



# PROFESSIONAL-TECHNICAL CERTIFICATION

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*Washington State Board*



# OVERVIEW



# AGENDA

- Regulations and Policy
- Personnel
- Orientation
- Certification
- First Aid/CPR & Bloodborne Pathogens Certifications
- Skill Standards
- Professional Development Plans
- Steps to Success
- Tracking and Documentation
- Perkins

# PURPOSE

This training aims to provide a clear understanding of certification and professional development plan requirements to be successful in achieving state and federal compliance.



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# REGULATIONS AND POLICY

## WAC 131-16-092

### Maintaining and improving certification competencies for professional-technical administrators and instructors

- President responsible to assure compliance
- President certifies Chief Professional-Technical Administrator
- Supervising Professional-Technical Administrator or designee certifies instructors
- Maintain file of all plans
- Plans reviewed periodically (determined by institution)
- Full-time vs eligible part-time instructors
- Must complete requirements of initial certification within 3 years to attain standard certification
- Standard certification must be renewed every 5 years

# WAC 131-16-093

## Types of professional-technical education certificates

- **Initial certification:** documentation of professional development plan which identifies professional growth and is not renewable.
  - Chief professional-technical administrators issued initial certification upon hire.
- **Standard certification:** issued after completion of initial certification, renewed every five years, and professional development plan must be completed.
  - Maintain certification: Chief P/T Administrators must develop and complete PDP that includes as a minimum their ability to use skill standards to guide and support professional development of instructors they supervise.
- **First-Aid/CPR/Bloodborne Pathogens:** Must be earned prior to 2<sup>nd</sup> quarter and exemptions exist.

## WAC 131-16-094

### Certification process for professional-technical instructors

- **Certification process includes:**
  1. Faculty self-assessment against required skill standards
  2. Completion of a professional development plan
- **Professional Development Plan includes:**
  1. Identifies priorities for professional growth
  2. Ability to provide student instruction, supervise learning environments, and implement curriculum, outcomes and assessments
  3. Developed in collaboration with instructor
  4. Based upon five professional development activities
  5. Linked to Skill Standards



## WA STATE PERKINS V PLAN

- All professional/technical faculty and administrators must complete an initial three-year or on-going five-year professional development plan (PDP) to maintain their certification.
- Individual professional development activities must directly align with each instructor or administrator's plan and increase their knowledge of current practices in the field.
- Professional development activities may also support participation in recognized industry sponsored training programs that result in industry certification or offer comprehensive skills training resulting in a better match between employer expectations and the program content.

## **SBCTC POLICY 2.20.30**

### **2.20.30 Certification of professional-technical personnel**

- Certification of professional-technical personnel shall be in accordance with the standards established by the State Board and becomes the responsibility of the president of each institution, or district, to assure compliance with the standards (see WAC 131-16-092, WAC 131-16-093, and WAC 131-16-094).

# COLLEGE POLICY/PROCEDURES

College policy and/or procedures should include:

- Designation of Chief Professional-Technical Administrator(s)
- Professional development plan requirements
  - Tracking interval
  - Skill Standards
  - Professional development activities
- Professional-technical certification information
  - First-Aid/CPR and BBP procedures
  - Additional requirements from WACs
  - Orientation



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# PERSONNEL

# ROLES

President

Chief Professional-Technical Administrator

Supervisors

Full-time Faculty

Part-time Faculty

# ADMINISTRATORS/SUPERVISORS' ROLE

- Determine required Critical Work Functions
- Manage exemption/verification of First-Aid/CPR and bloodborne pathogens requirement
- Ensure faculty orientation requirement
- Track faculty progress toward meeting required standards

# ADJUNCT FACULTY CERTIFICATION POLICY GUIDANCE

- Teach a two-thirds full-time load for more than the equivalent of three quarters.
  - Equates to an average of 10 or more credits over their four most recent **teaching** quarters, excluding the summer term.
- Teach more than 40 total credits over the four most recent quarters must be certified.

# ADJUNCT FACULTY CERTIFICATION POLICY GUIDANCE

- Instructors teaching less than a two-thirds full-time load are not required to complete certification.
  - Must be assessed as to their ability to provide student instruction, supervise learning environments, and implement curriculum, outcomes, and assessments.





# REQUIREMENTS BY ROLE

Professional-Technical Certification Elements	Chief Professional Technical Administrator	Supervisor	Full-time Faculty	Part-time Faculty
Certification	YES	YES	YES	YES unless not required WAC 131-16-092
Professional Development Plan	YES	YES	YES	YES unless not required WAC 131-16-092
First Aid CPR Bloodborne Pathogens	NO unless teaching then follow faculty guidelines	NO unless teaching then follow faculty guidelines	YES unless exempt WAC 131-16-093	YES unless exempt WAC 131-16-093



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# ORIENTATION

# REQUIREMENT

## WAC 131-16-093

- The hiring institution shall hold an orientation for all new full-time professional-technical instructors.
- The orientation outline must be on file at each campus.



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# CERTIFICATION

# CERTIFICATION OVERVIEW

- Must include Professional Development Plan (PDP)
- Minimum of five (5) performance outcomes and related activities.
- Must include Critical Work Functions (CWF) A, B, and D (see slide 31).

# INITIAL

- Complete orientation (upon hire).
- Complete First Aid/CPR & Bloodborne Pathogen requirement (BBP).
- Utilize skill standards in development of PDP.
  - Alignment of college policy and CBA
- Regular review and track progress.
  - Annually, at minimum
- All new certification processes after June 30, 2025, must incorporate 2024 skill standards.
- Complete elements in PDP within 3 years.



