

**WAC 296-17-925 Recordkeeping requirements for student volunteers and/or unpaid students.** If you elect to insure qualifying student volunteers and/or unpaid students as defined in chapter 51.12 RCW, as now or hereafter amended, you must give the department written notice on a form prescribed by the department.

All entities with coverage for qualifying student volunteers or unpaid students must maintain the following additional records relating to:

- Names of all qualifying persons that the employer seeks to cover under this election; and
- Proof of registration of qualifying persons' current enrollment in school or institution of higher education as defined in RCW 51.12.170; and
- Authorization from the school or institution of higher education for qualifying persons' participation in the school's volunteer program or the school's unpaid work-based learning program;
- Qualifying persons' actual hours worked, unless you have notified the department in writing of your decision to report one hundred hours per volunteer per calendar year (one hundred hour-cap method; see WAC 296-17-935).

If you fail to keep records to demonstrate individuals are qualified student volunteers or unpaid students, or if you are unable to provide records to the department upon request, the department will determine classification and premiums due for each individual in question.

See relevant rules, including WAC 296-17-935, for reporting options for volunteers, student volunteers, and unpaid students; and WAC 296-17-35201 for recordkeeping requirements.

[Statutory Authority: RCW 51.04.020 and 51.16.035. WSR 16-18-085, § 296-17-925, filed 9/6/16, effective 10/7/16. Statutory Authority: RCW 51.04.020. WSR 94-24-007, § 296-17-925, filed 11/28/94, effective 1/1/95.]