

Chapter 181-85 WAC
PROFESSIONAL CERTIFICATION—CONTINUING EDUCATION REQUIREMENT

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WAC

181-85-005	Authority.
181-85-010	Purpose.
181-85-015	Public policy goal.
181-85-020	Effective date and applicable certificates.
181-85-025	Continuing education—Definition.
181-85-030	Continuing education credit hour—Definition.
181-85-032	Continuing education credit hour—Definition—Internships.
181-85-033	Activity-based continuing education credit hours.
181-85-035	Lapse date—Definition.
181-85-040	Lapsed—Definition.
181-85-045	Approved in-service education agency—Definition.
181-85-075	Continuing education requirement.
181-85-077	Continuing education credit for state professional licensure.
181-85-085	In-service education records.
181-85-100	Calculation of lapse dates.
181-85-105	SPI initial notice to certificate holders of continuing education requirement.
181-85-106	Filing requirement with SPI.
181-85-107	Documentation requirement.
181-85-108	Documentation retention period.
181-85-109	SPI audits of documentation.
181-85-130	Reinstatement of lapsed certificate.
181-85-200	In-service education approval standards.
181-85-202	Content standards for continuing education credit hours.
181-85-205	Required recordkeeping by approved in-service education agencies.
181-85-210	Assurances of compliance with program and recordkeeping standards.
181-85-211	Annual approval procedures.
181-85-215	Selective audit of records of in-service education agencies.
181-85-220	Noncompliance—Substantial compliance rule.
181-85-225	Appeal to professional educator standards board.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

181-85-034	Continuing education credit hour—Definition—Professional development system—Professional growth plan. [Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-034, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-034, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 05-19-103, § 180-85-034, filed 9/20/05, effective 10/21/05.] Repealed by WSR 12-17-012, filed 8/2/12, effective 9/2/12. Statutory Authority: RCW 28A.410.210.
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WAC 181-85-005 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. (Note: RCW 28A.195.010(3) requires most private school classroom teachers to hold appropriate Washington state certification with few exceptions.)

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-005, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodified as § 181-85-005, filed 12/29/05, effective 1/1/06. Statutory Authority: 1990 c 33. WSR 91-04-016, § 180-85-005, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-005, filed 6/10/86.]

WAC 181-85-010 Purpose. The purpose of this chapter is to set forth policies and procedures for a program of continuing education as a condition to the validity of certain professional certificates issued by the superintendent of public instruction under rules and regulations of the professional educator standards board.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-010, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodi-

fied as § 181-85-010, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-010, filed 6/10/86.]

WAC 181-85-015 Public policy goal. The public policy goal of this chapter is to promote, recognize, and require the continuing professional and educational development of educators who are certified to practice their professions in the elementary and secondary schools of this state.

[WSR 06-02-051, recodified as § 181-85-015, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-015, filed 6/10/86.]

WAC 181-85-020 Effective date and applicable certificates. The provisions of this chapter shall apply to the following certificates issued on or after August 31, 1987:

- (1) Residency certificates as provided in chapter 181-79A WAC.
- (2) Initial educational staff associate certificates as provided in chapter 181-79A WAC.
- (3) Continuing certificates as provided in chapter 181-79A WAC.
- (4) Standard certificates as provided under previous standards of the professional educator standards board.
- (5) Professional certificates as provided in chapter 181-79A WAC.
- (6) Provided, That applicants who have completed all requirements for a continuing or standard certificates prior to August 31, 1987, and who apply for such certificate prior to July 1, 1988, and applicants who have completed all requirements for a continuing or standard certificate except one of the three-years experience requirement prior to August 31, 1987, and who completes such requirement and applies prior to August 31, 1988, shall be exempt from the continuing education requirements of this chapter.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-110, § 181-85-020, filed 7/22/19, effective 8/22/19. Statutory Authority: RCW 28A.410.220. WSR 17-23-176, § 181-85-020, filed 11/21/17, effective 12/22/17. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-020, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-020, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010 and 28A.150.220(4). WSR 99-01-174, § 180-85-020, filed 12/23/98, effective 1/23/99. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-020, filed 12/14/88; WSR 87-12-041 (Order 10-87), § 180-85-020, filed 6/1/87; WSR 86-13-018 (Order 8-86), § 180-85-020, filed 6/10/86.]

WAC 181-85-025 Continuing education—Definition. As used in this chapter, the term "continuing education" shall mean:

- (1) All college and/or university credit, normally 100 level or higher, or continuing education credit awarded by an accredited institution of higher education, under WAC 181-79A-030.
- (2) All continuing education credit hours awarded by a vocational-technical college under WAC 181-85-030(3) and all continuing educa-

tion credit hours awarded in conformance with the in-service education procedures and standards specified in this chapter by an approved in-service education agency.

(3) All continuing education credit hours awarded through a business, industry, or government internship that meets the requirements of chapter 181-83 WAC, Internships.

(4) All continuing education credit hours awarded in conformance with WAC 181-85-033.

