



CLOCK HOUR REQUEST FORM

Professional Development - Virtual PD

Your Name: _____

Position: _____

School/District/University: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Instructions:

- 1) Complete this FORM. Scan/email to WSASCD executive coordinator Carrie at CarrieLamASCD@gmail.com
 - 2) Complete the online WSASCD evaluation (select the evaluation for the corresponding course): <https://wsascd.org/workshops-and-conferences/>
- Once attendance has been verified and online evaluation has been completed, you will receive an email with the official verification form for the clock hours earned. Clock hour requests may 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 2 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 _____

NOTES:

*WSASCD must be able to verify *full* duration for a request from the participant roster to be eligible for clock hours. No exceptions will be made. Please edit your Zoom registration ahead to reflect your FIRST & LAST NAME, TITLE & DISTRICT or ORGANIZATION.

*WSASCD executive coordinator Carrie Lam will email clock hour verification forms for your records following attendance verification and completion of the WSASCD online evaluation located here: <https://wsascd.org/workshops-and-conferences/>

*Clock hour requests may take 2-3 weeks to process.