



# COUNTING CREDITS for S-275 Reporting

WSPA SPRING CONFERENCE 2017

PRESENTERS: Laura Bradburn, Mukilteo School District

Sherrie Evans, Retired, South Kitsap School District



# DOCUMENTATION 392-140-067 (7) & 392-121-280

- Finance-General Apportionment. 392-121-011 (7) School districts and charter schools shall have available upon request by the superintendent of public instruction and for audit purposes, such documentation as necessary to support all data reported to the superintendent of public instruction pursuant to this chapter.
- Finance-General Apportionment-LEAP. 392-121-280. School districts and charter schools shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents.
- Finance. Special Allocations. 392-140-067 (7) School districts and charter schools shall have available upon request by the superintendent of public instruction and for audit purposes, such documentation as necessary to support all data reported to the superintendent of public instruction pursuant to this chapter.
- WAC 392-121-280 (1) Districts and charter schools shall document the date of awarding or conferring of the highest degree including the date upon which the degree was awarded or conferred as recorded **on the diploma or transcript from the registrar** of the accredited institution of higher education.



# DOCUMENTATION

- § 275. Pg. 14
- Documentation may be original or copies of the original. However, district policy may require that all documentation be original. The responsibility for reviewing and ultimately accepting or rejecting each document resides with the district alone.
- Do not report data that impact apportionment of state moneys without having the required documentation to support that data.
- Reference WAC 392-121-280
- These presenters highly recommend official transcripts. It is your responsibility to verify the authenticity of such documents and providing official transcripts helps you meet that requirement.
- For Verifications of Employment (VOE). IF you need clarification, then ask the original provider of the information to submit a new form; you can modify the form and return it to them to be re-signed; and/or you can have them email or mail you the corrected information and attach it to the VOE. Handwritten notes on their own provide difficulty in determining the authenticity of the information.



# And... from the Attorney General

- A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.
  - WAC 392-121-280(2) requires that the district have a transcript on file.
  - The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
  - There is no requirement that:
    - Dictates the form of the transcript.
    - Requires the transcript to be sealed.
    - Requires the transcript to be signed.
- You can accept official transcripts that are sent to your from another Washington school district.

# DOCUMENTATION – Clock Hours

- **MUST BE AN APPROVED CLOCK HOUR PROVIDER – NO EXCEPTIONS!**
- The list is provided on the OSPI web site at <http://www.k12.wa.us/certification/clockhours.aspx>
- **Check the years!** Some agencies are approved for some years and not other years. Be very careful with this.
- **Check the Provider Name.** Just because it is on an OSPI form does not mean OSPI is the provider.

SECTION II - INSERVICE PROVIDER - CLOCK HOURS	
TITLE OF INSERVICE OFFERING "Closing the Achievement Gap"	FIRST DAY OF INSERVICE August 18, 2003
NAME OF INSTRUCTOR Michael Vavrus and Mary Perkins	BUSINESS PHONE 360-867-6639
SPONSORING PROVIDER NAME Magda Costantino	

# DOCUMENTATION – Clock Hours

- An in-service (clock hour) transcript issued by:
  - an educational service district (ESD) or the specific list of districts and agencies. Most current list at: <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx#inservice>
  - OSPI Forms:
    - Form SPI 1125\* (Not available online)
    - [Form SPI 1126](#) (Professional Growth Team Consultation and Collaboration)
    - [Form SPI 1126-1](#) (ProTeach Online Assessment/ProCert Program Professional Growth Team Member)
    - Form SPI 1128 (supervisor/NBPTS clock hours – this form replaced with 1128-1 and 1128-2)
    - [Form SPI 1128-1](#) (Supervisor of Training)
    - [Form SPI 1128-2](#) (National Board Assessment/Certification)
    - Form SPI 1128-3 (Professional Growth Plan Record of Continuing Education – system no longer available)
    - [Form SPI 1128-4](#) (First Peoples' Language, culture, or oral tribal)
    - [Form SPI 1128-5](#) (ProTeach Portfolio External Assessment)
    - [Form SPI 1128-8](#) (Annual Professional Growth Plan (PGP) Verification and PGP Equivalency)
  - A payment voucher issued by North Central Educational Service District (ESD 171).
  - A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.
- To view an OSPI form go to this link: [www.k12.wa.us/certification/ClockhoursDocumentation.aspx](http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx)
- These are the **ONLY** acceptable forms of documentation for approved clock hours.



# TYPES OF CREDITS

- ACADEMIC

- COLLEGE/UNIVERSITY – Quarter, Semester, Units

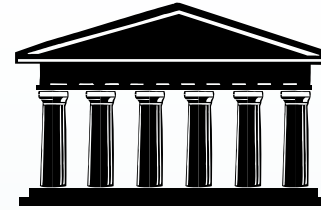
- INSERVICE

- CLOCK HOURS (Must be an approved Washington Clock Hour Provider)
  - CEUs (Certain ESA Staff)
  - NON-TRANSFER CREDITS (Do not meet Academic Credit Rules – Not applicable or transferrable to a degree program)

- NON-DEGREE

- CTE and Special

# ACADEMIC CREDITS



- **WAC 392-121-255 Definition—Academic credits.** As used in this chapter, “academic credits” means credits determined as follows:
- (1) Credits are **earned after the awarding or conferring of the employee’s first bachelor’s degree**;
- (2) Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;
- (3) Credits are earned from a **regionally accredited institution of higher education**: *Provided*, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;
- (4) Credits are **transferable or applicable to a bachelor’s or more advanced degree** program: *Provided*, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor’s or more advanced degree program at that institution shall be counted;





# ACADEMIC CREDITS...

- **5)** Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-2**
- **(6)** Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;
- **(7)** The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and
- **(8)** Accumulate credits **rounded to one decimal place.**

# ACCREDITATION – Check the Transcript!



NEW

- WAC 392-121-280 (2) Districts and charter schools shall document academic credits by having on file a transcript from the registrar of the **accredited institution** of higher education granting the credits.
- In May 2016, the Professional Educator Standards Board expanded the definition of accredited institutions of higher education to include all the national and regional accreditors, or Recognized Accrediting Associations, approved by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at  
<http://www.wsac.wa.gov/sites/default/files/AccreditingAgenciesPostedToWebsite-2016-08-03.pdf>
- This impacts the reporting of degrees and credits on the S-275 report for the 2016–17 and subsequent school years. Chapter 392-121 of the Washington Administrative Code will be revised accordingly, and the WAC revisions may be tracked at  
<http://www.k12.wa.us/ProfPractices/adminresources/RulesProcess/OSPIchange.s.aspx>.

- 
- Regional Accrediting Associations
    - Higher Learning Commission
    - Middle States Commission on Higher Education
    - New England Association of Schools & Colleges Commission on Institutions of Higher Education
    - Northwest Commission on Colleges & Universities
    - Southern Association of Colleges & Schools Commission on Colleges
    - WASC Senior College & University
  - National Faith-Based Accrediting Associations
    - Association for Biblical Higher Education Commission on Accreditation
    - Association of Advanced Rabbinical & Talmudic Schools Accreditation Commission
    - Commission on Accrediting of the Association of Theological Schools
    - Transnational Association of Christian Colleges & Schools Accreditation Commission
  - National Career Related Accrediting Associations
    - Accrediting Bureau of Health Education Schools
    - Accrediting Commission of Career Schools & Colleges
    - Accrediting Council for Continuing Education & Colleges
    - Accrediting Council for Independent Colleges and Schools
    - Council on Occupational Education
    - Distance Education Accrediting Commission
    - National Accrediting Commission of Career Arts and Sciences, Inc.



