



# Certificated Clock Hours

## Frequently Asked Questions

### Helpful Reminders

- 10 clock hours = 1 quarter credit
- When viewing credits in Skyward note that Skyward converts all credits/clock hours to quarter credits.
- It is always recommended employees keep personal copies of all transcripts and clock hour forms.
- OSPI certificate renewal process, which can require proof of clock hours/credits earned, is separate from RSD salary placement. Please review the OPSI website for certificate renewal requirements.

### FAQs

#### What clock hour/credit transcripts are acceptable and how do I send them?

- A course must be a minimum of 1 clock hour to be accepted (1 clock hour = 0.1 credit).
- Clock hours must be earned from an OSPI-approved clock hour provider.
  - To verify the provider is approved check the OSPI website [here](#).
- Clock hours forms can be emailed to [human.resources@rentonschools.us](mailto:human.resources@rentonschools.us) or mailed to HR.
- Hard copy official college/university transcripts can be mailed or dropped off at KEC.
- Electronic official transcripts should be ordered to be sent to your [Sr. HR Advisor](#).
- Certificates of completion, registration forms, grade reports, are not acceptable.

#### Does HR automatically receive clock hour transcripts forms from RSD-provided courses? Does HR have access to clock hours I have submitted to OSPI?

- If you have registered and attended RSD sponsored events for clock hours through the ProDev Portal, they will be uploaded to your Skyward account. This mass upload occurs twice a year: once over the summer and again in the fall.
  - To view credits/clock hours that have been uploaded to Skyward, please refer to the **Clock Hours/Credits Skyward Guide** to find this information in Employee Access.
- Renton School District cannot access transcripts submitted to OSPI.

#### When do I need to submit clock hours/credits for it to affect my salary placement?

- Clock hours and credits can be submitted at any time. We encourage you to submit them as they are earned.
- Salary placement changes cannot go back into prior school years for documentation not submitted to HR.
- Clock hours **earned after September 30<sup>th</sup>** of the current school year will not affect salary placement until the following school year.

#### How to I sign up for RSD clock hours?

- For all ProDev Portal questions (registering for a class, finding your transcript, questions about specific RSD courses, etc.) contact Jennifer Martineau at [Jennifer.Martineau@rentonschools.us](mailto:Jennifer.Martineau@rentonschools.us) or (425)-204-2389

**Other questions:** Please call Human Resources at (425)-204-2350 or email at [human.resources@rentonschools.us](mailto:human.resources@rentonschools.us).