

# Elective Credit for Paid Work Experience Guidance

This resource provides guidance for implementation of [HB 1658 \(2023\)](#) that authorizes high schools to offer elective credit for paid work experience beginning in the 2023–24 school year. The Office of Superintendent of Public Instruction (OSPI) has established new rules for this legislation in [WAC 392-410-316](#).

## Requirements for Implementation of [HB 1658 \(2023\)](#)

### Board Approval

The board of directors of a district offering a high school diploma and providing students with the opportunity to learn and master the Washington State Financial Education Learning standards adopted in [RCW 28A.300.469](#) shall adopt the Washington State School Directors Association (WSSDA) model policy and procedure (2401 and 2401P) that provide granting of elective high school credit for paid work experience in accordance with [WAC 392-410-316](#).

### Student Eligibility

Students must be at least 16 years old and legally eligible for paid employment.

### LEA Approval

The paid work experience must be approved in advance and in writing by the school counselor, principal, or school designee. Approval is contingent upon submission of the following information:

1. Identification of the work-based sponsor (employer) who will serve as the point of contact and supervise the student during employment; and
2. Documentation of paid, legal employment.
3. Submission of a Student Narrative describing how the paid work experience will develop skills to meet education goals, understanding of work and finance, and how performance, effort, and decisions directly affect future career and educational opportunities.

### Scheduling & Apportionment

Paid work experiences can be scheduled as part of the school day within a student's regular 1.0 Full Time Equivalency (FTE) and may be claimed for apportionment in alignment with [WAC 392-121-139](#).

### Enrollment & Reporting

The paid work experience for elective credit must be reported using the specific state course code WA0036 and designation code F- Paid Work Experience. Both will be added to CEDARS in mid-January 2024.

### Documentation of Work Hours

Documentation of work hours and requirements met for credit can be provided by a counselor, principal, or principal designee who is employed by the district and has a valid secondary teaching certificate. Documentation of work hours must occur at least once per term.

# Awarding Credit

Credit is earned when the following conditions are met:

<b>Student Narrative</b>
Students must complete and submit a written narrative that describes how the paid work experience will develop knowledge and skills for basic education, an understanding of work and finance, and how performance, effort, and decisions affect future career and educational opportunities as provided in <a href="#">RCW 28A.150.210</a> .
<b>Washington State High School Financial Education Standards</b>
Students must demonstrate or be assessed on the grade-level proficiency of <a href="#">Washington State High School Financial Education Standards</a> : <ol style="list-style-type: none"><li>1. Standards for employment, income, or financial decisions adopted in <a href="#">RCW 28A.300.469</a>, and</li><li>2. Growth in proficiency in meeting standards that occurred between pre-work and post-work experiences.</li></ol>
<b>Paid Work Hours</b>
Students work no less than 360 hours of paid work to earn 1.0 (one) credit and work no less than 180 hours of paid work to earn 0.5 (half) credit.
<b>Maximum Credit</b>
Students may earn a maximum of 2.0 credits in <a href="#">WAC 392-410-316</a> .
<b>Types of Credit Earned</b>
Only elective credit can be earned.
<b>Paid Work Hours Verification</b>
Paid hour verification must be completed by the school district no less than once per term.
<b>High School &amp; Beyond Plan (HSBP)</b>
Student's High School and Beyond Plan must be updated to reflect the paid work experience.

<b>Contact</b>
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