



**North Kitsap School District  
APPROVAL OF COLLEGE AND CLOCK HOUR CREDITS  
FOR SALARY INCREMENTS**

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Location (School) \_\_\_\_\_ Grade or Subject Taught \_\_\_\_\_

The Washington State Legislature in Section 503(7) of ESHB 1410 has redefined how college and inservice credit is counted for instructional staff advancement on the state salary schedule. Credits earned by certificated instructional staff after September 1, 1995, shall be counted towards salary advancement only if the content of the course:

1. is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.320.205, the annual school performance report, for the school in which the individual is assigned;
2. pertains to the individual's current assignment or expected assignment for the subsequent school year;
3. is necessary to obtain an endorsement as prescribed by the state board of education;
4. is specifically required to obtain advanced levels of certification; or
5. 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.
6. addresses researched-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.

- A) Submit a completed approval form and a copy of brochure or other information describing the course(s) content to your immediate supervisor for discussion.
- B) Your immediate supervisor (Principal or Director) will discuss your course and determine if the class meets one of the criteria specified in ESHB 1410.
- C) If your supervisor agrees that the course meets the state specified salary advancement criteria, he/she will sign the approval form.
- D) After you have completed the course, send your signed *Approval of College and Clock Hour Credits for Salary Increments* form, supporting documentation (course description, brochure, or syllabus), and a copy of the grade report or request for clock hour form to the North Kitsap School District Human Resources Department for approval.

Name of Course(s)	Course No.	# of Quarter Credits or Clock Hours (Please Circle)	College/ University/ ESD	Meets Criteria Number (above)	Date(s)

**IMPORTANT DEADLINES**

**SEPTEMBER 25 - It is required that this approval form, together with a copy of Request for Clock Hour Form (for clock hours) or grade report (for credits) and other supporting documentation must be received in Human Resources by this date.**

**OCTOBER 9 – An official transcript, which provides final verification of credits for audit purposes, must be received in Human Resources by this date in order to advance on the salary schedule. Please refer to Article XII, Section 3(a) of the NKEA Bargaining Agreement.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
(Immediate Supervisor)

<b>(DISTRICT OFFICE USE ONLY)</b>	<b>Approved</b> _____ yes      _____ no	
	By _____	Date _____
(Human Resources Director)		

## Procedures for Clock Hours and Credits

Two procedures are required\* for clock hours/credits to be recorded by the district.

### **Procedure 1: Approval (State Legislature Section 503(7) of ESHB 1410)**

- Complete the form “Approval of College and Clock Hour Credits for Salary Increments”. (COPY ON BACK OF THIS FORM)
- Sign the form
- Have your principal/supervisor sign the form
- Send signed form to personnel for authorization (DO NOT SEND TO THE ESD)

### **Procedure 2: Registration of Credit/Clock Hours (WAC 392-121-280(2))**

- As of July 1, 2000, NKSD will require that all clock hours & credits appear on official transcripts.
- After taking clock hour classes, submit the registration form along with your payment to the ESD (or sponsoring agency).
- ESD114 will send us updated transcripts twice yearly (September and May). Your clock hours will appear on the transcript. The district will send you copies of the ESD transcripts.
- If you take clock hours/credits someplace other than ESD114: You will need to request that a transcript be sent directly to NKSD Personnel Office, 18360 Caldart Avenue NE, Poulsbo, WA 98370.

**Note: Both the approval form and official transcript must be received before the clock hours/credits will be recorded for salary increments.**

\*These procedures are designed to fulfill state requirements for credit/clock hour recording. State auditors look closely at placement on the salary schedule and that placement is partially determined by the accurate & documented recording of credits and clock hours.

If you have any questions about these procedures, please contact:  
Personnel Specialists – Katie Austin 779-8789, Jean Sander 779-8709,  
Chris Willits, Human Resources Director, 779-8710