

**Clock Hours Registration Form Spanish Heritage Learners Workshop**

**Enrollment Information**

Please check one.  Male  Female

Name (last) (first) (middle) Former name, if applicable

Address City State ZIP code

Date of Birth (required) Social Security Number (optional)

Telephone number Email Address

**Course Information**

Term: Winter 2020 Abbrev/Number/Section.: PL 500 B Reg. #: 186936

Course Title: Spanish Heritage Learners Workshop Instructor: Maria Gilman

Start Date: 1/11/2020 End Date: 4/04/2020 (Three days, only 1/11, 02/22, 04/04) Meeting Time: 9:00AM- 1:00PM

**Payment Information**

Total Fee: \$ 55.00

**UW Student Information**

Have you ever enrolled for credit courses at UW?  Yes  No

UW Student Number: (If known) \_\_\_\_\_

**Method of Payment:**

- Check payable to the University of Washington
- VISA  MasterCard

Credit card number Exp. Date

Name as it appears on the card (print clearly)

Signature

**Return this form in one of these ways:**

**Mail to: UW Continuum College  
Registration Services  
PO Box 45010  
Seattle, WA 98145-0010**

**Phone: 206-543-2310**

**Please attach check here.**

WASHINGTON STATE IN-SERVICE CLOCK HOURS  
UW Continuum College

Fact Sheet

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Thank you for choosing to use UW Continuum College (UWC<sup>2</sup>) classes to fulfill your In-service clock hour requirements for the State of Washington. All UW Professional & Continuing Education courses, credit and noncredit, may be used to fulfill this requirement. Each 60 minutes of instruction, including reasonable time for breaks, equals one In-service clock hour.

Under the authority of WAC 180-85 ("Professional Certification- Continuing Education Requirement"), the Office of the Superintendent of Public Instruction (OSPI), stipulates that "individuals are responsible for maintenance of their own records." UWC<sup>2</sup>, in compliance with this policy, requires that students be responsible for filling out and returning the appropriate forms with the appropriate signatures in order to receive In-service clock hours for participation in UWC<sup>2</sup> courses.

**Step by Step Procedure:**

1. A UWC<sup>2</sup> "In-service Clock Hour Attendance Sheet" will be provided to you on the last workshop date, April 04.
2. Complete the attendance sheet **fully** except for the signature line for the instructor. (Course information is listed on the top of this page and on the registration form.)
3. Return the "In-service Clock Hour Attendance Sheet" to UW in the High School, Attn: Mary Schweikl, PO Box 359485, Seattle, WA 98195. **Forms can be completed and given to the coordinator at the last workshop session.**
5. Following the receipt of the registration form (with payment) and the attendance sheet by Registration Services, an OSPI Form 1125, "In-service Registration", will be completed and mailed to you.
6. Keep Form 1125 as part of your permanent records so you can provide a copy when submitting records to OSPI or your local district.

**Further Information:**

For further information related to In-service clock hours, contact the Office of the Superintendent of Public Instruction, (360) 753-6773 in Olympia. For information on UWC<sup>2</sup> rules and policies on In-service clock hours, call Registration Services, 206-543-2310.