

CREDIT/CLOCK HOUR DOCUMENTATION REQUIRED FOR SALARY ADVANCEMENT

Classes Taken Through Snoqualmie Valley School District:

1. All class offerings are approved for Clock Hours.
2. Registration for the class must be completed through PD Place.
3. Documentation for all completed classes will automatically be submitted to Human Resources for salary advancement (if registered through PD Place).

For Classes Taken Outside Snoqualmie Valley School District

Submit to Human Resources an official transcript or carbonless copy of the clock hour registration form issued by the approved clock hour provider.

Legal Requirements

Per WAC 392-121-262, credits earned after September 1, 1995, must satisfy the following criteria:

1. At the time credits are recognized by the school district or charter school, the content of the course must meet at least one of the following:
 - a. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW [28A.655.110](#), the annual school performance report, for the school in which the individual is assigned;
 - b. It pertains to the individual's current assignment or expected assignment for the following school year;
 - c. It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;
 - d. It is specifically required for obtaining advanced levels of certification;
 - e. It 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;
 - f. 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; or
 - g. Beginning in the 2011-12 school year, it pertains to the revised teacher evaluation system under RCW [28A.405.100](#), including the professional development training provided in RCW [28A.405.106](#).

Clock Hour Provider

To determine if the class is offered by an approved clock hour provider, go to OSPI's website at: <http://www.k12.wa.us/certification/HelpfulLinks.aspx> and select Clock Hour Provider Information.