

## CREDIT/CLOCK HOUR PRE-APPROVAL

The 1995 Legislature restricted credits allowable for placement on the salary schedule. Credits/clock hours earned by certificated instructional staff after 9/1/95 shall be counted only if the content of the course meets at least one of the six outlined criteria (Section II below) in WAC 392.121.262. These criteria are in addition to those in WAC 392.121.255, 257, 259, 280 and WAC 180.85.

### SECTION I: EMPLOYEE INFORMATION

Print Name _____	Washington Certificate # _____
Current assignment, grade and subject(s) _____	
√ <b>Check all that apply:</b>	
<input type="checkbox"/> Certificate renewal, clock hour requirement (salary schedule advancement)	* College/university or clock hour provider: _____
<input type="checkbox"/> Endorsement intent _____	_____
<input type="checkbox"/> Degree intent _____	_____
*(Must be accredited college/university or approved State of Washington clock hour provider.)	

### SECTION II: STATE DEFINED CRITERIA      √ **Check all that applies.** (Attach information as required.)

The content of the course(s):

1. is consistent with the school-based plan for mastery of student learning goals as referenced in RCW 28A655.110, the annual school performance report, for the school in which the individual is assigned

2. pertains to the individual's current assignment or expected assignment for the following year

3. is necessary for obtaining an endorsement as prescribed by the Washington professional educator standards board (*describe specific endorsement and appropriate essential area of study, must obtain grade "C" or "Pass"*)

4. is specifically required for obtaining advanced levels of certification (*describe advanced level of certification being pursued – cannot be applied toward initial teaching certificate renewal or maintenance of certificate*)

5. is included in a college or university degree program that pertains to the individual's current assignment, or potential future assignment, as a certificated instructional staff member (*include description of degree program and copy of acceptance letter*)

6. it addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff

### SECTION III: COURSE INFORMATION      √ **Check one:**    Quarter Credits    Semester Credits    Clock Hours

Credit/Clock Hour Granting Agency	Inservice/Course #	Inservice/Course Name	Quarter/Yr. or Course Date	# Credits	# Clk. Hrs.

*Attach brochure/information describing the content of course(s) or workshop(s). Please insure that official transcripts and appropriate clock hour forms are submitted to the District Office in a timely manner. Final approval subject to receipt of official transcripts/forms. In order to affect placement on the current year's salary schedule, credits/clock hours must be completed and submitted prior to **October 1**.*

### SECTION IV: EMPLOYEE AFFIDAVIT

I (print) \_\_\_\_\_ hereby certify/declare under penalty of perjury under the laws of the State of Washington that the above credits and/or clock hours are required to obtain/complete the endorsement, degree, or renewal/clock hour requirement as stated above in Section I, and that the content of the course is consistent with one or more of the State-defined criteria as outlined above in Section II. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to WAC 180.85. A copy of this form should be retained by the holder for possible dispute.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION V: OFFICE USE      \* Principal approval does not denote approval for salary advancement. Personnel Dept. approval is required.

_____	_____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
* PRINCIPAL / DESIGNEE Signature	Date	
_____	_____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
PERSONNEL DEPARTMENT Signature	Date	