



Educational Service District 112

2500 NE 65th Avenue • Vancouver, WA 98661 (360) 952-3319

INSERVICE REGISTRATION

This form will verify you attended the approved inservice program stated below. It will be used to document attendance for potential movement on the certificated salary schedule, for the 100 clock hour certificate maintenance requirement, and to report vocational clock hour credits.

Upon receipt of clock hour registration fee, the information from all forms received by ESD 112 will be entered into the ESD 112 clock hour transcript system. Beginning September 1, 2018, the clock hour registration fee is \$3.00 per clock hour (effective 9/1/18).

DO NOT USE THIS FORM IF YOU RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. INCOMPLETE REGISTRATION FORMS WILL BE RETURNED AND CAN DELAY PROCESSING. All fees are non-refundable. EFFECTIVE 9/1/07, A \$25 FEE WILL BE CHARGED FOR ALL DOCUMENTATION REQUESTS ON ARCHIVED CLASSES OVER TWO YEARS OLD.

Form with sections: PARTICIPANT INFORMATION, INSERVICE INFORMATION, SIGNATURES. Includes fields for legal name, date of birth, mailing address, employer, program title, class no., instructor, and signatures.

\*You are considered a long-term sub if you have been notified of this status by your district and you are placed on the State Salary Schedule

FOR ESD 112 USE: Receipt #, Date, Cash, Check, Amount Paid, Prepaid, Initials

# ***ESD 112***

## ***Clock Hour Registration Fee***

### ***Payment Procedure***

**\*ESD 112 staff members and instructors are not able to accept payments at workshops\***

#### **Instructions for submitting your Inservice Registration form to ESD 112**

**Be sure to include a signed (by both instructor and yourself) copy of the registration form.** Keep a copy for your records. You can deposit your inservice form along with payment (if required) into the mail/safe slot located in the Conference Center lobby at ESD 112, or you can mail your payment and registration form to ESD 112, attention Accounting Department, 2500 NE 65th Ave., Vancouver, WA 98661 (be sure to affix first-class postage). If you need a receipt, please check the box as indicated.

**The fee for registering clock hours on an ESD 112 Clock Hour Transcript is \$3 per clock hour (effective 9/1/18).** Make checks payable to ESD 112. Questions regarding payment of clock hour registration fees may be directed to the ESD 112 Clock Hour Department at 360-952-3319

Clock hour registration fees may also be paid through VISA or Master Card. If you would like to pay with a credit card, please contact the ESD 112 Clock Hour Department at 360-952-3319, and someone will take your credit card information.



# PROGRAM EVALUATION

Workshop/Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course No. VA \_\_\_\_\_

Indicate level of agreement by circling 1,2,3, or 4.	Agree <span style="float: right;">Disagree</span>			
1. The program had adequate, clearly identifiable goals	4	3	2	1
2. Program met my expectations in terms of its stated goals	4	3	2	1
3. Content was appropriate to the amount of time allowed.	4	3	2	1
4. Physical facilities were suitable for activities.	4	3	2	1
5. The instructor was organized and prepared	4	3	2	1
6. The instructor has a thorough knowledge of the subject.	4	3	2	1
7. The instructor modeled effective teaching strategies.	4	3	2	1
8. The instructor incorporated active learning (hands-on experience designing and practicing new teaching strategies).	4	3	2	1
9. There was opportunity for purposeful interaction among participants.	4	3	2	1

Significant ideas I learned from this training:

Suggestions for improvement or additional comments: