



Credits and Clock Hours

Submit your Documents directly to Human Resources

Credits and Clock Hours can be used for both
Salary Advancement and renewal of most Teaching Certificates

Remember: OSPI requires that all Credits and Clock Hours must:
Meet one of the following OSPI 7 criteria (usually #2) (Prior to Jan 1, 2022),
and be taken from an OSPI Approved Provider

1. **Is consistent** with a school-based plan for mastery of student learning goals.
2. **Is pertinent** to the individual's current assignment or expected assignment for the following school year.
3. **Is necessary** for obtaining an endorsement as prescribed by the WA Professional Edu Standard Board.
4. **Is specifically** required for obtaining an advanced level of certification.
5. **Is included** in a college or university degree program that pertains to the individual's current assignment or future assignment as a certificated Instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the Individual.
6. **Addresses research-based** assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one, as applicable and appropriate for individual certificated instructional staff.
7. **Beginning in the 2011-12 school year**, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

All classes (Credits & Clock Hours) must be taken from an OSPI Approved Provider and those are:

- All Regionally Accredited Colleges, Universities
- All Public Schools, ESD's and some Private Schools
- FPS - clock hours; free & pre-approved, HR automatically receives a copy
- OSPI Approved Provider List (changes annually) available on the Certification website

Watch out for online University classes or degrees, such as Grand Canyon University is an approved provider, but Canyon University is not an approved provider.

Watch out for clock hours or credits given through conferences... they need to say Washington State Clock Hours are provided. **Don't be afraid to call and question the Provider.**

If you have ANY doubts on whether a class will be approved, send a class syllabus via email or district pony mail to Brenda Snowden in HR.

Types of Documentation to turn in HR for new classes:

Clock Hours:

- We need an OSPI approved Clock Hour Form, **no certificates**
- Classes must be a minimum of **1 hour** (beginning 9/1/19)
- Classes must be taken from an OSPI approved provider (changes annually)
- Must meet one of the 7 OSPI criteria (Prior to Jan 1,2022)

Credits:

- We need an Official Transcript (**cannot be opened**)
- Classes must be 100 level or above
- Must be taken from an approved provider
- Must meet one of the 7 OSPI criteria (Prior to Jan, 1,2022)

Transcripts or Clock Hours Forms ARE NOT automatically sent to us, except for Pro Dev classes from Franklin Pierce Schools. Teaching and Learning will transfer FPS Pro Dev clock hours to HR for you.

FYI - **Official Transcripts** can be sent directly to Human Resources **via email** or sent in the mail to:

Franklin Pierce School District, Attn: Human Resources, 315 129th Street S, Tacoma, WA 98444

Difference between Credits and Clock Hours:

Clock Hours vs. Credits		
Both count for Salary Advancement		
<u>Difference</u>	<u>Clock Hours</u>	<u>Credits</u>
Time	usually done within 1 day	over a period of weeks
Work	done within the class	more work, test or papers
Transferable	ONLY within WA State	they go with you anywhere
Documentation	Given at the end class or through FPS a copy is sent into HR	order transcript (possible added expense)
Cost	inexpensive or free from FPS	Expense /cost for Transcript
<u>Bottom line</u> - it is your personal choice. How much time do you have, and will it work within your budget?		

Deadline for salary advancement documentation is **October 1** of every year. All documentation turned in after October 1 will **NOT** be considered for salary advancement until the following year. The state audits about 6% of teachers a year.

ALSO:

You May Be Eligible for Student Loan Cancellation/Deferment

Check your Student Loan and see if you are eligible for Deferment or Cancellation:

- Franklin Pierce School District is a low-income district
- You might be teaching in a teacher-shortage subject area

The Federal Student Aid web address: <https://studentaid.ed.gov/sa/repay-loans>

You are responsible for your records! We are only required to retain records after you leave for 6 years after separation.

New Certificate Renewal Requirements Information:

The new requirements are in addition to previously required hours such as the Science, Technology, Engineering, and Math (STEM) requirements **(15 Stem hours required)**. These hours are included within the **100 clock hours** that are required every five years for certificate renewal.

Requirements for Teacher and for Administrator Certificate Renewal:

The professional learning described in the next sections are included within the 100 clock hours required for certificate renewal.

Equity-Based School Practices:

All teachers must earn at least **15 continuing education credit hours (or clock hours) of equity-based school practices** in order to renew a certificate on or after **July 1, 2023**. This is **required** for renewal of residency, professional, initial, continuing teacher, and CTE teacher certificates.

All administrators must have at least ten (10) continuing education credit hours (or clock hours) of equity-based school practices. This is required for renewal applications of residency, professional, initial, and continuing principal, program administrator, superintendent, and CTE director certificates submitted on or after July 1, 2023.

Administrators holding both an administrator and teacher certificate, ten hours total of equity-based school practices are required.

For both administrator and teacher certificate renewal, the hours must be aligned with the Cultural Competency, Diversity, Equity, and Inclusion Standards for Educators (CCDEI Standards) and must be provided by one or more of the following entities that are approved clock hour providers:

- Office of Superintendent of Public Instruction (OSPI)
- Washington state School Districts, Tribal Compact Schools, approved Charter Schools, Washington School for the Deaf, and Washington School for the Blind
- Educational Service Districts
- Educator Preparation Program approved by the Professional Educators Standards Board
- The Association of Washington School Principals
- The Washington Education Association
 - Individuals holding a valid National Board Certificate issued by the National Board for Professional Teaching Standards (NBPTS) meet the equity-based school practices requirement by maintaining a valid National Board Certificate.
 - A Professional Growth Plan (PGP) with at least one goal aligned to the CCDEI Standards meets this certificate renewal requirement. The PGP must reflect the learning gained in the area of equity-based school practices, aligned with the CCDEI Standards provided by one of the entities listed above.
 - Private schools may work in partnership with the identified content providers to support their educators in developing PGPs to meet the equity-based school practices requirements for certificate renewal.

When to Renew a Certificate

Educators may renew early. **An educator may choose to renew a certificate at any time during the validity of their certificate. It is the responsibility of the educator to ensure that they hold a valid certificate and renew that certificate in a timely manner.** The Office of Superintendent of Public Instruction (OSPI) Professional Certification Office recommends that those wishing to renew a certificate apply for their renewal as soon as they have completed the required number of hours. For most teacher and administrator certificates, 100 continuing credit hours (clock hours) are required for certificate renewal every five years. Eligible clock hours must be earned during the five-year validity of the certificate. Educators must plan ahead for applying for certificate renewal to allow time for the Professional Certification Office at OSPI to evaluate the application, and to issue the certificate. It can take up to 12 weeks for a certificate to be issued after application. Educators are encouraged to apply for certificate renewal through their E-Certification (eCERT) account well before the expiration date in order to maintain a valid certificate. An educator cannot legally be placed into a classroom without a valid certificate (RCW 28A.410.025).