## ► Programmatic Accrediting Associations

- Accreditation Commission for Acupuncture and Oriental Medicine
- Accreditation Commission for Education in Nursing
- Accreditation Commission for Midwifery Education
- Accreditation Commission for
- Accreditation Council for Education in Nutrition & Dietetics Academy of Nutrition & Dietetics
- Accreditation Council for Pharmacy Education
- Accreditation Council on Optometric Education
- American Board of Funeral Service Education Committee on Accreditation
- American Occupational Therapy Association Accreditation Council for Occupational Therapy Education
- American Osteopathic Association Commission on Osteopathic College Accreditation
- American Physical Therapy Association Commission on Accreditation in Physical Therapy Education
- American Podiatric Medical Association Council on Podiatric Medical Education
- American Psychological Association on Accreditation
- American Veterinary Medical Association Council on Education
- Association for Clinical Pastoral Education, Inc. Accreditation Commission
- Commission on Collegiate Nursing Education
- Commission on Dental Accreditation American Dental Association

## ► Programmatic Accrediting Associations (continued)

- Commission on English Language Program Accreditation
- Commission on Massage Therapy Accreditation
- Council of the Section of Legal Education & Admission to the Bar American Bar Association
- Council on Academic Accreditation in Audiology and Speech-Language Pathology American Speech-Language-Hearing Association.
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Council on Chiropractic Education
- Council on Education for Public Health
- Council on Naturopathic Medical Education
- Joint review Committee on Education in Radiologic Technology
- Liaison Committee on Medical Education
- Midwifery Education Accreditation Council
- Montessori Accreditation Council for Teacher Education
- National Association of Schools of Art & Design Commission on Accreditation
- National Association of Schools of Dance Commission on Accreditation
- National Association of Schools of Music Commission on Accreditation
- National Association of Schools of Theater Commission on Accreditation
- National Council for Accreditation of Teacher Education
- Teacher Education Accreditation Council

# If Foreign Country, *MUST* be Evaluated

275 Instructions – Page 7

- As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES).
  - **e-Val Reports**, 3213 W. Wheeler St., #287, Seattle, WA 98199, 206-257-4249, <http://www.e-valreports.com>
  - Educational Credential Evaluators, Inc., PO Box 514070, Milwaukee, WI 53203-3470, 414-289-3400, <http://www.ece.org>
  - **Foundation for International Services, Inc.**, 505 5th Avenue South, Suite 101, Edmonds, WA 98020, 425-248-2255, <http://www.fis-web.com>
  - International Consultants of Delaware, Inc. PO Box 8629, Philadelphia, PA 19101-8629, 215-243-5858, <http://www.icdeval.com>
  - International Education Research Foundation, Inc., PO Box 3665, Culver City, CA 90231-3665, 310-258-9451, <http://www.ierf.org>
  - Josef Silny & Associates, Inc., International Education Consultants, 7101 SW 102 Avenue, Miami, FL 33173, 305-273-1616, <http://www.jsilny.com>
  - World Education Services, Bowling Green Station, PO Box 5087, New York, NY 10274-5087, 212-966-6311, <http://www.wes.org>

# COURSE APPROVAL– Since 9/1/95

- WAC 392-121-280 (3) (B) For credits earned after September 1, 1995, districts and charter schools shall document that the course content meets one or more of the criteria of WAC [392-121-262](#)(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district or charter school representative and must be available to the employee's future employers.
- Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district and charter school employers; and
- Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's or charter school's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

Ok to Use a  
WAC Stamp

## School District Name

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

The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262. 1-2-3-4-5-6-7

x \_\_\_\_\_

Authorized District Representative

# Course Approval Codes - WAC 392-121-262

- (a) It 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;
- (b) It pertains to the individual's **current assignment or expected assignment for the following school year**;
- (c) It **is necessary for obtaining endorsement** as prescribed by the Washington professional educator standards board;
- (d) It is specifically required for **obtaining advanced levels of certification**;
- (e) It 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;
- (f) It addresses **research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one** under RCW [28A.150.210](#), as applicable and appropriate for individual certificated instructional staff; or
- (g) 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](#).





# Standard Academic Credits

- The most standard academic credit is the quarter hour, semester hour, or unit hour documented on an official transcript from an accredited college/university.
- Must be 100 level or above
- Check accreditation
- Check Course Numbers. Must be transferrable to a degree program
- Check Completed Grade
- Check EARNED credits
- Convert to Quarter Hours (can record in your systems as Semester or Unit where the system converts to Quarter Hours)

# UNIVERSITY OF WASHINGTON OFFICE OF THE REGISTRAR

**ACADEMIC TRANSCRIPT**  
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED  
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME

WIC SRC 102

BIRTHDATE

HIGH SCHOOL

WASHINGTON RESIDENT

RESIDENT  
CURRENT STATUS

**RECEIVED**

**JUN 24 2015**

DEGREE

DATE PRINTED

06/19/15

WEB

GRADUATE

UW Bothell  
EDUC 5/ML END (BOTHELL)

Mukilteo School District  
Human Resources Department

COURSE

TITLE

CREDITS

GRADE

COURSE

TITLE

CREDITS

GRADE

\*\*\*\*\*  
\* ANY ALTERATION OR MODIFICATION OF THIS RECORD \*  
\* OR ANY COPY THEREOF MAY CONSTITUTE A FELONY \*  
\* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. \*  
\*\*\*\*\*

AUTUMN 2013 B EDUC 8  
Bothell CAMPUS  
B EDUC 501 INQUIRY IN EDUC 5.0 3.9  
B EDUC 557 CURRICULUM STUDIES 3.0 3.7  
QTR ATTEMPTED: 8.0 EARNED: 8.0 GPA: 3.83

WINTER 2014 B EDUC 8  
Bothell CAMPUS  
B EDUC 502 THRS SELF UNDRSTND 5.0 4.0  
B EDUC 556 ADOLESCENT DEVELOP 5.0 4.0  
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 4.00

SPRING 2014 B EDUC B  
Seattle CAMPUS  
EDCS1 525 TCH LRNG SCH CHANGE 3.0 CR  
Bothell CAMPUS  
B EDUC 540 PRNCPL OF INCLUSION 5.0 4.0  
B EDUC 559 SECOND MATH I 5.0 4.0  
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 4.00

\*\*\*\*\*  
CUMULATIVE CREDIT SUMMARY:  
UW CREDITS ATTEMPTED 66.0 UW  
UW GRADED ATTEMPTED 43.0 EX  
UW GRADED EARNED 43.0 TR  
UW GRADE POINTS 167.1 -  
UW GRADE POINT AVG. 3.89 CR  
\*\*\*\*\*  
\*\*\*\*\* END OF RECORD \*\*\*\*\*

## AUTHENTICATION OF THIS TRANSCRIPT

A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8550. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

## ACADEMIC CALENDAR:

The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

## EXPLANATION OF GRADE SYMBOLS:

Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

## COURSE NUMBERING

011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

# Show Your Work

- Highlight – Pre BA. 0 Credits
- Highlight Post BA Credits
- Check Course Number
- Check Grade
- Check Earned Credits
- Add the WAC Stamp
- Total your Work
- Enter into your database system
- Recheck your totals and/or new totals

WESTERN WASHINGTON UNIVERSITY  
Bellingham, Washington

Academic Record

Student No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Record of: \_\_\_\_\_  
Level: undergraduate

