



**CLOCK HOUR REQUIREMENTS
SUMMER INSTITUTE
July 8-10, 2008
Bellingham Technical College**

Clock Hour Sponsor: Whatcom Tech Prep Consortium / OSPI

Hours: 18 hours

Cost: FREE

To receive clock hour credit: *no partial "credit" available*

- ◆ Sign the OSPI Attendance Roster on first day of workshop (July 8)
- ◆ Attend all 3 days of the institute (6 hrs per day)
- ◆ Submit OSPI Workshop Evaluation form on last day (July 10)

The *official* OSPI Clock Hour Verification / Inservice Registration form will be given to you on the last day of Summer Institute. Once you receive the form:

- ◆ Fill out Section I and sign in the 3 places indicated in Section III of the form.
- ◆ This form verifies your participation in the Summer Institute workshop; OSPI does not retain copies of this form nor does the Consortium office. You are responsible to retain this form for your records.

It is the responsibility of the participant (you) to keep the registration form to verify clock hours when applying for your next level of certification or advancement on the district salary schedule. You should:

- ◆ provide your district with copy of the completed form for your personnel file
- ◆ keep the original copy for your records/files

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