

OLYMPIA SCHOOL DISTRICT NO. 111  
Human Resources Office

**APPLICATION FOR SALARY COLLEGE CREDIT or NON-DISTRICT CLOCK HOUR APPROVAL**

**Instructions:** If you intend to use the clock hours or credits for salary schedule advancement, you must complete this form and submit to the District's Human Resources Office for approval of college credits or for clock hours taken **outside** of any Olympia School District sponsored classes. It is recommended that approval be requested **prior** to the course.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Location: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

**CRITERIA**

In compliance with WAC 392-121-262, credits earned after September 1, 1995, will be counted toward salary increments **only if the content of the course meets, at minimum, one of the following criteria:**

1. is consistent with a school-based plan for mastery of student learning goals as referenced in RCW28A.320.205, the annual school performance report, for the school in which the individual is assigned; or
2. pertains to the individual's current assignment or expected assignment for the following school year; or
3. is necessary for obtaining endorsement as prescribed by the state Board of Education; or
4. is specifically required for obtaining advanced levels of certification; or
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; or
6. Assessment and Instruction in the area of Special Education.

**NON-OLYMPIA SCHOOL DISTRICT SPONSORED CLOCK HOURS:**

**Clock hours must be awarded by a Washington State Approved Clock Hour Provider – no exceptions.** You are required to complete the official Clock Hour Verification Form (provided by the workshop sponsor) and it must have the instructor's signature verifying the clock hours earned. This form is almost always completed at the workshop.

Course Title: \_\_\_\_\_

Date(s) of Inservice: \_\_\_\_\_ Institution: \_\_\_\_\_

Total Clock Hours Available: \_\_\_\_\_ Individual/Organization Responsible for Inservice: \_\_\_\_\_

Meets Criteria(s) # \_\_\_\_\_ above. Explain: \_\_\_\_\_

**Human Resources Office Use Only:**  Clock Hours Approved  Clock Hours Not Approved

**COLLEGE/UNIVERSITY COURSE CREDIT:**

Courses duplicated, in most circumstances, are not approved for salary advancement. If this is a duplication of a course, please attach to this form a letter explaining why it was essential to repeat the course. Please contact the Human Resources Office if you need clarification. If course is approved, credits must be submitted on an official college/university transcript. Copies of transcripts and grade reports will not be accepted.

Course Title: \_\_\_\_\_ Institution: \_\_\_\_\_

Dates of Course: \_\_\_\_\_ # of Credits: \_\_\_\_\_  Quarter Credits  Semester Hours

Meets Criteria # \_\_\_\_\_ above. Explain: \_\_\_\_\_

**Human Resources Office Use Only:**  Credits Approved  Credits Not Approved

\_\_\_\_\_  
Participant's Signature and Date

\_\_\_\_\_  
Human Resources Signature for Approval and Date

**Original:** Personnel File **Copy:** Will be returned to the employee