

## CLOCK HOUR APPROVAL APPLICATION FORM

*Updated January 2021*

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. Duplicate this form as needed.

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

Email Address *if not currently employed by the district*: \_\_\_\_\_

License expiration year: \_\_\_\_\_ **File Folder Number** \_\_\_\_\_

Licenses held: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

**Activity Category:** (A – I; *see back*) \_\_\_\_\_ **Clock Hours Requested:** \_\_\_\_\_ total

**Activity** \_\_\_\_\_ *brief name/description*

Please indicate the check-off areas (if any)

- ☐ Positive behavioral intervention strategies (POS)
- ☐ Reading preparation (PREP)
- ☐ Accommodations, modification and adaptation of curriculum, etc. (ACC)
- ☐ Key warning signs mental illness (MI)
- ☐ Suicide Prevention Training (SUI)
- ☐ English Language Learners (ELL)
- ☐ Cultural Competency (CUL)

**Local Committee Action:** \_\_\_\_\_ Approved for \_\_\_\_\_ Clock Hours

Not approved because:

Date: \_\_\_\_\_ Committee Signature: \_\_\_\_\_

## Categories for Clock Hour Allocation

- A. **Relevant Coursework** completed at accredited colleges and universities
- B. **Educational Workshops**, conferences, institutes, seminars, or lectures in areas appropriate to licenses held
- C. **Staff Development** activities, in-service meetings, and courses
- D. **Curriculum Development** Site, district, regional, state, national, or international
- E. **Peer Coaching or Mentorship** relationships with colleagues that addresses one or more of the standards in part 87 10.2000
- F. **Professional Service** in the following areas:
  - 1) Supervision of clinical experiences of persons enrolled in teacher preparation programs;
  - 2) Participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
  - 3) Participation in national, regional, or state accreditation;
- G. **Leadership Experiences** in the following areas:
  - 1) development of new or broader skills and sensitivities to the school, community, or profession;
  - 2) publication of professional articles in a professional journal in an appropriate field; or
  - 3) volunteer work in professional organizations related to the areas of licensure held;
- H. **Diversity Experiences**
  - 1) experiences with students of another age, ability, culture, or socioeconomic level; or
  - 2) systematic, purposeful observation during visits to schools and to related business and industry;
- I. **Travel or Work Experience** (needs pre-approval)
  - 1) travel for purposes of improving instructional capabilities related to the field of licensure; or
  - 2) work experience in business or industry appropriate to the field of licensure.

### **Definition of hours:**

Generally, one hour of time spent = 1 CEU hour that one may request. Keep in mind that experience hours without certificates need pre-approval and the number of hours eligible may be limited.

### College Credits Translation:

1 quarter credit = 16 CEU

1 semester credit = 24 CEU