

WAC 392-121-280

Placement on LEAP salary allocation documents—Documentation required.

School districts and charter schools shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts and charter schools shall document the date of awarding or conferring of the highest degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.

(a) If the highest degree is a master's degree, the district or charter school shall also document the date of awarding or conferring of the first bachelor's degree.

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC **181-79A-260**: Provided, That documentation of degree equivalency is not required if that institution of higher education is already accredited pursuant to WAC **181-78A-010(7)**.

(2) Districts and charter schools shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "earned" at the end of the term for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered one hundred and above are deemed transferable for purposes of WAC **392-121-255(4)** subject to the limitations of that same subsection;

(c) Credits are not deemed "earned" at an institution of higher education which transfers-in credits. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC **392-121-255**;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction: Provided, That documentation of degree equivalency is not required if that institution of higher education is already accredited pursuant to WAC **181-78A-010(7)**; and

(e) For credits earned after September 1, 1995, districts and charter schools shall document that the course content meets one or more of the criteria of WAC **392-121-262(1)**. At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district or charter school representative and must be available to the employee's future employers.

(3) Districts and charter schools shall document in-service credits:

(a) By having on file a document meeting standards established in WAC **181-85-107**; and

(b) For credits earned after September 1, 1995, districts and charter schools shall document that the course content meets one or more of the criteria of WAC **392-121-262(1)**. At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district or charter school representative and must be available to the employee's future employers.

(4) Districts and charter schools shall document nondegree credits.

(a) For vocational/career and technical education educator training credits pursuant to WAC **392-121-259(3)** districts and charter schools shall have on file a document meeting standards established in

WAC **181-85-107** and evidence that the training was authorized pursuant to WAC **181-77-003** (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC **392-121-259**(3) districts and charter schools shall have on file documents which provide:

- (i) Evidence that the occupational experience meets the requirements of WAC **181-77-003**(7);
- (ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district or charter school calculation of converted credits pursuant to WAC **392-121-259**(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC **392-121-262**(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts and charter schools shall document certificated years of experience as follows:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year districts and charter schools shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts and charter schools shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting experience outside of the school district or charter school pursuant to WAC **392-121-264** (1)(a), evidence whether or not the position required professional education certification pursuant to WAC **392-121-264** (1)(a)(ii);

(vi) For those counting experience pursuant to WAC **392-121-264** (1)(b), a brief description of the previous employment which documents the school district's or charter school's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC **392-121-264** (1)(e), evidence that the experience meets the requirements of WAC **181-77-003**(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC **392-121-264** (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC **392-121-264** (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, That each copy is subject to school district or charter school acceptance or rejection.

(7) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC **181-87-035** shall be deemed an act of unprofessional conduct pursuant to WAC **181-87-050**. In such an event the provisions of chapters **181-86** and **181-87** WAC shall apply.

[Statutory Authority: RCW **28A.150.290**(1) and **28A.415.024**. WSR 17-03-025, § 392-121-280, filed 1/6/17, effective 2/6/17. Statutory Authority: RCW **28A.150.290** and **28A.710.220**. WSR 15-18-078, § 392-121-280, filed 8/28/15, effective 9/28/15. Statutory Authority: RCW **28A.150.290**(1) and **28A.415.024**. WSR 14-07-006, § 392-121-280, filed 3/6/14, effective 4/6/14. Statutory Authority: RCW

28A.150.290(1). WSR 11-21-065, § 392-121-280, filed 10/17/11, effective 11/17/11; WSR 07-23-070, § 392-121-280, filed 11/19/07, effective 12/20/07; WSR 06-19-045, § 392-121-280, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW **28A.150.290(1)** and section 503 (1)(b) of the 2002 supplemental budget. WSR 02-22-065, § 392-121-280, filed 11/1/02, effective 12/2/02. Statutory Authority: RCW **28A.150.290** and chapter **28A.415** RCW. WSR 97-22-106 (Order 97-07), § 392-121-280, filed 11/5/97, effective 12/6/97. Statutory Authority: RCW **28A.150.290**. WSR 95-21-096 (Order 95-09), § 392-121-280, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW **28A.150.290, 28A.150.400** and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-280, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW **28A.150.290**. WSR 92-23-044 (Order 92-15), § 392-121-280, filed 11/16/92, effective 12/17/92. Statutory Authority: RCW **28A.150.290** and 1990 1st ex.s. c 16 § 502. WSR 91-02-097 (Order 51), § 392-121-280, filed 1/2/91, effective 2/2/91. Statutory Authority: RCW **28A.41.055** and **28A.41.170**. WSR 88-03-013 (Order 88-8), § 392-121-280, filed 1/11/88.]