

Teri Gardner 4-22-2021

Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



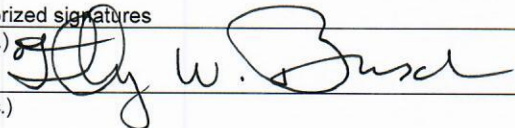
# REQUEST FOR REVISION OF STANDARDS

Received 04/22/2021  
By S. Patterson  
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: Washington Public School Classified Employees Apprenticeship Committee #188  
(NAME OF PROGRAM STANDARDS)

Please update our Standards of Apprenticeship to reflect the following changes.  
Additions shall be underlined.  
Deletions shall be ~~struck through~~.  
See attached.

Authorized signatures (chr.) 	Approved by: Washington State Apprenticeship & Training Council
(sec.)	Secretary of WSATC:
date: 04/21/2021	date:

attach additional sheets if necessary

# Washington Public School Classified Employees Apprenticeship Committee

## #188

*Teri Gardner 6-4-2021*

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<del>ACCOUNTS PAYABLE CLERK</del>	<del>43-3031.00</del>	<del>2000 HOURS</del>
ADMINISTRATIVE ASSISTANT	43-6011.00	6000 HOURS
CHILD CARE ASSISTANT/ASSOCIATE I	39-9011.00	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II	11-9031.00	3000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN I	37-2011.00	3000 HOURS
<del>FACILITIES CUSTODIAL SERVICES TECHNICIAN II</del>	<del>37-2011.00</del>	<del>3000 HOURS</del>
LIBRARY TECHNICIAN	25-4031.00	8000 HOURS
PARAEDUCATOR I	25-9099.00	3000 HOURS
PARAEDUCATOR II	25-9041.00	6000 HOURS
<u>PARAEDUCATOR III</u>	<u>25-2021.00</u>	<u>6000 HOURS</u>
<del>PAYROLL CLERK</del>	<del>43-3051.00</del>	<del>3000 HOURS</del>
SCHOOL COMPUTER TECHNICIAN I	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN II	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN III	15-1041.00	2000 HOURS
<del>SCHOOL HEALTH TECHNICIAN</del>	<del>31-9099.99</del>	<del>3000 HOURS</del>
SECRETARY (CLERICAL)	43-6014.00	2000 HOURS

## II. MINIMUM QUALIFICATIONS:

~~All applicants applying to the Washington Public School Classified Employees apprenticeship program, must be an employee of a school district, educational employer, other Washington state public employer, who is a registered training agent with this program.~~

### Accounts Payable Clerk:

Age: ~~\_\_\_\_\_~~ **Minimum of 18 years.**

Education: ~~\_\_\_\_\_~~ **High School Diploma or equivalent or be enrolled in a high school.**

Physical: ~~\_\_\_\_\_~~ **Must be able to meet the requirements of the trade with or without reasonable accommodations.**

Testing: ~~\_\_\_\_\_~~ **None.**

Other: ~~\_\_\_\_\_~~ **None**

### Facilities Custodial Technician I and II:

Age: **Not less than sixteen (16) years at time of application.**

Education: **High school diploma or equivalent are preferred but not required.**

Physical: **Must be able to meet the requirements of the trade with or without reasonable accommodations**

Testing: **None.**

# Washington Public School Classified Employees Apprenticeship Committee #188

*Teri Gardner 6-4-2021*

Other: ~~Satisfactory completion of Facilities Custodial Technician I or proof of education and experience equal to the Facilities Custodial Technician I.~~

~~Applicant must have a valid driver license and/or dependable transportation.  
Applicant must be able to write and speak the English language proficiently enough to complete the course of study.~~

### Paraeducator III

Age: Minimum of 18 years.

Education: Associate degree or higher or 90 credits from a nationally accredited institution with a minimum GPA of 2.5 or satisfactory completion of the Paraeducator II program.

Transcripts including the following prerequisite courses with a grade of C or higher must be submitted to the committee for the application to be considered complete:

ENGL& 101 English Composition

MATH&132 Math for Elementary School Teachers II (or college level math courses for which college algebra is a prerequisite)

EDUC& 205 Introduction to Education

EDUC& 115 Child Development

EDUC& 150 Child, Family and Community

HIST& 137 or HIST& 136

Physical: Must be able to meet the requirements of the trade with or without reasonable accommodations.

Testing: None.

Other: None.

