

CREDIT APPROVAL FORMS

These forms are no longer needed when turning in clock hours and credits for salary placement. Courses will be approved by HR **ONLY IF** the content of the course meet one of the six criteria established by WAC 392-121-262. HR will review the documents and will add their signature and stamp to the form for authorization.

The six criteria are:

1. Is consistent with a school-based plan for mastery of student learning goals as referenced by RCW 28A.320.205, the annual school performance report for the school in which the individual is assigned (*indicate specific component of the school-based plan in the “description of applicability” section below*); or
2. Pertains to the individual's current assignment or expected assignment for the following school year; or
3. Is necessary for obtaining an endorsement as prescribed by the state board of education (*describe the specific endorsement and appropriate essential area for which you are currently working in the “description of applicability” section below*); or
4. Is specifically required for obtaining advanced levels of certification (*describe the advanced level which you are working towards in the “description of applicability” section below – credits in this category **cannot** be applied towards initial teaching certificate renewal or for maintenance of a continuing certificate*); or
5. 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 of the school district, where the potential of the future assignment is agreed upon by the school district and the individual (*provide a description of the degree program which you are enrolled in the “description of applicability” section below and ensure a copy of the acceptance letter from the college or university is on file in Human Resources*).
6. Addresses researched-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.

Remember, clock hours must be taken from Washington State approved providers. All Washington school districts and Washington ESD's are approved providers. If you are not sure about a class, contact your HR Specialist prior to taking the class or go to <http://www.k12.wa.us/certification/teacher/clockhour.aspx> (OSPI website).

Paperwork required:

Clock hours –

In-service registration form – You receive this AFTER the class is completed. It is not the form you receive to confirm sign up/payment to take the class. All sections must be completed and signed.

Libby transcript – you must print and send this to your HR Specialist and indicate the classes you want added for salary placement. Your Libby transcript can be accessed on the intranet – go to Teacher/Staff Resources; Professional Development Catalog; Get Transcript. If you have questions about your Libby transcript web account, please contact Christine Wilson at 354-7259. This transcript contains only classes taken through Spokane Public Schools.

Credits –

We need *official transcripts* from the college or university in a sealed envelope.