(5) All continuing education units (CEUs) or other noncredit bearing units awarded by an accredited institution of higher education, under WAC 181-79A-030.

(6) All continuing education approved by the Washington state department of children, youth, and families to maintain staff standards and qualifications for early learning providers under chapter 110-300 WAC.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-025, filed 7/24/19, effective 8/24/19. Statutory Authority: Chapter 28A.410 RCW and RCW 28A.410.278. WSR 16-16-030, § 181-85-025, filed 7/25/16, effective 8/25/16. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-025, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-025, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 05-19-104, § 180-85-025, filed 9/20/05, effective 10/21/05; WSR 04-20-094, § 180-85-025, filed 10/5/04, effective 11/5/04; WSR 02-18-050, § 180-85-025, filed 8/28/02, effective 9/28/02; WSR 97-04-086, § 180-85-025, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.410.010 and 28A.415.025. WSR 96-08-013, § 180-85-025, filed 3/25/96, effective 4/25/96. Statutory Authority: RCW 28A.410.010. WSR 94-01-104, § 180-85-025, filed 12/16/93, effective 1/16/94. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-025, filed 12/14/88; WSR 86-13-018 (Order 8-86), § 180-85-025, filed 6/10/86.]

WAC 181-85-030 Continuing education credit hour—Definition. As used in this chapter, the term "continuing education credit hour" shall mean:

(1) For each college or university semester hour credit, fifteen hours of continuing education credit hours shall be granted.

(2) For each college or university quarter hour credit, ten hours of continuing education credit hours shall be granted.

(3) For each sixty minutes of instruction in coursework provided by a vocational-technical college, one continuing education credit hour shall be granted.

(4) For each sixty minutes of instructional time in continuing education units (CEUs) or other noncredit bearing units provided by an accredited institution of higher education, under WAC 181-79A-030, one continuing education credit hour shall be granted.

(5) For each sixty minutes of instructional time in continuing education approved by the Washington state department of children, youth, and families to maintain staff standards and qualifications for early learning providers under chapter 110-300 WAC, one continuing education credit hour shall be granted.

(6) For each sixty minutes of approved in-service education including reasonable time for breaks and passing time, one continuing

education credit hour shall be granted. In the application of this subsection, the in-service education provider shall determine what is reasonable.

(7) In the application of this section, approved in-service credit hours shall not include:

(a) Routine staff meetings—such as district, building, or area meetings within an agency, district, or building—to discuss or explain operational policies or administrative practices within the agency, district, or building;

(b) Business meetings of professional associations to discuss operational policies or practices of the association;

(c) Social hours or actual meal time.

(8) In-service education agencies may not issue continuing education credit hours to individuals for serving as the instructor for an in-service program for which that individual is the only participant.

(9) In the application of this section, for the purpose of official records of the amount of in-service credit hours, the in-service provider or the superintendent of public instruction shall round continuing education credit hours down to the nearest half hour of credits actually completed—i.e., .50, and .00—and in no case shall an applicant receive credit for an in-service program that was less than a total of one continuing education credit hour.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-030, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodified as § 181-85-030, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 00-13-065, § 180-85-030, filed 6/16/00, effective 7/17/00; WSR 97-04-086, § 180-85-030, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-030, filed 12/14/88; WSR 88-01-086 (Order 16-87), § 180-85-030, filed 12/21/87; WSR 86-13-018 (Order 8-86), § 180-85-030, filed 6/10/86.]

WAC 181-85-032 Continuing education credit hour—Definition—Internships. For each forty clock hours of participation in an approved internship with a business, industry, or government agency under chapter 181-83 WAC, ten continuing education credit hours shall be granted.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-032, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-032, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-032, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010 and 28A.415.025. WSR 96-08-013, § 180-85-032, filed 3/25/96, effective 4/25/96.]

WAC 181-85-033 Activity-based continuing education credit hours.

(1) **Eligibility period.** Individuals are eligible for the continuing education credit hours described in this section for up to seven years following the completion date of the indicated activity.

(2) **Professional growth team.**

(a) A professional growth team for the purpose of certificate renewal means a team comprised of the individual renewing the certifi-

cate and a minimum of one colleague, who holds a valid Washington state educator certificate under Title 181 WAC, or paraeducator certificate under Title 179 WAC, chosen by the individual.

(b) For consultation and collaboration, members of a professional growth team, excluding the candidate, are eligible for the equivalent of three continuing education credit hours. The team member may not receive more than the equivalent of six continuing education credit hours, as defined by this section, during the period beginning July 1st of one year and ending June 30th of the following year.

(3) **School accreditation site visit team.** A person holding a valid educational certificate under RCW 28A.410.010 is eligible for the equivalent of ten continuing education credit hours for serving on a school accreditation site visit team. The person may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period.

