



CLOCK HOUR APPLICATION FORM

(Revised to allow for STEM designation)

CLASS TITLE: _____

DATE(S) & TIME(S): _____

TIME(S) OF SCHEDULED LUNCH BREAKS: _____

CLASS LOCATION: _____

TOTAL CLOCK HOURS REQUESTED: _____

BREAKDOWN: REGULAR HOURS _____ STEM HOURS _____
(see page 3 for criteria)

COURSE NUMBER ASSIGNED BY CSTP: CLOCK HOUR # _____

CLASS SPONSOR: _____

NAME, PHONE, & EMAIL OF INSTRUCTOR(S): _____

NAME, PHONE, & EMAIL OF APPLICANT (IF DIFFERENT THAN INSTRUCTOR):

MAJOR CLASS GOALS/OUTCOMES

NON-STEM RELATED ACTIVITIES

STEM INFO (see page 3 for guiding questions in relation to STEM)

Follow this link for Examples of a STEM Course Agenda with Justification:
<http://www.k12.wa.us/STEM/pubdocs/possibleSTEMclockhourexample.pdf>

Follow this link for an Example of STEM Course verbiage with application information:
<http://www.k12.wa.us/STEM/pubdocs/STEMCourseexamplewithrationale.pdf>

Starting 8/1/2018, both of these items must be attached to an application that includes STEM hours. No exceptions. (This block is NOT to be used to include info by applicant)

ADDITIONAL EVALUATION QUESTIONS YOU WANT CSTP TO ASK PARTICIPANTS FOLLOWING END OF COURSE

1.
2.
3.

**** ATTACH A VITA FOR EACH INSTRUCTOR *****

SIGNATURE OF APPLICANT

DATE

TO BE COMPLETED BY CSTP STAFF

DATE RECEIVED:	TOTAL CLOCK HOURS:
DATE GRANTED:	DATE NOTIFIED:
APPROVED BY:	
DATE SIGN-IN SHEETS ARE SENT TO INSTRUCTOR:	
DATE ELECTRONIC EVALUATION LINK IS SENT TO PARTICIPANTS:	

Revised July 2018

The Center for Strengthening the Teaching Profession agrees to:

- Email registration forms to instructor a minimum of one week prior to start of course
- Post data from evaluations to website approximately 2 months after course ends
- Mail transcripts annually during the month of August

For more information, please contact the CSTP Clock Hour Specialist, Cindy Kleinfelter, at cindy@cstp-wa.org

REQUIREMENTS FOR CLOCK HOUR APPLICANTS

As an instructor or facilitator for professional development eligible for clock hours

through CSTP, I, _____, understand the requirements and agree to abide by the following:

- Application must be received at least five working days prior to the first scheduled class or meeting date.
- Learning experience must be a minimum of three hours in length.
- Learning activities must demonstrate a clear link to specified goals and outcomes.
- Instructor assures that attendance is verified in writing by participants at each day of a class/workshop and notes any discrepancies on the sign-in sheets.
- Sign-in sheets must be submitted to CSTP within fifteen days of completion of event.
- Instructor can submit 1-3 content related questions to CSTP to be included on the electronic evaluation form distributed 3-5 weeks following event completion.
- Instructor will strongly encourage participants to complete the online evaluation.

Instructor Signature

Date

STEM Criteria:

1. The intent of the RCW is to ensure students have exposure to authentic STEM integration experiences which align to state learning standards including information about STEM-related career choices. The intent is for educators to incorporate the learning from the STEM activity within their professional practice such as a classroom or professional development opportunity (PLC, staff meeting, district level workshop, etc.).
2. The educator must participate in or demonstrate implementation of a STEM activity. The learning or activity must demonstrate authentic integration of science, technology, engineering and math, incorporating at least 2 of the 4 STEM elements. Only one element out of the STEM learning experience is not considered an authentic STEM experience.

STEM Guiding Questions:

Providers of STEM-related continuing education should design workshops / course offerings to ensure educators will meet the renewal requirement by answering "YES" to all of the following questions.

1. Will the STEM activity have an impact on STEM experiences for students?
2. Does the STEM activity provide examples or resources to use with students or with other educators?
3. Does the STEM activity provide examples or resources about STEM-related career choices to use with students?

Follow this link for a Q&A for Educators: <http://www.k12.wa.us/STEM/pubdocs/STEM-QAforEducators.pdf>

For more information, visit this page on the OSPI Website:
<http://www.k12.wa.us/STEM/ClockHours.aspx>