

Staff Development -Clock Hour Approval Process

A) In-service Approval Committee

The superintendent will identify a committee, hereinafter referred to as the in-service approval committee, which may include at least one member from each of the following categories:

ADMINISTRATORS
BUILDING PRINCIPALS
TEACHERS
CLASSIFIED AND SUPPORT PERSONNEL
THE PUBLIC
HIGHER EDUCATION

B) In-service Application Process

Individuals wishing to offer clock hours for an in-service offering shall complete and submit to the committee, at least two weeks prior to the proposed start date for the in-service, the following documents:

- Program Proposal Form (5520F-1), including Résumé form if not previously submitted.
- Copies of proposed program agenda.

C) In-service Approval Process

The in-service approval committee's purpose shall be to review proposals for in-service education programs. And to review the evaluations of approved programs. The standards for approval shall be as set forth in WAC 180-85-200:

- (1) The objectives of the in-service program -- i.e., intended outcomes -- shall be written for each in-service education program.
- (2) The content of the in-service education program shall be set forth in a program agenda, which shall specify the topics to be covered, the days and times of each presentation, and the names and short description of qualifications of each instructor - e.g., degrees and current professional position.
- (3) All in-service education instructors shall have academic and/or professional experience, which specifically qualifies them to conduct the in-service education program -- e.g., a person with expertise in a particular subject, field, or occupation.
- (4) Program materials, including the program agenda, prepared, designed, or selected for the in-service education program shall be available to all attendees.
- (5) The in-service education program shall be evaluated by the participants to determine the success of the program, including the following:
 - (a) The extent to which the written objectives -- i.e., subsection (1) of this section -- have been met;
 - (b) The quality of the physical facilities in which the program was offered;
 - (c) The quality of the oral presentation by each instructor;
 - (d) The quality of the written program materials provided by each instructor; and
 - (e) Suggestions for improving the in-service education program if repeated.

- (6) The in-service education agency shall compile the evaluations required in subsection (5) of this section in summary form.
- (7) The designated administrator of each in-service education program shall assess the value and success of such program and periodically report his or her findings to the governing or advisory board, which authorized the in-service program.
- (8) The standards for recordkeeping as provided in WAC 180-85-205 shall apply.
- (9) The in-service education agency must permit a designated representative of the superintendent of public instruction to attend the in-service education program at no charge and permit such representative to receive a copy of the program materials required by subsection (4) of this section also at no charge.
- (10) The in-service education agency must provide each registrant with appropriate forms for claiming continuing education credit hours.

The committee upon review of the proposal form and agenda shall, by majority vote, approve or deny the proposal. The request originator shall be notified of the approval or denial of the request by the committee chair. Following the decision of the committee, the chair shall submit to the district office the following documentation:

- Program Proposal Form (5520F-1) with section B completed.
- Program Agenda.
- A copy of the minutes of the committee, which demonstrates 1) that the committee reviewed and approved the program using the criteria in WAC 180-85-200; and, 2) that the committee reviewed the participant assessments of prior in-service offerings.

D) In-service Forms and Recordkeeping

Upon notification of course approval, the request originator shall be responsible for preparing for the in-service the following forms:

- Certificated In-service Registration (5520 F-2)
- Clock Hour Attendance Sign In (5520 F-3)
- Clock Hour Evaluation Form (5520 F-4)

Within 2 weeks of the final day of the in-service, the originator shall submit to the district office the following documents:

- Completed Clock Hour Attendance Sign In Forms (5520F-3)
- Completed Clock Hour Evaluation Forms (5520F-4)