### Payroll Clerk:

Age: ~~Minimum of 18 years.~~

Education: ~~High School Diploma or equivalent or be enrolled in high school.~~

Physical: ~~Must be able to meet the requirements of the trade with or without reasonable accommodations.~~

Testing: ~~None.~~

Other: ~~None.~~

# Washington Public School Classified Employees Apprenticeship Committee

## #188

*Teri Gardner 6-4-2021*

### School Health Technician

Age: ~~\_\_\_\_\_~~ **Minimum of 18 years.**

Education: ~~\_\_\_\_\_~~ **High School Diploma or equivalent.**

Physical: ~~\_\_\_\_\_~~ **Must be able to meet the requirements of the trade with or without reasonable accommodations.**

Testing: ~~\_\_\_\_\_~~ **None.**

Other: ~~\_\_\_\_\_~~ **Must have and maintain a current First Aid/CPR certification.**

#### IV. TERM OF APPRENTICESHIP:

**A.** The term of apprenticeship for ~~Accounts Payable Clerk, Child Care Assistant/Associate I, School Computer Technician I, II, and III, and Secretary (clerical)~~ shall be 2000 hours of reasonable reasonably continuous employment.

**B.** The term of apprenticeship for ~~Child Care Site Coordinator, Facilities Custodial Services Technician I, Facilities Custodial Services Technician II, and Paraeducator I, Payroll Clerk, and School Health Technician~~ shall be 3000 hours of reasonably continuous employment.

**C.** The term of apprenticeship for ~~Paraeducator II, Paraeducator III~~ and Administrative Assistant shall be 6000 hours of reasonably continuous employment.

**NOTE:** **1.** In addition to the work experience for Paraeducator II, an individual must attain the Educational Associate of Arts Degree or Early Childhood Education Associate Degree prior to issuance of Journey-level worker credentials.

**2.** In addition to the work experience for Paraeducator III, an individual must attain the Bachelor of Applied Science in Teacher Education Degree prior to issuance of Journey-level worker credentials.

**D.** The term of apprenticeship for Library Technician shall be 8000 hours of reasonably continuous employment.

Washington Public School Classified Employees Apprenticeship Committee  
#188

V. INITIAL PROBATIONARY PERIOD:

C. <del>Accounts Payable Clerk</del>	<del>400 hours of employment</del>
Administrative Assistant	400 hours of employment
Child Care Assistant/Associate I	400 hours of employment
Child Care Site Coordinator/Associate II	400 hours of employment
Paraeducator II	500 hours of employment
Facilities Custodial Service Technician I	400 hours of employment
<del>Facilities Custodial Service Technician II</del>	<del>400 hours of employment</del>
Paraeducator I	400 hours of employment
Library Technician	1600 hours of employment
<u>Paraeducator III</u>	<u>400 hours of employment</u>
<del>Payroll Clerk</del>	<del>400 hours of employment</del>
School Computer Technician I, II, & III	400 hours of employment
<del>School Health Technician</del>	<del>400 hours of employment</del>
Secretary (clerical)	400 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

**A ratio of apprentices to journey-level worker consistent with proper supervision, training and continuity of employment will be maintained, but in no case shall the ratio be greater than one apprentice to one journey-level worker within each school district.**

~~The School Health Technician will be working under the district's nurse/s license/s.~~

The journey level workers will be:

- ~~• District nurse/s~~
- Building administrators
- School office secretaries
- Certificated Teachers

Washington Public School Classified Employees Apprenticeship Committee  
#188

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

C. Wage Progression Schedules

**~~Accounts Payable Clerk~~**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 – 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 – 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 – 2000 hours</b>	<b>95%</b>

**~~Facilities Custodial Services Technician II~~**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>90%</b>

**Paraeducator III**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b><u>1</u></b>	<b><u>0000 - 1000 hours</u></b>	<b><u>80%</u></b>
<b><u>2</u></b>	<b><u>1001 - 2000 hours</u></b>	<b><u>82%</u></b>
<b><u>3</u></b>	<b><u>2001 - 3000 hours</u></b>	<b><u>85%</u></b>
<b><u>4</u></b>	<b><u>3001 - 4000 hours</u></b>	<b><u>87%</u></b>
<b><u>5</u></b>	<b><u>4001 - 5000 hours</u></b>	<b><u>90%</u></b>
<b><u>6</u></b>	<b><u>5001 - 6000 hours</u></b>	<b><u>95%</u></b>