(4) **Field experience supervisors and mentors.**

(a) Individuals officially designated as a supervisor by a college or university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate under RCW 28A.410.010 is eligible for the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor or mentor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(5) **National board certification from the National Board for Professional Teaching Standards (NBPTS):**

(a) Individuals who submitted at least one component of an initial NBPTS national board certification process in 2017 or earlier, and who hold a valid educational certificate under RCW 28A.410.010, are eligible for the equivalent of forty-five continuing education credit hours for submission of a complete portfolio of four components of the National Board for Professional Teaching Standards certification process. Completion of a national board certification process shall be defined as published by the professional educator standards board. Upon achieving national board certification, the individual is eligible for the equivalent of an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per national board certificate. Beginning January 1, 2022, all individuals submitting complete components as part of an initial NBPTS national board certification process are eligible for continuing education credit hours as described in WAC 181-85-033 (4)(b).

(b) Individuals who first submitted a component of an initial NBPTS national board certification process in 2018 or later, and who hold a valid educational certificate under RCW 28A.410.010, are eligible for the equivalent of fifty continuing education credit hours per submission of a complete national board component, for a total of two hundred continuing education credit hours per submission of a complete national board certification portfolio. Completion of a national board

component shall be defined as published by the professional educator standards board.

(c) Individuals who submit a complete NBPTS national board renewal portfolio in 2018 or later, and who hold a valid educational certificate under RCW 28A.410.010, are eligible for the equivalent of two hundred continuing education credit hours. Completion of a national board renewal portfolio shall be defined as published by the professional educator standards board.

(6) **External assessment for professional certification.** Teachers who achieve the professional certification through the external assessment under WAC 181-79A-206 are eligible for the equivalent of one hundred fifty continuing education credit hours.

(7) **First peoples' language, culture and oral tribal traditions.** In-service training or continuing education in first peoples' language, culture and oral tribal traditions provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(8) **Scorers for the Washington teacher performance assessment.** Individuals who serve as scorers for the Washington teacher performance assessment are eligible for the equivalent of ten continuing education credit hours for each four assessments scored, provided that an individual may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period. Additionally, individuals who receive initial training as scorers for the Washington teacher performance assessment are eligible for the equivalent of ten continuing education credit hours.

(9) **Scorers for the Washington ProTeach Portfolio assessment.** Individuals who serve as scorers for the Washington ProTeach Portfolio assessment are eligible for the equivalent of ten continuing education credit hours for completing one full scoring session during a calendar year, provided that an individual may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment are eligible for the equivalent of ten additional continuing education credit hours. Continuing education credit hours under this subsection are available through December 31, 2027.

(10) **Professional growth plans.**

(a) Educator individualized professional growth plan means the document which identifies the formalized learning opportunities and professional development activities that relate to the specific competencies, knowledge, skills and experiences needed to meet the standards at the "career level" benchmarks as published by the professional educator standards board, or other standards for the role as published by the professional educator standards board.

(b) Only one professional growth plan may be completed each year. Professional growth plans will be completed during the period beginning July 1st of one year and ending June 30th of the following year. Completion of the professional growth plan will include review by the professional growth team, as defined in subsection (2) of this section.

(c) Individuals may apply their focused evaluation professional growth activities from the evaluation system towards the professional growth plan for certificate renewal under RCW 28A.405.100 (12) (c) (vi).

(d) Until June 30, 2018, individuals who complete the requirements of the annual professional growth plan are eligible for thirty continuing education credit hours. Beginning July 1, 2018, individuals who complete an annual professional growth plan are eligible for twenty-five continuing education credit hours.

(e) For educators holding multiple certificates as described in Title 179 or 181 WAC, a professional growth plan for teacher, administrator, education staff associate, or paraeducator shall meet the requirements of a professional growth plan for all certificates held by an individual.

(11) **Paraeducator certificates.**

(a) Individuals who complete the paraeducator fundamental course of study as described in chapter 179-09 WAC are eligible for the number of continuing education credit hours completed up to twenty-eight continuing education credit hours unless they are issued these continuing education credit hours by a state approved in-service education agency.

(b) Individuals who complete the course work for the English language learner subject matter certificate as described in chapter 179-13 WAC are eligible for the number of continuing education credit hours completed up to twenty continuing education credit hours unless they are issued these continuing education credit hours by a state approved in-service education agency.

(c) Individuals who complete the course work for the special education subject matter certificate as described in chapter 179-15 WAC are eligible for the number of continuing education credit hours completed up to twenty continuing education credit hours unless they are issued these continuing education credit hours by a state approved in-service education agency.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-111, § 181-85-033, filed 7/22/19, effective 8/22/19. Statutory Authority: RCW 28A.410.220. WSR 18-17-015, § 181-85-033, filed 8/2/18, effective 9/2/18. Statutory Authority: Chapter 28A.410 RCW. WSR 16-24-024, § 181-85-033, filed 11/29/16, effective 12/30/16. Statutory Authority: RCW 28A.410.210. WSR 12-17-039, § 181-85-033, filed 8/7/12, effective 9/7/12; WSR 12-04-031, § 181-85-033, filed 1/26/12, effective 2/26/12; WSR 11-04-048, § 181-85-033, filed 1/25/11, effective 2/25/11; WSR 10-20-079, § 181-85-033, filed 9/29/10, effective 10/30/10; WSR 08-03-101, § 181-85-033, filed 1/20/08, effective 2/20/08; WSR 06-14-010, § 181-85-033, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-033, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 05-19-104, § 180-85-033, filed 9/20/05, effective 10/21/05; WSR 04-20-094, § 180-85-033, filed 10/5/04, effective 11/5/04; WSR 02-18-050, § 180-85-033, filed 8/28/02, effective 9/28/02.]