OFFICIAL MO: \_\_\_\_\_ Date Issued: 30-SEP-2013  
Page: 2

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R	SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						Institution Information continued:					
Term:	Winter 1990					Term:	Spring 1993				
CHEM 425A	NATURAL PRODUCTS	3.00	A	12.00		EDAF 444	CMPTRS IN CLSRM	3.00	A	12.00	
CHEM 472	BIOCHEM	3.00	B-	8.10		EDCI 484	TCHG RDG CONTENT	4.00	A	16.00	
CSCI 101	PERSONAL COMPUTERS	3.00	W	0.00		Term:	Ehrs: 7.00 GPA-Hrs: 7.00				
Term:	Ehrs: 6.00 GPA-Hrs: 6.00					Qpts:	28.00 GPA: 4.00				
	Good Standing						Good Standing				
Term:	Spring 1990					Term:	Summer 2003				
COMM 101L	FUNDAMENTALS	4.00	B+	13.20		HLSD 456	Abuse Pmnt Secondary Ed Teacher	1.00	A	4.00	
PHYS 133L	PRIN OF PHYS III	5.00	B+	16.50		Term:	Ehrs: 1.00 GPA-Hrs: 1.00				
Term:	Ehrs: 9.00 GPA-Hrs: 9.00					Qpts:	4.00 GPA: 4.00				
	Good Standing						Good Standing				
Term:	Fall 1990					Term:	Fall 2003				
BIOG 485	HIST/PHILOS PERS	5.00	A	20.00		GEOL 211	Physical Geology w/lab	5.00	A-	18.50	
EDAF 510	TCHG/SDCL ORDER	4.00	A-	14.80		I T 344	Basic Instructional Tech Skill	1.00	S	0.00	
PSY 351	LRN/CDG/INSTRUC	4.00	D+	0.00		MJS 205	Survey Non-Western Muscl Cultrs	3.00	A	12.00	
Term:	Ehrs: 9.00 GPA-Hrs: 9.00					SEC 431	Instruct Secndry Schls Meth I	4.00	A	16.00	
	Good Standing					Term:	Ehrs: 13.00 GPA-Hrs: 12.00				
						Qpts:	46.50 GPA: 3.87				
							Good Standing				
Term:	Winter 1991					Term:	Winter 2004				
BIOG 490L	ORGANIC EVOLUTIN	4.00	B	12.00		GEOL 212	Historical Geology	4.00	A-	14.80	
EDAF 411	FOUNDATIONS	4.00	A	16.00		I T 344B	Classrm Use Instr Tech-SECOND	3.00	A	12.00	
EDCI 320	EFFECTIVE TCHNG	4.00	A	16.00		SEC 432	Instruct Secndry Schls Meth II	4.00	A	16.00	
Term:	Ehrs: 12.00 GPA-Hrs: 12.00					Term:	Ehrs: 11.00 GPA-Hrs: 11.00				
	Good Standing					Qpts:	42.80 GPA: 3.89				
							Good Standing				
Term:	Spring 1991					Term:	Fall 2008				
CHEM 473	BIOCHEM (WI)	3.00	B-	8.10		EDUC 451	Pro Cert Pre Assessment Sem	3.00	S	0.00	
EDCI 363	EXCEPTNL CHLDNR	3.00	A-	11.10		Term:	Ehrs: 3.00 GPA-Hrs: 0.00				
PSY 353	ADOLESCENT PSYCH	4.00	A-	14.80		Qpts:	0.00 GPA: 0.00				
Term:	Ehrs: 10.00 GPA-Hrs: 10.00						Good Standing				
	Good Standing										
Term:	Fall 1991					Term:	Fall 2009				
EDCI 472	SEC SCL MGT/EVAL	4.00	B	12.00		EDUC 417E	Portfolio Development	2.00	S	0.00	
PSY 351	LRN/CDG/INSTRUC	4.00	A-	14.80		Term:	Ehrs: 2.00 GPA-Hrs: 0.00				
SCED 491	METHODS SEC PD	5.00	B-	13.50		Qpts:	0.00 GPA: 0.00				
Term:	Ehrs: 13.00 GPA-Hrs: 13.00						Good Standing				
	Good Standing										
Term:	Winter 1992					Term:	Winter 2010				
EDCI 495	SECNDRY INTRNSHP	12.00	KS	0.00		EDUC 417E	Portfolio Development	2.00	S	0.00	
SCED 492	TCHNG SCI SEC	4.00	KS	0.00		Term:	Ehrs: 2.00 GPA-Hrs: 0.00				
Term:	Ehrs: 16.00 GPA-Hrs: 3.00					Qpts:	0.00 GPA: 0.00				
	Good Standing						Good Standing				
Term:	Spring 1992					Term:	Spring 2010				
EDCI 495	SECNDRY INTRNSHP	10.00	S	0.00		EDUC 417E	Portfolio Development	2.00	S	0.00	
Term:	Ehrs: 10.00 GPA-Hrs: 0.00					Term:	Ehrs: 2.00 GPA-Hrs: 0.00				
	Good Standing					Qpts:	0.00 GPA: 0.00				
							Good Standing				

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

255 Pre BA credits  
XB 7/27/14

60 NTC/10 = 6 Qtr  
+ 3 Qtr = 9 Qtr

RECEIVED  
OCT 08 2013  
AYROLL/PERSONNEL

THE CREDITS/DECK HOURS TO WHICH THIS STAMP IS APPLIED ARE ONE OF THE CREDITS REQUIRED PER RCW 28A.415/023 FOR salary placement.

Bruce Hobert, Executive Director  
Human Resources

This official university transcript is printed on security paper.

David S Bruhnener, Registrar



# Notes on Academic Credits

- Bates Technical College. If Letter Grade, then Academic. If number grade, then clock hours.
- Ok to report a degree from an accredited religious institution but you will have to individually evaluate any credits completed 9/1/95 and after for an applicable course approval code.
- All credits must be AFTER the date of the BA degree.
- Cannot record credits from a different institution on an institution's transcript. Must have transcript from each institution.
- *You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.*

Quarter	Date		Semester	Date
Fall	12/31		Fall	1/31 of the next year
Winter	3/31			
Spring	6/30		Spring	5/31
Summer	8/31		Summer	8/31

# More Notes on Academic Credits

- **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
- Where the **course is identical** no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
- **SPU indicates an "I" if it is repeatable** – to the right of the grade and credit amount.
- **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
- **Grade Reports** are not appropriate documentation.

# Academic Examples...

WESTERN GOVERNORS UNIVERSITY  
WGU WASHINGTON  
1001 Fourth Avenue, Suite 3827, Seattle, WA 98154-1101  
OFFICIAL TRANSCRIPT

Page: 1  
Date Issued: 15-DEC-2014

Record of:  
Other Names:  
Date of Birth:  
SSN:  
Banner ID:  
Level: Graduate  
Status: Graduated  
Degree Program: Master of Arts in Teaching  
Elementary Education (K-8)  
As of: 09-Dec-2014

Issued to:

**Degree/Certificates Awarded:**  
Degree Awarded: Master of Arts in Teaching  
Date Awarded: 12/09/14  
Major: Elementary Education  
Concentration: (K-8)

COURSE #	COURSE TITLE	CU	GRD
INSTITUTIONAL CREDIT:			
Term: May 2013 - Oct 2013 Teachers College - Elementary Education Graduate			
EDUC E1T5	Instructional Planning and Strategies	2.0	Pass
EDUC ET15	Instructional Presentation and Follow-Up	4.0	Pass
EDUC FTCS	Foundations of Teaching Practice Integration	4.0	Pass
EWOB ORA1	Education Without Boundaries Orientation	0.0	Pass
Term: Attempted CU: 10.00 Completed CU: 10.00			
Term: Nov 2013 - Apr 2014 Teachers College - Elementary Education Graduate			
EDUC EAT2	Literacy and Elementary Reading	2.0	Pass
EDUC EFT5	Specific Teaching Practices: Math and Science	2.0	Pass
EDUC EHT5	Specific Teaching Practices: Health, VPA and Social Studies	2.0	Pass
EDUC EI05	Instructional Planning, Strategies and Presentation Integration	2.0	Pass
EDUC ELO5	Specific Teaching Practices: Elementary Education Integration	2.0	Pass

**COURSE # COURSE TITLE CU GRD**

Term: May 2014 - Oct 2014  
Teachers College - Elementary Education Graduate

EDUC C323	Supervised Demonstration Teaching in Elementary Education, Observations 1 and 2	3.0	Pass
EDUC C324	Supervised Demonstration Teaching in Elementary Education, Observation 3 and Midterm	3.0	Pass
GRAD JUT2	Literature Reviews for Educational Research	2.0	Pass
GRAD RFC1	Foundations of Research	2.0	Pass
Term: Attempted CU: 10.00 Completed CU: 10.00			
Term: Nov 2014 - Apr 2015 Teachers College - Elementary Education Graduate			
EDUC C325	Supervised Demonstration Teaching in Elementary Education, Observations 4 and 5	3.0	Pass
EDUC C326	Supervised Demonstration Teaching in Elementary Education, Observation 6 and Final	3.0	Pass
EDUC C339	Cohort Seminar	1.0	Pass
EDUC C342	Teacher Work Sample in Elementary Education	1.0	Pass

THE NAME OF THE UNIVERSITY APPEARS IN WHITE ACROSS THE FACE OF THIS 8 1/2 X 11 INCH DOCUMENT

MISUSE OF AN ACADEMIC RECORD IS A VIOLATION OF STATE AND FEDERAL STATUTES

In accordance with the Family Educational Rights and Privacy Act of 1974, as Amended, this document may not be released to others without the written consent of the student.

