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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

October 6, 2023

( ) Action Required  
(X) Informational

## BULLETIN NO. 068-23 SECONDARY EDUCATION AND PATHWAY PREPARATION

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School Building Principals  
School Counselors  
Public Charter Schools  
Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Credit for Work Experience Policy Updates

CONTACT: Jill Diehl, Program Supervisor  
564-200-4363, [jill.diehl@k12.wa.us](mailto:jill.diehl@k12.wa.us)

### PURPOSE/BACKGROUND

[House Bill 1658 \(2023\)](#), High School Credit for Paid Work Experience, was passed by the legislature in 2023 and authorizes public high school students to earn elective credit for paid work experience. The Office of Superintendent of Public Instruction (OSPI) adopted rules for the new legislation and updated existing Washington Administrative Codes (WAC) related to credit opportunities work experience through Cooperative Worksite Learning and equivalency course of study policy. The revisions to the WAC effective on August 31, 2023, provide consistent guidance of credit opportunities for working students and identify calculations for funding these experiences.

### NEW AND REVISED WAC RULES FOR WORK EXPERIENCE

The charts below are intended to clarify the following:

- New WAC rules to guide implementation of [HB 1658 \(2023\)](#).
- Revisions to existing work experience related WAC for consistency.
- Revisions to all credit ratios in work experience WAC for consistency.
- Revisions to guide apportionment and reporting requirements.

The full text of the adopted rules can be found at the hyperlinks below.

### Revisions and Additions to Chapter 392-410 WAC: Courses of Study

<b>WAC</b>	<b>Description</b>	<b>Purpose</b>
<p><b><u>WAC 392-410-316</u></b>                      Equivalency Course of Study - Elective Credit for Paid Work Experience</p>	<p>Established new WAC to guide implementation of elective credit for paid work experience in alignment with <a href="#">HB 1658 (2023)</a> requirements.</p>	<p>Provides clarity of implementation requirements for school board directors, schools, and students in offering and accessing elective credit for paid work experience.</p>
<p><b><u>WAC 392-410-315</u></b>                      Equivalency Course of Study – Credit for Worksite Learning</p>	<p>Modified chapter title from Credit for Work-Based Learning to Credit for Worksite Learning; Updated definition of “Work-Based Learning”; and included reporting requirements for Worksite Learning placements to use consistent state course codes and designation codes.</p>	<p>Work-Based Learning is an umbrella term of experiences and did not correspond to requirements and funding focused specifically on Worksite Learning; aligns term to Washington’s adopted and updated definition of Work-Based learning and the federally defined term for current reporting definitions to improve data validity for reporting requirements.</p>
<p><b><u>WAC 392-410-340</u></b>                      Equivalency Credit for Alternative Learning Experiences, Non-high School Courses, Electronically Mediated Courses, Work Experience, and Challenges (Competency Credit)</p>	<p>Corrected reference to work experience ratio for credit to be consistent throughout all WACs.</p>	<p>Previous rules included two different credit calculations; a formula of 450 hours to 1.0 credit and the reference of 360 hours for 1.0 credit, all related policies reference work hours to credit are consistent at 360 hours to 1.0 credit.</p>

## Revisions and Additions to Chapter 392-121 WAC: Finance – General Apportionment

Section	Description	Reason
<b><u>WAC 392-121-139</u></b> Full-Time Equivalency Enrollment for Paid Work Experience for Elective Credit	Established new WAC to determine FTE for elective credit for paid work experience.	Supports implementation of HB 1658 and provides consistency in calculation across work experience programs.
<b><u>WAC 392-121-107</u></b> Definition - Course of Study	Updated reference to worksite learning and included reference to paid work experience.	Provides consistency for term use and incorporates reference to elective credit consistent with program WAC.
<b><u>WAC 392-121-124</u></b> Full-Time Equivalent Enrollment for Worksite Learning	Modified chapter title to worksite learning; updated language throughout WAC to Worksite Learning; updated language from "program" to "course"; and updated FTE calculation for consistency across work experience programs.	Provides consistency for term use; provides accuracy as enrollment is based on course and not program detail; and provides clarity for Instructional and Cooperative Worksite Learning calculation consistent to paid work experience calculation.

### Rules to Implement Elective Credit for Paid Work Experience

Through elective credit for paid work experience, students demonstrate competency in financial education learning standards for employment, income, or financial decision making. Districts are responsible for adopting a policy to guide implementation, approving the paid experience in advance, verifying hours at least once per term, and using the OSPI designated state course code and course designation code for CEDARS reporting. Student paid work hours may occur during the school day or outside of the regular school calendar. Paid work experience scheduled as part of the student's school day may be claimed for basic education apportionment in alignment with [WAC 392-121-139](#).

Districts are required to adopt school board policy to implement elective credit for paid work experience. This does not modify existing requirements for cooperative worksite learning and does not restrict districts from adopting additional policies or implementation practices to create increased student access to worksite learning credit through cooperative worksite learning for nonelective credit or mastery-based learning credit as referenced in [WAC 180-51-051](#).

## IMPLEMENTATION SUPPORT

OSPI has developed guidance documents to support implementation of elective credit for paid work experience and sample forms that are aligned to the requirements for implementation but are optional resources for districts to use. The guidance documents and sample forms are attached to this bulletin.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Jill Diehl, Program Supervisor, at 564-200-4363 or email [jill.diehl@k12.wa.us](mailto:jill.diehl@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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CR:jd

### Attachments:

Elective Credit for Paid Work FAQ  
Elective Credit for Paid Work Guidance  
Sample Elective Credit for Paid Work Student Request and Credit Approval Form  
Sample Elective Credit for Paid Work Student Narrative and Financial Standards Assessment Form

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