



PO BOX 4162
 OLYMPIA WA 98501
 253-752-2082

CLOCK HOUR REGISTRATION FORM

Complete sections I - III and be sure to sign and date the form. The white copy will remain on file at **CSTP**. **CLOCK HOURS ARE NOT EARNED UNTIL THE WHITE COPY AND A CLOCK HOUR PAYMENT ARE RECEIVED BY CSTP. This form must be received by CSTP WITHIN 90 DAYS of the last date of this class.** The participant needs to retain a completed photo copy for his/her own records. It will be a **TEMPORARY** clock hour verification until a transcript is received. Clock hours can only be used for certification if you **ALREADY** hold a continuing/professional certificate. Participants must sign the clock hour attendance sheet in order to receive clock hours. (For salary advancement, consult your District's HR Department. For certification, consult your ESD.)

PLEASE PRINT AND USE PEN ONLY

SECTION I – PARTICIPANT INFORMATION			
LEGAL NAME (First, Middle, Last)		MAIDEN OR FORMER <small>Please indicate if name was changed recently</small> <input type="checkbox"/>	
MAILING ADDRESS			
STREET		CITY	STATE
PHONE NUMBER		BIRTHDATE (mm/dd/yy)	GENDER MALE FEMALE
NAME OF EMPLOYING SCHOOL DISTRICT (if applicable)		NAME OF SCHOOL OR BUILDING (if applicable)	
EMAIL ADDRESS			
SECTION II – CLASS INFORMATION			
CLOCK HOUR CLASS NUMBER 11161		CLASS TITLE National Conference on Peer Tutoring in Writing	
FIRST DATE OF CLASS 11/4/2016		CLOCK HOUR PROVIDER CSTP	Fees: 3-9 hrs = \$10 10-19 hrs = \$20 20-49 hrs = \$30 50+ = \$50 (Do not combine forms when calculating fees)
SECTION III – AFFIDAVIT NTE 19.5 hours			
<p>I, _____, swear that I earned _____ clock hours for actual attendance at this workshop and made payment to the Center for Strengthening the Teaching Profession (CSTP). <i>I am not applying for college/university credit for this class.</i> I certify (or declare) under penalty of perjury under the laws of the State of Washington that this information is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder of his/her certificate pursuant to Chapter 181-85 WAC.</p>			
SIGNATURE OF PARTICIPANT _____		DATE _____	
<p>Transcripts are printed annually in mid-August. Additional Official Transcripts will be generated by request only for a \$5.00 fee.</p>			
SECTION IV – VERIFICATION			
<p>When signed by approved instructor, this form documents eligible clock hours as required by WAC 392-121-280 (3).</p>			
SIGNATURE OF INSTRUCTOR _____		DATE _____	
<p><i>For office use only</i> Form of payment received: _____ Amount: _____ Receipt: _____ Processed by: _____</p>			



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CLOCK HOUR INSTRUCTIONS

Participant Responsibilities:

1. Must be in attendance at the workshop/class location.
2. Sign-in (or initial) on the attendance sheet each assigned day of the class.
3. Complete sections I, II, and III of the "Clock Hour Registration" form. Section III should reflect the number of hours of actual attendance.
4. Section IV needs to be completed by the instructor before you leave the workshop/class location.
5. Keep a photo copy of the completed registration form until your transcript arrives in August.
6. It is the certificate holder's responsibility to submit forms and/or transcripts to OSPI documenting completion of clock hours for certificate maintenance.
7. It is the certificate holder's responsibility to submit forms and/or transcripts to your District's Human Resources Department for salary advancement.
8. If you do not attend a workshop/class for at least 3 hours, you cannot purchase clock hours. Do not combine multiple forms (hours) when calculating fees owed.
9. Participants are encouraged to turn in the clock hour registration form and pay the fee within 90 days of the last session of the workshop/class.
10. Complete the electronic evaluation that is sent to you via email following the end of the workshop/class.

Agency Responsibilities:

1. We will process your payment in a timely manner. Receipts will be given for cash payments. Checks returned by the bank will incur an additional \$20 fee.
2. Within 45 days of the end of a workshop/class, we will send via email a link to the survey that allows participants to evaluate the workshop/class attended.
3. We will generate transcripts annually in mid-August for receipt by September 1.
4. Transcripts will only be generated if a participant had activity in the past 12 months.
5. If there is an error on your transcript, presenting the completed photo copy of the "Clock Hour Registration Form" will be the only method of fixing errors.
6. Additional "Official Transcripts" will only be generated by written requests that include a \$5 payment to cover the reprinting fee.

Updated 2/18/16