Darin R. Hobbs, MS  
Registrar

TRANSLUCENT GLOBES MUST BE VISIBLE FROM BOTH SIDES OF TRANSCRIPT WHEN HELD TOWARD LIGHT SOURCE

WESTERN GOVERNORS UNIVERSITY  
WGU WASHINGTON  
1001 Fourth Avenue, Suite 3827, Seattle, WA 98154-1101  
OFFICIAL TRANSCRIPT

Page: 2  
Date Issued: 15-DEC-2014

Record of:

COURSE #	COURSE TITLE	CU	GRD
EDUC C347	Professional Portfolio	1.0	Pass
Term: Attempted CU: 9.00 Completed CU: 9.00			
Master of Arts in Teaching 09-DEC-2014 Elementary Education			
***** TRANSCRIPT TOTALS *****			
		Attempted	Earned
Total Institution:		41.00	41.00
Total Transfer/Satisfied:			0.00
Overall:		41.00	41.00
***** END OF TRANSCRIPT *****			
Other Assessments:			
AWBM	Washington West 8 Math		Pass
AWBR	Washington West 8 Reading		Pass
AWBT	Washington West 8 Total Score		Pass
AWBW	Washington West 8 Writing		Pass
SGAK	DT Journal - TPA		Pass
SGAZ	edTPAWA		Pass
W005	West-E 005		Pass
W006	West-E 006		Pass

41 x 1.5 = 61.5 Otr  
+ MA degree  
RD 8/20/14

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Bruce Hobert  
Bruce Hobert, Executive Director  
Human Resources

THE NAME OF THE UNIVERSITY APPEARS IN WHITE ACROSS THE FACE OF THIS 8 1/2 X 11 INCH DOCUMENT

MISUSE OF AN ACADEMIC RECORD IS A VIOLATION OF STATE AND FEDERAL STATUTES

In accordance with the Family Educational Rights and Privacy Act of 1974, as Amended, this document may not be released to others without the written consent of the student.

Darin R. Hobbs, MS  
Registrar

TRANSLUCENT GLOBES MUST BE VISIBLE FROM BOTH SIDES OF TRANSCRIPT WHEN HELD TOWARD LIGHT SOURCE



# INSERVICE CREDITS

- Clock Hours
- Non Transfer Credits (Convert to Clock Hours)
- Continuing Education Units (certain ESA Staff)





# CLOCK HOURS

- Credits must be a **minimum of three (3) hours**.
- Credits are **earned after August 31, 1987**; and after the awarding or conferring of the employee's first bachelor's degree.
- Credits are earned **on or before October 1 of the year** for which allocations are being calculated pursuant to this chapter.
- Use the **last date of the course as the “earned” date** for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
- There is **no repeat restriction** on clock hours.
- **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the “Provider” not OSPI just because it is on an OSPI form.

<http://www.k12.wa.us/certification/clockhours.aspx>



# CLOCK HOURS...

- Ten clock hours equals one quarter hour credit.
- Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter [181-83](#) WAC equals one in-service credit. No more than two in-service credits may be earned as a result of an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.
- Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits if they were completed between 9/1/1987 and 3/8/1997.
- Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit.
- Accumulate credits rounded to one decimal place.
- The Form SPI 1125 is a four-part (Section I, II, III, IV) form with an affidavit signed by the participant. This form is given only to the approved clock hour provider for distribution and is not available via our website. **The approved clock hour provider may remove the SPI logo and place their own logo on the top of the form.** Providers are also able to add additional sections/requests for information to the form. However, changes in the overall look of the form should not be made to four sections of the form so that it may be recognized by participants and employers.

Must be the appropriate document

**Not an  
acceptable  
clock hour  
documentation  
form**

*However... this may be a  
CEU for an ESA staff  
member.... See the CEU  
rules.*

*NO!*

# Certificate Of Completion

This certificate acknowledges that

[Redacted Name]

has successfully completed the  
READ NATURALLY Seminar  
offered at  
Seattle, WA

The READ NATURALLY seminar trains participants to  
successfully combine teacher modeling, repeated reading,  
and self-monitoring of progress to improve reading  
fluency and accelerate reading achievement.


6      June 21, 2004  
Number of Activity Hours      Date of Completion

*Thomas M. Hest*  
Signature

# Must be the appropriate document

## Not an acceptable clock hour documentation form

Page 1 of 2


**CE Credits Online**  **How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics**

**ONLINE INSTITUTION DATA**  
CE Credits Online  
23224 NE 156th PL  
Woodinville, Washington 98077  
425.788.7275  
www.cecreditsonline.org

**ONLINE STUDENT DATA**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**ACADEMIC RECORD**  
Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics  
Completion: 11/17/2015  
Date: \_\_\_\_\_  
Number of 45.00  
Hours: \_\_\_\_\_  
Letter: Passed  
Grade: \_\_\_\_\_

**NARRATIVE EVALUATION**  
This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

**AUTHORIZATION OF COURSE COMPLETION**  
  
11/17/2015

<https://www.cecreditsonline.org/classroom/s/transcript.aspx?e=50456> 11/17/2015

## Acceptable clock hour documentation form

RECEIVED  
DEC 17 2015

**OESD 114** Mukilteo School District Human Resources  
**Olympic ESD 114**  
**REQUEST FOR CLOCK HOURS**  
Clock Hour Program – Payments  
105 National Ave N., Bremerton, WA 98312  
See Reverse Side for Further Information

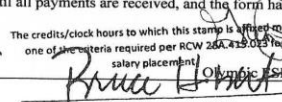
**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114.** This form must be received along with your payment within 90 calendar days of the program end date, or a \$10.00 research fee will apply. Upon receipt of completed form and all fees for clock hours, this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.

**SECTION 1: PERSONAL INFORMATION**  
Name: \_\_\_\_\_ Male (Female)  
Circle One Birth Date (required for IU): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
District (Required): Mukilteo  
Email address: \_\_\_\_\_  
*Note! If you have a new address/phone #/last name, or have changed school districts, check this box* ☐

**SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)**  
I, \_\_\_\_\_, do hereby swear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.)  
I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)  
Date: 11/30/15  
Signature of Participant: \_\_\_\_\_



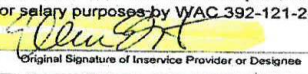
**SECTION 3: WORKSHOP INFORMATION**  
How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics  
Title of Program: \_\_\_\_\_ CEC683  
Sponsoring District or Agency: OESD 114 on behalf of CE Credits Online Clock Hour ID: 45  
Program End Date: 11/17/15  
Person Responsible for Program: Stephanie Parker (360) 405-5801  
Phone Number: \_\_\_\_\_

**SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)**  
Number of Clock Hours Earned: 45 X \$ 2.00 \$ 90.00  
Research Fee (if submitted 90 days after program ending date): \$10.00 \$ \_\_\_\_\_  
Total Amount of Payment Enclosed: \$ 90.00

**CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114**  
**SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)**  
**Verification.** When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.  
Receipt #: -122821-  
The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 26A.415.025 for salary placement.  
  
