

Establishment of Continuing Education Agency

Purpose

This procedure sets forth the guidelines for Valley School District to maintain their standing as an approved in-service educational agency.

Scope

This procedure applies to Valley School District staff members who are tasked with insuring that all legal standards are met to preserve the District's status as an approved in-service educational agency.

Procedure

1. WAC 181-85-045 permits school districts to offer continuing education clock hours for staff development according to the following rules and regulations, which are heretofore adopted by Valley School District:

2. DISTRICT NEEDS ASSESSMENT

The District shall conduct a district needs assessment, including plans developed at the building level, to be reviewed and updated at least every two years, of certificated and classified personnel to determine identified strengths and weaknesses of personnel that would be strengthened by such in-service training programs. This assessment will demonstrate that the plans are consistent with the district educational goals.

3. ESTABLISHMENT OF COMMITTEE

3.1. The Superintendent shall establish a Continuing Education Committee, which will consist of three members who shall be representatives from the ranks of administrators, building principals, teachers, classified and support personnel, the public and from an institution of higher learning. The Committee shall recommend to the superintendent or designee, prior approval of proposed district in-service programs on the basis that the proposed programs are designed to meet the program standards as set forth in WAC 181-85-200.

3.2. The Continuing Education Committee shall demonstrate to the superintendent or designee that the committee has participated in identifying in-service training needs and goals, and its intention to implement the recommendations of the needs assessment and thereafter the progress it has made in providing in-service training as identified in the needs assessment.

4. IN-SERVICE APPROVAL STANDARDS

In-service education programs provided by Valley School District shall meet the following program standards:

- (a) The objectives of the in-service program -- i.e., intended outcomes -- shall be written for each in-service education program.

- (b) 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.
- (c) 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.
- (d) Program materials, including the program agenda, prepared, designed, or selected for the in-service education program shall be available to all attendees.
- (e) 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.
- (f) The in-service education program shall be evaluated by the participants to determine:
 - The extent to which the written objectives have been met;
 - Participant perception of relevance and quality of the offering;
 - The extent to which activities identified in subsection (5) of this section, addressed by the in-service program, have been met; and
 - Suggestions for improving the in-service education program if repeated.
- (g) The district shall compile the evaluations required in subsection (6) of this section in summary form. Summary Evaluation results for each district offering shall be posted on the district web site accessible to prospective participants and to Office of Superintendent of Public Instruction staff for review.
- (h) 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 superintendent of designee, who will forward the findings to the Continuing Education Committee.
- (i) The standards for recordkeeping, outlined below, shall apply.
- (j) The district 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.

- (k) The district must provide each registrant with appropriate forms for claiming continuing education credit hours.

5. RECORD KEEPING REQUIRMENTS

The district shall provide the following record keeping service:

- a. Documentation that the in-service education program, including the program agenda, received a recommendation for approval by the Continuing Education Committee prior to offering the in-service program.
- b. A copy of the summary of evaluations required by WAC 181-85-200(5); and
- c. A copy of the minutes of the Committee which demonstrates that the Committee reviewed the required assessment.
- d. 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.
- e. 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 inaccurately by the district.
- f. Clock hour forms with payment in full must be submitted by the last day of each in-service education program for which clock hours are requested. Credit cards are not accepted. Checks should be made out to Valley School District unless instructed otherwise. The Clock Hour Coordinator will return the completed clock hour form to you, and provide a copy to the Personnel Department.
- g. 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.

6. ASSURANCES

To the extent required by law, the district 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 prescribed by rule.

Supporting Documentation

WAC 181-85-045 (1) (c) Approved district - definition

WAC 181-85-200 In-service education – approval standards

RCW 28A.415.040 Institutes, workshops and training

WAC 181-85-205 Required record keeping by approved in-service education agencies

Document History

Action:	Date:
New	To Be Determined
Revised	
Revised	
Revised	

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