



## Credit/Clock Hour Approval Form

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

School/Location \_\_\_\_\_ Current Assignment \_\_\_\_\_

**Instructions:**

Enter in the table below information about each course. Use the list of criteria to determine which number is appropriate in the last column.

Sign and submit to your immediate supervisor for his/her signature before you take the class.

Ending Date of Course or Term	Institution or Provider	Course Number & Title	Quarter Credits or Clock Hours	Meets Criteria Number

**Criteria – list all that apply:**

Credit earned after September 1, 1995, must meet criteria established by the 1995 Legislature before they can be used for placement of LEAP salary allocation documents. At the time credits are recognized by the school district the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.320.205, the annual school performance report, for the school in which the individual is assigned.
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining endorsement as prescribed by the State Board of Education.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.
6. It is research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RC@ 28A.150.210, as applicable and appropriate for individual certificated instructional staff.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

Immediate Supervisor Use: _____			
<b>Approved by</b>	<b>Name</b>	<b>Title</b>	<b>Date</b>



## Credit/Clock Hour Approval Form: Instructions

### **When you participate in a professional development activity sponsored by an agency *OTHER than UPSD* for which you want to receive clock hours:**

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1. Only Washington State approved clock hour providers will be accepted. Current list of providers is available on the OSPI website: <http://www.k12.wa.us/certification/clockhours.aspx>
2. Complete a Credit/Clock Hour Approval Form and have it signed by your building principal BEFORE you attend the professional development activity. **Please Note: ONE form per each provider.**
3. Attend the course/workshop, and sign the attendance sheet.
4. Pay any registration fee that the provider/agency requires.
5. Get a copy of the in-service registration form from the professional development provider, with an authorized signature.
6. Send the Approval Form AND the registration form to the District (see **SEND TO**, below).

*Please note: You can only claim clock hours for out-of-district professional development activities for which the providers have already completed necessary clock hour paperwork beforehand. Keep in mind that some workshop providers do not make this option available to participants, so make sure to check before the activity to make sure you'll be able to receive clock hours.*

### **When you wish to submit College/University transcripts:**

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1. Complete a Credit/Clock Hour Approval Form.
2. Send Credit/Clock Hour Approval Form to the District (see SEND TO, below) noting that you are taking the class and the transcript will be following.
3. Attend the class.
4. Request **Official Transcripts** from College/University be sent to the District (see **SEND TO**, below).

### **When you participate in a UPSD-sponsored professional development activity:**

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1. Make sure to sign the attendance sheet.
2. Make sure to complete the registration form at the end of the professional development activity.
3. The district professional development provider will then submit the attendance sheet and your registration sheet to the district for you.

## **SEND TO:**

Attn: Leslie Hanson  
Human Resources  
UPSD Educational Service Center  
3717 Grandview Drive West  
University Place, Washington 98466-2138