

Clock Hour Proposal

Name:		School:	
Provider of Webinars:			
Website address:			
<b>Online Webinar Title(s)</b> (use second sheet if requesting more than five)	<b>Length of webinar:</b>		
1.			
2.			
3.			
4.			
5.			
	<b>Total Clock Hours Requesting</b>		
<b>Objectives:</b> (At least 3 are required)			
1.			
2.			
3.			
4.			
<b>Proposed clock hour start date</b> (must be after clock hours have been approved)			
<b>Proposed clock hour ending date</b> (a new proposal must be written if trainings are not completed by the ending date)			

<b>Once you have received confirmation of the clock hour approval</b>	
<ul style="list-style-type: none"> <li>• Complete your training</li> </ul>	
<ul style="list-style-type: none"> <li>• Print your certificate or attach notes for each training</li> </ul>	
<ul style="list-style-type: none"> <li>• Sign the clock hour sign in sheet</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Return the certificate(s) or notes and the clock hour sign in sheet to:</b></li> </ul>	
<p align="center"> <b>Anita Chandler, Executive Director of Teaching &amp; Learning</b>  <b>South Kitsap School District Office</b>            2689 Hoover Avenue SE            Port Orchard, WA 98367  <a href="mailto:chandler@skschools.org">chandler@skschools.org</a>            360-874-7050         </p>	