**Completing Clock Hour Application for Approval**

**Getting Started:** The “Clock Hour Application for Approval” form is available in a shared Google Doc named: “Clock Hour Form Master” or you may print the attached form and send it to Janis Dobyns,

who will pass it on to Trisha Smith for final approval

**Title of Offering/Class:** Please limit to 40 characters

**Date(s) of class offering:** Include day/month/year (Courses must be approved PRIOR to the first class being offered.

**Time (am/pm):** Start and end time

**Number of Continuing Clock Hours:** How many clock hours are you offering?

Lunch time does not count in the total hours, but breaks do. Clock hours may not be offered for routine staff meetings, business meetings to discuss operation policies/practices or social hours/meal time (WAC 181-85-030).

**Course Objectives, i.e. intended outcomes (required):** On a separate sheet list the course objectives, which must relate to one or more of the following contact standards (WAC 181-85-202); include a list of all that apply:

1. Opportunities for participants to collect and analyze evidence related to student learning;
2. Professional certificate standards;
3. School and district improvement efforts;
4. Education frameworks and curriculum alignment;
5. Research-based instructional strategies and assessment practices;
6. Content of current or anticipated assignment;
7. Advocacy for students and leaderships;
8. Supervision, mentoring, or coaching; or
9. Building a collaborative learning community

**Agenda (an agenda is required**): (WAC 181-85-200)

* Agenda must have dates and times of each presentation and content and outcomes clearly articulated The agenda must clearly show the amount of time spent in activities. If the session is more than 5 hours you must show a lunch break of at least 30 minutes.
* Agenda must include the names and a short description of qualification of each instructor. e.g. instructors relevant experience, academic background or current professional position that specifically qualifies them to conduct this course; i.e. expertise in a particular content area, field or occupation. Note: A VITA must be completed/on file at the District office for each presenter, it must be updated every 5 years.

STEM Clock Hours: If you are requesting STEM clock hours, please complete the “STEM Clock Hour ADDENDUM”

Equity Clock Hours: Must be listed on their own line.