

# CREDITS/CLOCK HOURS

All clock hours/credits must be taken from an accredited college/university or clock hour provider and classes must be a minimum of one hour to be eligible for recognition (WAC 181-85-030[6]). (10 clock hours = 1 quarter credit)

To move on the salary scale for a given school year, credits/clock hours must be **earned on or before September 30<sup>th</sup>** and must be **turned in to Human Resources by October 31<sup>st</sup> of that year**. Credits and clock hours earned after October 1<sup>st</sup> or turned in after October 31<sup>st</sup> will be credited to the salary scale for the next school year.

All clock hours/transcripts must be submitted to HR for review prior to awarding credit. If you have earned clock hours through SHSD you must submit your Pro Dev transcript to HR for credit.

Steilacoom Historical School District's Human Resource Department is able to provide a list of your clock hours/credits upon request.

## **To Receive Credit for Classes Taken, Please Provide-**

Official transcript of college courses

OR

In-service/clock hour transcript/form issued by an approved provider. <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>

## **An Approved OSPI Clock Hour Verification Form Must-**

State number of clock hours, the name of the course, your signature, and the signature of the provider verifying that the clock hours were earned. OSPI clock hour (in-service registration) approved forms include: Approved Forms- SPI 1125, Form SPI 1126-1, Form SPI 1128-1, Form SPI 1128-2, Form SPI 1128-3, Form SPI 1128-4, Form SPI 1128-5 and Form SPI 1128-8 *per WAC 181-85-107, WAC 181-85-106*.

## **As Per OSPI Guidelines-**

These are the only acceptable forms of documentation for approved clock hours. Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation.

A certificate of completion, letter, or certificate of achievement or professional development **cannot** be used to document approved clock hours, unless the individual holds an ESA Certificate and a state health professions license that requires continuing education. OSPI – S-275 Personnel Reporting instructions.

## **Who Can Offer Clock Hours?**

Only a Professional Educator Standards Board-approved provider of clock hours.

## **How Will An Individual Know If The Workshop Or In-service Is Offered By A Professional Educator Standards Board-Approved Provider?**

The individual may check with the agency offering the workshop or Professional Certification.

<http://www.k12.wa.us/certification/ClockhoursFAQ.aspx>

Please send all clock hours/credits upon completion to: Patty Zech Human Resources Department