WAC 181-85-035 Lapse date—Definition. As used in this chapter, the term "lapse date" shall mean the date upon which the professional certificate affected by this chapter will lapse if the holder fails to complete the continuing education requirement, including the filing requirement of this chapter.

[WSR 06-02-051, recodified as § 181-85-035, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 02-04-017, §

180-85-035, filed 1/24/02, effective 2/24/02; WSR 01-13-111, § 180-85-035, filed 6/20/01, effective 7/21/01. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-035, filed 6/10/86.]

WAC 181-85-040 Lapsed—Definition. As used in this chapter, the term "lapsed" shall mean that the certificate has expired and such certificate is no longer valid under the laws of the state of Washington.

[WSR 06-02-051, recodified as § 181-85-040, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-040, filed 6/10/86.]

WAC 181-85-045 Approved in-service education agency—Definition. As used in this chapter, the term "approved in-service education agency" shall mean an agency approved by the professional educator standards board to provide in-service education programs and to grant continuing education credit hours to all or a selective group of educators. Such agency must demonstrate the following characteristics:

(1) The agency is one of the following entities or a department or section within such entities:

(a) A college or university referenced in WAC 181-85-025(1);

(b)(i) An organization which for the purpose of this chapter shall mean any local, state, regional, or national organization which offers in-service education programs to teachers, administrators, and/or educational staff associates. These organizations must be non-profit or not-for-profit organizations;

(ii) Organizations shall provide documentation of their nonprofit or not-for-profit status to the superintendent of public instruction as part of their annual assurances of compliance with program and recordkeeping standards under WAC 181-85-210.

(c) A school district, an educational service district, the superintendent of public instruction, or any local, state, or federal agency; or

(d) An approved private school which for the purpose of this chapter shall mean the same as provided in WAC 180-90-112.

(2) The in-service education agency has either a committee or board of directors that provide prior approval to proposed in-service education programs on the basis that the proposed programs are designed to meet the program standards set forth in WAC 181-85-200, and the content standards in WAC 181-85-202.

The committee will be composed of individuals who may include teachers, educational staff associates, administrators, paraeducators, community members, or representatives from colleges and universities.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-045, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-045, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-045, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 92-04-044, § 180-85-045, filed 1/31/92, effective 3/2/92. Statutory Authority: 1990 c 33. WSR 91-04-016, § 180-85-045, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-045, filed 6/1/90, effective 7/2/90; WSR 88-01-086 (Order

16-87), § 180-85-045, filed 12/21/87; WSR 87-09-013 (Order 5-87), § 180-85-045, filed 4/3/87; WSR 86-13-018 (Order 8-86), § 180-85-045, filed 6/10/86.]

WAC 181-85-075 Continuing education requirement. Continuing education requirements are as follows:

(1) **Continuing education credit hours.** Each holder of a continuing certificate affected by this chapter shall be required to complete during a five-year period one hundred continuing education credit hours, as defined in WAC 181-85-025 and 181-85-030, prior to the lapse date of the first issue of the continuing certificate and during each five-year period between subsequent lapse dates as calculated in WAC 181-85-100. Beginning September 1, 2020, each holder of an initial educational staff associate certificate affected by this chapter shall be required to complete during a five-year period one hundred continuing education credit hours, as defined in this chapter, to renew.

(2) **Professional growth plans.** Individuals holding a valid continuing certificate in subsection (1) of this section may choose to renew the certificate via annual professional growth plans developed since the certificate was issued. Professional growth plans are defined in WAC 181-79A-030. Completion of four annual professional growth plans during each five-year period between subsequent lapse dates meets the requirement for renewal. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred hours to meet the requirements of subsection (1) of this section. For educators holding multiple certificates in chapter 181-85 or 181-79A WAC, a professional growth plan for teacher, administrator, or educational staff associate shall meet the requirement for all certificates held by an individual which is affected by this section.

(3) **National Board for Professional Teaching Standards certification.** Each holder of a certificate affected by this chapter may present a copy of a valid certificate issued by the National Board for Professional Teaching Standards in lieu of the completion of the continuing education credit hours required by this chapter.

(4) **National Association of School Psychologists credential.** Each holder of a certificate affected by this chapter may present a copy of a valid Nationally Certified School Psychologist credential issued by the National Association of School Psychologists in lieu of the completion of the continuing education credit hours required by this chapter.

(5) **American Speech-Language Hearing Association certificate.** Each holder of a certificate affected by this chapter may present a copy of a valid certificate of clinical competence (CCC) issued by the American Speech-Language Hearing Association (ASHA) in lieu of the completion of the continuing education credit hours required by this chapter.

