



Clock Hour Request Procedures

2023 - 2024



- 1. Clock Hour Request Forms must be submitted at least three (3) weeks in advance of any training. Submit to Professional Development Coordinator, Elizabeth Lawson (elawson@sequimschools.org).**
- 2. Please provide as much information as possible so the proposal can properly be entered into pdEnroller.**
- 3. Requests for clock hours after an event cannot be approved.**
- 4. Please check registration status prior to the training to confirm those that should be attending have registered.**
- 5. Clock hours require course attendance, post event survey, and a processing fee in addition to course fees.**
- 6. Attendance sheets require names clearly printed (preferably typed), signature, total hours, course number and claim code. Educational Support Specialist will assist in providing sheets.**
- 7. Please return original attendance sheets to Educational Support Specialist, Cathy Bourm, (cbourm@sequimschools.org) within 3 days of completion of training.**

Clock Hour Request Form

Title of Class:

Event Description:

Tags: Subjects:

Audience:

Scroll for Examples:

Select the primary credit type for the proposal.

Only 1 can be selected, CLOCK HOURS or FCS HOURS

Clock Hours -Continuing education credit hours

Credit Emphasis- Select any emphasis types this event offers.

Equity

WAC [181-85-204](#) - The cultural competency, diversity, equity, and inclusion (CCDEI) standards under RCW 28A.410.260

Educational Leadership

English Language Learner

Paraeducator Subject Matter Certificate - English Language Learner

Special Education

Paraeducator Subject Matter Certificate - Special

Advanced Paraeducator Training

Paraeducator - Advanced Certificate

Social Emotional Learning

Social emotional learning (SEL) standards, benchmarks, and indicators. Should align to the standards below:

- [Washington's K-12 SEL Standards and Benchmarks - Overview](#)
- [Social Emotional Learning Standards, Benchmarks and Indicators - Full](#)

STEM

FCS Hours (do not select if clock hours selected above)

Paraeducator activity-based continuing education hours, **Fundamental Course of Study** courses only

Number of Clock Hours Requesting:

Must request at least 1. Hours will be rounded down in half-hour increments. [WAC 181-85-030 #9](#)
Please do not include lunch or breaks.

COURSE OBJECTIVES

Enter 3 or more Course Objectives. Identify what your participants will learn and how it may be applied.

Activities must relate to opportunities for participants to:

- collect and analyze evidence related to student learning;
- professional certificate standards;
- school and district improvement efforts;
- K-12 frameworks and curriculum alignment;
- research-based instructional strategies and assessment practices;
- content of current or anticipated assignment;
- advocacy for students and leadership, supervision, mentoring/coaching;
- and/or building a collaborative learning community.

Source: [WAC-181-85-200 \(5\)](#)

1.

2.

3.

4.

Primary Location

If your location isn't listed, select "Other" and add details below.

Location Description and/or details

Session Type – 1 (If training occurs over multiple dates, add a new session for each day.)

On-site Online Comments

Start Date

Start Time

Break and/or Lunch Times

End Date

End Time

Session Type - 2

On-site Online Comments

Start Date

Start Time

Break and/or Lunch Times

End Date

End Time

Confirm Number of Hours Requesting:

Proposal Agenda

- 1. An agenda is required to propose clock hours and must be entered below or sent electronically to Professional Development Coordinator, Elizabeth Lawson (elawson@sequimschools.org).**

- 2. Presenter(s): For new presenter(s) please send an electronic copy of a OESD Vitae form or current resume and send to Professional Development Coordinator, Elizabeth Lawson (elawson@sequimschools.org).**
 - 1.**
 - 2.**
 - 3.**
 - 4.**

Additional Comments

Request Submitted by:

Date: