**Professional-Technical Instructor Certification Requirements**

**Draft Policy Guidance**

**Overview**:

[WAC 131-13-170](https://app.leg.wa.gov/wac/default.aspx?cite=131-16-070) through [WAC 131-16-094](https://app.leg.wa.gov/wac/default.aspx?cite=131-16-094)provide faculty certification requirements for both tenure track and adjunct professional-technical instructors.

**Guidance to Colleges**:

This guidance is provided to help colleges identify professional-technical instructors required to complete initial certification within three years, in addition to maintaining/renewing certification every five years. All professional-technical instructors meeting the following criteria must complete the initial certification requirements in [WAC 131-16-092](https://apps.leg.wa.gov/wac/default.aspx?cite=131-16-092):

* All tenure-track professional-technical instructors.
* All adjunct professional-technical instructors that teach a two-thirds full-time load for more than the equivalent of three quarters. This equates to an average of 10 or more credits over their four most recent quarters, excluding the summer term. An adjunct professional-technical faculty member teaching more than 40 total credits over the four most recent quarters must be certified.
  + Colleges should only consider the last two years of employment for adjunct faculty.
  + The number of credits is based on completed teaching assignments.
  + Teaching quarters to be averaged are the last four quarters of completed assignments.
  + Examples:
    - Faculty A taught four quarters over the past two years - the last four quarters exceed the 40-credit threshold, certification is required.
    - Faculty B taught five quarters over the past two years - the last four quarters do not exceed the 40-credit threshold, certification is not required.
    - Faculty C taught four quarters over the past two years - the last four quarters exceeded the 40-credit threshold, certification is required.

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|  | Fall  2022 | Winter 2023 | Spring 2023 | Fall  2023 | Winter 2024 | Spring 2024 | Total  (last 4 qtrs.) | Average  Exceed 10? | Certification  Required? |
| Adjunct Faculty A | 12 | 10 | 0 | 12 | 10 | 0 | 44 | 11 | Yes |
| Adjunct Faculty B | 12 | 8 | 15 | 4 | 0 | 5 | 32 | 8 | No |
| Adjunct Faculty C | 13 | 0 | 0 | 12 | 12 | 12 | 49 | 12.25 | Yes |

* Adjunct professional-technical instructors teaching less than a two-thirds full-time load are not required to complete certification. They must, however, be assessed as to their ability to provide student instruction, supervise learning environments, and implement curriculum, outcomes, and assessments.

**Assumptions**

This guidance is based on the following calculations:

* Average full-time teaching load is 15 credits.
* Legislation applies to faculty teaching 2/3 time for **more**than the equivalent of three quarters.
* Four quarters at 15 credits = 60; apply 2/3 teaching load = 40 credits over 4 quarters.
* The legislation does not address quarters within the same academic year - only the equivalent of more than three quarters.