(6) **Science, technology, engineering, math (STEM) integration.** Applications for certificate renewal dated September 1, 2019, and beyond must demonstrate completion of at least fifteen continuing education credit hours, or at least one goal from an annual professional growth plan, emphasizing the integration of science, technology, engineering, and/or mathematics instruction per RCW 28A.410.2212. This renewal requirement applies to teachers in the following areas: Elementary education; early childhood education; middle level mathematics and science; secondary mathematics; secondary science; the designated

sciences; and career and technical education. Specific endorsements in these endorsement areas are as published by the professional educator standards board. This requirement is considered to be met by holders of a valid National Board Certificate issued by the National Board for Professional Teaching Standards (NBPTS).

(7) **Suicide prevention training requirement.** Renewal of continuing and professional certificates for school counselors, school psychologists, school nurses, and school social workers requires completion of suicide prevention training per RCW 28A.410.226.

Beginning September 1, 2020, renewal of initial and residency certificates for school counselors, school psychologists, school nurses, and school social workers will require completion of suicide prevention training per RCW 28A.410.226.

Approved trainings meeting this suicide prevention training requirement will be as published by the professional educator standards board. The training program must be at least three hours in length. The professional educator standards board will consider these training programs as continuing education credit hours.

(8) **Behavior analyst certificate.** Hours used to maintain a valid Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB), or other national certificate as approved by the professional educator standards board, will be considered by the professional education standards board as continuing education credit hours, and may be used towards the continuing education credit hour requirement for renewal.

Holding a valid Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB), or other national certificate as approved by the professional educator standards board, is required for renewal of initial and continuing behavior analyst certificates.

(9) **Washington state licenses.** Holding a valid department of health license as a physical therapist in Washington state is required for renewal of an initial or continuing physical therapist certificate. Holding a valid department of health license as an occupational therapist in Washington state is required for renewal of an initial or continuing occupational therapist certificate. Holding a valid department of health license as a registered nurse (RN) in Washington state is required for renewal of an initial or continuing school nurse certificate.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-110, § 181-85-075, filed 7/22/19, effective 8/22/19. Statutory Authority: RCW 28A.410.220. WSR 18-08-061, § 181-85-075, filed 4/2/18, effective 5/3/18; WSR 17-23-176, § 181-85-075, filed 11/21/17, effective 12/22/17. Statutory Authority: Chapter 28A.410 RCW and RCW 28A.410.278. WSR 16-23-036, § 181-85-075, filed 11/8/16, effective 12/9/16; WSR 16-07-095, § 181-85-075, filed 3/18/16, effective 4/18/16. Statutory Authority: Chapter 28A.410 RCW and RCW 28A.410.2212. WSR 14-24-060, § 181-85-075, filed 11/25/14, effective 12/26/14; WSR 14-16-069, § 181-85-075, filed 7/31/14, effective 8/31/14. Statutory Authority: RCW 28A.410.210. WSR 13-16-077, § 181-85-075, filed 8/6/13, effective 9/6/13; WSR 12-17-012, § 181-85-075, filed 8/2/12, effective 9/2/12; WSR 06-14-010, § 181-85-075, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-075, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 05-19-104, § 180-85-075, filed 9/20/05, effective 10/21/05; WSR 02-14-112, § 180-85-075, filed 7/2/02, effective

tive 8/2/02; WSR 02-04-017, § 180-85-075, filed 1/24/02, effective 2/24/02; WSR 01-09-004, § 180-85-075, filed 4/5/01, effective 5/6/01; WSR 99-14-010, § 180-85-075, filed 6/24/99, effective 7/25/99. Statutory Authority: RCW 28A.305.130 (1) and (2), 28A.410.010 and 28A.150.220(4). WSR 99-01-174, § 180-85-075, filed 12/23/98, effective 1/23/99. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-075, filed 12/14/88; WSR 86-13-018 (Order 8-86), § 180-85-075, filed 6/10/86.]

WAC 181-85-077 Continuing education credit for state professional licensure. Educators may use credits, clock hours, or continuing education units that satisfy continuing education requirements for state professional licensure from the Washington state department of health towards fulfilling professional educator standards board continuing education credit hour requirements.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-077, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-077, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-077, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 04-15-120, § 180-85-077, filed 7/20/04, effective 8/20/04; WSR 92-04-044, § 180-85-077, filed 1/31/92, effective 3/2/92.]

WAC 181-85-085 In-service education records. Holders of certificates affected by this chapter shall retain the necessary in-service records from the approved in-service provider for the purpose of any audit by the superintendent of public instruction. Such holders shall be notified on such form that the intentional misrepresentation of a material fact on such form subjects the holder to revocation of his or her certificate under chapter 181-86 WAC and that a copy of such completed form should be retained by the holder for possible disputes arising under this chapter and for other purposes that may arise, including verification of in-service hours completed for a current or prospective employer.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-085, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-085, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-085, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-085, filed 6/1/90, effective 7/2/90; WSR 89-01-043 (Order 28-88), § 180-85-085, filed 12/14/88; WSR 88-01-086 (Order 16-87), § 180-85-085, filed 12/21/87.]

WAC 181-85-100 Calculation of lapse dates. The lapse dates of certificates affected by this chapter shall be calculated as follows:

(1) Certificates issued prior to June 30 of a calendar year shall have the lapse date of the certificate calculated on the basis such certificate was issued on June 30 of the same calendar year regardless of the date of issuance.

(2) Certificates issued July 1 or later in the calendar year shall have the lapse date of the certificate calculated on the basis

that such certificate was issued on June 30 of the next calendar year regardless of the date of issuance.

(3) If a holder of an affected professional certificate qualifies for a different affected professional certificate—e.g., a holder of a continuing teaching certificate who subsequently qualifies for a continuing administrative certificate—the lapse dates of the new affected professional certificate shall be the same as provided on the first affected certificate.

(4) All valid continuing certificates scheduled to lapse on August 31 of a given year shall be valid until June 30 of the following year.

[WSR 06-02-051, recodified as § 181-85-100, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 98-05-024, § 180-85-100, filed 2/6/98, effective 3/9/98. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-100, filed 6/1/90, effective 7/2/90; WSR 86-13-018 (Order 8-86), § 180-85-100, filed 6/10/86.]

WAC 181-85-105 SPI initial notice to certificate holders of continuing education requirement. Upon issuance or reinstatement of an affected professional certificate, the superintendent of public instruction shall notify the holder of the lapse date and the continuing education requirements of this chapter, and the holder's responsibility to keep accurate records demonstrating attendance at approved in-service education programs. In addition, the superintendent of public instruction shall make available to the certificate holder a form which indicates compliance with the continuing education requirements, and which includes instruction for filing the report with the superintendent of public instruction.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-105, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodified as § 181-85-105, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 04-08-054, § 180-85-105, filed 4/2/04, effective 5/3/04. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-105, filed 6/1/90, effective 7/2/90; WSR 86-13-018 (Order 8-86), § 180-85-105, filed 6/10/86.]

WAC 181-85-106 Filing requirement with SPI. Each certificate holder, affected by the continuing education requirements of this chapter, shall be responsible for filing with the superintendent of public instruction, prior to the lapse date, a verification form supplied by the superintendent of public instruction, which indicates compliance with the continuing education requirements of this chapter. Such form shall:

(1) Provide space for indicating how the certificate holder met the continuing education requirement.

(2) Include an attestation by the certificate holder as to the accuracy of the information provided.

(3) State thereon that misrepresentation of any fact shall be an act of unprofessional conduct for which the holder's certificate may be revoked.

[WSR 06-02-051, recodified as § 181-85-106, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-106, filed 6/1/90, effective 7/2/90.]

WAC 181-85-107 Documentation requirement. Each certificate holder filing a report with the superintendent of public instruction shall be responsible for retaining records which document compliance with the continuing education requirements. Such documents in original or electronic format shall include:

(1) In-service registration forms approved by the superintendent of public instruction and furnished by an approved in-service education agency.

(2) College and university grade sheets or transcripts which indicate completion of courses.

(3) Any official correspondence from an approved in-service education agency that verifies completion of one or more clock hours continuing education credit hours.

(4) Any documents related to annual professional growth plans including plan documents, required signatures, and evidence collected.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-107, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 13-20-030, § 181-85-107, filed 9/23/13, effective 10/24/13. WSR 06-02-051, recodified as § 181-85-107, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-107, filed 6/1/90, effective 7/2/90.]

WAC 181-85-108 Documentation retention period. Documents indicating compliance with the continuing education requirement must be retained by the certificate holder for one year after the lapse date or until such documentation is audited by the superintendent of public instruction, whichever is earlier.

[WSR 06-02-051, recodified as § 181-85-108, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-108, filed 6/1/90, effective 7/2/90.]

WAC 181-85-109 SPI audits of documentation. Continuing education compliance forms filed with the superintendent of public instruction shall be audited by the superintendent of public instruction on a selective basis, which may include responses to complaints or other evidence of possible noncompliance, with the number of actual audits per year left to the discretion of the superintendent of public instruction. Such audit may consist of requesting the affected certificate holder to supply the superintendent of public instruction copies of the documents which indicate compliance and/or may consist of any other audit procedure deemed necessary by the superintendent of public instruction in order to check compliance.

[WSR 06-02-051, recodified as § 181-85-109, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 98-01-034, § 180-85-109, filed 12/8/97, effective 1/8/98. Statutory Authority: RCW

28A.70.005. WSR 90-12-076, § 180-85-109, filed 6/1/90, effective 7/2/90.]

WAC 181-85-130 Reinstatement of lapsed certificate. A holder of a lapsed certificate may reinstate such lapsed certificate by presenting evidence to the superintendent of public instruction of completing the continuing education credit hour requirement within the previous five years from the date of reinstatement application. The next lapse dates on a reinstated professional certificate shall be recalculated and shall be the same as if a new certificate under the provisions of WAC 181-85-100.

[Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-130, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-130, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-130, filed 6/10/86.]

