

**WAC 357-19-245 What components must be included in an in-training plan?** The in-training plan must document:

- (1) The title of the goal class of the in-training plan.
- (2) The duties and responsibilities of the goal class.
- (3) The training steps and job classes that will be used to reach the goal class.
- (4) The training content for each step of the in-training plan. The training must include at least one of the following components:
  - (a) On-the-job training (knowledge and skill developed through experience);
  - (b) Classroom or field instruction;
  - (c) Courses conducted by an educational institution, vocational school, or professional training organization; or
  - (d) Written, oral, and/or practical examination(s).
- (5) The length of the training steps that are being used to reach the goal class.
- (6) The competencies that must be acquired by the employee while in training to the goal class.
- (7) The method(s) that will be used to determine if the employee has successfully completed the requirements of the in-training plan.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-01-206, § 357-19-245, filed 12/21/04, effective 7/1/05.]