

Austin Public Schools Clock Hour Application Form - Continuing Education Committee (Revised 2/2021)

Directions: Complete form and attach verification that applies to categories below. Use ONE Clock Hour Application Form for ALL clock hours requested. Submit materials to your building CEU committee member or send to Educational Services.

Name _____ Date: _____ State File Folder # _____

School/Location Name _____ License(s) Held _____ Expiration date(s) _____

MANDATORY REQUIREMENTS: Applicants must complete a minimum of 1 full hour of professional development activities in the following areas per 5-year license period.

Check any/all boxes that are addressed in the clock hours being submitted. Label documents showing requirement(s) met.

- Positive behavioral intervention strategies.
- Accommodating, modifying, and adapting curricula, materials, and strategies to appropriately meet the needs of individual students and ensure adequate progress toward the state's graduation rate.
- Reading preparation in scientifically-based instruction.
- Key warning signs of early-onset mental illness in children and adolescents.
- Suicide prevention
- English language learners
- Cultural Competency Training (Courses under 6 hours require an additional reflective statement)

CATEGORIES: Arrange and label documents in groups according to their categories. On the lines beside the category titles, write the total number of clock hours requested per category.

- A. _____ College course(s).** Attach copy of transcripts. Highlight course name(s) being submitted for clock hours.
1 Semester credit = 24 clock hours. 1 Quarter credit = 16 clock hours.
- B. _____ Outside the School District:** Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license(s) held. Include signed copies of certificates listing dates and number of hours attended.
- C. _____ Within the School District:** Staff development activities, in-service meetings, or courses. Include signed copies of certificates listing dates and number of hours attended.

Categories D-I: Must complete "DESCRIPTION OF EXPERIENCE" form along with verification from administrator or representative in a leadership role.

- D. _____ Site, district, regional, state, national, or international curriculum development.**
- E. _____ Engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the Standards of Effective Practice for Teachers (8710.2000)**
- F. _____ Professional service.**
- Supervision of clinical experiences of persons enrolled in teacher preparation programs. One full quarter = 16 clock hours. One full trimester = 20 clock hours. One full semester = 24 clock hours. Limit 30 hours per 5-year period.
 - Participation on national, state, and local committees involved with licensure, teacher education, or professional standards.
 - Participation in national, regional, or state accreditation.
- G. _____ Leadership experiences.** (Germane to teaching assignment)
- Development of new or broader skills and sensitivities to school, community or profession. This includes work as a team leader, department chair, or site team member.
 - Publication of professional articles in a professional journal in an appropriate field.
 - Volunteer work in professional organizations related to the area(s) of licensure.
- H. _____ Opportunities to enhance knowledge and understanding of diverse educational settings.** (Germane to teaching assignment)
- Experience with students of another age, ability, culture or socioeconomic level.
 - Systematic, purposeful observation during visits to schools or related business/industry.
- I. _____ Travel or Work experience** related to your field of licensure for purposes of improving instructional capabilities.
Must get preapproval to earn CEU credit. 1 week = 10 clock hours. Limit of 30 clock hours per 5-year period.

To be completed by CEU COMMITTEE: Approved Not approved

Date _____ Committee member's initials _____ Committee Chair approval _____