



WASHINGTON STATE ASCD
Learn. Teach. Lead.

CLOCK HOUR REQUEST FORM For ASCD Institutes

ASCD Professional Learning Institutes

Your Name: _____

Position: _____

School/District/University: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Directions:

1. Complete this form and attach the original or copy of your paid registration receipt *and* a copy of the Certificate of Completion and return to: Carrie Lam; 1220 269th Ct SE; Sammamish, WA 98075.
2. Fill out the Evaluation Form (attached to this Request) for the Course.
2. Please attach a check for \$2 per clock hour with the request.
3. A Clock Hour Form will be mailed to your address (above) upon receipt of this request.

First Day of Institute:	Last Day of Institute:
Title of Institute:	
Presenter(s):	

TOTAL HOURS REQUESTED: _____ HOURS (May not exceed hours indicated on the Institute Certificate)

* * * * *

I, _____, affirm that I earned ____ clock hours for participation in this online institute. 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 Date

PAYMENT INFORMATION:

Check (Payable to WSASCD) Total Cost: _____

VISA MASTERCARD Name on Card _____

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

“The Practitioner’s Best Friend”

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ASCD Institutes



EVALUATION FORM

Your Name:
Title of Institute:
Presenter(s):

Please rate the following from 1 (low) to 5 (high):

A. Please rate the session for content, knowledge, and information gained.

1 2 3 4 5

B. Rate the usefulness of the workshop.

1 2 3 4 5

C. Rate the application and relevance of this to your daily efforts to improve student learning.

1 2 3 4 5

D. Rate the preparation and knowledge of the presenters.

1 2 3 4 5

E. Rate the presenters' response to needs of the audience.

1 2 3 4 5

F. Rate the skills with which the topic was presented.

1 2 3 4 5

Comments:
