

## STEPS TO COMPLETING THE CREDIT/CLOCK HOUR APPROVAL PROCESS

### Step 1

#### **Credit Clock Hour Approval Form**

- ❖ Fill out the *Credit/Clock Hour Approval Form* prior to registering for a class or course. Please remember to fill in the amount of clock hours or credits for the class or course you are taking.
- ❖ Submit the form to your building administrator for approval and signature.
- ❖ Send the white copy to the district office; keep the yellow and pink copies for your records.

### Step 2

#### **Inservice (Class/Course)Registration Form**

- ❖ Sign up for the class or course using the *Inservice Registration* form provided by the institute you are taking the class or course from. The instructor will sign the form verifying attendance. Leave a copy of the form with the class or course instructor. If the class or course you are taking is with an institute other than the ESD, you will need to mail a copy of the *Inservice Registration* form to the ESD.
- ❖ Send a copy of the *Inservice Registration* form to Julie in the district office.

### Step 3

#### **Transcript**

- ❖ After completing the class or course, request a copy of the *Transcript* associated with the class or course taken and have it mailed to Julie in the district office. If the class or course you are taking is through ESD 112, do not request a transcript. ESD transcripts are sent to the district in October. The information listed on the transcript will be entered into the Employee Tracking System.