

CREDIT AND CLOCK HOUR APPROVAL

MOSES LAKE SCHOOL DISTRICT #161

Employee Name: _____ Location: _____

INSTRUCTIONS:

Current Position: _____

1. Complete one line for each course that approval is being requested for.
 2. Choose one of the eligibility criteria listed below which most pertains to the credit or clock hour course and circle that number in the column marked "Criteria"
 3. Your Principal or Supervisor must sign in the designated column next to each credit or clock hour offering listed indicating their approval.
 4. Sign and date the completed form and return it with your official transcripts or clock hour registration form to the Personnel Office.
- NOTE: Credits or clock hours must be earned by October 1st to count for salary placement for the current school year.

Official Transcripts are ordered
 Official Transcripts are attached
 Signed clock hour registration forms are attached

Date or Term	College/University or Clock Hour Provider	Course Number	Course Title	# Credits or # Clock Hours	Eligibility Criteria Circle One	Principal /Supervisor Signature
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					1 2 3 4 5 6	
					1 2 3 4 5 6	
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**** The 1995 State Legislature has mandated that credits and clock hours earned after September 1, 1995, shall count only if the content of the course meets one or more of the state defined criteria listed below. The employee must complete this form and establish eligibility BEFORE any credits or clock hours earned after September 1, 1995, will be accepted for district salary placement. Once credits or clock hours are recognized as meeting one or more of the eligibility criteria listed, this form will be attached to the Official Transcript or Clock Hour form that verifies the credits or clock hours were earned and kept in the employee's Personnel file.

ELIGIBILITY CRITERIA

1. Is consistent with a school based plan for mastery of student learning goals as referenced in RCW 28A.655.110...
2. Pertains to the employee's current assignment or expected assignment for the following school year.
3. Is necessary for obtaining an endorsement as prescribed by the Washington professional educator standards board.
4. Is specifically required for obtaining advanced levels of certification.
5. Is included in a college or university degree program that pertains to the employee's current assignment or potential future assignment
6. It addresses research-based assessment & instructional strategies for students with dyslexia, dysgraphia, & language disabilities when addressing learning
7. Beginning in 2011-12, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including professional development training

EMPLOYEE'S SIGNATURE _____ Date _____