

Clock Hours Registration Form Spanish Heritage Learners Workshop

Enrollment Information

Please check one. Male Female

Name (last) (first) (middle) Former name, if applicable

Address City State ZIP code

Date of Birth (required) Social Security Number (optional)

Telephone number Email Address

Course Information

Term: Autumn 2017 Abbrev/Number/Section.: PL 500 A Reg. #: 168838

Course Title: Spanish Heritage Learners Workshop Instructor: Maria Gilman

Start Date: 11/4/2017 End Date: 4/28/2018 (Three days, only 11/04, 02/24, 04/28) Meeting Time: 9:00AM- 1:00PM

Payment Information

Total Fee: \$ 45.00

UW Student Information

Have you ever enrolled for credit courses at UW? Yes No

UW Student Number: (If known) _____

Method of Payment:

- Third-Party Payer—separate document (purchase order or letter of authorization) must accompany this registration form
- Check payable to the University of Washington
- VISA MasterCard

Credit card number Exp. Date

Name as it appears on the card (print clearly)

Signature

Return this form in one of these ways:

**Mail to: UW Continuum College
Registration Services
PO Box 45010
Seattle, WA 98145-0010**

Phone: 206-543-2310

Fax to: 206-685-9359

Please attach check here.

WASHINGTON STATE IN-SERVICE CLOCK HOURS
UW Continuum College

Fact Sheet

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Thank you for choosing to use UW Continuum College (UWC²) classes to fulfill your In-service clock hour requirements for the State of Washington. All UW Professional & Continuing Education courses, credit and noncredit, may be used to fulfill this requirement. Each 60 minutes of instruction, including reasonable time for breaks, equals one In-service clock hour.

Under the authority of WAC 180-85 ("Professional Certification- Continuing Education Requirement"), the Office of the Superintendent of Public Instruction (OSPI), stipulates that "individuals are responsible for maintenance of their own records." UWC², in compliance with this policy, requires that students be responsible for filling out and returning the appropriate forms with the appropriate signatures in order to receive In-service clock hours for participation in UWC² courses.

Please note: Clock Hours can **NOT** be awarded for any event for which the total number of hours is less than three (3) hours. (If the event has multiple sessions, individual sessions of less than three (3) hours can be included in the total.)

Step by Step Procedure:

1. A UWC² "In-service Clock Hour Attendance Sheet" will be provided to you on the last workshop date, April 28.
2. Complete the attendance sheet **fully** except for the signature line for the instructor. (Course information is listed on the top of this page and on the registration form.)
3. Return the "In-service Clock Hour Attendance Sheet" to UW in the High School, Attn: Mary Schweikl, PO Box 359485, Seattle, WA 98195. **Forms can be completed and given to the coordinator at the last workshop session.**
5. Following the receipt of the registration form (with payment) and the attendance sheet by Registration Services, an OSPI Form 1125, "In-service Registration", will be completed and mailed to you.
6. Keep Form 1125 as part of your permanent records so you can provide a copy when submitting records to OSPI or your local district.

Further Information:

For further information related to In-service clock hours, contact the Office of the Superintendent of Public Instruction, (360) 753-6773 in Olympia. For information on UWC² rules and policies on In-service clock hours, call Registration Services, 206-543-2310.