



EDUCATIONAL
SERVICE
DISTRICT 112

2500 NE 65 Ave, Vancouver, WA 98661 | T 360 750 7505 F 360 750 9142 TDD 360 750 7510

CLOCK HOUR APPLICATION PACKET



**** *LAST REVISED: August 2009* ****

Please read through this packet in its entirety.
New information is underlined.

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Clock Hour Coordinator – Cherrie Williams



ESD 112 Clock Hour Application

New Submission Information

September 2009 – August 2010

All courses must begin after approval by the committee. Per Washington State guidelines, clock hour credit can only be given for hours accrued **after** approval by the committee.

Courses must be submitted at least 15 days prior to the first day of your inservice. Upon approval of your proposal, a confirmation email will be sent to you (if this is requested) and a clock hour approval packet will be mailed prior to your inservice. Your packet will include:

- An approval letter with instructions
- Inservice Registration forms
- Program Evaluation and return envelope

If an application is approved after the first inservice date, clock hour credit will be given only for hours accrued after the approval date.

If attending an out-of-state conference/event, make sure that Washington State clock hours are approved **BEFORE** the conference/event begins.

Applications submitted after an inservice has occurred will not be approved by the Clock Hour Advisory Committee (WAC 181-85-205).

Please contact Cherrie Williams at 360-750-7505, Ext. 268 or cherrie.williams@esd112.org with questions or concerns.

EDUCATIONAL SERVICE DISTRICT 112

GENERAL INFORMATION

1. Certificated staff obtaining their continuing certificates after August 31, 1987, are required to complete 150 Continuing Education Credit Hours of inservice credit every five years (WAC 180-85). In addition to meeting the continuing certificate requirement, these clock hours can also be used for advancement on the salary schedule, at district discretion.
2. Educational Service District 112 is an approved "Inservice Provider. It can approve courses submitted for clock hour credits.
3. **Plan ahead!** Clock hour applications must be received at least 15 days prior to the first day of your inservice. If an application is late, clock hour credit can be given only for hours accrued after approval by the committee.
4. Clock hours are credits given for attending approved inservice programs. Sixty minutes of continuous inservice equals one clock hour credit. Ten clock hour credits equal one college quarter credit; fifteen clock hours equal one semester credit. **Approved offerings may be no less than three clock hours in duration.**
5. Clock hour programs may be conducted over a series of days. Example: A ten clock hour credit course may be 10 one-hour sessions, five two-hour sessions or a combination of hours which equals ten hours. **(Meal times are not included in calculating clock hours unless they are documented as working lunches or dinners.) Travel cannot be counted unless actual travel time can be documented as a valid learning experience.**
6. **If a workshop/event is repeated** on a different day or time, but with the same agenda, a separate application **must be submitted.**
7. Each clock hour offering must be evaluated by participants using the ESD 112 Program Evaluation Form.
8. Individuals requesting program approval will also be responsible for:
 - the registration of participants seeking clock hour credit and
 - returning the attendance roster to Educational Service District 112 within ten (10) working days for data entry into the transcript system.
9. **Approval will not be granted for routine staff meetings, such as district, building or area meetings within an agency, district or building, to discuss or explain operational policies or administrative practices within the agency, district or building (see attached approval criteria).**
10. **If attending an out-of-state conference/event, make sure that Washington State clock hours are approved BEFORE the conference/event begins. Applications submitted after an inservice takes place cannot be approved by the Clock Hour Advisory Committee (WAC 181-85-205).**

Submit completed applications to:

Cherrie Williams

Educational Service District 112 • 2500 NE 65th Avenue • Vancouver, WA 98661

(360) 750-7505, ext. 268

FAX (360) 750-9142

APPROVAL CRITERIA

TIMELINES:

- Clock hour applications must be received by ESD 112 at least 15 days prior to the first day of your inservice.
- If an application is approved after the first inservice date, clock hour credit will be given only for hours accrued after the approval date.

