

# SY25/26 Clock Hour Provider Application

## Contact Information

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1. Organization Name: \*

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2. Other names that your organization may be known as (acronyms, dba, etc.)

\*

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3. Link to organization's website (respond N/A if you do not have a website) \*

 3

#### 4. Primary point of contact \*

This contact will receive important information regarding clock hour requirements and changes.

First Name

Last Name

Title

Email Address

Phone Number

### 5. Additional point of contact, in case the primary contact cannot be reached

First Name

Last Name

Title

Email Address

Phone Number

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6. Primary contact for your clock hour committee \*

First Name

Last Name

Title

Email Address

Phone Number

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7. Please list the full names of all members of your clock hours committee \*

**Organizational Information**

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LOGIC Show/hide trigger exists.

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8. Please select the organization type that best describes your organization; choose one \*

- Washington State school district or Tribal compact school
- Washington State approved private school
- Washington School for the Deaf
- Washington School for the Blind
- Educational service district (ESD)
- Labor union
- University or college
- [PESB-approved educator preparation program \(EPP\)](#)
- Non-profit or not-for-profit
- Other governmental agency (list name)

- Other - Write In (Required)

LOGIC Show/hide trigger exists. Hidden unless: #8 Question "Please select the organization type that best describes your organization; choose one" is one of the following answers ("University or college")

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9. Check one: \*

- This application is for the university/college as a whole
- This application is for a specific department or program within the university

**LOGIC** Hidden unless: #9 Question "Check one:" is one of the following answers ("This application is for a specific department or program within the university")

**ID** 44

10. Name of the specific department or program \*

**LOGIC** Hidden unless: #8 Question "Please select the organization type that best describes your organization; choose one" is one of the following answers ("Non-profit or not-for-profit")

**ID** 52

11. 501(c)4 organizations are not permitted to be approved clock hour providers. Other nonprofit or not-for-profit organizations must provide proof of their current status.

Please upload a copy of a document indicating your organization's non-profit tax status to provide proof of your organization's non-profit status.

Example documents include: IRS non-profit determination letter, international tax documentation

Acceptable file types: pdf, doc, docx, png, jpg, jpeg. Max file size: 750k per file, 2 files max. \*

Browse...

## Your organization's history as a clock hour provider in Washington State

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**LOGIC** Show/hide trigger exists.

**ID** 37

12. Has your organization been an approved clock hour provider in WA before? \*

- Yes
- No

**LOGIC** Hidden unless: #12 Question "Has your organization been an approved clock hour provider in WA before?" is one of the following answers ("Yes")

**ID** 38

13. During which of the past years listed below was your organization an approved clock hour provider? \*

- [2024-2025 academic year](#)
- [2023-2024 academic year](#)
- [2022-2023 academic year](#)
- [2021-2022 academic year](#)
- [2020-2021 academic year](#)
- Prior to the 2020-2021 academic year

**LOGIC** Hidden unless: #12 Question "Has your organization been an approved clock hour provider in WA before?" is one of the following answers ("Yes")

**ID** 39

14. How many clock hour courses did your organization offer during the most recent year that you were an approved provider? \*

**LOGIC** Hidden unless: #12 Question "Has your organization been an approved clock hour provider in WA before?" is one of the following answers ("Yes")

**ID** 40

15. Approximately how many educators did your organization provide professional development for during the most recent year that you were an approved provider? \*

**LOGIC** Hidden unless: #12 Question "Has your organization been an approved clock hour provider in WA before?" is one of the following answers ("Yes")

**41**

16. What types of clock hour courses have you offered during the most recent year that you were an approved provider?

- STEM (Science, Technology, Engineering, and Math integration)
- Equity-based school practices
- Educational leadership
- Social Emotional Learning (SEL)
- Clock hours for Paraeducators (please describe)  
 \*
- Other - (Please describe)  
 \*
- My organization has not been a provider for a full year

**LOGIC** Hidden unless: #12 Question "Has your organization been an approved clock hour provider in WA before?" is one of the following answers ("No")

**42**

17. Why does your organization want to become a clock hour provider for the upcoming year? \*



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18. Describe the relevant experiences and expertise that demonstrate your organization's capacity to provide/lead professional development to educators.

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### Equity-based school practice providers

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LOGIC Show/hide trigger exists.

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19. The organizations listed below and here (link) are the only organizations permitted to offer equity-based school practices clock hour courses. If you are one of the permitted organizations, select your name/organization type to complete your equity application. If you are not a permitted equity provider, select "not applicable" and move to the next question. \*

- Association of Washington School Principals (AWSP)
- Office of the Superintendent of Public Instruction (OSPI)
- PESB-approved teacher or administrator preparation program providers
- Washington Education Association (WEA)
- Washington State Education Service Districts (ESDs)
- Washington State school districts, tribal compact schools, approved charter schools, Washington school for the Deaf, Washington school for the Blind
- Not applicable

**LOGIC** Hidden unless: #19 Question "

The organizations listed below and here (link) are the only organizations permitted to offer equity-based school practices clock hour courses. If you are one of the permitted organizations, select your name/organization type to complete your equity application. If you are not a permitted equity provider, select "not applicable" and move to the next question.

