

Canby Community School Continuing Education – Clock Hour Approval Application Form

Your Name _____

Date of Experience _____
Month Date Year

Total Hours _____
See back for guide to hour allocation

Name and location of experience:
Professional objectives of experience:
Descriptive evaluation of experience:

Check the category that applies (see back for description of categories)	If this experience fulfills one of the mandatory state requirements for licensure, indicate below.																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%; text-align: center;">_____ A.</td><td>College Courses</td></tr> <tr><td style="text-align: center;">_____ B.</td><td>Workshops & Conferences</td></tr> <tr><td style="text-align: center;">_____ C.</td><td>Staff Development & In-services</td></tr> <tr><td style="text-align: center;">_____ D.</td><td>Curriculum Development</td></tr> <tr><td style="text-align: center;">_____ E.</td><td>Peer Coaching & Mentorship</td></tr> <tr><td style="text-align: center;">_____ F.</td><td>Professional Services & Supervision</td></tr> <tr><td style="text-align: center;">_____ G.</td><td>Leadership Experiences</td></tr> <tr><td style="text-align: center;">_____ H.</td><td>Understanding Diverse Educational Settings</td></tr> <tr><td style="text-align: center;">_____ I.</td><td>Preapproved Travel/Work Experiences</td></tr> </table>	_____ A.	College Courses	_____ B.	Workshops & Conferences	_____ C.	Staff Development & In-services	_____ D.	Curriculum Development	_____ E.	Peer Coaching & Mentorship	_____ F.	Professional Services & Supervision	_____ G.	Leadership Experiences	_____ H.	Understanding Diverse Educational Settings	_____ I.	Preapproved Travel/Work Experiences	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 90%;">Positive Behavioral Intervention Strategies</td><td style="width: 10%; text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Reading Preparation</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Suicide Prevention (1 hour)</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Cultural Competency</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Professional Growth including the area of English Language learners</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Accommodating, modifying, adapting curriculum & materials</td><td style="text-align: center;"><input type="checkbox"/></td></tr> </table>	Positive Behavioral Intervention Strategies	<input type="checkbox"/>	Reading Preparation	<input type="checkbox"/>	Key Warning Signs for Early-Onset Mental Illness in Children and Adolescents	<input type="checkbox"/>	Suicide Prevention (1 hour)	<input type="checkbox"/>	Cultural Competency	<input type="checkbox"/>	Professional Growth including the area of English Language learners	<input type="checkbox"/>	Accommodating, modifying, adapting curriculum & materials	<input type="checkbox"/>
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- ☐ ***Please attach proper verification documents.***
- ☐ ***Submit both copies of this form to the Continuing Education Committee. Your copy will be returned to you after approval by committee.***

-----For Committee Use-----

Received & Preapproved by Committee _____
Initials Date

Final Approval _____
Initials Date

Category Letter _____ Clock Hours Allowed _____

Categories for Clock Hour Allocation

A. Relevant course work completed at accredited colleges and universities.

- 24 clock hours per semester credit
- 16 clock hours per quarter credit

B. Educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to license held.

C. Staff development activities, in-service meetings, and courses.

D. Site, district, regional, state, national, or international curriculum development.

E. Engagement of informal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000.

F. Professional service in the following areas:

- Supervision of clinical experiences of persons enrolled in teacher preparation programs.
 - 2 CEUs for 12-15 hour placements (intro and methods students)
 - 5 CEUs for 2-week placements (pre-student teaching)
 - 24 CEUs for full-semester placements (student teaching)
- Participation on national, state, and local committees involved with licensure, teacher education, or professional standards.
- Participation in national, regional, or state accreditation.
- **No more than 30 clock hours may be granted for a five-year re-licensure period for supervision**

G. Leadership experiences in the following areas:

- Development of new or broader skills and sensitivities to the school, community, or profession.
- Publication of professional articles in a professional journal in an appropriate field.
- Volunteer work in professional organizations related to the areas of licensure held.
- Vacation Bible School teaching (**1 hour = 1 CEU, but limited to 30 hours per 5 year license**)

H. Opportunities to enhance knowledge of understanding of diverse educational settings in the following areas:

- Experiences with students of another age, ability, culture, or socioeconomic level.
- Systematic, purposeful observation during visits to schools and to related business and industry.

I. Preapproved travel or work experience

- Travel for purposes of improving instructional capabilities related of the field of licensure.
 - 10 CEUs for one week of preapproved travel or work experience
 - 30 CEUs may be granted in a 5-year re-licensure period. This may be waived by the committee if the experience is critical to the current skills for the teacher's assignment.
- Work experience in business or industry appropriate to the field of licensure.