

**REQUIRED ENTRY LEVEL**  
**SUPERVISORY TRAINING VERIFICATION FORM**

Return completed form to Human Resource Services Training and Development (Mail Code 1014).

Questions regarding this requirement may be directed to HRS Training and Development, 509-335-4521 or [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).

Name: _____ (Please print)	WSU ID: _____
Department: _____	Phone Number: _____
Position Title: _____	Title Code: _____
Email: _____	Campus Zip: _____

Washington Administrative Code (WAC) 357-34-055 requires employees appointed to a permanent supervisory or management position to successfully complete entry-level supervisory or managerial training.

*For an employee to satisfy the entry-level supervisory or managerial training required by WAC 357-34-055, all of the following requirements must be met:*

- 1. The training program must include at least twenty-four (24) hours of instruction.*
- 2. The training must have occurred in the last five years.*
- 3. The program must be sponsored by a state agency, post-secondary educational institution, vocational school, or professional organization.*

***WAC 357-34-065 What must be included in the required supervisory or managerial training?***

*At a minimum, the entry-level supervisory or managerial training required by WAC 357-34-055 must include all of the following topics:*

- 1. The role and legal responsibilities of a supervisor/manager.*
- 2. Performance management, including employee performance evaluation, development, counseling or coaching, and discipline.*
- 3. Compensation practices.*
- 4. Recruitment and selection processes and practices.*
- 5. Labor relations practices and processes.*

Based on the WAC criteria:

*This requirement may be waived in cases where:*

- 1) *The employee has at least one year of experience in a supervisory or management position at some point prior to the present appointment and has demonstrated experience and competence as a substitute for training; or*
- 2) *The employee can demonstrate that before this appointment the employee completed training that:*
  - *Included at least twenty-four (24) hours of instruction,*
  - *Occurred in the last five years,*
  - *Was sponsored by a state agency, post-secondary educational institution, vocational school, or professional organization, and*
  - *Included the role and legal responsibilities of a supervisor/manager; performance management (including employee performance evaluation, development, counseling or coaching, and discipline); compensation practices; recruitment and selections processes and practices; labor relations practices and processes.*

- 1) I meet the eligibility requirements for supervisory training and will complete the required program.
- 2) I am not required to take the supervisory training for the following reason(s) (select all that apply)
  - I do not supervise a total of 1.0 FTE.
  - I am not in a permanent position.
- 3) I meet the eligibility requirements for supervisory training however:
  - I have successfully completed part of the required training or equivalent training (*please complete verification of supervisory experience and training portion of this form*).
  - I will postpone enrollment.
    - May postpone enrollment for up to six months due to organizational needs.
- 4) I meet the requirements for supervisory training, but am waived from the training requirement (*please complete verification of supervisory experience and training portion of this form*).
- 5) I have 1 year of prior supervisor/management experience within the last 5 years and have demonstrated experience and competence (*please complete verification of supervisory experience and training portion of this form*).
- 6) I meet the criteria for exemption but I would like to attend.

## Verification of Supervisory Experience and Training

If you *checked box numbers 3, 4 or 5 above* complete the form below. Briefly describe the applicable supervisory experience and/or training that waives your need to complete this training requirement. Refer to page 1 or WAC 357-34-065 for training topics.

<b>Supervisory Experience</b>
Provide brief description:

<b>Supervisory Training</b>			
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b><u>Role and Legal Responsibilities</u></b></td> <td style="border: none; text-align: right;">Date: _____</td> <td style="border: none; text-align: right;">Length: _____</td> </tr> </table>	<b><u>Role and Legal Responsibilities</u></b>	Date: _____	Length: _____
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Provide brief description:			
Sponsoring agency:			
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b><u>Performance Management</u></b></td> <td style="border: none; text-align: right;">Date: _____</td> <td style="border: none; text-align: right;">Length: _____</td> </tr> </table>	<b><u>Performance Management</u></b>	Date: _____	Length: _____
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Provide brief description:			
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<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b><u>Compensation Practices</u></b></td> <td style="border: none; text-align: right;">Date: _____</td> <td style="border: none; text-align: right;">Length: _____</td> </tr> </table>	<b><u>Compensation Practices</u></b>	Date: _____	Length: _____
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Provide brief description:			
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<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b><u>Recruitment/Selection Processes and Practices</u></b></td> <td style="border: none; text-align: right;">Date: _____</td> <td style="border: none; text-align: right;">Length: _____</td> </tr> </table>	<b><u>Recruitment/Selection Processes and Practices</u></b>	Date: _____	Length: _____
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Provide brief description:			
Sponsoring agency:			

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Employee Signature  
 Immediate supervisor approval and authorization of the above request.

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Date

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Manager Signature

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Date