" is one of the following answers ("Not applicable")

**Q** 64

20. PESB is not accepting applications for equity-based clock hour providers for any organization type beyond the ones listed here. However, PESB may create a process for additional organizations to apply as equity-based clock hour providers in the future.

If you are interested in receiving updates on this topic, **please enter your email below.**

- Not applicable and not interested in updates
- Interested in receiving email updates (enter email address)

**LOGIC** Hidden unless: #19 Question "

The organizations listed below and here (link) are the only organizations permitted to offer equity-based school practices clock hour courses. If you are one of the permitted organizations, select your name/organization type to complete your equity application. If you are not a permitted equity provider, select "not applicable" and move to the next question.

" is one of the following answers ("Association of Washington School Principals (AWSP)", "Office of the Superintendent of Public Instruction (OSPI)", "PESB-approved teacher or administrator preparation program providers", "Washington Education Association (WEA)", "Washington State Education Service Districts (ESDs)", "Washington State school districts, tribal compact schools, approved charter schools, Washington school for the Deaf, Washington school for the Blind")

**ID** 36

21. Organization's mission and vision statement: \*

**LOGIC** Hidden unless: #8 Question "Please select the organization type that best describes your organization; choose one" is one of the following answers ("Non-profit or not-for-profit")

**ID** 54

22. Organization name as listed on your tax records \*

**LOGIC** Hidden unless: #19 Question "

The organizations listed below and here (link) are the only organizations permitted to offer equity-based school practices clock hour courses. If you are one of the permitted organizations, select your name/organization type to complete your equity application. If you are not a permitted equity provider, select "not applicable" and move to the next question.

" is one of the following answers ("Association of Washington School Principals (AWSP)", "Office of the Superintendent of Public Instruction (OSPI)", "PESB-approved teacher or administrator preparation program providers", "Washington Education Association (WEA)", "Washington State Education Service Districts (ESDs)", "Washington State school districts, tribal compact schools, approved charter schools, Washington school for the Deaf, Washington school for the Blind")

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23. Please describe your organization's expertise in equity-based school practices. For instance, examples of previous equity course offerings, trainings or certifications of staff and/or instructors, etc. \*

## Clock Hour Course Information

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24. Thinking about your plans for the 2025-26 year, what subject matter topics does your organization plan to provide in clock hour courses for educators in the 2025-26 approval period? \*

- STEM (Science, Technology, Engineering, and Math integration)
- Equity-based school practices
- Educational leadership
- Social Emotional Learning (SEL)
- Clock hours for Paraeducators (please describe)

\*

- Other (please describe)

\*

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25. In what formats are your clock hour courses offered? (check all that apply)

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- In-person, multiple attendees who interact
- Online, multiple attendees who interact
- Online, self-directed
- Some parts of the course are in-person and other parts are online
- Some parts are online with multiple attendees and other parts are online and self-directed
- Other (please describe)

\*

**LOGIC** Show/hide trigger exists.

**ID** 65

26. Do all your clock hour courses have an active instructor or facilitator present throughout the full length of the course? \*

- Yes
- No

**LOGIC** Hidden unless: #26 Question "Do all your clock hour courses have an active instructor or facilitator present throughout the full length of the course? " is one of the following answers ("Yes")

**ID** 67

27. Please provide examples of how your course instructors or facilitators support educators throughout the full course. \*

**LOGIC** Hidden unless: #26 Question "Do all your clock hour courses have an active instructor or facilitator present throughout the full length of the course? " is one of the following answers ("No")

**ID** 68

28. Please provide more details on what your clock hour courses look like without an active instructor or facilitator present. \*

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29. WAC 181-85-045 specifies that PESB is required to collect information on clock hour pricing. Please provide details below regarding any costs related to your clock hour courses. (examples: course fees, additional registration fees, payment plan options, loan options, etc.) \*

30. **WAC 181-85-205** specifies records that must be kept by the clock hour providers.

The records include:

- Documentation that the course, including the program agenda, was approved by the clock hour committee prior to being offered
- A summary of the evaluations turned in by attendees at the end of the course
- A copy of the committee meeting minutes showing that the evaluation summary was reviewed
- A list of all the participants for each course who have requested to receive clock hours
- A copy of the form that was provided to attendees in order to request clock hours. There must also be a way for attendees to request and receive a copy of this form for seven years after the conclusion of the course.
- **All of the above records must be kept for seven years**

How will your organization meet these requirements? \*



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31. I certify that the above-named organization will comply with **ALL** of the Continuing Education Program Approval Standards and required recordkeeping regulations specified in Professional Certification Continuing Education Requirement, WAC Chapter 181-85-205, and that written records for each program standard shall be maintained and be available for OSPI inspection for a period of seven (7) calendar years form the date of each inservice program offered. \*

Clear

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Sign name using mouse or touch pad

Signature of