



**Tumwater School District No. 33**  
**Application to Conduct a Class for Clock Hours**

**Directions:** This completed application and required information must be submitted to your building pdNorthwest representative at least 10 (ten) school business days prior to the first session of the proposed training.

All attendees must enroll via pdEnroller. Sponsoring administrator/instructor is responsible for collecting sign-in signatures and number of clock hours participants actually attended. Sign-in attendance sheets will be submitted to the ESD 113 Clock Hour staff.

Questions? Contact 360.464.6700

1. Sponsoring Agency: Tumwater School District, 621 Linwood Ave SW, Tumwater, WA 98512 – Phone: 360-709-7020
2. Name & Title of District’s Sponsoring Administrator: \_\_\_\_\_
3. Instructor Name(s): \_\_\_\_\_
4. Title of Offering: \_\_\_\_\_
5. Specific Date(s) of Training: \_\_\_\_\_
6. Specific Time(s) of Training: From \_\_\_\_\_ To \_\_\_\_\_
7. Total Number of Continuing Clock Hours: \_\_\_\_\_

**Note: Clock Hours are granted for a minimum of 1(one) hour.** As per WAC 180-85-030(5), approved in-service credit hours shall not include routine staff meetings to discuss or explain operations policies or administrative practices, business meetings, or social hours or meal time. Clock hours are awarded for instructional contact time only.

8. Maximum Class Size: \_\_\_\_\_
9. Specific Location (building site/room): \_\_\_\_\_
10. Are the expected outcomes on the teaching process measurable? Briefly describe how:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Will this training meet your building’s site plan? How?  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Provide or attach an agenda for the workshop:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Provide an outline of Course Objectives to this form including a brief description of what the participants will learn by the conclusion of the training:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Provide Human Resources with a brief statement/email describing the training, experience, and/or education that qualifies this instructor to teach this specific clock hour class:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Are you requesting approval for Vocational Clock Hours?      NO
16. All participants must complete a *Tumwater School District* evaluation at the end of the class. Evaluation Form must include: extent to which written objectives have been met; quality of the physical facilities; quality of the oral presentation by each instructor and quality of the written materials provided by each instructor.
17. Will attendees have the option of using this training for college/university credit?      NO  
 (Attendees may claim either clock hours or college credit, not both!)

FOR ESD 113 USE ONLY: ESD 113 Committee approval \_\_\_\_\_  
 DATE OF APPROVAL \_\_\_\_\_

Review the information below to see if your event can qualify for STEM or TPEP Clock Hours.

Contact Jack Arend or Alison Perkins if you have questions

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## STEM

A STEM proposal must include content from **2 of the 4** STEM elements. Please check the areas that apply:

- Science
- Technology
- Engineering
- Mathematics

### Guiding Questions

To qualify as a STEM course, each guiding question must be answered with a 'Yes' **and** evidence supplied for each question. Evidence can be copied from the course description, objectives, agenda. You may also add additional information that provides rationale for the guiding question.

**Will the STEM activity have an impact on STEM experiences for students?**

- Yes
- No

**Does the STEM activity provide examples or resources to use with students or with other educators?**

- Yes
- No

**Does the STEM activity provide examples or resources about STEM-related career choices to use with students?**

- