

Certificated Staff

WALLA WALLA PUBLIC SCHOOLS

Prior Approval of College Credits and Clock Hours for Salary Increments

(this form not required for clock hours provided by WWPS)

Name _____ Current Assignment _____ Location _____
Last, First, MI Grade/Subject School

Instructions: Obtain and enter the information requested in each section for the course(s) or workshop(s) you propose to take for salary increment. Use the state-defined criteria and the instructions for their use that are explained on the reverse. Use only one criterion on each form and list all classes/workshops that apply to that specific criterion. Make sure to attach all required documentation (see reverse), sign Employee Declaration section below, and forward to the appropriate individual for approval.

Note: It is recommended that you keep a copy of this form, along with documentation that will provide backup should any questions be forthcoming from an audit concerning these credits.

Course Number and Title	Institution/Provider**	Date of Class	Quarter Credits*	Criterion (one per form)

* To convert semester hours to quarter credits, multiply by 1.5; to convert clock hours to quarter credits, multiply by 0.1

** Institution must be accredited (WAC 180.78.010) or an approved clock hour provider (WAC 180.85.083)

Principal/Supervisor Approval for Criteria A and B

Principal/Supervisor Signature _____ Date _____
Approval <input type="checkbox"/> yes <input type="checkbox"/> no Rationale for support _____

Personnel Office Approval for Criteria C, D, and E

Date _____ Criterion/Rationale _____
Approval <input type="checkbox"/> yes <input type="checkbox"/> no Signature _____
<i>If credits are not approved at this time, they may be resubmitted at a later date when they meet criteria.</i>

Employee Declaration/Signature

By signing my name below, I hereby do certify, state, and declare, under penalty of perjury under the laws of the state of Washington, that the content of the course(s) listed above meets the state-defined criteria which I have named and marked on this form. I also attest that the information is true and accurate to the best of my knowledge. I further understand that deliberate misrepresentation of any fact on this form shall be an act of unprofessional conduct for which certification may be revoked pursuant to Chapter 180-85 WAC.
Employee Signature _____ Date _____

Original: Personnel Office

Yellow: Employee

Revised Jan. 2005

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The 1995 Washington State Legislature has mandated that all credits (including clock hours) earned after September 1, 1995 shall count only if the intent of the course meets one or more of the state-defined criteria listed below. It will be necessary to complete the attached form and establish eligibility before any credits awarded after September 1, 1995 will be accepted by the district for salary placement. Upon course completion, official transcripts and original clock hour forms must be received by the Personnel Office no later than October 1 for movement on the salary schedule for the current year. (Reference WAC 392.121.255, 257, 259, and 280.)

INSTRUCTIONS: Review the five recognition criteria listed below. Determine if there is one criterion that will best justify the credits or clock hours for which you are seeking prior approval. Place the letter of the criterion on the form and include the required documentation listed below. All documentation requirements must be met in order for the credits or clock hours to be approved.

- A. The course is consistent with a school based plan for mastery of student learning goals as referenced in RCW 28A.320.205, the annual school improvement report, for the school in which the individual is assigned.**
 - Obtain signature and approval of the principal/supervisor.

- B. The course pertains to the individual's current assignment or expected assignment for the following school year.**
 - Obtain signature and approval of principal/supervisor.

- C. The course is necessary for an endorsement as prescribed by the State Board of Education.**
 - Identify and attach the specific endorsement information and the appropriate essential area of study.
 - Attach a list of classes that apply to the endorsement.

- D. The course is specifically required for obtaining advanced levels of certification.**
 - Identify and attach specific advanced level of certification.

- E. The course is included in a college or university degree program that pertains to the individual's current or potential future assignment as a certificated instructional staff member of the school district.**
 - Identify and attach the name of the degree program.
 - Attach a copy of the letter of acceptance or a signed Affidavit of Degree Intent form.