



To add new Credits and Clock Hours

Submit your **Documents** directly to Human Resources

Salary placement is based on credits and clock hours earned and approved after receiving your Bachelor's Degree.

Remember: OSPI requires that all Credits and Clock Hours must:

- **Meet one of the 7 criteria** (usually #2) – see below
 - **And taken from an Approved Provider**
1. **Is consistent** with a school-based plan for mastery of student learning goals
 2. **Is pertinent** to the individual's current assignment or expected assignment for the following school year
 3. **Is necessary** for obtaining an endorsement as prescribed by the WA Professional Edu Standard Board
 4. **Is specifically** required for obtaining advanced level of certification
 5. **Is included** in a college or university degree program that pertains to the individual's current assignment or future assignment as a certificated Instructional staff of the school district where the potential of the future assignment is agreed upon by the school district and the Individual
 6. **Addresses research-based** assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one, as applicable and appropriate for individual certificated instructional staff.
 7. **Beginning in the 2011-12 school year**, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

All classes (Credits & Clock Hours) must be taken from an Approved Provider and those are:

- All Regionally Accredited Colleges, Universities
- All Public Schools, ESD's and some Private Schools, ([link on FPS- HR Helpful Links](#) page or call or email Toni)
- **FPS- clock hrs. free & pre-approved**, HR is automatically given a form for each class

Watch out for online University classes or degrees, such as Grand Canyon University is an approved provider but Canyon University is not approved.

Watch out for clock hours or credits given through some of the **conferences**... they need to say Washington State Clock Hours are provided. **Don't be afraid to call and question the provider**

FYI: To verify if a provider is OSPI approved,

- please call Toni 298-3084 or email tpfeiffer@fpschools.org.
- or call the provider ask if approved for WA State for clock hours thru OSPI
- **OR get Pre-Approval** - if you have any doubts whether a class will be approved, send a class syllabus via email or district pony mail to Toni in HR.

Type of Documentation to turn in HR for new classes:

Clock Hours; we need a **Clock Hour Provider Form “no certificates”**

*Classes must be a minimum of 3 hours

*And be taken from an approved provider

*must meet **one of the 7 criteria**

Credits: we need an **Official Transcript** (can be opened) for **Credit Classes**.

*Classes must be 100 level or above

*And be taken from an approved provider

*must meet **one of the 7 criteria**

- **Transcripts or Clock Hours Forms ARE NOT automatically sent to us**; except for Class from Franklin Pierce Schools. Teaching and Learning will transfer FPS Clock Hours to HR for you.
- FYI - Official **Transcripts** can be sent to you and **you may open** them, OR you may have them sent to Human Resources, 315 129th Street South, Tacoma, WA 98444.

Difference between Credits and Clock Hours:

Clock Hours versus Credits		
Both count for Salary Advancement		
Difference	Clock Hours	Credits
time	usually done within 3 hrs. or 1 day	over a period of weeks
work	done within the class	more work, test or papers
transferable	ONLY within WA State	they go with you anywhere
documentation	Given at the end class or through FPS it is turned into HR for you.	order transcript (added expense)
cost	inexpensive or *Free from FPS	Expensive / cost for Transcript
<u>Bottom line</u> - it is your Personnel Choice. How much time do you have and will it work within your budget?		

Deadline for salary advancement documentation is **October 1 of every year.** All documentation turned in after October 1st **will NOT** be considered for salary advancement until the following year.

Looking for additional Clock hours, check out;

1. **Franklin Pierce Schools - Teaching & Learning** has a portal that has a list of available classes.
2. Check other Public Schools too.
3. ESD's websites also have a list of classes
4. OSPI has a new online service listing clock hour class available around the WA state. (<https://eds.ospi.k12.wa.us/EventsManager/Public/Calendar.aspx>)

Credit Calculations:

All credits and clock hours are tracked as quarter credits: 1 semester credit = 1.5 quarter credit
10 clock hours = 1 quarter credit

The state audits about 6% of teachers a year.

You are responsible for your records!