



EDUCATIONAL  
SERVICE  
DISTRICT 112

2500 NE 65th Avenue • Vancouver, WA 98661-6812  
(360) 750-7503

## Continuing Education Clock Hours and/or Vocational Clock Hour Credit

# INSERVICE REGISTRATION

This form will verify you attended the approved inservice program stated below. It will be used to document attendance for potential movement on the certificated salary schedule, for the 150 clock hour continuing certification requirement, and to report vocational clock hour credits. Clock hours for maintenance of a continuing certificate can be earned only after the certificate is issued. A copy of 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.

Upon receipt of registration fee, the information from all forms received by ESD 112 will be entered into the ESD 112 clock hour transcript system. It will be reported each October by the ESD to local school districts for your potential salary schedule placement. Additional transcripts may be requested in writing for a \$7 fee. Allow up to two weeks for delivery. Questions regarding clock hour transcripts should be directed to the Clock Hour Registrar at (360) 750-7503.

**DO NOT USE THIS FORM IF YOU RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. INCOMPLETE REGISTRATION FORMS WILL BE RETURNED AND WILL DELAY PROCESSING. All fees are non-refundable. EFFECTIVE 9/1/07, A \$25 FEE WILL BE CHARGED FOR ALL DOCUMENTATION REQUESTS ON ARCHIVED CLASSES OVER TWO YEARS OLD.**

PARTICIPANT INFORMATION	LEGAL NAME (Last, First, Middle)		FORMER NAME	
	DATE OF BIRTH (M,D,Y)	SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NO.	
	MAILING ADDRESS: Street  City State Zip		PHONE: Home: ( )  Business: ( )	
	NAME OF CONTRACTED EMPLOYER: _____ NAME OF ASSIGNED BUILDING: _____		CHECK THIS BOX IF YOU ARE A SUBSTITUTE TEACHER: <input type="checkbox"/>	
INSERVICE INFORMATION	TITLE OF INSERVICE PROGRAM	CLASS NO.  VA _____	START DATE OF INSERVICE	
			END DATE OF INSERVICE	
	NAME OF INSTRUCTOR		PROGRAM LOCATION	
SIGNATURES	I swear/affirm that I earned <input type="text"/> (Fill in number) 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 180-86 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 180-85-085).			
	Original Signature of Participant		Date	
	If paying a clock hour registration fee, would you like a receipt sent to you? If yes, please make sure your home address information is complete.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
	When signed by approved inservice sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280.			
	Original Signature of Inservice Sponsor or Instructor		Date	

### FOR ESD 112 USE:

Receipt # \_\_\_\_\_ Receipt Date \_\_\_\_\_ Cash ☐ Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Prepaid ☐ Initials \_\_\_\_\_

# ***ESD 112***

## ***Clock Hour Registration Fee Payment Procedure***

ESD 112 staff members and instructors are not able to accept payments at workshops.

Submit your payment for clock hour fees in the pre-addressed envelopes provided at the workshop. **Be sure to include the signed (by both ESD and yourself) WHITE copy of the registration form.** The yellow copy is for your records. You can deposit the envelope into the mail/safe slot located in the Conference Center lobby at ESD 112, or you can mail your payment and registration form to the ESD, attention Accounting Department (be sure to affix first-class postage). If you need a receipt, please check the box as indicated.

**The fee for registering clock hours on an ESD 112 Clock Hour Transcript is \$2 per clock hour.** Make checks payable to ESD 112. Note: The requirement to pay for registration of clock hours will depend on your district. Questions regarding payment of clock hour registration fees may be directed to the ESD 112 Human Resources Department at (360) 750-7503.

Clock hour registration fees may also be paid through VISA or MasterCard. If you would like to pay with a credit card, complete an ESD 112 Bankcard Payment form (provided at the workshop) and submit it with your registration form as described above.