



This is a preview of the 2026-27 clock hour provider application questions. The actual application must be completed via the online portal.

Create an account to save your information and access our online portal.

- Login Name
- Password

Your Information

- First Name
- Last Name
- Your Title
- Your Email Address

- Provider/Organization Name
- Other names that your organization may be known as (acronyms, DBA, etc.)

- Provider/Organization Address Line 1
- City
- State/Province
- Zip/Postal Code
- Country

- Website

- Is your organization a currently approved clock hour provider for 2025-26?
 - Yes
 - No

Organization Type

- Please select your organization type from the list of approved entities below. If more than one type applies to your organization, choose the most specific one.



For instance, if you are applying as a non-profit approved private school, choose approved private school. If you are applying as an approved EPP that is part of a university, choose approved EPP.

- Nonprofit/not-for-profit
 - Educational service district (ESD)
 - PESB-approved educator preparation program (EPP)
 - University or college
 - Washington state school district or tribal compact school
 - Washington state approved private school
 - Washington School for the Deaf
 - Washington School for the Blind
 - Other government agency (local, state, or federal)
- The Legislature has designated the following organizations as eligible to offer professional learning on equity-based school practices and educational leadership. These providers must respond to additional application questions. If applicable, select your organization type from the list below so you can receive an email with those additional questions.
 - Association of Washington School Principals (AWSP)
 - Office of the Superintendent of Public Instruction (OSPI)
 - PESB- approved teacher and or administrator preparation program providers
 - Washington Education Association (WEA)
 - Washington State Educational Service Districts (ESD's)
 - Washington State school districts, tribal compact schools, approved charter schools,
 - Washington school for the Deaf
 - Washington school for the Blind
 - Not Applicable (N/A)

Nonprofit/Not-For-Profit Documentation

- Nonprofit organizations must provide proof of current status. This requirement is only for nonprofit organizations. If you chose a different organization type in the previous question, you may skip this question.



Proof of nonprofit status requires a document issued by an outside agency (not self-issued) which shows your organization type. For example: IRS determination letter, WA Secretary of State certificate of existence, original incorporation documents.

(Document upload)

Additional contact information

- In the event that you cannot be reached, who else from your organization should we contact?
 - First Name (additional contact)
 - Last Name (additional contact)
 - Job Title (additional contact)
 - Email Address (additional contact)
 - Phone Number (additional contact)

- List the full names of all Clock Hour Committee members

Clock Hour Provider Questions

- Why does your organization want to be a clock hour provider for the upcoming approval period?
- What is your organization's experience and expertise in providing professional development to educators?
(Examples include experience offering clock hour courses, staff members' professional history, educational background in related fields, and any knowledge or experience that qualifies your organization to offer professional development to educators.)
- WAC 181-85-205 specifies records that must be kept by the clock hour providers. Describe how your organization will meet these requirements.
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; a committee meeting minutes; and more.



Certifications

- I am submitting this application on behalf of the organization named above. By submitting this application, I verify that all information provided is accurate to the best of my knowledge.

- I certify with my typed signature below 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 and or PESB inspection for a period of seven (7) calendar years from the date of each inservice program offered.

If you selected a provider type that is eligible to apply to become an equity and leadership clock hour provider in the Organization Type question, you will receive an email link to complete the Equity and Leadership Supplemental Questions. A preview of those questions are included below.



SUPPLEMENTAL QUESTIONS - EQUITY AND LEADERSHIP CLOCK HOUR PROVIDERS

First, you will be asked to log-in to the account you created during general clock hour provider application. Please be sure to log-in so that your supplemental answers will be attached to your account/your application.

Equity and Leadership Provider

- The organizations listed above are the only entities permitted to offer equity-based school practices or educational leadership clock hour courses. If your organization does not match the list, you are not eligible to be an equity or leadership provider.

Select your provider name/type from the list below

- 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
- Equity-based school practices and school leadership clock hour provider eligibility confirmation
 - I attest that my organization is eligible to apply as a clock hour provider for equity and leadership clock hours.
 - PESB-approved teacher and administrator preparation programs

PESB-approved teacher and administrator preparation programs are eligible to be clock hour providers for equity and leadership hours. Other units, departments, and programs within an organization, university, or college are not eligible to offer equity or leadership clock hours unless they partner with a PESB-approved teacher and/or administrator preparation program.



Only check this box if you are applying on behalf of a PESB-approved teacher and/or administrator preparation program.

By checking this box, I acknowledge my understanding of this information.

Your information

- First Name
- Last Name
- Provider/Organization Name
- Organization name as listed on your tax records

Equity & Leadership Clock Hour Provider Supplemental Questions

- Organization's mission and vision statement
- Please describe your organization's expertise in equity-based school practices and/or educational leadership. For instance, examples of previous equity course offerings, trainings or certifications of staff and/or instructors, etc.:
- What possible subject matter topics will be addressed in the clock hour offerings provided by your organization in the 2026-27 approval period?
- Describe your organization's processes for issuing transcripts/certification of attendance/1125 or 1125-E form for in-service registration.
- What is the cost per clock hour of your courses as paid by the educator?

This is the cost of the entire course, not just the cost to register the clock hours. For example, if you are offering a course worth five clock hours that costs \$100 plus a \$5 fee to register the clock hours, the cost per clock hour would be \$21.

- Free/no cost to the educator
- \$1-10 per clock hour
- \$11-25 per clock hour
- More than \$26 per clock hour



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