



CLOCK HOUR REQUEST FORM

ASCD Online Professional Development

Your Name: _____

Position: _____

School/District/University: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Instructions:

- 1) Complete this FORM and provide a copy of RECEIPT/INVOICE for purchase of the course and the signed CERTIFICATE of COMPLETION. Scan/email to WSASCD executive coordinator Carrie at CarrieLamASCD@gmail.com or mail to Carrie Lam 1220 269th Ct. SE, Sammamish, WA 98075
 - 2) Clock hour fee is \$3/per clock hour. Payment options are below. Payments are processed by our partners at WASA
 - 3) Upon receipt of the docs you will receive an email with a link to complete the WSASCD evaluation for the course. Once evaluation and payment has been processed, you will receive an email with the official verification form for the clock hours earned. Clock hour requests make take 2-3 weeks to process.
- Questions or support:** Contact WSASCD executive coordinator Carrie Lam at: CarrieLamASCD@gmail.com

| | |
|----------------------|---------------------|
| First Day of Course: | Last Day of Course: |
| Course Title: | |
| Instructor(s): | |

TOTAL HOURS REQUESTED: _____ HOURS **(May not exceed 20 hours)**

* * * * *

I, _____, affirm that I earned ___ clock hours for participation in this online course. I am not applying for college/university credit for this event. Also,

I, _____, declare under penalty of perjury under the laws 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.

Signature By entering your name above you certify under penalty of perjury under the laws of the State of Washington that the information provided on this form is true and correct. _____ Date _____

PAYMENT INFORMATION:

Check (Payable to WSASCD)

VISA MASTERCARD Name on Card _____

Card Number _____ Expiration Date _____ CVC # (back) _____

Please note that payments are processed by our partners at Washington Association of School Administrators -WASA. Clock hour requests may take 2-3 weeks to process.