Washington Office of Superintendent of PUBLIC INSTRUCTION

Career and Technical Education (CTE) Clock Hour Proposal Form

Clock Hour rules: WAC 181-85 - *Professional Certification – Continuing Education Requirement*

Must be completed and submitted to Career & Technical Education (CTE) **30 days in advance** of the in-service for approval. *Note: OSPI only provides OSPI clock hours for OSPI hosted professional development (PD) and partnered events.*

Submitted By:	
Name: Required	**District/Organization:** Required
Phone: Required	**Email:** Required
Title of PD: Required	**Subtitle of PD:** Optional
PD Description: Required	

Total Number of Clock Hours: Required (Minimum of 60 minutes – WAC 181-85-030 (6))
Objectives: *Provide detail that aligns with content standards listed below written in* **Teacher Will Be Able To format.**
1. Required
2. Required
3. Required
4. Optional

Clock Hour Credit Type: *Select the content standards that apply.*

Continuing Education Standards: *Must select at least one.* (WAC 181-85-202)

☐ 1. Opportunities for participants to collect and analyze evidence related to student learning

☐ 2. Professional certificate standards

☐ 3. Paraeducator standards of practice as described in Title 179 WAC

☐ 4. School and district improvement efforts

☐ 5. Education frameworks and curriculum alignment

☐ 6. Research-based instructional strategies and assessment practices

☐ 7. Content of current or anticipated assignment

☐ 8. Advocacy for students and leadership

☐ 9. Supervision, mentoring, or coaching

☐ 10. Building a collaborative learning community

Equity Standards: *Check the box If seeking Cultural Competency, Diversity, Equity, and Inclusion (CCDEI) standards (WAC 181-85-204).*

☐ **Equity Hours Requested:** Click or tap here to enter text.

 STEM Standards: *Check the box if seeking STEM-related subject-area teacher endorsement standards (RCW 28A.410.221).*

☐ **STEM Hours Requested:** Required if requesting STEM

IF seeking STEM clock hours, complete supporting documentation below:
(Must include content from 2 of the 4 STEM elements. Mark all that apply)
☐ Science ☐ Technology ☐ Engineering ☐ Mathematics
To qualify as a STEM course, each guiding question must be answered with a "Yes" and evidence supplied for each question. Evidence can be used from the course description, objectives, or agenda. You may also add additional information that provides rationale for the guiding questions.
Will the STEM activity have an impact on STEM experiences for students? ☐ Yes ☐ No **Describe the impact:** Required
Does the STEM activity provide examples or resources to use with students or with other educators? ☐ Yes ☐ No **Describe the impact:** Required
Does the STEM activity provide examples/resources about STEM-related career choices to use with students? ☐ Yes ☐ No **Describe the impact:** Required
IF seeking Equity clock hours, complete supporting documentation below:
Must select at least one CCDEI standard. ☐ Understanding Self and Others ☐ Student, Family, and Community Engagement ☐ Learning Partnerships ☐ Leading for Educational Equity
Describe how this proposal meets the standard(s): Click or tap here to enter text.

Events Details: *Please submit separate applications for repeated events if the audience or location is new.*
Type of Event: Choose an item. **Event Visibility:** Choose an item.
Location Name: Click or tap here to enter text. **Street Address:** Click or tap here to enter text. **City, State, Zip Code:** Click or tap here to enter text.
Online Meeting/Registration Link: Required for online meeting
Attendance Tracking Plan *(attendance due to OSPI 2 weeks after event ends)***:** Click or tap here to enter text.
☐ **Agenda Attached** – *Times and expanded descriptions of events must be included (MS Word or Adobe)*   **Agenda Link:**   Optional

Session(s) Details: *If your event spans multiple days, please provide the details for each day/session.*

Date	Session Times	Check-In/Check-Out Times (OPTIONAL) *(Note that check-in/check-out times **cannot** be included in the calculation of clock hours)*	# Of GENERAL Clock Hours Offered Per Session	# Of STEM Clock Hours Offered Per Session	# Of Equity Clock Hours Offered Per Session
Click or tap to enter a date.	Click or tap here to enter text.	Optional	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Optional	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap to enter a date.	Click or tap here to enter text.	Optional	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Optional	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Optional	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Presenters: *(List ALL main instructors presenting during event. Please include a resume for each presenter)*

Name	Email	Phone #	Resume Attached	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes	☐ Already on file

Return to:		
Career and Technical Education Office of Superintendent of Public Instruction P.O. Box 47200 Olympia, WA 98504-7200	**CTE@k12.wa.us**	360-725-6245

OSPI USE ONLY	
Received Date: Click or tap to enter a date.	**Response to Submitter Date:** Click or tap to enter a date.

☐ Approved

Event ID #: Click or tap here to enter text.

☐ Denied

☐ **Additional Information Requested:**

Click or tap here to enter text.