

## **CONTINUING EDUCATION REQUIREMENT FOR HOLDERS OF A CONTINUING CERTIFICATE**

**Please carefully read the following information regarding clock hours. A form to report completion of your continuing education requirement is attached.**

**1. *WHAT IS THE CONTINUING EDUCATION REQUIREMENT?***

A requirement that persons must complete 150 clock hours of study **every** five years.

**2. *HOW DOES AN INDIVIDUAL KNOW IF HE/SHE MUST COMPLETE CLOCK HOURS TO MAINTAIN HIS/HER CONTINUING CERTIFICATE?***

The face of the certificate states: "Validity subject to completion of 150 clock hours earned every five years."

**3. *WHAT IS A CLOCK HOUR?***

Each 60 minutes of approved inservice, including reasonable time for breaks, equals one clock hour of continuing education credit.

**4. *WHO CAN OFFER CLOCK HOURS?***

Only a Washington State Board of Education-approved provider of clock hours.

**5. *WHO CAN BE APPROVED BY THE WASHINGTON STATE BOARD OF EDUCATION TO OFFER CLOCK HOURS?***

The following agencies may be approved to offer inservice clock hours when in compliance with standards and procedures set forth in chapter 180-85 WAC:

School districts, educational service districts, approved private schools, state agencies, colleges/universities, and professional organizations. (In order for professional organizations to become approved providers, they must be nonprofit and have either a committee or board of directors which provides prior approval to proposed inservice education programs.)

**6. *HOW WILL AN INDIVIDUAL KNOW IF THE WORKSHOP OR INSERVICE IS OFFERED BY A WASHINGTON STATE BOARD OF EDUCATION- APPROVED PROVIDER?***

The individual may check with the agency offering the workshop or Professional Education and Certification. Professional Education and Certification can tell an individual if the agency is approved for clock hours. Only the agency offering the workshop knows whether it has gone through the internal process of having that particular workshop approved for clock hours.

To assist participants in identifying workshops approved for clock hours, inservice offerings by approved providers of clock hours should be advertised on any literature as “Washington State-Approved Clock Hour Offering, Workshop, or Inservice.”

Most out-of-state organizations have not been approved to offer Washington State clock hours. Many organizations offer contact hours, continuing education units (CEUs), or similar credit. Individuals need to check carefully that they are being offered clock hours—not contact hours, CEUs, or similar credit. Contact hours, CEUs, etc., cannot be accepted as clock hours. Only Washington State-approved clock hours can be used toward maintenance.

**7. CAN AN INDIVIDUAL TAKE COLLEGE/UNIVERSITY CREDIT TO USE TOWARD MAINTENANCE?**

Any regionally accredited two- or four-year college credit at the 100 (freshman) level or above may be used toward maintenance. One quarter hour of college credit is the equivalent of 10 clock hours, and one semester hour of college credit is the equivalent of 15 clock hours.

**8. CAN AN INDIVIDUAL TAKE A COMBINATION OF COLLEGE/UNIVERSITY CREDIT AND CLOCK HOURS TO MEET THE MAINTENANCE REQUIREMENT?**

Yes.

**9. CAN AN INDIVIDUAL USE CLOCK HOURS OR COLLEGE CREDIT TAKEN BEFORE ISSUANCE OF THE CONTINUING CERTIFICATE TOWARD MAINTENANCE OF THE CONTINUING CERTIFICATE?**

No.

**10. CAN AN INDIVIDUAL CARRY OVER EXCESS HOURS FROM ONE FIVE-YEAR PERIOD TO THE NEXT?**

No. An individual must complete 150 clock hours every five-year period. Once the requirement for one five-year period has been completed, hours will not be counted toward the next five-year period until after July 1 of the next five-year period.

**11. IF AN INDIVIDUAL IS ISSUED MORE THAN ONE CONTINUING CERTIFICATE THAT REQUIRES MAINTENANCE (EXAMPLE: TEACHER AND ADMINISTRATOR), DOES HE/SHE NEED TO COMPLETE 150 HOURS FOR EACH CERTIFICATE?**

No. An individual is given one five-year cycle for completion of clock hours. Any hours completed during that cycle will maintain any and all clock hour maintenance certificates regardless of issuance date on the second or third certificate.

