

BOLD CLOCK HOUR APPROVAL APPLICATION FORM

This form is to be submitted with each request for clock hours to the local continuing education committee.

Turn in this form and the original certificate of attendance or other documentation along with 1 copy which will be returned to you.

*Use this page as the cover sheet. Staple this form and certificate. Then staple the copies. Paper clip originals and copies together.

Name:

Address:

License(s) Held:

File Folder Number:

License Expiration Date:

Applicant Signature:

Title of Activity:

Date of Activity:

Activity Category:

Clock Hours:



Final approval



Pre-approval of clock hours (subject to actual completion).

This activity addresses:

- ☐ 1. Positive behavior intervention strategies
- ☐ 2. Reading preparation
- ☐ 3. Accommodations, modification and adaptation of curriculum, etc.
- ☐ 4. Key Warning signs of mental illness
- ☐ 5. Suicide prevention
- ☐ 6. English Language Learners
- ☐ 7. Cultural Competency Training

***If NO certificate of attendance was given, please write a brief summary including objective, amount of time engaged and an evaluation of the experience and attach it to this cover sheet.

Local Committee Action

Initials



Approved for _____ Clock Hour (s) Requirements: 1 2 3 4 5 6 7 _____



Not approved. Reason: _____

Committee Signature: _____ Date: _____

CLOCK HOUR CATEGORIES STANDARD AND VOCATIONAL LICENSES

Category
A. Relevant coursework completed at accredited colleges and universities. (16 hours for each quarter credit; 24 hours for each semester credit)
B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licensure.
C. Staff development activities, in-service meetings, and courses.
D. Site, district, regional, state, national, or international curriculum development.
E. Engagement in formal peer coaching or mentorship relationships with colleagues.
F. Professional service (supervision of clinical experiences, participation on national, state, and local committees involved with licensure, teacher education, or professional standards). No more than 30 clock hours allowed in a 5-year period.
G. Leadership experiences (development of new or broader skills and sensitivities to the school community or profession, publication of professional articles, volunteer work in professional organizations related to the areas of licensure held). No more than 30 clock hours allowed in a 5-year period.
H. Opportunities to enhance knowledge and understanding of diverse educational experiences with students of another age, ability, culture, or socioeconomic level; or purposeful visits to schools and related business and industry). No more than 30 clock hours allowed in a 5-year period.
I. Pre-approved travel or work experience related to field of licensure. No more than 30 clock hours allowed in a 5-year period.

*****Note:** Make sure your 125 clock hours come from at least two categories.