Bruce Hobert, Executive Director  
Human Resources

Revised 8/08

# Sample OSPI 1125 Clock Hour Form

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION Professional Certification OLD CAPITOL BUILDING, PO BOX 47200 OLYMPIA, WA 98504-7200 (360) 725-6400 TTY (360) 684-3631 Web Site: <a href="http://www.k12.wa.us/cert/">http://www.k12.wa.us/cert/</a> E-Mail: <a href="mailto:cen@k12.wa.us">cen@k12.wa.us</a>			
			
<b>Continuing Education Clock Hour Credit INSERVICE REGISTRATION</b>			
Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.			
<b>SECTION I - INFORMATION - PARTICIPANT</b>			
LEGAL NAME (Last, First, Middle)		MAIDEN OR FORMER NAME	
DATE OF BIRTH (m, d, y)	SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NUMBER	(Optional) <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
HOME ADDRESS (Street, City, State, Zip Code)		TELEPHONE NUMBER HOME BL	
<b>SECTION II - INSERVICE PROVIDER - CLOCK HOURS</b>			
TITLE OF INSERVICE OFFERING Fellows Network Statewide Convenings			
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING 24	FIRST DAY OF INSERVICE 9/1/2015	LAST DAY OF INSERVICE 5/30/2016	
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) OSPI		BUSINESS TELEPHONE NUMBER (360) 725-6419	
PROVIDER ADDRESS PO Box 47200, Olympia, WA 98504-7200			
SPONSORING PROVIDER INSERVICE CONTACT PERSON Ellen Ebert		TELEPHONE NUMBER (360) 725-4962	
<b>SECTION III - AFFIDAVIT - PARTICIPANT</b>			
I, _____, swear/affirm that I earned <u>18</u> clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also, I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085).			
Original Signature of Participant 		Date 09/26/2016	
<b>SECTION IV - INSERVICE PROVIDER - VERIFICATION</b>			
When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(3).			
Original Signature of Inservice Provider or Designee 		The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement Date 09/26/2016	
Bruce Hobert, Executive Director Human Resources			



# Sample Approved Transcript Provider

## Official Clock Hour Transcript



White River School District  
240 North 'A' Street, Buckley, WA 98321  
360-829-0600

*This is a record of clock hour courses completed by this individual through the White River School District Professional Development Program*

Name:  Location: White River High School

ID	Course Title	Start Date	End Date	Cr Type	Cr Avail	Cr Earn	Stem	Tpep	Approved Criteria
4	Admin Institute - Creating Magic and CEL 5D	8/6/2013	8/6/2013	CLK	8.00	8.00	NO	NO	Current Assignment
8	WRHS Team Leader Training	8/19/2013	8/19/2013	CLK	7.00	7.00	NO	NO	Current Assignment
37	SECONDARY (AM) - Ken Williams 2013	8/29/2013	8/29/2013	CLK	3.50	4.00	NO	NO	Current Assignment
44	WRHS District Directed Day	8/29/2013	8/29/2013	CLK	3.00	3.00	NO	NO	Current Assignment
52	Schoolwide PBIS: Implementation, Development, and Sustainability	9/18/2013	5/21/2014	CLK	10.00	8.00	NO	NO	Current Assignment
5	WRHS - PLC Mondays	9/9/2013	6/2/2014	CLK	30.00	29.00	NO	NO	Current Assignment
74	WRHS October 31st Pro Dev	10/31/2013	10/31/2013	CLK	3.00	3.00	NO	NO	Current Assignment
110	Day 1 Admin Institute	8/4/2014	8/4/2014	CLK	6.50	7.00	NO	NO	Current Assignment
143	WRHS Welcome Back 2014	8/27/2014	8/27/2014	CLK	7.50	8.00	NO	NO	Current Assignment
144	WRHS District Directed Day Aug 28 2014	8/28/2014	8/28/2014	CLK	6.50	7.00	NO	NO	Current Assignment
161	WRHS Monthly Staff Learning Meetings	10/14/2014	5/19/2015	CLK	15.00	15.00	NO	NO	Current Assignment
180	Team Initiated Problem Solving (TIPS) Coaches Training	10/8/2014	10/8/2014	CLK	6.50	5.00	NO	NO	Current Assignment
380	2015 Administrative Retreat Day 2: Redirect, Refocus, Recommit	8/13/2015	8/13/2015	CLK	5.00	5.00	NO	NO	Current Assignment
379	2015 Administrative Retreat: Redirect, Refocus, Recommit	8/12/2015	8/12/2015	CLK	4.00	4.00	NO	NO	Current Assignment
412	August 27: WRHS Inservice Day	8/27/2015	8/27/2015	CLK	7.00	7.00	NO	NO	School Plan
411	August 26, 2015: WRHS Staff Inservice Day	8/26/2015	8/26/2015	CLK	3.00	3.00	NO	NO	School Plan
1455	WRHS PLC Mondays 2015-2016	9/14/2015	6/6/2016	CLK	32.00	30.00	NO	NO	School Plan
1453	WRHS - 40 Minute Staff Learning Mtg	8/28/2015	6/6/2016	CLK	12.00	12.00	NO	NO	School Plan
1501	WRHS Team Leader Training	8/23/2016	8/22/2016	CLK	4.00	4.00	NO	NO	Current Assignment

Falsification or deliberate misrepresentation, including representation of completion of in-service or continuing education credit hours, is an act of unprofessional conduct per WAC 181-87-050 (4).

## SEATTLE PACIFIC UNIVERSITY

Kenda Gatlin, University Registrar



only those approved!!

SEATTLE PACIFIC UNIVERSITY

Seattle Pacific University  
Transcript Type: CEU

Record of: \_\_\_\_\_ Student No: \_\_\_\_\_ EXT \_\_\_\_\_ Page: 1  
SSN: \_\_\_\_\_

Date Issued: 12-SEP-2016

Issued To: Mukilteo School District  
Attn: Laura Bradburn  
9601 Sharon Dr  
Everett, WA 98204-2647

Level: Graduate  
Student Type: Continuing  
Admitted: Autumn 2003

Current College(s): Education  
Current Program(s): Professional Certification

SUBJ NO.	W	COURSE TITLE	CEU's	GRD	CL	HR	R
INSTITUTION CREDIT:							
Autumn 2008							
CEU	2929	Guided Lang Acquistn:Clas Demo	3.00	EU	30.0		
TOTAL:			3.00		30.0		
***** TRANSCRIPT TOTALS *****							
		Attempted	Earned				
TOTAL CEU		3.00	3.00				
TOTAL CLOCK HRS		30.00	30.00				
***** END OF TRANSCRIPT *****							

The credits/clock hours to which this stamp is affixed meet  
one of the criteria required per RCW 28A.415.023 for  
salary placement

*Bruce H. Hobert*  
\_\_\_\_\_  
Bruce Hobert, Executive Director  
Human Resources

This official university transcript is printed on security  
paper and does not require a raised seal.

Kenda Gatlin, University Registrar

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

Seattle Pacific University  
Seattle, Washington 98119-1997

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral and Continuing Education Unit transcripts will constitute the "official transcript".

**Accreditation**  
 AACSB, CASBA

Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB International). The computer engineering, electrical engineering, and petroleum engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetic specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. The school's nursing programs — undergraduate prelicensure BSN, RN to BS, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAfME) and the Washington University Music Administrators Association (WUJMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COMAFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) has associate membership with the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

Cascade College  
Seattle, Washington

Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

Course Numbering System  
 81000-1070

Length of Quarter: 10 weeks

Year long term dates: September 1<sup>st</sup> – August 31<sup>st</sup> (Completion dates vary.)

**Length of One Continuing Education Unit (CEU):** 10 Clock Hours

In the State of Washington, Seattle Pacific University is an Official Superintendent of Public Instruction approved clock hour provider.