WAC 181-85-200 In-service education approval standards. All in-service education programs provided by approved in-service education agencies shall meet the following program standards if continuing education credit hours are to be offered:

(1) The objectives of the in-service program—i.e., intended outcomes—shall be written for each in-service education program.

(2) The content of the in-service education program shall be set forth in a program agenda which shall specify the program objectives, the dates of each session, the number of continuing education credit hours to be offered, and the names and a short description of the qualifications of each instructor, for example, the instructor's relevant experience, academic background, or current professional position.

(3) All in-service education instructors shall have academic or professional experience which specifically qualifies them to conduct the in-service education program, for example, expertise in a particular content area, field, or occupation.

(4) The program agenda and program materials, prepared, designed, or selected for the in-service education program shall be available to all attendees.

(5) The in-service education program must relate to one or more of the content standards in WAC 181-85-202.

(6) The in-service education agency shall provide program evaluations to the participants, and, to the extent possible, collect these evaluations, in order to determine:

(a) The extent to which the written objectives have been met;

(b) Participant perception of relevance and quality of the offering;

(c) The extent to which activities identified in subsection (5) of this section, addressed by the in-service program, have been met;

(d) The extent to which the in-service program provided the opportunity for participants to reflect on next steps or implementation of the learning in their practice; and

(e) Suggestions for improving the in-service education program if repeated.

(7) The in-service education agency shall compile the evaluations received in subsection (6) of this section in summary form. Summary

evaluation results for each in-service education agency offering shall be accessible to office of superintendent of public instruction staff for review.

(8) The designated administrator of each in-service education agency shall assess the value and success of such program and periodically report his or her findings, along with a summary of the evaluation results, to the board of directors or in-service education agency committee that authorized the in-service program.

(9) The standards for recordkeeping as provided in WAC 181-85-205 shall apply.

(10) The in-service education agency must permit a designated representative of the superintendent of public instruction to attend the in-service education program at no charge and permit such representative to receive a copy of the program materials required by subsection (4) of this section also at no charge.

(11) The in-service education agency must provide each registrant with appropriate forms for claiming continuing education credit hours.

(12) The provisions of this section do not apply to credit or continuing education hours awarded by accredited institutions of higher education under WAC 181-79A-030; course work continuing education hours awarded by a vocational-technical college; hours awarded by the department of children, youth, and families under WAC 181-85-030; hours awarded under WAC 181-85-033; or hours awarded under WAC 181-85-077 which satisfy department of health licensure requirements.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-200, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 08-16-002, § 181-85-200, filed 7/23/08, effective 8/23/08; WSR 06-14-010, § 181-85-200, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-200, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 97-04-086, § 180-85-200, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-200, filed 12/14/88; WSR 88-01-086 (Order 16-87), § 180-85-200, filed 12/21/87; WSR 86-13-018 (Order 8-86), § 180-85-200, filed 6/10/86.]

WAC 181-85-202 Content standards for continuing education credit hours. The content and objectives of in-service continuing education credit hours must relate to one or more of the following:

(1) Opportunities for participants to collect and analyze evidence related to student learning;

(2) Professional certificate standards;

(3) Paraeducator standards of practice as described in Title 179 WAC;

(4) School and district improvement efforts;

(5) Education frameworks and curriculum alignment;

(6) Research-based instructional strategies and assessment practices;

(7) Content of current or anticipated assignment;

(8) Advocacy for students and leadership;

(9) Supervision, mentoring, or coaching; or

(10) Building a collaborative learning community.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-202, filed 7/24/19, effective 8/24/19.]

WAC 181-85-205 Required recordkeeping by approved in-service education agencies. Each approved in-service education agency shall provide the following record service:

(1) Documentation that the in-service education program, including the program agenda as described in WAC 181-85-200(2), received approval by the board or committee provided in WAC 181-85-045(2) prior to offering the in-service program;

(2) A copy of the summary of evaluations required by WAC 181-85-200(7);

(3) A copy of the minutes of the board or committee which demonstrates that such board or committee reviewed the evaluation required by WAC 181-85-200(6);

(4) A list, for each in-service education program, of all participants who have requested continuing education credit hours by signing a registration form made available at the in-service education program. Such registration form shall provide space for the registrant to indicate he or she is requesting fewer hours than the amount calculated for the entire in-service education program due to partial attendance;

(5) The registrant shall be provided a form to be completed at the in-service education program which includes the necessary information for recording in-service credits, and upon request if such request is made within seven calendar years of such in-service education program, including the number of continuing education credit hours recorded. In addition, the registrant shall be given specific instructions regarding the need to preserve the record and how to correct the record if attendance or credit hours has been recorded by the approved in-service education agency inaccurately; and

(6) The above records shall be available for inspection by the superintendent of public instruction for a period of seven calendar years from the date of each in-service education program. The amendments to this section reducing the amount of recordkeeping by in-service providers shall apply retroactively to August 31, 1987.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-205, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-205, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-205, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 90-12-076, § 180-85-205, filed 6/1/90, effective 7/2/90; WSR 88-01-086 (Order 16-87), § 180-85-205, filed 12/21/87; WSR 86-13-018 (Order 8-86), § 180-85-205, filed 6/10/86.]

