Chapter 181-85 WAC

PROFESSIONAL CERTIFICATION—CONTINUING EDUCATION REQUIREMENT

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 Continuing education credit hour—Definition—Professional growth team consultation and collaboration—School accreditation site visit team participation—National Board for Professional Teaching Standards assessment—Supervisors—First peoples' language, culture and oral tribal traditions.
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—ESAs.
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.
181-85-205 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. 06-14-010, § 181-85-034, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-034, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 05-19-103, § 180-85-034, filed 9/20/05, effective 10/21/05.] Repealed by 12-17-012, filed 8/2/12, effective 9/2/12. Statutory Authority: RCW 28A.410.210.

WAC 181-85-005 Authority. The authority for this chapter is RCW 28A.410.010 which authorizes the state board of education 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)(a) requires most private school classroom teachers to hold appropriate Washington state certification with few exceptions.)

[06-02-051, recodified as § 181-85-005, filed 12/29/05, effective 1/1/06. Statutory Authority: 1990 c 33. 91-04-016, § 180-85-005, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 28A.70.005. 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 pursuant to rules and regulations of the state board of education.

[06-02-051, recodified as § 181-85-010, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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.

[06-02-051, recodified as § 181-85-015, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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) Continuing certificates as provided in chapter 181-79A WAC.

(2) Standard certificates as provided under previous standards of the professional educator standards board.

(3) Professional certificates as provided in chapter 181-79A WAC.

(4) 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: RCW 28A.410.210. 06-14-010, § 181-85-020, filed 6/22/06, effective 7/23/06. 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). 99-01-174, § 180-85-020, filed 12/23/98, effective 1/23/99. Statutory Authority: RCW 28A.70.005. 89-01-043 (Order 28-88), § 180-85-020, filed 12/14/88; 87-12-041 (Order 10-87), § 180-85-020, filed 6/1/87; 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, awarded by a regionally accredited institution of higher education, pursuant to WAC 181-78A-010(6).

(2) All continuing education credit hours awarded by a vocational-technical college pursuant to 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 and 181-85-034.

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

(5) 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.

(6) 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 three continuing education credit hours.

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

WAC 181-85-032 Continuing education credit hour—Definition—Internships. Notwithstanding the provisions of WAC 181-85-030(6), 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: RCW 28A.410.210. 06-14-010, § 181-85-032, filed 6/22/06, effective 7/23/06. 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. 96-08-013, § 180-85-032, filed 3/25/96, effective 4/25/96.]

WAC 181-85-033 Continuing education credit hour—Definition—Professional growth team consultation and collaboration—School accreditation site visit team participation—National Board for Professional Teaching Standards assessment—Supervisors—First peoples' language, culture and oral tribal traditions. (1) Notwithstanding any provisions of this chapter to the contrary, for consultation and collaboration as a member of an approved professional growth team, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive 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 a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive 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.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/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 pursuant to RCW 28A.410.010 shall receive the equivalent of ten continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of twenty continuing education credit hours during a calendar year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor 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.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of forty-five continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application. Upon achieving National Board certification, the individual shall receive the equivalent of an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, teachers who achieve the professional certification through the external assessment per WAC 181-79A-206 will receive the equivalent of one hundred fifty continuing education credit hours.

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive in-service training or continuing education according to RCW 28A.415.020(6) 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.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as scorers for the Washington teacher performance assessment shall receive 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 shall receive the equivalent of ten continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as scorers for the Washington ProTeach Portfolio assessment shall receive 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 shall receive the equivalent of ten additional continuing education credit hours.

[Statutory Authority: RCW 28A.410.210. 12-17-039, § 181-85-033, filed 8/7/12, effective 9/7/12; 12-04-031, § 181-85-033, filed 1/26/12, effective 2/26/12; 11-04-048, § 181-85-033, filed 1/25/11, effective 2/25/11; 10-20-079, § 181-85-033, filed 9/29/10, effective 10/30/10; 08-03-101, § 181-85-033, filed 1/20/08, effective 2/20/08; 06-14-010, § 181-85-033, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-033, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 05-19-104, § 180-85-033, filed 9/20/05, effective 10/21/05; 04-20-094, § 180-85-033, filed 10/5/04, effective 11/5/04; 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.

