

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: _____ WSU ID: _____ (Please print)	
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>		
<u>Role and Legal Responsibilities</u>	Date: _____	Length: _____
Provide brief description:		
Sponsoring agency:		
<u>Performance Management</u>	Date: _____	Length: _____
Provide brief description:		
Sponsoring agency:		
<u>Compensation Practices</u>	Date: _____	Length: _____
Provide brief description:		
Sponsoring agency:		
<u>Recruitment/Selection Processes and Practices</u>	Date: _____	Length: _____
Provide brief description:		
Sponsoring agency:		
<u>Labor Relations Practices and Processes</u>	Date: _____	Length: _____
Provide brief description:		
Sponsoring agency:		

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Employee Signature	Print Name	Date
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Manager Signature	Print Name	Date
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