

## **CLOCK HOUR CATEGORIES, CREDIT, AND VERIFICATION REQUIRED**

### **A. Relevant Colleges and University Courses**

1 Semester credit = 24 clock hours      1 Quarter credit = 16 clock hours

Verification required: Transcript or grade sheet

*Note:* Audit or non-credit course will earn clock hours as a workshop.

Classes must be germane to your license or to education in general.

### **B. Out-of-District Educational Workshops, Conferences, Seminars or Lectures in Areas Appropriate to License**

Verification required: Certificate of Participation signed by the presenter or workshop sponsor indicating the date and number of hours.

*Note:* Only actual hours of participation earn clock hours, excluding travel time, meals or breaks, or preparation time.

### **C. In-District Inservice and Staff Development Activities**

Verification required: Certificate of Participation signed by the presenter or workshop sponsor indicating the date and number of hours.

*Note:* Only actual hours of participation earn clock hours, excluding travel time, meals or breaks, or preparation time.

### **D. Curriculum Development at the district, state, or national level**

Verification required: District Curriculum Director's certificate of dates and hours.

*Note:* This is for district-sponsored curriculum projects. Lesson plans and materials created for daily personal classroom use do not earn clock hours.

### **E. Formal Peer Coaching or Mentorship Program**

Verification required: Certificate signed by director of mentor program

Maximum: 20 clock hours for full year of formal mentoring of a new teacher

## **Category F: Professional Service**

### **F-1. Supervision of a Student Teacher or Intern**

1 quarter supervision: 16 clock hours    1 semester = 24 clock hours

Supervising pre-teaching clinical experiences are pro-rated. (e.g. 20 hours = 8 ch.)

Verification required: Written statement of administrator or

college representative responsible for the student teaching experience.  
Maximum: 30 hours in a five-year period

**F-2. National, State and Local Committees Involved with Licensure, Teacher Education, or Professional Standards**

Verification required: Written statement signed by the committee chairperson or agency representative

**F-3. Participation in National, Regional, or State Accreditation**

Verification required: Written statement of committee chairperson or agency representative

**Category G: Leadership Experiences**  
**Maximum: 30 clock hours in a 5-year period**

**G-1. Leadership in Developing New or Broader Skills and Sensitivities to the School, Community, or Profession**

Verification required: Written statement of the director of the agency or organization

*Note:* Activities must be *leadership*, beyond *membership* or *participation*

\*Maximum of 30 clock hours in a 5-year period for Category G

**G-2. Publication of Professional Articles in a Professional Journal**

Verification required: Copy of article and a summary of the experience

*Note:* A publication is defined as being printed by a recognized publishing company or a recognized professional journal. Locally produced materials will not qualify for clock hours.

\*Maximum of 30 clock hours in a 5-year period for Category G

**G-3. Volunteer Work in Professional Organizations in Area of Licensure**

Verification required: Written statement of official representative of the organization.

*Note:* Activities must be *leadership*, beyond *membership* or *participation*

\*Maximum of 30 clock hours in a 5-year period for Category G

**Category H: Enhancing Understanding of Diverse Educational Settings**  
**Maximum: 30 clock hours in a 5-year period**

**H-1. Working with Students of Another Age, Ability, or Culture**

Verification required: Written statement of administrator of the

educational agency for which the teaching was done.

*Note:* Describe the contrast between students in the teacher's regular teaching assignment and the students in this teaching experience.

\*Maximum of 30 clock hours in a 5-year period for Category H

## **H-2. Observation Visits to Schools and Related Business and Industry**

Verification required: Written statement signed by an official representative of the school, business or industry visited

\*Maximum of 30 clock hours in a 5-year period for Category H

### **Category I: Travel or Work Experience**

**Pre-approval required**

**Maximum limits apply**

#### **I-1. Travel To Improve Instructional Capabilities In Area of Licensure**

1 week = 10 clock hours

\*Maximum of 30 per 5-year period

Verification required: Detailed trip itinerary, educational objectives, summary of experience, relevance to teaching assignment

*Note:* PRE-APPROVAL IS REQUIRED.

#### **I-2. Work Experience in Business or Industry Related to Field of Licensure**

1 week = 10 clock hours

\*Maximum of 30 per 5-year period

Verification required: A written statement signed by the employer

*Note:* PRE-APPROVAL IS REQUIRED.