

WAC 490-105-044 Instructor and administrator qualifications.

(See RCW 28C.10.050 and 28C.10.060.) The education and experience of administrators, faculty, and other staff must be adequate to ensure that students will receive educational services consistent with the stated program objectives.

(1) The school must file with the agency the qualifications of all instructional staff and other administration or personnel that interact with students within thirty calendar days of their employment.

(2) The school must establish and enforce written policies for the qualification, supervision, continuing education, and periodic evaluation of administrators, faculty, and staff.

(3) School directors must have at least two years of experience in a school or business administration, teaching, or other experience related to their duties within the organization.

(4) Faculty must be qualified to provide instruction in their areas of specialization as demonstrated by possession of the following:

(a) Industry recognized certification when available; and

(b) Two years of relevant education or work experience or relevant, current teaching experience that particularly qualifies them to provide instruction in their areas of specialization; or

(c) Current evidence of being qualified to teach that has been issued by a regulatory agency of this or another state.

(5) Faculty who teach a course related to an occupation for which the student must subsequently be licensed or certificated must hold or be qualified to hold such a license or certificate.

(6) If the school uses teacher assistants, aides, or trainees, it must maintain policies governing their duties and functions. Such personnel may provide services to students only under the direct supervision of a qualified instructor. They may not act as substitutes for the instructor.

(7) Owners, administrators, faculty, agents, and other staff must be of good moral character and reputation. The agency may find that a person is not of good moral character and reputation if the person:

(a) Has been convicted of any felony within the prior seven years, a misdemeanor which involved the illegal manufacturing, use, possession, or sale of a controlled substance, or a misdemeanor that involved any sexual offense; or

(b) Is found to have made any false or misleading statements in the application for a private vocational school license or in the activities or conduct of its program;

(c) If the person has been convicted of a felony, or is found to have made false statements in the private vocational school application, the agency will consider the relationship of the facts supporting the charge or conviction to the performance of his or her occupational responsibilities with the licensed school and to that school's students; and

(d) In making such determinations the agency may request a letter of recommendation from the employing school and may consider any other related materials submitted by the school and/or affected individual prior to making a finding under this section.

[Statutory Authority: RCW 28.10.040 [28C.10.040]. WSR 15-24-088, § 490-105-044, filed 11/30/15, effective 12/31/15.]