### Grading System

Grade	Points	Description
A	4.0	Excellent Attainment
A+	3.7	
B+	3.2	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.5	
D	1.0	Incomplete Attainment, but with credit allowed
F		Incomplete Attainment, with no credit allowed
P		Satisfactory (Equivalent to C or better) Pass/No Credit option
NC		No Credit (Pass/No Credit option)
N		In Progress (becomes permanent after one academic year)
I		Incomplete (Prior to Autumn 1992, becomes permanent after one academic year; Autumn 1992 forward, becomes an "E")
G		In Progress (becomes permanent after three academic years)
AU		Audit
W		Official withdrawal and week of quarter withdrawn
HW		Hardship Withdrawal
UW		Unofficial withdrawal (Discontinued Autumn 1992)
0		No grade received
1 CEU		10 clock hours earned
EU		Earned units
NU		Not earned units

### Abbreviations

"CBE" following course title indicates Credit by Exam  
 "DR" following course title indicates Directed Research  
 "IR" following course title indicates Independent Reading  
 "IS" following course title indicates Independent Study  
 "M" following course title indicates Media courses  
 "W" preceding course title indicates writing requirement

## Repeat Courses

Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

### Degree Requirements

180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

TO TEST FOR AUTHENTICITY: Translucent globe icon MUST be visible from both sides when held toward a light source. The face of this transcript is printed on burgundy SCRP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

**ADDITIONAL TESTS.** The institutional name and the word COPY appear on alternate rows as a latent image. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at 206-281-2032. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL VIOLATION OF FEDERAL LAWS.

15278416

SCRIP-SAFE<sup>®</sup> Security Products, Inc. Cincinnati, OH

Kenda Gatlin, University Registrar

# Sample – Not signed by provider

**Section III – Affidavit – Participant**

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet  
one of the criteria required per RCW 28A.415.023 for

Original Signature of Participant \_\_\_\_\_ Washington Certificate Number \_\_\_\_\_ Date 5/21/15

**Section IV – Inservice Provider – Verification**

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for \_\_\_\_\_ purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee \_\_\_\_\_ Date 5/9/15

FORM SPI 1125(Rew/1/99) facsimile

This is why we highlight! 😊 😊



# OSPI Form 1126 Professional Growth Team Consultation & Collaboration

## AFFIDAVIT—TEAM MEMBER

I, \_\_\_\_\_, swear/affirm that I have supported the following Professional Certification candidate \_\_\_\_\_ as a member of his/her approved professional growth team, as defined by WAC 180-78A-010 and WAC 180-78A-505, and that consensus was reached on the content of the candidate's Professional Growth Plan on \_\_\_\_\_ (date).

Also, I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 180-85 WAC.

\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

## SECTION II

### TO BE COMPLETED BY COLLEGE/UNIVERSITY

This statement MUST be prepared by the college/university where the professional certificate candidate's records are maintained. When signed by the college/university representative, this form serves as documentation the person listed in Section I was a member of a professional growth team, as defined by WAC 180-78A-010 and WAC 180-78A-505 and shall receive the equivalent of three continuing education clock hours. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the professional growth team member.

NAME OF COLLEGE/UNIVERSITY

DATE

Use the approved OSPI form  
only. [Form SPI 1128-2](#)

# OSPI Form 1126- 1

## Pro Teach Online Assessment/Pro Cert Program PGO Team Member (Applicant)

Use this form to verify consultation and collaboration as a member of an approved professional growth team member for a candidate enrolled in the Pro Teach online assessment or a Pro Cert program.

### AFFIDAVIT – TEAM MEMBER (APPLICANT)

I, \_\_\_\_\_, swear/affirm that I have supported the following Professional Certification candidate \_\_\_\_\_ as a member of his/her approved professional growth team, as defined by WAC 181-79A-050 or 181-78A-010, and that consensus was reached on the content of the candidate's Professional Growth Plan on \_\_\_\_\_ (date).

Also, I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

**Receive 3 clock hours up to a maximum of 6 per calendar year.**

\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

# Supervisor of Training OSPI 1128-1

B.

**PERIOD DURING WHICH CLOCK HOURS WERE EARNED:** \_\_\_\_\_ **TO** \_\_\_\_\_

☐ "Supervisor" (per WAC 181-85-033(3)) for \_\_\_\_\_ continuing education credits (clock hours) (not more than 30 per year)

**Watch the Limit – 30 hours per year. Typically 10 hours for each supervision activity.**





OSPI 1128-3 No longer available

## **Professional Growth Plan Record of Continuing Education**

# First Peoples OSPI 1128-4

Inservice training or continuing education in first people's language, culture, or oral tribal traditions provided by a sovereign tribal government participating in the Washington state first people's language, culture, and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education.

8.

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: \_\_\_\_\_ TO \_\_\_\_\_

☐ Inservice training for \_\_\_\_\_ continuing education credits (clock hours)

## TO BE COMPLETED BY SOVEREIGN TRIBAL GOVERNMENT

This statement MUST be prepared by the sovereign tribal government authorized to verify continuing education credit hours (clock hours), as claimed by the applicant in Section I item #8 above. When signed by the authorized sovereign tribal government, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF SOVEREIGN TRIBE

DATE

ADDRESS

CITY/STATE/ZIP

TELEPHONE

NAME (PRINTED)

SIGNATURE AND TITLE

E-MAIL

**No limit on # of hours  
– 3 hour minimum.**



# OSPI 1128-5 Pro Teach Portfolio External Assessment

Teachers who achieve the professional certification through the external assessment per WAC 181-79A-206 will receive the equivalent of 150 fifty clock hours.

TO BE COMPLETED BY APPLICANT	
1. NAME LAST FIRST MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS	3. DATE OF BIRTH
CITY/STATE/ZIP	4. SOCIAL SECURITY NUMBER (optional)
5. TELEPHONE: BUSINESS ( ) HOME ( )	6. E-MAIL
8. The individual indicated above has successfully completed the ProTeach Portfolio external assessment. An individual completing this form needs to retain, in their files, documentation of passing scores for the ProTeach Portfolio external assessment. The individual shall receive the equivalent of one hundred fifty (150) clock hours (continuing education credit hours (clock hours)) by signing the affidavit below.  I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.	

# OSPI 1125-8 Annual Professional Growth Plan (PGP) Verification

Individuals holding a valid continuing certificate may choose to renew the certificate via PGP. Each PGP shall receive 30 clock hours. WAC 181-85-075


TO BE COMPLETED BY APPLICANT		
1. NAME	LAST	FIRST MIDDLE
		MAIDEN/FORMER NAME
2. ADDRESS		3. DATE OF BIRTH
CITY/STATE/ZIP		4. SOCIAL SECURITY NO. (OPTIONAL)
5. TELEPHONE:		6. E-MAIL
BUSINESS ( ) HOME ( )		
PERIOD DURING WHICH CLOCK HOURS WERE EARNED: TO		
The individual indicated above has successfully completed a Professional Growth Plan as outlined in WAC 181-79A-030. Each completed annual PGP shall receive the equivalent of thirty (30) continuing education credit hours (clock hours).		
I declare under penalty of perjury under the laws of the State of Washington that I have completed the professional growth plan and submitted evidence to that effect. The intentional misrepresentation of a material fact in this form subjects the certificate holder to revocation of his/her certificate pursuant to chapter 181-86 WAC.		
Educator Signature (required)	Print Name	Date

It does skip from Form 1128-5 to 1128-8



# OSPI 1125-8 Annual Professional Growth Plan (PGP) Template

**Watch! Only the certificate types noted can use this form. Only those listed can use it for certification AND salary placement.**

 OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION Professional Certification Old Capitol Building PO BOX 47200 Olympia WA 98504-7200 (360) 725-6400 TTY (360) 664-3631		
PROFESSIONAL GROWTH PLAN (PGP) TEMPLATE FOR CERTIFICATE RENEWAL		
First Name:		Last Name:
Certificate Number or Birthdate:		
<b>Certificates Held:</b> <small>(residency certificates do not need to be listed)</small>		
<input type="checkbox"/> Professional Teacher	<input type="checkbox"/> Continuing Teacher	<input type="checkbox"/> Initial Program Administrator
<input type="checkbox"/> Professional Principal	<input type="checkbox"/> Continuing Principal	<input type="checkbox"/> Initial School Counselor
<input type="checkbox"/> Professional Program Administrator	<input type="checkbox"/> Continuing Program Administrator	<input type="checkbox"/> Initial School Psychologist
<input type="checkbox"/> Professional School Counselor	<input type="checkbox"/> Continuing School Counselor	<input type="checkbox"/> Initial Superintendent
<input type="checkbox"/> Professional School Psychologist	<input type="checkbox"/> Continuing School Psychologist	<input type="checkbox"/> School Occupational Therapist
	<input type="checkbox"/> Continuing Superintendent	<input type="checkbox"/> School Physical Therapist
		<input type="checkbox"/> School Nurse
		<input type="checkbox"/> School Speech-Language Pathologist
		<input type="checkbox"/> School Social Worker
District/Agency: Mukilteo School District		Academic Year (use 1 form each year): 2015-2016
<b>Step 1 - Needs Assessment and Goal Selection</b>		
Describe your selected professional growth areas of focus, as well as information from your self-assessments that supports your selections. If holding multiple certificates, please indicate the Role for the Goal aligned with the Standard and Criteria/Strand. Note that all elementary education, middle level math / science, and secondary sciences / technology teachers are required to include a specific focus on the integration of STEM instruction as part of their PGPs. (RCW 28A.410.2212)		
<b>Professional Growth Goals</b> Based on your self-assessment, identify areas of focus that will lead to your professional growth	<b>Rationale</b> What will you and/or your students be able to do as a result of your professional growth that you and/or they are not able to do now?	<b>Standards-based Benchmarks</b> For initial, continuing, and professional level certificates, focus on the "career" level benchmarks listed at <a href="http://program.pesb.wa.gov/professional-growth-plan-pgp-t/career-level-standards-for-pgps">http://program.pesb.wa.gov/professional-growth-plan-pgp-t/career-level-standards-for-pgps</a>
<b>Step 2 - Professional Growth Action Plan</b>		
<b>Activities</b> What specific growth activities will you engage in to obtain the identified new learning? The activities should focus on both the content knowledge you acquire as well as the skills you develop.	<b>Proposed Evidence</b> Briefly describe the evidence that you will collect. Evidence may include areas beyond test scores such as attendance rates, discipline referrals, programs implemented, and other student or adult data.	

FORM SPI 1697 (1/2014)

**This form should not be accepted for any year prior to 14-15, except if the educator was part of the pilot program; then it would be 12/13.**

# A Payment Voucher Provided by ESD 171 (North Central)



## Official CECH Registration Form

Participant:  
Email Address:  
District: Mukilteo

Session ID: 2618015  
Title: Empowering Teachers with Vision, Passion, Inspirations and Strategies - Snohomish, WA  
Date(s): Jun 22, 23, 24, 25, 26, 2015  
Contact Person: Sariann Meredith  
Clock Hours Offered: 50.00  
Clock Hours Earned: 50.00  
Clock Hour Fee: \$100.00

Payment Status: Paid - \$100.00 Visa (Received, Clock Hour)

This document serves as official documentation that an individual has earned approved clock hours for individuals and employees who are not part of the automatic transcript system.

*= 5-0 OTR*  
*ZB 8/21/15*

*Sariann Meredith*

Sariann Meredith, CEOE  
Registrar/Certification Specialist/Administrative Assistant

Individuals can request additional documentation, an official transcript, for a fee by sending in a written request with their certification number, \$8.00 and the address they would like the transcript mailed.

Please send written requests to:  
The Registrar, North Central ESD, PO Box 1847, Wenatchee, WA 98807.

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

*Bruce Hobert*  
Bruce Hobert, Executive Director  
Human Resources

Total Fees: \$100.00

# Watch for duplicates on ESD transcripts

**ESD 112**  
EDUCATIONAL SERVICE DISTRICT 112  
2500 NE 65th Avenue  
Vancouver, WA 98661-6812  
360-750-7503 • Clock Hour Registrar

Official Clock Hours Transcript  
(Raised seal not required)

195

Name: [REDACTED]

Certificate Number: [REDACTED]

SSN: [REDACTED]

Birth Date: [REDACTED]

Report Date: OCT 1 02

District: [REDACTED]

Course #	Title of Inservice	Sponsoring Agency	Inservice Date	Clock Hrs
VAC072	TEACHER ASSISTANCE PROGRAM			0.0
EAD008	RESTRUCTURING ISSUES & OPPORTUNITIES			0.0
VAE070	MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM			0.0
SHE001	92 WSHA CONF			0.0
VAE417	ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER			0.0
WEE190	ECSE SUMM INST	N CENTRAL ESD 171	AUG 10 92	32.0
VAF049	CREST PROJECT TRAINING	ESD 112	SEP 28 92	5.0
VAF088	PROGRESS MONITORING	ESD 112	OCT 19 92	30.0
144	FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP	SPI PROF ED & CERT	NOV 7 92	7.0
166	EARLY CHILDHOOD SPEC ED SUMMER INST	N CENTRAL ESD 171	AUG 9 93	32.0
VAG112	AUTISM/PDD	ESD 112	OCT 23 93	6.0
VAG179	SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE	ESD 112	DEC 1 93	18.0
VAG237	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 31 94	11.0
269	EARLY CHILD CONF	ESD 114	MAY 1 94	11.0
VAH214	COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT)	ESD 112	NOV 4 94	10.0
VAH378	ASSESSMENT OF AUTISM	ESD 112	JAN 27 95	6.0
VAH408	TRENDS, TECHNIQUES AND TOOLS FOR CDS	ESD 112	FEB 15 95	36.0
VAJ174	PRE-MONITORING SELF REVIEW	ESD 112	NOV 2 95	5.0
VAK129	SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU	ESD 112	NOV 6 96	6.0
VAK221	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 27 97	6.0
VAK275	EDUCATION REFORM AND SPECIAL EDUCATION	ESD 112	FEB 20 97	6.0
VAM458	USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA	ESD 112	APR 19 99	11.0
1786	HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE	PUGET SOUND ESD 121	MAY 5 99	5.0

Be careful of **DUPLICATE** recordings!!

# Notes on Clock Hours

- Double check the NAME of the **provider**.
- Make sure clock hour form is **signed by the provider**.
- WIAA is an approved clock hour provider although they no longer issue transcripts. You will receive an individual course document. Watch for the course numbers. Coaches take credits for multiple “categories” so one course may be 4 forms.
- Technical Colleges are approved providers (Bates, Whatcom, etc.)
- An instructor of a course can get clock hours for the course one time only.
- **Highlight your work** on the document. (Name, Provider, Last Date, Title, Hours Earned, Provider Signature)
- **WAC Stamp** or Course Approval Code
- **Show total** on form, e.g. 10 clock = 1.0 QTR and your initials.

# Continuing Education Units (CEU)

To be eligible, an educational staff associate must hold the following Washington State Department of Health license:

- **Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),**
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- **Licensed registered nurse (RN) (WAC 246-840-203, -204, & -205), effective January 1, 2011,**
- Licensed social worker (WAC 246-809-600), or
- Licensed speech-language pathologist or audiologist (WAC 246-828-510).
- Educational staff associates with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website: <http://www.k12.wa.us/certification/LicenseHours.aspx>.

