



# Professional-Technical Certification

## Form B *For Part-time Professional-Technical Instructors*

Your Name:	
Department:	
Today's Date:	

<i>For Prof-Tech. Ed. Use Only:</i>	
Certification Period:	
Certificate Type:	<input type="checkbox"/> Initial <input type="checkbox"/> Standard

FORM B IS FOR ALL PART-TIME FACULTY TEACHING LESS THAN TWO-THIRDS OF A LOAD.

### Skill Sets

**Directions:**

The following chart contains a list of activities drawn from the Washington State Skills Standards for Professional-Technical Instructors. Working in collaboration with your Division Dean, please rate how important each activity is to your job, and how well you feel you are performing the activity.

N	1	2	3	4
Not Applicable	Low/Could Imp.	Moderate	High	Very High

Importance					WA Skill Standard	Key Activity	Performance				
N	1	2	3	4			N	1	2	3	4
					<b>A</b>	<b>Manage learning environments (required)</b>					
					A1 – A3	Obtain, set-up and maintain instructional systems, equipment, tools, supplies and materials					
					A4	Develop a growth and replacement plan for systems, equipment and/or tools					
					A5	Supervise learning environments					
					A6	Research, select, and evaluate off-campus learning environments					
					A7	Evaluate and monitor the safety of the instructional areas and practices					
					<b>B</b>	<b>Develop outcomes, assessments and curricula (required)</b>					
					B1, B4	Identify, evaluate, modify and implement current outcomes					
					B2, B4	Create, evaluate, modify and implement curriculum					
					B3, B4	Create, evaluate, modify and implement assessments					
					B5	Integrate curriculum with other faculty in the department and in other instructional areas/institutions					
					<b>C</b>						
					C1	Develop, review, and update program course plan					
					C2	Recruit and work with advisory committee and employers to meet changing needs of the program and industry					
					C3	Identify, evaluate, and implement current industry standards and trends					
					C4	Identify and develop core and support courses					

# PROFESSIONAL-TECHNICAL CERTIFICATION

N	1	2	3	4
Not Applicable	Low/Could Imp.	Moderate	High	Very High

Importance					WA Skill Standard	Key Activity	Performance							
N	1	2	3	4			N	1	2	3	4			
					C5	Maintain (or obtain) program accreditation								
					C6	Research, identify, evaluate, and implement current industry standards and trends								
					C7	Coordinate program development with other college programs & institutions								
					<b>D</b>	<b>Provide student instruction (required)</b>								
					D1	Prepare and/or gather current instructional materials and equipment								
					D2	Provide individual and group instruction								
					D3	Initiate, develop, and implement student assessments								
					D4	Modify instructional material and methods based on student and industry assessments and feedback								
					<b>E</b>									
					E1	Respond to student needs								
					E2	Provide information or referrals to meet student needs								
					E3	Assist students with job placement								
					E4	Provide academic advising								
					E5	Provide career advising								
					E6	Serve as student activity advisor, as applicable								
					<b>F</b>									
					F1	Perform documentation and record keeping duties								
					F2	Record and submit student grades								
					F3	Serve on departmental and college committees								
					F4	Provide input for program, schedules, and college publications								
					F5	Develop and manage budgets								
					F6	Research and assist with writing and implementing grants and targeting financial resources								
					<b>G</b>									
					G1	Collaborate with college staff, faculty and students								
					G2	Work with program advisory committee								
					G3	Serve on departmental and college committees								
					G4	Maintain current knowledge of the field								
					G5	Participate in professional networking								
					G6	Develop a professional development plan								
					G7	Promote a professional instructional environment								

# PROFESSIONAL-TECHNICAL CERTIFICATION

N	1	2	3	4
Not Applicable	Low/Could Imp.	Moderate	High	Very High

Importance					WA Skill Standard	Key Activity	Performance				
N	1	2	3	4			N	1	2	3	4
					<b>H</b>						
					H1	Participate in campus and community events					
					H2	Serve on high school advisory committees, Tech Prep consortia, and/or other community organizations					
					H3	Develop promotional plan					
					H4	Provide information for prospective students					
					H5	Develop and manage public relations information					
					H6	Perform recruiting activities					
					<b>I</b>						
					I1	Obtain and maintain certification on program-specific technology					
					I2	Maintain current knowledge of technology in the field					
					I3	Identify, evaluate and implement emerging technologies according to industry needs					
					I4	Identify, evaluate, and implement new instructional technologies					
					<b>J</b>						
					J1	Perform documentation and record keeping duties					
					J2	Mentor, orient, and support new and part-time faculty					
					J3	Develop criteria, recruit and make recommendations regarding hiring of faculty					
					J4	Manage instructional and program assistants					
					J5	Develop and manage budgets					
					J6	Research and assist with writing and implementing grants and targeting financial resources					

Upon completion of this form, Faculty and Division Dean sign the form and forward to the Dean of Workforce (Professional-Technical) Education for approval. ▶

<p>_____</p> <p>Faculty</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Division Dean</p> <p>_____</p> <p>Date</p>	<p>_____</p> <p>Professional-Technical Dean</p> <p>_____</p> <p>Date</p>
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## Professional-Technical Certification Activities & Documentation Options

Sample activities and sample documentation are shown below. Other activities and documentation are negotiable with the Professional-Technical Dean.

Sample Activities	Sample Documentation
Paid field work or clinical experience	Letter from employer, work log or pay stub
Credit classes (can include work on BA/BS, Masters or Doctoral work)	Transcript, certificate of completion, or evidence of completion
Professional-Technical Certification Courses & Non credit classes	Transcript, certificate of completion, or evidence of completion
Conferences, Workshops, Seminars	Agenda, certificate of completion or registration
Independent Research & Travel Related to discipline	Copy of research report
New course development	Syllabus & Master Course Outline
Authoring book and/or chapter of a book	Summary or copy of document