MINIMUM REQUIREMENTS FOR CLOCK HOUR APPROVAL WAC 181-85-030, 181-85-200

- **Provide an educational experience with identified *instructional* hours.**
- Have specific objectives.
- Be no less than three clock hours in duration.
- **Have a detailed program agenda with specific dates, beginning and ending times and topics.** Check to make sure the agenda times match the front page of the application.
- Instruction, provided by a presenter with appropriate expertise in the subject area, field or occupation and experience and training in presentations.
- Have an evaluation plan that determines effectiveness of the presenter, the extent to which objectives are met, the quality of the materials used, and suggestions for improvement.
- Be approved **prior to delivering the inservice.**

SPECIFICALLY EXCLUDED:

- Routine staff meetings for administrative purposes.
- Professional association business meetings.
- Social hours, actual meal time or travel time.

APPLICATION CHECK LIST

Completed applications must be received by ESD 112 at least 15 days prior to the first day of your inservice. **In order to receive clock hour credit, courses may not begin until after approval is granted.**

Completed application packet must include:

1. Completed **Application for Approval**.
2. Documented **Objectives**.
3. **Detailed Program Agenda** with specific dates, times and topics that match information listed on the front of your application and include sufficient description for the Clock Hour Committee to determine content being delivered.
4. Payment of the application fee (\$25.00 for non-coop districts)
5. If a **VITA** for the instructor is not on file at the ESD 112, complete a VITA form.
6. Please have your application proofread for **spelling and consistency** before submitting.
7. Application should be typed or in legible print.

Upon approval by the ESD 112 Clock Hour Committee, you will be notified immediately by email (if requested), and an Approval Packet will be sent to the contact name indicated on your application. Your approval packet will include: Instructions, Class Attendance Roster, Inservice Registration Forms, Pre-addressed Return Envelopes for Clock Hour Fees and Program Evaluation Forms.

Inservice program occurs:

1. Instructor/contact person provides instruction on completion of **Class Attendance Roster**.
2. Instructor/contact person distributes **Inservice Registration forms** to participants. Participants retain yellow copy for their records; originals to be returned to ESD 112.
Note: Instructor/contact person cannot accept payments for clock hour fees. Payments must be mailed directly to ESD 112.
3. Instructor/contact person distributes and collects completed **Program Evaluation forms**.

Within ten (10) working days of the inservice, instructor or contact person submits to ESD 112:

1. Class Attendance Roster
2. Inservice Registration forms
3. Program Evaluation forms

The ESD will:

- Maintain attendance records as required by WAC.
- Maintain a clock hour transcript system for all certificated staff who register clock hours with ESD 112.
- A charge will be made for requests for information specific to archived individual clock hour records prior to 2006.



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Application for Clock Hour Approval

Application, agenda, objectives, and VITA must be submitted to ESD 112 no later than 15 days prior to the first day of the proposed inservice

If completing by hand, use black ink.

For ESD 112 use Only

Is this a repeat of a class approved since September 1, 2009? (check one)

YES NO

If so, what was the course number? **VA**

Approved: _____	ESD 112 Clock Hr. No. _____
Date: _____	_____

Sample

Requesting Agency Name/Address	Contact Person/Phone Number
District: Our School District Address: 1234 A Street City, State: Anytown, WA Zip Code: 986XX	Name: Suzy School Admin. Phone: (XXX) XXX-XXXX e-mail: suzy@xxx.org Fax: (XXX) XXX-XXXX

Title of Offering	Location of Class/Activity
Introduction to the Network	Building: Room: School Audio-Visual Library

Dates & Time(s) of Offering (Clock hour credit will be given only to hours accrued after approval by the committee)
Beginning and ending times must be the same as indicated on your agenda.