# Washington Public School Classified Employees Apprenticeship Committee #188

*Teri Gardner 6-4-2021*

**Payroll Clerk**

Step	Hour Range or competency step	Percentage of journey level wage rate*
<b>1</b>	<b>0000 – 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 – 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 – 1500 hours</b>	<b>87%</b>
<b>4</b>	<b>1501 – 2000 hours</b>	<b>90%</b>
<b>5</b>	<b>2001 – 2500 hours</b>	<b>94%</b>
<b>6</b>	<b>2501 – 3000 hours</b>	<b>97%</b>

**School Health Technician**

Step	Hour Range or competency step	Percentage of journey level wage rate*
<b>1</b>	<b>0000 – 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>90%</b>

**VIII. WORK PROCESSES:**

**[Please reformat to correct Number/Letter/Number format]**

<b>A.</b>	<b><u>Accounts Payable Clerk</u></b>	<b><u>Approximate Hours</u></b>
	<b>1. Information Processing (competency based test or course work).....</b>	<b>200</b>
	<b>2. Internal Control Systems .....</b>	<b>600</b>
	<b>3. Office Machines (Competency based test or course work).....</b>	<b>100</b>
	<b>4. Public/Human Relations.....</b>	<b>200</b>
	<b>5. Communications .....</b>	<b>100</b>
	<b>6. Educational Records Management .....</b>	<b>400</b>
	<b>7. Basic School Accounting.....</b>	<b>400</b>
	<b>Total Hours:—</b>	<b>2000</b>

Washington Public School Classified Employees Apprenticeship Committee  
#188

~~G. Facilities Custodial Services Technician II: Approximate Hours~~

- ~~1. Safety .....250~~
  - ~~a. Industrial First Aid~~
  - ~~b. Hazardous Materials~~
  - ~~c. Chemical Identification Safety~~
  - ~~d. Emergency Procedures~~
  - ~~e. Equipment Safety and Eye Protection~~
  - ~~f. OSHA/WISHA/EPA Standards/Regulation~~
  - ~~g. General Safety~~
  - ~~h. Industrial Accidents/Reporting~~

~~To include all necessary documents and reporting forms related to safety.~~

- ~~2. Facilities Operating Responsibilities .....250~~
  - ~~a. Permits and Licenses~~
  - ~~b. Heating/Ventilation~~
  - ~~c. Security~~
  - ~~d. Utilities~~
  - ~~e. Boilers~~
  - ~~f. Internal Building Layout, Plans, Diagrams~~
  - ~~g. Specialty Equipment~~
  - ~~h. Swimming Pools, Spas and Related Equipment~~

- ~~3. Organization of Facilities Care .....125~~
  - ~~a. Building Interior~~
  - ~~b. Building Exterior~~
  - ~~c. Grounds, Parking Lots and Walkways~~
  - ~~d. Cleaning Standards/What is Clean?~~
  - ~~e. Cleaning Schedules~~
  - ~~f. Cleaning Frequency~~
  - ~~g. Time on Task/Time Management~~

- ~~4. Cleaning Equipment and Supplies .....250~~
  - ~~a. Safety~~
  - ~~b. Chemical and Material Selection, Handling and Storage~~
  - ~~c. Equipment Selection/Specifications~~
  - ~~d. Supply Selection/Stocking~~
  - ~~e. Spare Parts and Materials~~
  - ~~f. Preventative Maintenance~~
  - ~~g. Ordering, Shipping, Receiving and Inventory~~



Washington Public School Classified Employees Apprenticeship Committee  
#188

<b>5.</b>	<b>Area Cleaning</b>	<b>500</b>
	<b>a. Entrance Ways, Hallways or Corridors</b>	
	<b>b. Rooms, General</b>	
	<b>c. Specialty Areas</b>	
	<b>d. Restrooms</b>	
	<b>e. Cafeteria and Food Preparation Areas</b>	
	<b>f. Industrial Areas</b>	
	<b>g. Swimming Pools, Spas and Related Exercise Equipment</b>	
	<b>h. Showers and Locker Rooms</b>	
	<b>i. Offices</b>	
	<b>j. Trash and refuse</b>	
<b>6.</b>	<b>Surface Maintenance and Cleaning</b>	<b>1125</b>
	<b>a. Floors and Floor Surfaces</b>	
	<b>(1) Resilient</b>	
	<b>(2) Hard Floors</b>	
	<b>(3) Floor Cleaning</b>	
	<b>(4) Carpets</b>	
	<b>(5) Athletic Services</b>	
	<b>b. Walls</b>	
	<b>(1) Internal</b>	
	<b>(2) External</b>	
	<b>c. Roofs</b>	
	<b>(1) Inspection</b>	
	<b>(2) Cleaning</b>	
	<b>d. Windows</b>	
	<b>e. Doors</b>	
	<b>f. Furnishings</b>	
<b>7.</b>	<b>Employment Relations and Communications</b>	<b>500</b>
	<b>a. People Skills</b>	
	<b>b. Conflict Resolution</b>	
	<b>c. Supervision/Evaluation</b>	
	<b>d. Communication and Reporting</b>	
	<b>e. Manpower Scheduling</b>	
	<b>f. Multi-Cultural Awareness</b>	

