



Mount Vernon School District Teaching & Learning Department

CLOCK HOURS

Sign-in Sheets: OSPI requires your signature on the training sign-in sheet as proof of attendance. You will not receive clock hours if you do not sign in for each session date.

Course Evaluation: It is also a requirement to complete a course evaluation after each training. You have 14 calendar days to do so. If you miss the evaluation due date, you will not receive clock hours.

Salary Advancement: All certificated educators are placed on the salary schedule, with advancement based on years of service and education level. One step on the schedule is earned for every 15 credit hours or 150 clock hours (or a combination). If you are not yet at the top of the salary schedule, you can advance by earning clock hours. If you need clock hours for salary moves, it is your responsibility to give this information to Alexia Bautista in Human Resources.

Continuing Education: Continuing Education is a requirement for all certificated educators in Washington. Once you achieve professional certification, renewal is earned through continuing education in one of several ways:

- Must complete 100 clock hours or equivalent college credits or PGPs or a combination of any of the three options
OR
- Submit a valid National Board for Professional Teacher Standards (NBPTS) Certificate. The National Board Certificate must be renewed prior to applying for renewal of your teaching certificate.
- Submission of fingerprints for a background check is required, if a valid certificate is not already on record

Continuing Certificate Holders can create an account at <https://eds.ospi.k12.wa.us/pda/> using an email address. Once an account is established, clock hours can be added to your record as you complete them, eliminating the need to try and remember what classes you've taken during the last 5 years. Since you are the only one who knows all of the classes you've taken throughout the year, you are responsible for collecting and maintaining all of your clock hour forms.

More Information: The MVSD Staff Portal, <https://sites.google.com/a/mvsd320.org/mvsd-staff-portal/>, has further information & forms for your convenience. Also, the OSPI Website, <http://www.k12.wa.us/certification/ClockhoursFAQ.aspx>, is another good source of information.