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|  | **Career and Technical Education (CTE)****Clock Hour Proposal Form** |

Clock Hour rules: [WAC 181-85](https://apps.leg.wa.gov/wac/default.aspx?cite=181-85&full=true) - *Professional Certification – Continuing Education Requirement*

Must be completed and submitted to Career & Technical Education (CTE) **30 days in advance** of the in-service for approval. *Note: OSPI only provides OSPI clock hours for OSPI hosted professional development (PD) and partnered events.*

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| **Submitted By:** |
| **Name:** Required | **District/Organization:** Required |
| **Phone:** Required | **Email:** Required |
| **Title of PD:** Required | **Subtitle of PD:** Optional |
| **PD Description:** Required |
| **Total Number of Clock Hours:** Required (Minimum of 60 minutes – [WAC 181-85-030 (6)](https://apps.leg.wa.gov/wac/default.aspx?cite=181-85-030)) |
| **Objectives:** *Provide detail that aligns with content standards listed below written in* ***Teacher Will Be Able To******format.*** |
| 1. Required |
| 2. Required |
| 3. Required |
| 4. Optional |
| **Clock Hour Credit Type:** *Select the content standards that apply.*  |
| **Continuing Education Standards:** *Must select at least one*. ([WAC 181-85-202](https://apps.leg.wa.gov/WAC/default.aspx?cite=181-85-202))[ ]  1. Opportunities for participants to collect and analyze evidence related to student learning[ ]  2. Professional certificate standards[ ]  3. Paraeducator standards of practice as described in Title 179 WAC[ ]  4. School and district improvement efforts[ ]  5. Education frameworks and curriculum alignment[ ]  6. Research-based instructional strategies and assessment practices[ ]  7. Content of current or anticipated assignment[ ]  8. Advocacy for students and leadership[ ]  9. Supervision, mentoring, or coaching[ ]  10. Building a collaborative learning community**Equity Standards:** *Check the box If seeking Cultural Competency, Diversity, Equity, and Inclusion (CCDEI) standards (*[*WAC 181-85-204*](https://app.leg.wa.gov/WAC/default.aspx?cite=181-85-204)*).* [ ]  **Equity Hours Requested:** Click or tap here to enter text.  **STEM Standards:** *Check the box if seeking STEM-related subject-area teacher endorsement standards (*[*RCW 28A.410.221*](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.410.221)*).*[ ]  **STEM Hours Requested:** Required if requesting STEM |
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| ***IF seeking STEM clock hours, complete supporting documentation below:*** |
| *(Must include content from 2 of the 4 STEM elements. Mark all that apply)* |
| [ ]  Science | [ ]  Technology | [ ]  Engineering | [ ]  Mathematics |
| *To qualify as a STEM course, each guiding question must be answered with a “Yes” and evidence supplied for each question. Evidence can be used from the course description, objectives, or agenda. You may also add additional information that provides rationale for the guiding questions.* |
| **Will the STEM activity have an impact on STEM experiences for students?** [ ]  Yes [ ]  No **Describe the impact:** Required |
| **Does the STEM activity provide examples or resources to use with students or with other educators?** [ ]  Yes [ ]  No **Describe the impact:** Required |
| **Does the STEM activity provide examples/resources about STEM-related career choices to use with students?** [ ]  Yes [ ]  No **Describe the impact:** Required |
| ***IF seeking Equity clock hours, complete supporting documentation below:*** |
| *Must select at least one* [*CCDEI standard*](https://drive.google.com/file/d/162UmX3OYX-EzJ7ApbQJVuUAF6qr2K2LZ/view?pli=1)*.*[ ]  Understanding Self and Others[ ]  Student, Family, and Community Engagement[ ]  Learning Partnerships[ ]  Leading for Educational Equity***:*** |
| **Describe how this proposal meets the standard(s):** Click or tap here to enter text. |

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| **Events Details:** *Please submit separate applications for repeated events if the audience or location is new.* |
| **Type of Event:**  Choose an item. **Event Visibility:** Choose an item. |
| **Location Name:** Click or tap here to enter text. | **Street Address:** Click or tap here to enter text. | **City, State, Zip Code:** Click or tap here to enter text. |
| **Online Meeting/Registration Link:** Required for online meeting |
| **Attendance Tracking Plan** *(attendance due to OSPI 2 weeks after event ends)***:** Click or tap here to enter text. |
| [ ]  **Agenda Attached** – *Times and expanded descriptions of events must be included (MS Word or Adobe)* **Agenda Link:**  Optional |
| **Session(s) Details:** *\*If your event spans multiple days, please provide the details for each day/session.* |
| **Date** | **Session Times** | **Check-In/Check-Out Times (OPTIONAL)** *(Note that check-in/check-out times* ***cannot*** *be included in the calculation of clock hours)* | **# Of GENERAL Clock Hours Offered Per Session** | **# Of STEM Clock Hours Offered Per Session** | **# Of Equity Clock Hours Offered Per Session** |
| Click or tap to enter a date. | Click or tap here to enter text. | Optional | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Optional | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Optional | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Optional | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Optional | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Presenters:** *(List ALL main instructors presenting during event. Please include a resume for each presenter)* |
| **Name** | **Email**  | **Phone #** | **Resume Attached** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Yes [ ]  Already on file |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Yes [ ]  Already on file |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | [ ]  Yes [ ]  Already on file |

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| **Return to:** |
| Career and Technical EducationOffice of Superintendent of Public InstructionP.O. Box 47200Olympia, WA 98504-7200 | **CTE@k12.wa.us** | 360-725-6245 |
| **OSPI USE ONLY** |
|  **Received Date:** Click or tap to enter a date. | **Response to Submitter Date:** Click or tap to enter a date. |
| [ ]  Approved**Event ID #:** Click or tap here to enter text. [ ]  Denied[ ]  **Additional Information Requested:** Click or tap here to enter text. |