## **STANDARD (RENEWAL)**

- PDP must be updated prior to issuing of Standard certification or renewal of certification.
- 5-year expiration.
- Regular review and track progress.
  - Annually, at minimum
- All certification processes after June 30, 2025, must incorporate 2024 skill standards.



# **FIRST AID/CPR BLOODBORNE PATHOGENS CERTIFICATIONS**



# REQUIREMENTS

## WAC 131-16-093

- A current first-aid certificate, including CPR and bloodborne pathogens, must be earned by professional-technical instructors prior to the second quarter of employment in professional-technical programs.
- Achieved by passing a course of first-aid/CPR/bloodborne pathogen instruction and participation in practical application of subject matter determined and required by the Department of Labor and Industries.
- Responsibility for ensuring that appropriate staff has first-aid training will rest with the assigned chief professional-technical administrator.

# EXEMPTIONS

- Exemptions according to WAC 131-16-093
- College's policy/procedures may require additional certification

# EXEMPTION—ADVANCED SKILL

## WAC 131-16-093

- Physicians, registered nurses, licensed practical nurses, and others when their occupational competencies and training include first-aid knowledge and skills equal to or superior to that represented by the first-aid certification being required under these regulations.

# EXEMPTION—NON-HAZARDOUS

## WAC 131-16-093

When the instructional environment does not bring students into physical proximity with:

- machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders, and/or other hazards.

# EXEMPTION—INSTRUCTIONAL SETTING

## WAC 131-16-093

- Instructors are exempt who teach related subjects to professional-technical students, i.e., mathematics, English, or communications skills, etc., when such subjects are taught in classrooms rather than shops or laboratories.

# **SKILL STANDARDS FOR PROFESSIONAL-TECHNICAL COLLEGE INSTRUCTORS**

# OVERVIEW

- Skills standards are performance specifications that identify the knowledge, skills, and abilities an individual needs to succeed in the workplace. They provide measurable benchmarks of skill and performance achievement.
- Represent core work requirements and baseline occupational skills of instructors, with the inclusion of a diversity, equity, and inclusion (DEI) component.
- <https://www.skillstandardswa.org/>

# CRITICAL WORK FUNCTIONS

- |          |  |
|----------|--|
| <b>A</b> | <b>Manage learning environments*</b>   |
| <b>B</b> | <b>Develop outcomes, assessments, and curricula*</b>                                   |
| <b>C</b> | Develop and review programs  |
| <b>D</b> | <b>Provide student instruction*</b>  |
| <b>E</b> | Provide support and guidance to students   |
| <b>F</b> | Perform administrative and program management functions                                |
| <b>G</b> | Create and maintain a professional environment   |
| <b>H</b> | Promote the program and collaborate with college administration on student recruitment |

\*Required standard to be included in professional development plan

[Skill Standards for Professional-Technical Instructors](#)





# PROFESSIONAL DEVELOPMENT PLANS

# REQUIREMENTS

## WAC 131-16-094

- The assigned professional-technical administrator and/or supervisor shall be responsible for the approval of the professional development plan.
- The chief professional-technical administrator shall be responsible for the approval of professional development activities.

# REQUIREMENTS

## WAC 131-16-094

The professional development plan:

- Identifies priorities for professional growth
- Includes at least five professional development activities
- Linked to professional-technical faculty skill standards

# REQUIREMENTS

## WAC 131-16-094

The professional development plan includes:

- (1) Faculty and administrator identification of professional development activities for professional growth.
- (2) Measurable outcomes and objective standards for measurement of skill standard achievement.
- (3) A timeline for successful achievement of outcomes.

# GUIDANCE

Professional Development Plan should address at a minimum, the faculty's ability to:

- Provide student instruction
- Supervise learning environments
- Implement curriculum, outcomes, and assessments

Must clearly align with Critical Work Functions and Key Activities as identified in the Skill Standards.

# EXAMPLES

- Workshops
- Courses of Instruction
- Conferences
- Return to Industry (Experiences/Projects)
- Industry Certifications
- Maintaining and Responding to Industry Standards
- Other applicable experiences

# STEPS TO SUCCESS

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During Perkins monitoring, colleges that were compliant encompassed the following:

- ✓ Executive cabinet commitment to compliance
- ✓ Delegation of and support for appropriate authority to ensure compliance
- ✓ Consistent chief professional-technical administrator
- ✓ Shared location with documentation of policies and procedures
- ✓ Tracking is centralized and coordinated
- ✓ Dedicated position to focus on certification
- ✓ Training for faculty and deans



# TRACKING AND DOCUMENTATION

# REQUIREMENTS

- Colleges can use ProCert, Canvas, SharePoint, or a spreadsheet, etc. to track certifications
- Need to track:
  - Orientation has been completed
  - PDP progress and status
  - Certification type and expiration date
  - First Aid/CPR/BBP certification status
- During monitoring colleges may be asked to provide:
  - Orientation outline
  - Professional Development Plan
  - First Aid/CPR/BBP certification



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# PERKINS



# PERKINS

- **Funding for Professional Development:** Perkins Plan or Leadership Block Grant (most common)
  - Refer to Perkins Grant Guidelines about the allowability of funding short-term, one-day, or stand-alone professional development
- **Monitoring:** Certification is a requirement according to WA State Perkins V Plan



# ATTENDANCE VERIFICATION

- Please complete the Training Acknowledgment Form.
  - <https://forms.office.com/r/YJ5Guf5X88>
- Completion of this form, by March 28<sup>th</sup>, 2025, will meet the training requirement for colleges that need to attend due to Perkins monitoring.



# QUESTIONS?

