

Austin Public Schools Clock Hour Application Form - Continuing Education Committee (Revised 8/2024)

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.

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.**

- American Indian History and Culture
- 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 _____