

WAC 284-17-535 Program director's qualifications and responsibilities. (1)(a) A program director must have at least five years of teaching experience and knowledge of insurance products, principles, laws and rules.

(b) Each independent prelicensing insurance education provider's program director must possess and hold in good standing a Washington insurance license and possess scholastic or professional credentials acceptable to the commissioner.

(c) The requirements of this subsection do not apply to program directors employed by community or technical colleges governed by the state board for community and technical colleges.

(2) A program director must have a history of employment demonstrating administrative educational experience.

(3) A program director must be trustworthy. A program director is not trustworthy if he or she has violated any law or rule pertaining to insurance or to any other regulated occupation, has had an occupational or professional license revoked in any state, or has been convicted of a crime reasonably related to his or her honesty or integrity.

(4) The program director must fully disclose to the commissioner any regulatory or legal action related to his or her honesty, integrity, or professional or occupational activities.

(5) A program director's responsibilities include:

(a) Conducting a background investigation to ascertain that each instructor is trustworthy and qualified to teach the line of authority he or she has been designated to instruct, except as follows:

(i) In the event of an emergency created by the unavoidable absence of an approved instructor, the program director may appoint an interim instructor who was not previously certified and approved to complete the current course offering;

(ii) If it is necessary to appoint an interim instructor, the program director must immediately notify the commissioner of the nature of the emergency, the name of the interim instructor, and the date the current course offering will conclude; and

(iii) At the conclusion of the affected course the program director and provider must not continue to offer the affected course until an approved instructor is available.

(b) Supervising each approved course and reviewing all completed student evaluations; and

(c) Ensuring that instructors properly issue certificates of completion according to WAC 284-17-539 to students at the end of each course.

[Statutory Authority: RCW 48.02.060, 48.17.005. WSR 09-02-073 (Matter No. R 2008-06), § 284-17-535, filed 1/6/09, effective 7/1/09. Statutory Authority: RCW 48.02.060. WSR 89-19-036 (Order R 89-9), § 284-17-535, filed 9/15/89, effective 10/16/89; WSR 89-14-045 (Order R 89-8), § 284-17-535, filed 6/29/89. Statutory Authority: RCW 48.02.060 and 48.17.070. WSR 89-01-055 (Order R 88-14), § 284-17-535, filed 12/16/88.]