

## Independent Study and/or Virtual Log for Clock Hours

- Attach Independent Study Log to Attendance Sign-in Sheet
- Attach Virtual Log to certificate or course completion documentation

Program Title: \_\_\_\_\_  
\_\_\_\_\_

Clock Hour ID Number: \_\_\_\_\_ Clock Hours for Independent: \_\_\_\_\_ Total Clock Hours: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

**Participant Name** (please print): \_\_\_\_\_

Participant E-mail Address: \_\_\_\_\_

Fill out and submit this form to:

- Log and certify independent study times\* not to exceed total **pre-approved in the clock hour proposal** – AND/OR –
- Log and certify virtual training times and hours not to exceed total pre-approved clock hours.
- Form must be completed by each individual in blue or black ink (printed) or filled in electronically and be verified by the instructor or district.
- When the course is completed, **return form to the instructor or the Teaching & Learning department within 20 days of course end date.**

Date	Times	Description (note if independent study or class time)	# of Hours
<b>Total Hours:</b>			

\*Independent study hours must be pre-approved and cannot exceed the number of verified class hours.

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### Verification by Instructor/District

1. Participant Signature and Date: \_\_\_\_\_

2. Instructor Signature and Date: \_\_\_\_\_