**Total Hours: 3000**

Washington Public School Classified Employees Apprenticeship Committee  
#188

<u>M. Paraeducator III</u>	<u>Approximate Hours</u>
<u>1. Evaluation and Assessment.....</u>	<u>800</u>
<u>a. Standard assessment and data collection</u>	
<u>b. Evaluating and assessing student work</u>	
<u>2. Teaching and Instruction.....</u>	<u>2800</u>
<u>a. Subject area instruction that includes Math, Science, English/ Language Arts and Specialist Time</u>	
<u>3. Lesson Planning.....</u>	<u>700</u>
<u>4. Family Engagement.....</u>	<u>200</u>
<u>a. Special Education Meetings</u>	
<u>b. Parent Teacher Conferences</u>	
<u>c. Parent Meetings</u>	
<u>5. Teacher Collaboration.....</u>	<u>500</u>
<u>a. Professional Learning Communities</u>	
<u>b. Required Professional Trainings in District</u>	
<u>6. Supervision and Classroom Management.....</u>	<u>1000</u>
	<u>Total Hours: 6000</u>

<u>M. Payroll Clerk:</u>	<u>Approximate Hours</u>
<u>1. Information Processing (Competency based on test or course work)..</u>	<u>700</u>
<u>2. Internal control systems (payroll).....</u>	<u>300</u>
<u>3. Public/Human Relations.....</u>	<u>200</u>
<u>4. Benefits System.....</u>	<u>700</u>
<u>5. Retirement Processing.....</u>	<u>300</u>
<u>6. Basic Accounting.....</u>	<u>500</u>
<u>7. Payroll/Personnel Interaction.....</u>	<u>300</u>
	<u>Total Hours: 3000</u>

Washington Public School Classified Employees Apprenticeship Committee  
#188

<u>Q. School Health Technician</u>	<u>Approximate Hours</u>
1. Communications .....	200
a. Report writing	
b. Letter writing	
c. Grammar	
d. Spelling	
e. Oral	
f. Written	
2. Computer Applications .....	200
a. Word Processing	
b. Spreadsheets	
c. WSIPC/WESPaC (Skyward)	
d. Format	
3. Human Relations.....	700
a. Conflict resolution	
b. Self-esteem	
c. Problem solving	
d. Nurturing	
e. Adaptability, flexibility	
f. Anger management	
g. Ability to work cooperatively	
4. Office Techniques and Skills.....	300
a. Telephone techniques	
b. Computer data input	
c. Time management	
d. Operations of office machines	
e. Filing	
f. Technology	

# Washington Public School Classified Employees Apprenticeship Committee #188

*Teri Gardner 6-4-2021*

<b>5.</b>	<b>Record Keeping.....</b>	<b>500</b>
a.	Student records	
b.	Medical records	
c.	Record retention requirements	
<b>6.</b>	<b>Assessment of Students.....</b>	<b>1100</b>
a.	CPS reporting	
b.	Confidentiality (HIPPA)	
c.	Immunizations	
d.	First Aid	
e.	Students with special needs	
f.	Assist with health screening	
g.	Health room management/organization	
h.	Dispensing of medication/s	
i.	Medical equipment	

**Total Hours: 3000**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

**[Please reformat to correct Number/Letter/Number format]**

A. Administrative Procedures:

3. Sponsor Procedures:

~~**3. Failure to maintain employment as an apprentice with a training agent for the Washington Public School Classified Employees will result in cancellation of the apprenticeship agreement.**~~

