

CLOCK HOUR PROPOSALS and REQUIREMENTS

1. NEWESD 101's is an approved provider for Washington State's Continuing Education Clock Hours program.
2. NEWESD 101's Inservice Committee has the authority to approve inservice education program proposals for clock hours. To offer clock hours, inservice education programs must be opportunities that provide knowledge and skills for participants relative to students and professionals in schools and classrooms.
3. Routine staff meetings to discuss or explain operational policies or administrative practices, professional association business meetings, social hours, independent study, and actual mealtimes may not be offered for clock hours. (NEWESD 101 offers clock hours for professional development but not reading time for book study courses.)
4. Minimum requirements for clock hours approval have been established by Washington State statute. According to these requirements, clock hours offerings must:
 - a) be directly related to an assessed need;
 - b) have specific goals, objectives, and agenda included with the application;
 - c) be three hours or more in length;
 - d) be provided by instructor(s) who have academic and/or professional experience which specifically qualifies them to conduct the inservice education program; e.g., a person with expertise in a particular subject, field, or occupation, and experience making presentations;
 - e) be evaluated using the NEWESD 101 Evaluation Form; and
 - f) be approved prior to offering the inservice education program.

SPONSOR RESPONSIBILITIES

1. Sponsors must be a member of the NEWESD 101 Clock Hours Cooperative to submit a Clock Hours Proposal form.
2. Sponsors must submit the following items to NEWESD 101's Clock Hours Registrar **fourteen days** (two weeks) prior to the first date of the inservice education program. Proposals are processed every Wednesday.
 - **A completed Clock Hours Proposal form** – including a written description of the inservice education program and written objectives, which reflect the knowledge and skills participants will gain by attending the inservice education program.
 - **A vita, resume, or short description of qualifications for each instructor** including education and current professional position. (See criteria 4.d above.)
 - **A program agenda** for each day of the inservice education program, particularly noting dates, specific training topics to be covered, and instructional beginning and ending times.

3. **Proposals submitted within two weeks of the first date of the inservice education program, after the inservice education program has begun, or after the inservice education program has ended will not be accepted.**
4. Sponsor must announce to all participants that it is their responsibility to sign-in each day of the inservice education program.
5. Upon completion of the inservice education program, the sponsor will collect and send original sign-in sheets to NEWESD 101's Clock Hours Registrar. Sign-in sheets are necessary to validate attendance.
6. Upon request, the sponsor must permit a designated representative of NEWESD 101 to attend the inservice education program at no charge and permit such representative to receive program materials at no charge.

PARTICIPANT RESPONSIBILITIES

1. Participants must be in actual (physical) attendance at the inservice education program location at the assigned time and for the duration of the inservice education program.
2. Participants must sign-in each day of the inservice education program.
3. Participants will not be able to claim clock hours if they have not signed the provided sign-in sheet. NEWESD 101 will not accept verbal or written documentation (other than official sign-in sheets) from the sponsor, instructor, school district or other entity stating the participant was present after the inservice education program has taken place.

NEWESD 101 RESPONSIBILITIES

1. Review clock hour proposals to ensure WAC and Inservice Committee criteria are met.
2. Submit proposals to the Inservice Committee for approval.
3. If the proposal is approved, NEWESD 101 will email confirmation of the approval to the sponsor that includes: approval letter, instructions and class attendance list(s) (sign-in sheet).
4. Upon receipt of the completed original sign-in sheets from the sponsor, NEWESD 101 will validate attendance and send emails to the participants.
5. NEWESD 101 will credit inservice education program clock hours in increments rounded **down** to the nearest half-hour. For example, if 4.75 clock hours (4 hours and 45 minutes) is submitted for approval, 4.50 clock hours will be approved.
6. NEWESD 101 will maintain all records for seven years.