



Credits and Clock Hours

Submit your Documents directly to Human Resources

Credits and Clock Hours can be used for both
Salary Advancement and renewal of most Teaching Certificates

Remember: OSPI requires that all Credits and Clock Hours must:

- **Meet one of the following OSPI 7 criteria (usually #2)**
 - **Be taken from an OSPI Approved Provider**
1. **Is consistent** with a school-based plan for mastery of student learning goals
 2. **Is pertinent** to the individual's current assignment or expected assignment for the following school year
 3. **Is necessary** for obtaining an endorsement as prescribed by the WA Professional Edu Standard Board
 4. **Is specifically** required for obtaining advanced level of certification
 5. **Is included** in a college or university degree program that pertains to the individual's current assignment or 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, 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.

All classes (Credits & Clock Hours) must be taken from an OSPI Approved Provider and those are:

- All Regionally Accredited Colleges, Universities
- All Public Schools, ESD's and some Private Schools
- FPS - clock hours; free & pre-approved, HR automatically receives a copy
- OSPI Approved Provider List available on the Certification website

Watch out for online University classes or degrees, such as Grand Canyon University is an approved provider, but Canyon University is not approved.

Watch out for clock hours or credits given through conferences... they need to say Washington State Clock Hours are provided. **Don't be afraid to call and question the Provider.**

- **OR get Pre-Approval** - if you have any doubts whether a class will be approved, send a class syllabus via email or district pony mail to Chelsea in HR.

Types of Documentation to turn in HR for new classes;

Clock Hours: We need an OSPI approved **Clock Hour Provider Form, no certificates**

- * Classes must be a minimum of 1 hour (beginning 9/1/19)
- * And be taken from an OSPI approved provider
- * Must meet **one of the 7 OSPI criteria**

Credits: We need an **Official Transcript** (can be opened).

- * Classes must be 100 level or above
- * And be taken from an approved provider
- * Must meet **one of the 7 OSPI criteria**

- **Transcripts or Clock Hours Forms ARE NOT automatically sent to us;** except for Pro Dev classes from Franklin Pierce Schools. Teaching and Learning will transfer FPS Pro Dev clock hours to HR for you.
- FYI - **Official Transcripts** can be sent to you and **you may open** them, OR you may have them sent to Human Resources, 315 129th Street South, Tacoma, WA 98444 OR have the Official Transcript emailed directly to HR.

Difference between Credits and Clock Hours:

Clock Hours vs. Credits Both count for Salary Advancement		
Difference	Clock Hours	Credits
Time	usually done within 1 day	over a period of weeks
Work	done within the class	more work, test or papers
<u>Transferable</u>	<u>ONLY within WA State</u>	<u>they go with you anywhere</u>
Documentation	Given at the end class or through FPS a copy is sent into HR	order transcript (possible added expense)
Cost	inexpensive or free from FPS	Expense /cost for Transcript
<u>Bottom line - it is your personal choice. How much time do you have, and will it work within your budget?</u>		

Deadline for salary advancement documentation is October 1 of every year. All documentation turned in after October 1 will **NOT** be considered for salary advancement until the following year.

The state audits about 6% of teachers a year.

You are responsible for your records! We are only required to retain records after you leave for 6 years after separation.