



COLLEGE AND CLOCK HOUR APPLICATION FORM

The 1995 State Legislature mandated that credits and clock hours earned after September 1, 1995 shall count only if the content of the course meets one or more of the State-defined criteria listed below. To assist us in evaluating these credits, please complete this form before any credits earned after September 1, 1995 can be accepted for District salary placement. **It is the responsibility of each individual to ensure that this request with official sealed transcripts or other supporting data (i.e. sealed transcripts or clock hour forms) is received by Human Resources.**

<div style="display: flex; justify-content: space-between; padding: 5px;"> Name Emp ID Current Assignment </div>

Select at least one criteria for each course listed below:

Credits earned by certificated instructional staff after September 1, 1995, shall be counted towards salary placement only if the content of the course meets one or more of the following criteria:

1. It is consistent with a school-based plan for mastery of student learning goals for the school in which the individual is assigned, in accordance with State Law. ***Requires administrator's signature.***
2. It pertains to the individual's current assignment or expected assignment for the following school year. ☐
3. It is necessary for obtaining an 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 a 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. Addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.
7. Beginning in the 2011-12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

Name of Course	Course No.	No. of Credits/ Clock Hours	Credit Provider*	Date or Term Earned	<u>Which criteria is/are applicable?</u>

***Must be an accredited College/University, clock hour provider approved by the State of Washington.**

Employee Signature

Date

Signature Principal/Supervisor

Date

Signature ONLY needed if course is criteria #1

Authorized School District Representative

Date

Will be signed in HR