



**EDUCATIONAL  
SERVICE  
DISTRICT 112**  
2500 NE 65th Avenue • Vancouver, WA 98661-6812  
(360) 750-7503

*Continuing Education Clock Hours and/or  
Vocational Clock Hour Credit*

**INSERVICE REGISTRATION**

This form will verify you attended the approved inservice program stated below. It will be used to document attendance for potential movement on the certificated salary schedule, for the 150 clock hour continuing certification requirement, and to report vocational clock hour credits. Clock hours for maintenance of a continuing certificate can be earned only after the certificate is issued. A copy of this form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations.

Upon receipt of registration fee, the information from all forms received by ESD 112 will be entered into the ESD 112 clock hour transcript system. It will be reported each October by the ESD to local school districts for your potential salary schedule placement. Additional transcripts may be requested in writing for a \$7 fee. Allow up to two weeks for delivery. Questions regarding clock hour transcripts should be directed to the Clock Hour Registrar at (360) 750-7503.

**DO NOT USE THIS FORM IF YOU RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. INCOMPLETE REGISTRATION FORMS WILL BE RETURNED AND WILL DELAY PROCESSING. All fees are non-refundable. EFFECTIVE 9/1/07, A \$25 FEE WILL BE CHARGED FOR ALL DOCUMENTATION REQUESTS ON ARCHIVED CLASSES OVER TWO YEARS OLD.**

<b>PARTICIPANT INFORMATION</b>	LEGAL NAME (Last, First, Middle)		FORMER NAME	
	DATE OF BIRTH (M,D,Y)	SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NO.	
	MAILING ADDRESS: Street		PHONE: Home: (    )	
	City	State	Zip	Business: (    )
NAME OF CONTRACTED EMPLOYER: _____		CHECK THIS BOX IF YOU ARE A SUBSTITUTE TEACHER:		<input type="checkbox"/>
NAME OF ASSIGNED BUILDING: _____				
<b>INSERVICE INFORMATION</b>	TITLE OF INSERVICE PROGRAM		CLASS NO.	FIRST DATE OF INSERVICE
			VA _____	
NAME OF INSTRUCTOR		PROGRAM LOCATION		
<b>SIGNATURES</b>	I swear/affirm that I earned <input type="text"/> (Fill in number) clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also, I certify (or declare) under penalty of perjury under the laws of the State 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 180-86 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 180-85-085).			
	Original Signature of Participant _____		Date _____	
	If paying a clock hour registration fee, would you like a receipt sent to you? If yes, please make sure your home address information is complete.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
	When signed by approved inservice sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280.			
Original Signature of Inservice Sponsor or Instructor _____		Date _____		

**FOR ESD 112 USE:**

Receipt # \_\_\_\_\_ Receipt Date \_\_\_\_\_ Cash  Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Prepaid  Initials \_\_\_\_\_

# *ESD 112*

## *Clock Hour Registration Fee*

### *Payment Procedure*

ESD 112 staff members and instructors are not able to accept payments at workshops.

Submit your payment for clock hour fees in the pre-addressed envelopes provided at the workshop. **Be sure to include the signed (by both ESD and yourself) WHITE copy of the registration form.** The yellow copy is for your records. You can deposit the envelope into the mail/safe slot located in the Conference Center lobby at ESD 112, or you can mail your payment and registration form to the ESD, attention Accounting Department (be sure to affix first-class postage). If you need a receipt, please check the box as indicated.

**The fee for registering clock hours on an ESD 112 Clock Hour Transcript is \$2 per clock hour.** Make checks payable to ESD 112. Note: The requirement to pay for registration of clock hours will depend on your district. Questions regarding payment of clock hour registration fees may be directed to the ESD 112 Human Resources Department at (360) 750-7503.

Evergreen Public Schools participants: Pay Evergreen Public Schools for clock hour fees. Please give completed form to the instructor of the workshop or ESD 112 representative for signature, then submit both copies to Evergreen School District with payment. Call 604-4010 Ext. 4438 for further information on payment of clock hour fees.

Clock hour registration fees may also be paid through VISA or MasterCard. If you would like to pay with a credit card, complete an ESD 112 Bankcard Payment form (provided at the workshop) and submit it with your registration form as described above (this option not applicable to Evergreen School District employees).