**12. DO INDIVIDUALS WHO OBTAIN CERTIFICATION FROM THE NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) NEED TO COMPLETE 150 CLOCK HOURS TO MAINTAIN A CONTINUING CERTIFICATE?**

No, individuals who hold a valid certificate issued by the NBPTS may use that certificate in lieu of completion of the 150 clock hours needed for maintenance. A copy of the valid certificate is submitted with the report for Washington State certification clock hours in order to validate the certificate for an additional five-year period.

**13. WHERE IS AN INDIVIDUAL'S RECORD KEPT?**

Approved clock forms, grade slips, or transcripts are given to the individual by the approved provider or by the college/university. Individuals are responsible for maintenance of their own records.

**14. HOW DO INDIVIDUALS SHOW THEY HAVE COMPLETED THE 150 CLOCK HOURS NEEDED FOR MAINTENANCE?**

Once individuals complete the 150 clock hours needed for maintenance of a continuing certificate, a report of the hours is filed with Professional Education and Certification to indicate completion of the requirement. A reporting form is attached for that purpose. Professional Education and Certification may audit the reports and request the individuals who are audited to submit their records.

**15. HOW WILL INDIVIDUALS KNOW THAT THEIR CERTIFICATES HAVE BEEN MAINTAINED BASED ON THE HOURS THEY HAVE COMPLETED?**

The individual must file a report of the hours completed with Professional Education and Certification showing what he/she took to meet the clock hour requirement. Professional Education and Certification will stamp the back of the certificate with the phrase "Certificate validity established through June 30, 20XX Professional Education and Certification." The year will reflect the end of the next five-year period for that individual.

**16. WHEN SHOULD AN INDIVIDUAL APPLY AFTER COMPLETING THE 150 CLOCK HOURS?**

As soon as he/she has met the requirement.

**17. WILL THE NEXT FIVE YEARS START FROM THE TIME THE REPORT IS FILED OR AT THE END OF THE FIVE-YEAR CYCLE?**

Regardless of how early a person files the report showing completion of his/her 150 clock hours, the next five-year period begins at the end of the previous five-year cycle.

**18. WHAT HAPPENS IF AN INDIVIDUAL DOES NOT COMPLETE THE CLOCK HOURS OR DOES NOT FILE THE REPORT SHOWING COMPLETION OF THE REQUIRED 150 CLOCK HOURS?**

The certificate lapses. In other words, it is no longer valid for service.

**19. HOW DO INDIVIDUALS REINSTATE THEIR CERTIFICATES?**

By submitting an application for reinstatement which includes presenting evidence of having completed the 150 clock hour requirement within the five years prior to the date of applying for reinstatement.

**20. CAN AN INDIVIDUAL GET APPROVAL FOR A WORKSHOP TO CARRY CLOCK HOURS IF THE ORGANIZATION DOES NOT HAVE APPROVAL?**

No. Only organizations approved by the State Board of Education can offer clock hours. Individuals cannot be approved to offer clock hours or have an offering by a nonapproved provider approved.

**21. CAN AN OFFERING BE APPROVED FOR CLOCK HOURS AFTER THE OFFERING HAS BEEN COMPLETED?**

No. Offerings must be approved prior to the start of the offering by an approved provider.

**22. IS THERE ANY WAY FOR AN ORGANIZATION THAT IS NOT AN APPROVED PROVIDER OF CLOCK HOURS TO SPONSOR A CLOCK HOUR OFFERING?**

An organization that is not approved cannot sponsor a clock hour offering. However, it may team up with an approved provider who would be willing to cosponsor the workshop for clock hours.

**23. CAN CLOCK HOURS APPROVED FOR MAINTENANCE OF CONTINUING AND CAREER AND TECHNICAL EDUCATION CERTIFICATES BE USED FOR CREDIT ON THE SALARY SCHEDULE?**

Yes. WAC 392-121-280 requires districts to document eligible credits on an official transcript or letter from the institution granting the credits or performing the inservice training. Districts will accept Form SPI 1125 if providers sign Section IV "Inservice Provider Verification."

**24. WHAT OFFICE SHOULD BE CONTACTED IF THERE ARE ADDITIONAL QUESTIONS?**

Professional Education and Certification  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO BOX 47200  
Olympia, WA 98504-7200  
Telephone: (360) 725-6400

email: [cert@ospi.wednet.edu](mailto:cert@ospi.wednet.edu)  
web: [www.k12.wa.us/cert](http://www.k12.wa.us/cert)

Enclosure: SPI CERT 1211

(Revised April 2002)