[06-02-051, recodified as § 181-85-035, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 02-04-017, § 180-85-035, filed 1/24/02, effective 2/24/02; 01-13-111, § 180-85-035, filed 6/20/01, effective 7/21/01. Statutory Authority: RCW 28A.70.005. 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.

[06-02-051, recodified as § 181-85-040, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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) An organization which for the purpose of this chapter shall mean any local, state, regional, or national nonprofit organization which offers in-service education programs to teachers, administrators, and/or educational staff associates;

(c) A school district, an educational service district, the superintendent of public instruction, or any state or national 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 agency has either a committee or board of directors which provides 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. In the case of school districts or educational service districts the committee shall be composed of the same representatives as required by RCW 28A.415.040—i.e., "representatives from the ranks of administrators, building principals, teachers, classified and support personnel . . . , . . . the public, and . . . institution(s) of higher education, ..."

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-85-045, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-045, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 92-04-044, § 180-85-045, filed 1/31/92, effective 3/2/92. Statutory Authority: 1990 c 33. 91-04-016, § 180-85-045, filed 1/28/91, effective 2/28/91. Statutory Authority: RCW 28A.70.005. 90-12-076, § 180-85-045, filed 6/1/90, effective 7/2/90; 88-01-086 (Order 16-87), § 180-85-045, filed 12/21/87; 87-09-013 (Order 5-87), § 180-85-045, filed 4/3/87; 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) Each holder of a continuing certificate affected by this chapter shall be required to complete during a five-year period one hundred fifty 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.

(2) 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 in collaboration with the professional growth team as defined in WAC 181-79A-030. The professional growth plans must document formalized learning opportunities and professional development activities

that relate to the standards and "career level" benchmarks defined in WAC 181-79A-207 for teachers, WAC 181-78A-540(1) for administrators, or WAC 181-78A-540(2) for educational staff associates. For educators holding multiple certificates in chapter 181-85 WAC or WAC 181-79A-251, 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. Each completed annual professional growth plan shall receive the equivalent of thirty continuing education credit hours.

(3) Provided, That each holder of a continuing or a standard 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) Each holder of a continuing school psychologist certificate affected by this chapter may present a copy of a valid National Certified School Psychologist certificate issued by the National Association of School Psychologists in lieu of the completion of the continuing education credit hours required by this chapter.

[Statutory Authority: RCW 28A.410.210. 12-17-012, § 181-85-075, filed 8/2/12, effective 9/2/12; 06-14-010, § 181-85-075, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-075, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 05-19-104, § 180-85-075, filed 9/20/05, effective 10/21/05; 02-14-112, § 180-85-075, filed 7/2/02, effective 8/2/02; 02-04-017, § 180-85-075, filed 1/24/02, effective 2/24/02; 01-09-004, § 180-85-075, filed 4/5/01, effective 5/6/01; 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). 99-01-174, § 180-85-075, filed 12/23/98, effective 1/23/99. Statutory Authority: RCW 28A.70.005. 89-01-043 (Order 28-88), § 180-85-075, filed 12/14/88; 86-13-018 (Order 8-86), § 180-85-075, filed 6/10/86.]

WAC 181-85-077 Continuing education credit—ESAs. Educational staff associates may use credits or clock hours that satisfy continuing education requirements for state professional licensure toward fulfilling professional educator standards board continuing education certification requirements.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-85-077, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-077, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 04-15-120, § 180-85-077, filed 7/20/04, effective 8/20/04; 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 pursuant to 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: RCW 28A.410.210. 06-14-010, § 181-85-085, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-085, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 90-12-076, § 180-85-085, filed 6/1/90, effective 7/2/90; 89-01-043 (Order 28-88), § 180-85-085, filed 12/14/88; 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.

[06-02-051, recodified as § 181-85-100, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 98-05-024, § 180-85-100, filed 2/6/98, effective 3/9/98. Statutory Authority: RCW 28A.70.005. 90-12-076, § 180-85-100, filed 6/1/90, effective 7/2/90; 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.

[06-02-051, recodified as § 181-85-105, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 04-08-054, § 180-85-105, filed 4/2/04, effective 5/3/04. Statutory Authority: RCW 28A.70.005. 90-12-076, § 180-85-105, filed 6/1/90, effective 7/2/90; 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 attestment 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.

[06-02-051, recodified as § 181-85-106, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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 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 agency which verifies completion of three or more clock hours.

[06-02-051, recodified as § 181-85-107, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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.

[06-02-051, recodified as § 181-85-108, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 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.

[06-02-051, recodified as § 181-85-109, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 98-01-034, § 180-85-109, filed 12/8/97, effective 1/8/98. Statutory Authority: RCW 28A.70.005. 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. 06-14-010, § 181-85-130, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-130, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 86-13-018 (Order 8-86), § 180-85-130, filed 6/10/86.]

WAC 181-85-200 In-service education approval standards. In-service education programs provided by approved in-service education agencies shall meet the following program standards:

(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 topics to be covered, the days and times of each presentation, and the names and short description of qualifications of each instructor—e.g., degrees and current professional position.

(3) All in-service education instructors shall have academic and/or professional experience which specifically qualifies them to conduct the in-service education program—e.g., a person with expertise in a particular subject, field, or occupation.

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

(5) Activities must relate to opportunities for participants to collect and analyze evidence related to student learning; professional certificate standards; school and district improvement efforts; K-12 frameworks and curriculum alignment; research-based instructional strategies and assessment practices; content of current or anticipated assignment; advocacy for students and leadership, supervision, mentoring/coaching; and/or building a collaborative learning community.

(6) The in-service education program shall be evaluated by the participants 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; and

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

(7) The in-service education agency shall compile the evaluations required in subsection (6) of this section in summary form. Summary evaluation results for each in-service education agency offering shall be posted on the in-service education agency web site accessible to prospective participants and to office of superintendent of public instruction staff for review. Provided, That if the in-service education agency does not host a web site, summary evaluation results shall be included as part of the approval renewal process.

(8) The designated administrator of each in-service education program shall assess the value and success of such program and periodically report his or her findings to the governing or advisory board which 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) Note: The provisions of this section do not apply to credit hours awarded by a college or university or course work continuing education hours awarded by a vocational-technical college.

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

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, 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(5); and

(3) A copy of the minutes of the board or advisory committee which demonstrates that such board or advisory committee reviewed the assessment 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.

(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: RCW 28A.410.210. 06-14-010, § 181-85-205, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-205, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 90-12-076, § 180-85-205, filed 6/1/90, effective 7/2/90; 88-01-086 (Order 16-87), § 180-85-205, filed 12/21/87; 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 agencies and other in-service education agencies seeking approval status shall provide on forms provided by the superintendent of public instruction, an annual assurance that 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. Such forms shall contain such other information related to the continuing education program provided by the approved in-service agency as requested by the superintendent of public instruction.

[06-02-051, recodified as § 181-85-210, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 97-04-086, § 180-85-210, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. 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 agency and agencies which were previously approved by the professional educator standards board which no longer wish to serve as an approved in-service education agency.

[Statutory Authority: RCW 28A.410.210. 06-14-010, § 181-85-211, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-211, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 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.

[06-02-051, recodified as § 181-85-215, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.410.010. 97-04-086, § 180-85-215, filed 2/5/97, effective 3/8/97. Statutory Authority: RCW 28A.70.005. 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 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: Provided, That 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.

[06-02-051, recodified as § 181-85-220, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 87-09-013 (Order 5-87), § 180-85-220, filed 4/3/87; 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 pursuant to 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 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: RCW 28A.410.210. 06-14-010, § 181-85-225, filed 6/22/06, effective 7/23/06. 06-02-051, recodified as § 181-85-225, filed 12/29/05, effective 1/1/06. Statutory Authority: RCW 28A.70.005. 89-01-043 (Order 28-88), § 180-85-225, filed 12/14/88; 87-09-013 (Order 5-87), § 180-85-225, filed 4/3/87; 86-13-018 (Order 8-86), § 180-85-225, filed 6/10/86.]