~~**4. Monthly Work Progress Reports**~~

Washington Public School Classified Employees Apprenticeship Committee  
#188

- ~~a. 3. Apprentices must turn in Monthly Work Progress Reports by the 10th 5<sup>th</sup> of the following month to the Apprenticeship office located at 820 S. 10th Street, Mount Vernon, WA 98274 or to their local training agent Apprenticeship Coordinator. The above report shall contain the apprentice's name, occupation, employer, wage rate, month and year of report as well as work performed.~~
- ~~b. Failure to turn in Monthly Work Progress Reports on time will result in the apprentice not receiving credit for said month or months.~~
- ~~c. Failure to turn in three (3) Monthly Work Progress Reports will result in the apprentice being cited to appear before the Committee to show cause why the apprentice should not be disciplined. Disciplinary actions may include disciplinary probation, suspension, or cancellation.~~

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

~~None~~

- a. Failure to maintain employment as an apprentice with a training agent for the Washington Public School Classified Employees will result in cancellation of the apprenticeship agreement.
- b. Failure to turn in Monthly Work Progress Reports on time may result in the apprentice not receiving credit for said month or months.
- c. Failure to turn in three (3) Monthly Work Progress Reports will result in the apprentice being cited to appear before the Committee to show cause why the apprentice should not receive disciplinary action. Disciplinary actions may include disciplinary suspension, or cancellation of the apprenticeship agreement.

# Washington Public School Classified Employees Apprenticeship Committee #188

*Teri Gardner 6-4-2021*

## **XI. SPONSOR – RESPONSILIBTIES AND GOVERNING STRUCTURE**

**[Please delete and replace committee in its entirety]**

E. Committee governance (if applicable): (see WAC 296-05-009)

1.

c. The employer representatives shall be:

**Chris Callaham, Secretary  
Auburn School District  
915 4th Street NE  
Auburn, WA 98002**

**Denise Daniels  
Auburn School District  
915 4th Street NE  
Auburn, WA 98002**

**Christopher Nesmith  
7505 Zier Rd.  
Yakima, WA 98908**

**Vicky Barnes, Alternate  
800 2<sup>nd</sup> St.  
Woodland, WA 98672**

d. The employee representatives shall be:

**Tim Busch, Chair  
PSE/SEIU Local 1948  
820 South 10th Street  
Mount Vernon, WA 98274**

**Nicki Lenssen, Treasurer  
PSE/SEIU Local 1948  
1565 Woodland Drive  
Mount Vernon, WA 98274**

**David Nowotny  
PSE/SEIU Local 1948  
7305 281<sup>st</sup> PL NW  
Stanwood, WA 98292**

**Mary Howes, Alternate  
WEA  
P.O. Box 9100  
Federal Way, WA 98003**

*Teri Gardner 6-3-2021*

Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



## Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Washington Public School Classified Employees Apprenticeship Committee #188  
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Paraeducator III	All counties in the state of Washington	\$22.00	July 1, 2021

*Teri Gardner 6-2-2021*

# Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


Program Sponsor Washington Public School Classified Employees Apprenticeship Committee Program #188	
Skilled Occupational Objective Paraeducator III	
Term/OJT Hours 6000 Hours	Total RSI Hours 520 Hours
Training Provider Lower Columbia College	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Timothy Busch

Printed Name of Program Sponsor



Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
  - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
  - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
  - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Kristen Finnel

Print Name Training Provider



Signature of Training Provider

Vice President of Instruction

Title of Training Provider

Lower Columbia College

Organization of Training Provider

*If there are additional training providers, please provide information and signatures on the next page.*

**Additional Resources:** [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

**SBCTC Program Administrator** has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor



## Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Program Sponsor: Washington Public School Classified Employees Apprenticeship Committee	Skilled Occupational Objective: Paraeducator III
---	---

**Note:** The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

**Describe minimum hours of study per year in terms of (check one):**

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: EDUC 345 – Curriculum Development	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Lower Columbia College YEAR 1	
Description of element/course: Examines pedagogical approaches for teaching in educational settings. Emphasis will be given to the study of curriculum theory, design, practice, evaluation, approaches to learning, including the use of the creative arts in teaching and dispositions. Students will explore Washington State Common Core Standards and Washington State Early Learning & Developmental Guidelines.	

Element/Course: EDUC 319 – Anti-Bias Education	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Lower Columbia College YEAR 1	
Description of element/course: Examines equity issues in education. Presents strategies to apply the principles of anti-bias education to instruction. Explores how embedded bias can impact identity development. Assists in deconstruction of one's biases and reflection on biases present in the communities of practice and societal systems. Examines the characteristics of culturally and linguistically relevant teachers. Provides opportunities for peer and instructor coaching to improve responsiveness to cultural, linguistic and ability diversity. Discusses culturally relevant pedagogy and its importance to the transmitting of culture from generation to generation.	