WAC 181-85-210 Assurances of compliance with program and recordkeeping standards. Annual assurances shall be completed as follows:

(1) School districts shall be requested, when submitting the annual basic education compliance report, to provide an assurance that any in-service education program to be provided by such district and for which continuing education credit hours will be granted shall comply with the applicable program and recordkeeping standards within this chapter.

(2) Approved private schools shall be requested, when applying for annual approval, to provide an assurance that any in-service education program to be provided by such private school and for which continuing education credit hours will be granted shall comply with

the applicable program and recordkeeping standards within this chapter.

(3) Approved in-service education agencies and other in-service education agencies seeking approval status shall provide on forms provided by the superintendent of public instruction, an annual assurance and description of how any in-service education program to be provided by such agency and for which continuing education credit hours will be granted shall comply with the applicable program standards and recordkeeping within this chapter.

These forms will identify, at a minimum, the members of the clock hour committee or board of directors under WAC 181-85-045; will identify the designated administrator of the in-service education agency under WAC 181-85-200; and will provide the address of the in-service education agency web site. If the in-service education agency does not host a web site, the physical address will be provided. Additional information may be requested as determined by the superintendent of public instruction.

The superintendent of public instruction will review these forms for completeness.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-210, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodified as § 181-85-210, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 97-04-086, § 180-85-210, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-210, filed 6/10/86.]

WAC 181-85-211 Annual approval procedures. On an annual basis a list shall be submitted to the professional educator standards board which shall include new applicants for approval as an approved in-service education agency, agencies which were previously approved by the professional educator standards board which did not submit an application for the upcoming year, and applicants who did not submit a complete application for the upcoming year.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-211, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-211, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-211, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 97-04-086, § 180-85-211, filed 2/5/97, effective 3/8/97.]

WAC 181-85-215 Selective audit of records of in-service education agencies. All approved in-service education agencies shall be audited by the superintendent of public instruction on a selective basis, which may include responses to complaints or other evidence of possible noncompliance, with the number of actual audits per year left to the discretion of the superintendent of public instruction.

[WSR 06-02-051, recodified as § 181-85-215, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. WSR 97-04-086, § 180-85-215, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. WSR 86-13-018 (Order 8-86), § 180-85-215, filed 6/10/86.]

WAC 181-85-220 Noncompliance—Substantial compliance rule. If an audit by the superintendent of public instruction finds that an approved in-service education agency is not in substantial compliance with the provisions of this chapter, the superintendent of public instruction shall document violations of the regulations—i.e., written findings of fact and conclusions of law—and notify such provider of corrective action necessary to achieve substantial compliance. If such in-service education agency fails to provide an assurance within twenty calendar days that such corrective action will be implemented, the superintendent of public instruction shall notify the agency that it is no longer eligible to provide continuing education credit hours in its in-service education program until the agency provides an assurance to the superintendent of public instruction that corrective action will be implemented which will satisfy the substantial compliance standard. If the approved in-service agency has more than one department or section operating in-service programs, then only the department or section within such agency that fails to comply with the provisions of this chapter shall no longer be eligible to provide continuing education credit hours.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-220, filed 7/24/19, effective 8/24/19. WSR 06-02-051, recodified as § 181-85-220, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 87-09-013 (Order 5-87), § 180-85-220, filed 4/3/87; WSR 86-13-018 (Order 8-86), § 180-85-220, filed 6/10/86.]

WAC 181-85-225 Appeal to professional educator standards board. Any finding of noncompliance by the superintendent of public instruction under WAC 181-85-220 may be appealed to the professional educator standards board for review. The filing of a notice of appeal shall cause a stay of any order by the superintendent of public instruction until the professional educator standards board makes an independent determination on the issue of substantial compliance. If the professional educator standards board concurs that the approved in-service education agency has failed to substantially comply with the applicable provisions of this chapter, the professional educator standards board shall prescribe the corrective action necessary to achieve substantial compliance. Such in-service education agency or department or section within such agency, whichever is applicable, upon receipt of notice of action by the professional educator standards board, shall be denied the authority to grant any continuing education credit hours for any subsequent in-service education program until the agency provides an assurance to the superintendent of public instruction that corrective action prescribed by the professional educator standards board will be implemented.

[Statutory Authority: Chapters 28A.410 and 28A.413 RCW. WSR 19-15-143, § 181-85-225, filed 7/24/19, effective 8/24/19. Statutory Authority: RCW 28A.410.210. WSR 06-14-010, § 181-85-225, filed 6/22/06, effective 7/23/06. WSR 06-02-051, recodified as § 181-85-225, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. WSR 89-01-043 (Order 28-88), § 180-85-225, filed 12/14/88; WSR 87-09-013 (Order 5-87), § 180-85-225, filed 4/3/87; WSR 86-13-018 (Order 8-86), § 180-85-225, filed 6/10/86.]