

Chapter 181-85 WAC
PROFESSIONAL CERTIFICATION—CONTINUING EDUCATION REQUIREMENT

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WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

181-85-020 Effective date and applicable certificates. [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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

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 Repealed by WSR 12-17-012, filed 8/2/12, effective 9/2/12.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.

181-85-035 Lapse date—Definition. [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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

181-85-040 Lapsed—Definition. [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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

181-85-075 Continuing education requirement. [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 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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

181-85-100 Calculation of lapse dates. [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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

181-85-130 Reinstatement of lapsed certificate. [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.] Repealed by WSR 21-15-085, filed 7/16/21, effective 8/16/21. Statutory Authority: Chapter 28A.410 RCW.

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, recodified 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 181-85-025 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 education 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 educators and practitioners under Title 110 WAC.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-025, filed 7/16/21, effective 8/16/21. 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 educators and practitioners under Title 110 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 documenting the number 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: .50 or .00. 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: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-030, filed 7/16/21, effective 8/16/21. 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 certificate 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) **Mentors and field experience supervisors.**

Individuals officially designated as a mentor or field experience supervisor by a PESB approved educator preparation program, college or university, school district, educational service district, approved private school, tribal compact school, approved charter school, a state agency providing educational services to students, or the superintendent of public instruction, who hold a valid educational certificate under RCW 28A.410.010, are eligible for the equivalent of thirty continuing education credit hours for service. The service must be as a mentor or field experience supervisor for teachers, administrators, educational staff associates, paraeducators, or interns or candidates in these roles. The individual may not receive more than the equivalent of thirty continuing education credit hours under this subsection during a school year period.

(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 (b) of this subsection.

(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.

(d) Individuals who submit a complete NBPTS national board maintenance of certification portfolio, for a national board certificate with a five-year validity period, and who hold a valid educational certificate under RCW 28A.410.010, are eligible for the equivalent of one hundred continuing education credit hours. Completion of a national board maintenance of certification 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. However, 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. 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 one or more of the following:

(i) Professional role standards under WAC 181-85-203, or paraeducator standards of practice under chapter 179-07 WAC;

(ii) Cultural competency, diversity, equity, and inclusion (CCDEI) standards under RCW 28A.410.260. Until the CCDEI standards are adopted by the board, the professional growth plan must be aligned to the cultural competency standards published by the board; or

(iii) Social emotional learning standards, benchmarks, and indicators under RCW 28A.410.270.

(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.

(12) Government-to-government relationships with federally recognized tribes. Individuals who complete the professional learning on government-to-government relationships with federally recognized tribes as described under WAC 181-79A-244 are eligible for the number of continuing education credit hours completed up to five continuing education credit hours every five years unless they are issued these continuing education credit hours by a state approved in-service education agency.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-033, filed 7/16/21, effective 8/16/21; WSR 20-19-023, § 181-85-033, filed 9/4/20, effective 10/5/20. 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 181-85-045 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, educational staff associates, or paraeducators. These organizations must be nonprofit 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;

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

(e) An educator preparation program provider approved under chapter 181-78A or 181-77A WAC by the professional educator standards board.

(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: Chapter 28A.410 RCW. WSR 20-16-031, § 181-85-045, filed 7/25/20, effective 8/25/20. 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 181-85-077 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 falsification or deliberate misrepresentation, including omission, of a material fact on such form subjects the holder to revocation of his or her certificate under RCW 28A.410.090(6), and chapters 181-86 and 181-87 WAC. 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: Chapter 28A.410 RCW. WSR 21-08-022, § 181-85-085, filed 3/29/21, effective 4/29/21. 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 181-85-105 SPI initial notice to certificate holders of continuing education requirement. Upon issuance, renewal, or reinstatement of a certificate, the superintendent of public instruction shall notify the holder of the expiration date and the continuing education requirements of this chapter and chapter 181-79A WAC, and the holder's responsibility to keep accurate records demonstrating attendance at approved in-service education programs.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-105, filed 7/16/21, effective 8/16/21. 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, is responsible for filing with the superintendent of public instruction, before the expiration date, an application 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 falsification or deliberate misrepresentation, including omission, of any material fact shall be an act of unprofessional conduct for which the holder's certificate may be revoked.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-106, filed 7/16/21, effective 8/16/21; WSR 21-08-022, § 181-85-106, filed 3/29/21, effective 4/29/21. 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 expiration date or until such documentation is audited by the superintendent of public instruction, whichever is earlier.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-108, filed 7/16/21, effective 8/16/21. 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 181-85-200 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) Professional role standards under WAC 181-85-203;
- (2) Paraeducator standards of practice under chapter 179-07 WAC;
- (3) Cultural competency, diversity, equity, and inclusion (CCDEI) standards under RCW 28A.410.260. Until the CCDEI standards are adopted by the board, the content must relate to the cultural competency standards published by the board; or
- (4) Social emotional learning standards, benchmarks, and indicators under RCW 28A.410.270.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-202, filed 7/16/21, effective 8/16/21. 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 181-85-203 Professional educator role standards. Professional educator role standards are the most recently published versions of the standards as follows:

- (1) **Teachers.**
 - (a) **Teachers:** National Board for Professional Teaching Standards (NBPTS) Standards, including the 5 Core Propositions;
 - (b) **CTE teachers:** Standards under WAC 181-77A-165 and as published by the professional educator standards board.
- (2) **Administrators.**
 - (a) **Principals, program administrators, superintendents:** National Policy Board for Educational Administration (NPBEA) Professional Standards for Educational Leaders (PSEL);
 - (b) **CTE directors:** Standards as published by the professional educator standards board.
- (3) **Educational staff associates.**
 - (a) **School behavior analysts:** Behavior Analyst Certification Board (BACB) Board Certified Behavior Analyst (BCBA) Task List.
 - (b) **School counselors:**
 - (i) American School Counseling Association (ASCA) Professional Standards and Competencies; or
 - (ii) National Board for Professional Teaching Standards (NBPTS) School Counseling Standards.
 - (c) **School nurses:** American Nurses Association (ANA) and National Association of School Nurses (NASN) School Nursing: Scope and Standards of Practice.
 - (d) **School occupational therapists:** American Occupational Therapy Association (AOTA) Standards for Continuing Competence.
 - (e) **School orientation and mobility specialists:**
 - (i) Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) Certified Orientation and Mobility Specialist (COMS) Scope of Practice, Body of Knowledge, and Competencies; or
 - (ii) National Blindness Professional Certification Board (NBPCB) National Orientation and Mobility Certification (NOMC), including structured discovery methods and principles.
 - (f) **School physical therapists:** Academy of Pediatric Physical Therapy: Updated competencies for physical therapists working in schools, including competency and related statements, and related clinical skills.
 - (g) **School psychologists:** National Association of School Psychologists (NASP) Professional Practices.

(h) **School social workers:** National Association of Social Workers (NASW) Standards for School Social Work Services.

(i) **School speech language pathologists or audiologists:**

(i) American Speech Language Hearing Association (ASHA) Standards for Clinical Competence in Speech Language Pathology: Knowledge and skills outcomes; or

(ii) American Speech Language Hearing Association (ASHA) Standards for Clinical Competence in Audiology: Knowledge and skills outcomes.

[Statutory Authority: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-203, filed 7/16/21, effective 8/16/21.]

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 under 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 they are 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: Chapter 28A.410 RCW. WSR 21-15-085, § 181-85-205, filed 7/16/21, effective 8/16/21. 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 record-keeping 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 website. If the in-service education agency does not host a website, 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.]