Element/Course: EDUC 300 – Foundation of Teacher Education	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Lower Columbia College YEAR 1	
Description of element/course: Provides an in-depth, holistic understanding of the teacher's role and function in educational settings P- 8th grade; characteristics of effective teachers; professional dispositions; reflective practice; creating successful learning environments; preparation for professional competencies and certification; Social-Emotional Learning, ACE's, Issues of Abuse, and the Field Experience process.	

Element/Course: EDUC 320 – Language Arts for Teachers	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Lower Columbia College YEAR 1	
Description of element/course: Focuses on applying Washington State's Language Arts Common Core Standards and Early Learning Guidelines P-3 through 8th grade. Continues application of the use of data to set goals, individualize instruction and group students according to common reading, writing, speaking, and listening goals. Candidates will design lesson plans, deliver instruction, assess student progress, and use technology to support instruction and management of student documents and records.	

<b>Element/Course:</b> EDUC 325 – Introduction to Special Education	<b>Planned Hours:</b> 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Lower Columbia College YEAR 2	
Description of element/course: Provides an overview of special education and the characteristics and needs of children exceptional learners. Reviews the historical roots of special education, provides perspective into special education with general education, and discusses specific types of exceptionalities. Covers the impact of exceptional learners on families, schools and communities.	

<b>Element/Course:</b> EDUC 330 – Math Methods	<b>Planned Hours:</b> 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Lower Columbia College YEAR 2	
Description of element/course: Introduces the initial competencies of the Washington State's Mathematics Common Core Standards and Early Learning Guidelines for P-3 through 8th grade students. Presents the use of data to set goals, individualize instruction and group students according to Common Core Mathematics Standards and Early Learning Guidelines. Covers designing lesson plans, delivering instruction, and assessing student progress at an initial level of competency. Introduces technologies to support instruction and manage individual student documents and instructional records.	

<b>Element/Course:</b> EDUC 335 – Professional, Collaboration & Classroom	<b>Planned Hours:</b> 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Lower Columbia College YEAR 2	
Description of element/course: Develops skills needed to effectively collaborate with others including school personnel, community agencies, and families to support students who are culturally, linguistically, and ability divers. Supervision of assistants and paraprofessionals will be addressed. Reviews and explores classroom organization, management styles and philosophies. Assists in the development of a repertoire of skills to support success for every member of the classroom.	

<b>Element/Course:</b> EDUC 410 – Science Methods	<b>Planned Hours:</b> 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Lower Columbia College YEAR 3	
Description of element/course: Examines how science and technology have affected individuals, cultures, and society. Presents the Washington State Next Generation Science Standards for P-3 through 8th grade. Discusses the use of technologies which support scientific inquiry and exploration. Discusses assessment, planning, designing, delivering, and evaluating inquiry-based instruction in the sciences.	

<b>Element/Course:</b> EDUC 414 – Guidance Techniques	<b>Planned Hours:</b> 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Lower Columbia College YEAR 3	
Description of element/course: Provides a broad theoretical foundation of behavioral intervention strategies to support students with emotional, behavioral and social challenges. Explores student guidance techniques in depth. Examines strategies to support the development of a positive, supportive and respectful classroom environment, including teaching social competencies that facilitate responsible student behavior. Presents theories and research related to approaches to classroom management and guidance. Addresses specific behavioral challenges and issues.	

Element/Course: EDUC 420 – Social Studies for Teachers	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Lower Columbia College YEAR 3	
Description of element/course: Presents methods, techniques, content, and materials for teaching the various grade levels with an emphasis on history, geography, economics, civics, political science, Washington State Social Studies Learning Standards, and social studies skills, through the use of inquiry, primary source documents, and integration of content within the elementary school curriculum. Candidates will be instructed in the Since Time Immemorial curriculum.	

Element/Course: EDUC 439 – Issues and Trends	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Lower Columbia College YEAR 3	
Description of element/course: Focuses on the final submission of the edTPA. Examines the edTPA instrument requirements, use of technology, writing requirements, logistics, and scoring. Covers specific academic language used for the submission of the edTPA and knowledge of on-going teacher evaluation adopted by Washington State.	