**ESAs with other than the above list do not require CEU to maintain a professional license and may NOT use CEUs.**



# CEU Rules

**All the same rules as clock hours, EXCEPT**

1. Does not have to be an approved clock hour provider.
2. The employee must complete the CEU form and attach it to the verification documents. P. 63 of 275 Instructions

S-275 Personnel Reporting Instructions for School Year 2018–17  
Appendix C: Sample Documentation Forms

Page 93

## Eligible Academic, In-service, or Nondegree Credits to Be Recognized for Placement on LEAP Salary Allocation Documents

Employee's Name		Date	
School/Location			
Current Assignment			

### Instructions

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column. Additional sheets listing more courses may be attached to this certification.
- Deliver this form to the district personnel office and request that these credits be recognized for placement on LEAP salary allocation documents.
- Provide additional documentation as required by WAC 392-121-280 to the district personnel office.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies and/or contract language relating to eligibility of credits for salary classification, preapproval of credits, required documentation, timelines for submission of forms, and procedures for resolving disputes.

Date or Term Earned	Institution or Provider	Course Designation and Title	Number of Quarter Credits or Equivalent	Recognition of Credits is Based on the Following Criteria #'s *1*

### Recognition Criteria

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It 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. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It 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 of the school district where the potential of the future assignment is agreed upon by the school district and the individual.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.

Employee's Signature

Date

Original to Personnel Office  
Copy to Employee

### For District Use

Approved By

Title

Date

# OK CEU sample for an SLP



# NON-TRANSFER CREDITS

- As mentioned previously, one of the criteria for an academic credit is that the **credit is transferable or applicable** to a bachelor's or more advanced degree program.
- It is this rule that causes us to determine that credits are "**non-transfer credits**" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".
- In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.
- However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable. When reading the back of the transcript you will often see language that these courses "**provided for the purpose of teacher education**" or "**provided for the purpose of professional development.**" You may also see language that the course **MAY be applicable** to a degree if approved by the registrar or some other source. **MAY does not mean shall per the auditor.** So that would be a non-transfer course.
- **When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.**



# NTC Notes

- When you have determined a course is NTC rather than academic you will be reporting it as an “in-service” credit just like clock hours so you have to convert it to clock hours. For example
- **SPU, course 5011 for 2.0 Credits.** This is a quarter credit school. So take  $2.0 \times 10$  and report 20 hours.
- **Chapman University, 2041G for 3.0 credits.** This is a semester school. So first take  $3.0 \times 1.5$  to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.
- **Has to meet all in-service/clock hours rules.**
- Must be **completed 9/1/87 or after** as that is when clock hours came into being.

# Examples – Known NTC Institutions

- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (800#)
- Portland State University (800#)
- Santa Clara University
- Seattle Pacific University (5000 #9/1/92 and thereafter)
- Seattle University (900#)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara


# NTC Example: University of the Pacific

Student: [REDACTED]		<b>University of the Pacific</b> Stockton, California 95211			
S.S.N.: [REDACTED] Birthdate: [REDACTED]		Lifelong Learning <i>Official Permanent Record of Course Completion</i>			
COURSE NUMBER	TITLE	UNITS COMP	GRADE	DATE COMP	<b>GRADING SYSTEM:</b>  A - Excellent, all requirements completed thoroughly B - Good, most requirements completed thoroughly C - Satisfactory, requirements satisfied but not thorough D - Passing, missing requirements and little interest F - Failure, no requirements completed satisfactorily X - Failed to submit for grade within time limitation  <i>University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.</i>
S982.94 S909.00	Effective Football Methods Athletic Speed & Endurance	3.0 2.0	A A	05/17/94 07/28/94	

<u>Course Numbering:</u> 1-199 - Undergraduate Courses 200-299 - Graduate Courses - Master's Level 300-399 - Graduate Courses - Doctoral Level 9000-9999 - Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.)	
--	--

# NTC Example: Fresno Pacific

 **Fresno Pacific College**  
1717 S. Chestnut Avenue  
Fresno, CA 93702  
08 NOV 1990

STUDENT PERMANENT RECORD NOV 14 1990

PROFESSIONAL DEV.  
NOTE: THIS DOCUMENT HAS A COLORED INK BACKGROUND

Student [REDACTED]  
S.S. No. [REDACTED]  
I.D. No. [REDACTED]

COURSE NO.	COURSE TITLE	GRADE	CREDITS CALCULATED	CREDITS COMPLETED	GRADE POINTS	TERM	TOTAL
Term of 90/SS							
ED662 .420	BEGINNING GOLF	CR	0.0	3.0	0.0		
ED662 .421	INTERMEDIATE GOLF	CR	0.0	3.0	0.0		
ED662 .422	BEGINNING TENNIS	IP	0.0	0.0	0.0		
			0.0	6.0	0.0	0.000	0.000
Term of 90/PA							
ED662 .422	BEGINNING TENNIS	CR	0.0	3.0	0.0		
			0.0	3.0	0.0	0.000	0.000
TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000							

600-699      2000-2999      Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.)

# NTC- Lewis & Clark

**Lewis & Clark College**  
Portland, Oregon 97219 U.S.A.

HS: \_\_\_\_\_ BORN: \_\_\_\_\_ CONTINUING ED. \_\_\_\_\_

DEPT CRS \_\_\_\_\_ COURSE \_\_\_\_\_ CRDT GR \* DEPT CRS \_\_\_\_\_

ED 648 MOTIVATION IN THE CLASSROOM  
ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA \_\_\_\_\_

0121120

## Course Numbers

Course numbers are as follows:

100 to 499 Undergraduate courses

500 or followed by G are graduate credit courses

600 to 649 Continuing Education courses applicable to the graduate degree program

650 to 699 Continuing Education (graduate level courses r applicable to L&C degree programs).

\*



# NTC Below 100 Rule

03/27/80 PAGE

LOWER COLUMBIA COLLEGE  
1600 MAPLE  
LONGVIEW WA 98632

**TRANSCRIPT/GRADE RECORD**  
GRADING LEGEND  
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD  
MAY NOT BE RELEASED TO ANY  
OTHER PARTY WITHOUT OBTAINING  
CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS	COURSE	COURSE TITLE
BSAD 250	***** SPRING 79 ***** VOLUNTEER MANAGEMENT	A	2.0	8.0		
HLTH 041	INDUSTRIAL FIRST AID	P	2.0	0.0		
PHED 134	SMALL BOAT SAILING	N	1.0	0.0		
PHED 155	PHYSICAL FITNESS	N	1.0	0.0		
QUARTER:	P/S-CR CR-ERN GPA-CR	GPTS	GPA			
	2.0 4.0 2.0	8.0 4.00				
ENGL 270	***** WINTER 80 ***** LITERATURE FOR CHILDREN	A	3.0	12.0		
QUARTER:	P/S-CR CR-ERN GPA-CR	GPTS	GPA			
	0.0 3.0 3.0	12.0 4.00				
CUMULATIVE:	P/S-CR CR-ERN GPA-CR	GPTS	GPA			
	2.0 7.0 5.0	20.0 4.00				

cannot count

5 Qtr  
11/17/07 Jm  
Rwd  
B+7

Below  
100  
only  
9/1/87 - 3/7/97  
& then NTC



# RESOURCES

- Approved Clock Hour Providers  
<http://www.k12.wa.us/certification/clockhours.aspx>
- Council for Higher Education Accreditation (CHEA)
  - <https://chea.org/search/default.asp>
- Distance Education Accrediting Commission
  - <http://www.deac.org>
- Ross Bunda, OSPI, [Ross.Bunda@k12.wa.us](mailto:Ross.Bunda@k12.wa.us)
- Cheryl Thresher, State Auditor's Office, [threshec@sao.wa.gov](mailto:threshec@sao.wa.gov)
- Dale Sando, State Auditor's Office, [sandod@sao.wa.gov](mailto:sandod@sao.wa.gov)
- WSPA 275 Webinars/Workshops



thank you!

**Laura Bradburn**

Mukilteo School District  
Certification Specialist

[Bradburnld@mukilteo.wednet.edu](mailto:Bradburnld@mukilteo.wednet.edu) 425-356-1243

**Sherrie Evans, SPHR**

Human Resource Management Plus (hrmPlus)  
Retired, Asst. Superintendent, South Kitsap and Kent

[Sherrie.evans@hrmplus.com](mailto:Sherrie.evans@hrmplus.com) 360-886-6918