

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

April 15, 2009

MEMORANDUM

Information

TO: All Certificated Staff

FROM: Jim Facciano
Director of Curriculum and Instruction

SUBJECT: Credit and Clock Hour Approval Guidelines

If you are earning credits and/or clock hours for salary schedule movement, a “Course Approval Form” needs to be submitted for courses/workshops taken -- along with official transcripts and original clock hour forms -- in order for credits to be recorded for salary schedule purposes. Course Approval Forms are available in each school office. Listed below are some guidelines to assist in the processing of these forms. *(These guidelines refer to all courses and workshops taken from universities and clock hour providers other than the Bellingham School District Curriculum Office. If you complete clock hours through the Bellingham School District, the Curriculum Office will automatically send all original clock hour forms to Human Resources for recording. You do not need to submit anything further for Bellingham School District offerings.)*

CREDIT AND CLOCK HOUR APPROVAL GUIDELINES*:

1. When the course is completed, you will either receive a signed clock hour form or you will need to order an **official** college transcript to be **sent to you** at your home address. It’s okay for you to open the transcript. It will still be “official.” *(Please note that official transcripts are required. We can’t accept grade slips or unofficial transcripts.)*
2. Complete a Course Approval Form. *(Forms are available in each school office.)* Attach your **original** clock hour form or **official** transcript to the Course Approval Form and submit both to your building principal/administrator for signature. *(Keep copies of clock hour forms and transcripts for your records.)*
3. After the Course Approval Form is signed by your building principal/administrator, send **both copies** of the form and attachments to the **Curriculum Office**.
4. After processing, the Curriculum Office will then forward the forms and attachments to Human Resources for recording.
5. Human Resources will return the yellow copy of the course approval form to you for your records.

***Note:** Pre-approval of courses is not required; however, only courses/workshops that meet Washington State guidelines will be applicable for salary schedule purposes. The guidelines for determining eligible credits and clock hours are on the reverse side of this memo.

KEEP COPIES OF CLOCK HOUR FORMS AND TRANSCRIPTS FOR YOUR RECORDS.

See reverse side for additional information → → → →

CREDIT AND CLOCK HOUR GUIDELINES

A. When registering for a course or workshop, ***first*** make sure that the course/workshop meets the definition of an eligible academic credit or eligible inservice clock hour, as listed below:

ELIGIBLE ACADEMIC CREDITS must meet **all** of the following criteria (WAC 392-121-255)

- Credits are earned after the awarding or conferring of the employee's first bachelor's degree; ***and***
- Credits are earned from a regionally accredited community college (100 level and above), college, or university; ***and***
- Credits are transferable or applicable to a bachelor's or more advanced degree program; ***and***
- Credits are not a repeat of a course that is the same or identical to one previously completed; ***and***
- Credits are documented by an ***official transcript*** from the institution granting the credit.

Notes: ⇨ If you're earning credits to *obtain* your Continuing certificate, you need to take upper division or graduate-level courses.

⇨ Semester credits are converted to quarter credits by multiplying the semester credits by 1.5, i.e., 1 semester credit = 1.5 quarter credits; 2 semester credits = 3.0 quarter credits.

ELIGIBLE INSERVICE CLOCK HOURS must meet **all** of the following criteria (WAC 392-121-257)

- Earned from a Washington State approved provider authorized to offer inservice clock hours; ***and***
- Documented with an official form or transcript from the state-approved inservice provider.

Notes: ⇨ Ten (10) inservice clock hours equal one (1) quarter credit.

⇨ Only academic credits (not clock hours) can be used to obtain advanced certification (Continuing or Professional certificate). Once you've been issued either the Continuing or Professional certificate, then clock hours and/or credits may be used to revalidate it every five years.

B. The ***second*** step is to determine if the course or workshop meets one of the following criteria. Eligible credits and clock hours may be used toward movement on the salary schedule only if the course content meets one or more of the following criteria (RCW 28A.415.023):

1. Is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;
2. Pertains to the individual's current assignment or expected assignment for the subsequent school year;
3. Is necessary to obtain an endorsement as prescribed by the Washington professional educator standards board;
4. Is specifically required to obtain advanced levels of certification;
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 member of the school district; or
6. Addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities.

Note: ⇨ The six (6) criteria above apply **only** to those individuals who are earning credits/clock hours for **salary schedule advancement**. For those who are at the MA+90 on the salary schedule and have a Continuing or Professional certificate, credits/clock hours **do still** need to be earned for revalidation purposes.