service program shall discuss the identification of physical, emotional, sexual, and substance abuse, information on the impact of abuse on the behavior and learning abilities of students, discussion of the responsibilities of a teacher to report abuse or provide assistance to students who are victims of abuse, and methods for teaching students about abuse of all types and their prevention.

(1) Initial certificate. The initial certificate shall be issued by the superintendent of public instruction to a candidate who has two thousand hours of paid occupational experience and who meets one of the following:

(a) Qualifies under provisions of the interstate compact;

(b) Holds the appropriate degree and, if applicable, credit hours and/or licensing as set forth in this chapter and has completed a state-approved preparation program at a regionally accredited college or university in the professional field for which the certificate is to be issued and such additional professional fields as required by WAC 181-79A-150(4).

(c) Holds an appropriate career and technical education certificate issued by another state and had practiced at the P-12 level in that respective role outside the state of Washington for three years and has completed competency-based teacher training.

(2) Continuing certificate. The continuing certificate shall be issued on verification that the candidate has met all requirements for initial and continuing certification in the state of Washington.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-77-120, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-120, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 04-23-005, § 180-77-120, filed 11/4/04, effective 12/5/04. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-120, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010. 01-18-043, § 180-77-120, filed 8/29/01, effective 9/29/01; 98-01-026, § 180-77-120, filed 12/8/97, effective 1/8/98; 97-04-085, § 180-77-120, filed 2/5/97, effective 3/8/97; 95-12-056, § 180-77-120, filed 6/2/95, effective 7/3/95.]

**WAC 181-77-122 Appeal procedures.** Career and technical education certification candidates who apply directly to the superintendent of public instruction for a certificate, certificate renewal, or certificate reinstatement and whose application is denied shall be entitled to appeal that decision in accordance with the appeal procedures in chapter 181-86 WAC.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-77-122, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-77-122, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.305.130 (1) through (4). 02-04-018, § 180-77-122, filed 1/24/02, effective 2/24/02. Statutory Authority: RCW 28A.410.010. 99-01-172, § 180-77-122, filed 12/23/98, effective 1/23/99; 95-12-056, § 180-77-122, filed 6/2/95, effective 7/3/95.]