

**Chapter 392-195 WAC**  
**SCHOOL PERSONNEL—IN-SERVICE TRAINING PROGRAM**

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**WAC**

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**WAC 392-195-003 Authority.** The authority for this chapter is RCW 28A.415.040 which authorizes the superintendent of public instruction to adopt rules and regulations for the allocation of funds to common school districts and educational service districts for in-service training programs for certificated and classified personnel.

[Statutory Authority: 1990 c 33. WSR 90-16-002 (Order 18), § 392-195-003, filed 7/19/90, effective 8/19/90. Statutory Authority: RCW 28A.71.210. WSR 84-20-084 (Order 84-44), § 392-195-003, filed 10/2/84.]

**WAC 392-195-005 Purpose.** The purpose of this chapter is to set forth policies and procedures for the allocation of state funds to school districts and educational service districts for in-service training programs.

[Statutory Authority: RCW 28A.71.210. WSR 84-20-084 (Order 84-44), § 392-195-005, filed 10/2/84; WSR 78-09-115 (Order 78-7), § 392-195-005, filed 9/6/78.]

**WAC 392-195-010 Definitions.** As used in this chapter:

(1) "Applicants" shall mean common school districts and educational service districts.

(2) "In-service training" shall mean a cooperatively planned program of training for job-related activities designed to increase the competencies of common school certificated and classified employees in the performance of their assigned responsibilities.

(3) "Needs assessment" shall mean a systematic study to determine strengths and weaknesses of certificated and classified personnel related to the educational needs of the community and students to be served.

(4) "Funds" shall mean those funds appropriated by the legislature and available for the conduct and evaluation of in-service training programs.

[Statutory Authority: RCW 28A.71.210. WSR 88-03-006 (Order 88-5), § 392-195-010, filed 1/8/88; WSR 84-20-084 (Order 84-44), § 392-195-010, filed 10/2/84; WSR 78-09-115 (Order 78-7), § 392-195-010, filed 9/6/78.]

**WAC 392-195-015 Application to SPI for funding.** Applicants shall request funds from the superintendent of public instruction in accordance with the provisions set forth below:

(1) Applicants shall conduct a needs assessment.

(2) The board of an applicant shall appoint an advisory in-service training task force of members comprised of representatives from administrators, building principals, teachers, classified and support personnel employed by the applicant, an institution of higher education, and the general public in such numbers as shall be established by the applicant board of directors.

(3) The applicant shall establish written goals and objectives, identify training activities relevant thereto and design evaluation procedures and criteria which assess the degree and level of attainment of the goals and objectives.

(4) The task force shall participate in identifying the in-service training needs and goals pursuant to this chapter and suggest changes, if any, in direction, focus, or evaluation methods. No application will be accepted which is not approved by a majority vote of the task force.

(5) Nonpublic school personnel may be invited to participate in continuing professional development activities by the applicant.

(6) The applicant shall demonstrate with a signed statement of assurance to the superintendent of public instruction its intention to implement the recommendations of the needs assessment.

(7) Funds shall supplement, not supplant, the existing staff development and in-service activities of an applicant.

[Statutory Authority: RCW 28A.71.210. WSR 88-03-006 (Order 88-5), § 392-195-015, filed 1/8/88; WSR 84-20-084 (Order 84-44), § 392-195-015, filed 10/2/84; WSR 79-12-007 (Order 11-79), § 392-195-015, filed 11/9/79; WSR 78-09-115 (Order 78-7), § 392-195-015, filed 9/6/78.]

**WAC 392-195-020 Allocation of funds by SPI.** The superintendent of public instruction shall evaluate each application approved by the applicant's task force and award funds to those programs which he or she deems to be in the best interest of the public school system. Consideration shall be given to:

(1) The potential of the proposed training activities for accomplishing the stated objectives;

(2) The extent to which the objectives are clearly defined and stated; and

(3) The appropriateness of the evaluation design.

[Statutory Authority: RCW 28A.71.210. WSR 84-20-084 (Order 84-44), § 392-195-020, filed 10/2/84; WSR 78-09-115 (Order 78-7), § 392-195-020, filed 9/6/78.]

**WAC 392-195-025 Program reports to SPI.** Grantees shall report the results of their programs to the superintendent of public instruction. A financial report that sets forth the objects of expenditure, such as released time, contractual services, materials and supplies, and travel shall also be submitted to the superintendent of public instruction.

[Statutory Authority: RCW 28A.71.210. WSR 84-20-084 (Order 84-44), § 392-195-025, filed 10/2/84; WSR 78-09-115 (Order 78-7), § 392-195-025, filed 9/6/78.]