Date(s)	AM-AM	L	PM-PM	Number of Clock Hrs	Total Clock Hours
8/24/10	8:30-12:00	u n c h	1:00-4:00	6.5	_____ 6.5 _____ minimum 3 hours

Name of Instructor(s)	Instructor Qualifications Attached (VITA Resume)
John and Jane Doe	_____ Yes <input checked="" type="checkbox"/> Previously submitted Offering available for college credit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, name of college or university:

Send clock hour materials to:	Number of Forms Needed:
Name: Teddy Title I School/Department: Suzy's School Building	20

District Approval by: (This should be the name of the curriculum resource coordinator or specialist, building administrator, professional development manager or central office staff who is overseeing the training.)

Name: _____

PROGRAM AGENDA

Program Name: Introduction to the Network

Program Date(s): August 24, 2010

Presenter(s): John and Jane Doe

sample

Program Objectives:

Students will be able to:

1. Set up a class roster using IClass.
2. Navigate through the Edlan Network environment.
3. Navigate among Computers using Lanschool.
4. Send and receive messages using electronic mail.
5. Print documents on a variety of network printers.

NEW

Tips:

- Objectives need to be specific, measurable and clearly written.
- Focus on what the student will know/be able to do or know/do better after the inservice.

Program Outline & Schedule:

August 24, 2010
8:30 a.m. – 4:00 p.m.
John and Jane Doe, Instructors

- 8:30 Overview of Workshop
8:45 Set up a class roster using sample class.
9:45 BREAK
10:00 Navigate through the Edlan network environment.

12:00 LUNCH

1:00 Navigate among computers using Lanschool.
2:30 Print documents on a variety of network printers.
3:00 BREAK
3:15 Send and receive messages using E-mail.
4:00 Class adjourns

NEW

Tips:

- Must include specific dates, times and topics that document the attendees are truly receiving instruction or extending their learning.
- Include enough agenda details so committee can determine content being delivered
- Times on front must match times on agenda.
- Please proofread before submitting.
- Meal times may not be counted unless they are documented as working lunches/dinners.
- Travel may not be counted unless it can be documented that the actual travel time is a valid learning experience.
- Reasonable time for breaks can be counted – 15 minutes morning, 15 minutes afternoon.

(6.5 Total Clock Hours)

ESD 112 CLOCK HOUR FEE STRUCTURE

ESD 112 school districts have chosen to participate in one of the following clock hour options:

Option A: Permits a school district to pay an annual fee based on the actual number of certificated staff in the district. This fee covers the following procedures:

- Application approval process
- Forms/printing
- All state required record keeping for the participants and the district
- Annual transcript for each certificated staff member submitted to the participating district personnel office

The following school districts currently participate in Option A:

Castle Rock	Longview	Trout Lake
Centerville	Lyle	Vancouver
ESD 112	Mill A	Washington School for the Deaf
Evergreen	Mt. Pleasant	Washington School for the Blind
Glenwood	Naselle-Grays River	Washougal
Hockinson	Ridgefield	White Salmon
Kalama	Skamania	Wishram
Klickitat	Toutle Lake	Woodland
La Center		

Option B: The remaining school districts and sponsoring agencies must pay the following fees:

- **\$25 non-refundable** fee per inservice application
- All inservice participants electing clock hours will be required to pay a registration fee of **\$2 per clock hour**
- All registered clock hours will be placed on a transcript that will be sent to the district office of the certificated staff member

Note: All sponsoring agencies not listed as participants in Option A will be required to pay the fees listed under Option B.

Sample

VITA FORM

If a VITA or résumé for the Instructor is **NOT** on file at ESD 112, please complete this form or provide a document that contains the same information.

Name Jennifer Masters Home Phone (123) 456-7890

Home Address 1011 Resume' Lane, Any City, WA 98000
Street City State ZIP

Current Employer Any District USA Position Teacher

Work Address 123 ABC Road Work Phone (123) 555-1700

Degrees B. S., Master of Education

Awarding Institution State University

Professional Experience and Activities

2004 – Present: District Staff Development Coordinator

1995 – 2004: Grades 6-8 Social Studies Teacher

1992 – 1995: Grade 4 Classroom Teacher

Professional Memberships

References (include phone numbers) Principal Dogood: (123) 555-1701

Asst. Superintendent Doright (123)555-0000