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## CONTINUING CERTIFICATE CLOCK HOUR REPORT REQUIREMENTS

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This application is subject to change. Call your local educational service district (ESD) office for another application packet or download materials from our Web site at: [www.k12.wa.us/certification](http://www.k12.wa.us/certification) if you've had this packet for longer than six months.

**Attention:** Total fee amounts due with this application change on October 1, 2011 to include an OSPI processing fee. Any application submitted (postmarked) after September 30, 2011 must include the new fee amounts or processing will not continue.

### CONTINUING CERTIFICATE MAINTENANCE REQUIREMENT:

The clock hour report is filed with the Office of Superintendent of Public Instruction, Professional Certification Office after you have completed all 150 clock hours or equivalent college credit required for maintenance of your continuing certificate. The clock hour report must be filed prior to the lapse date of your continuing certificate.

It is your responsibility to maintain records which document compliance with the continuing education (clock hour) requirements. **DO NOT** attach those records to this application. The clock hour report is subject to audit and we will request you submit your clock hour records **ONLY** if you are chosen for audit.

### FILING INSTRUCTIONS:

- Complete the information on the application for Washington state certification clock hour report, including name, current address, and certificate number.
- List all continuing education (approved Washington clock hours, college credits from a regionally accredited institution, and Washington Vocational Technical College classes) taken for maintenance of your continuing certificate. When listing the hours taken, list the actual number of hours received and indicate if the offering was in clock hours, quarter hours, or semester hours. When listing the provider of the offering, be sure to list the agency which granted the approved clock hours. Do not list the instructor, place of offering, or your employer.
- Sign and date the affidavit section at the bottom of the form.
- Until 9-30-2011 send your completed clock hour report to:

**Professional Certification  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200**

There is no fee needed with this report if submitted (postmarked) prior to October 1, 2011. On October 1, 2011 a \$33 per certificate OSPI processing fee is required.

- After 9-30-2011 send your completed clock hour report to address below. Attach fee.  
 OSPI processing fee (a) \$33 x \_\_\_\_\_ = \_\_\_\_\_

Fiscal Office  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

This report may be filed online, including ACH or credit card payment, in a paperless manner. If you are submitting online to update more than one continuing certificate (i.e., teacher and principal) a clock hour report for each role will need to be submitted. To submit and pay the fees for the clock hour report online go to: <https://eds.ospi.k12.wa.us/pda/>

Once your application is processed, you will be mailed an updated certificate with a stamp on the back to indicate validity.

