

# CLOCK HOUR INSTRUCTIONS

Enclosed are the forms and instructions you need for your class participants to receive clock hours. **Please follow these instructions carefully:**

Included in this Packet:	Instructions:
<b>Sign-in Sheets</b> <i>IMPORTANT: As the instructor, you may receive clock hours the first time you teach a class only. Be sure you sign in on the sign in sheet to receive clock hours AND sign at the bottom to verify everyone's attendance and indicate whether or not this is the first time you have taught this class.</i>	Participants sign their name legibly on the sign in sheet, including the time they began and then time they ended. <i>If this in an online course, participants cannot receive clock hours for time spent online.</i> Their participation hours are documented in the form of a detailed written report of outcomes, or a rubric. Sample of the work or outcomes may be included with documentation returned to Professional Learning. (If you use a sign-in sheet different from what we have given you, it must have all of the same information that we have in our header.)
<b>Evaluation Forms</b>	At the end of the last session of your class, please have each participant complete an evaluation form. This includes online courses.
<b>Summary of Evaluation Forms</b>	Please summarize the evaluations using the Evaluation Summary form. You may keep the evaluations for your records. Please send the Evaluation Summary to Professional Learning.
<b>Total Clock Hours Summary Form</b> (if you have more than one session in this course.)	Please list all participants and the number of hours they attended on each date, totaling their clock hours in the far right column. (You may create your own excel sheet for this if desired, but it must have the same information in the header as the form we provided.)

***Note: Certificated Participants must acquire a minimum of 3 hours in a class in order to obtain clock hours. Spokane Public Schools provides clock hours to SPS staff only.***

The ***professional learning transcript***, located in the professional development catalog, is the ***official clock hour form*** per OSPI. Please instruct your class participants to periodically print off their transcript from the PD catalog for their records, also sending a copy to HR.

If you have questions please contact:  
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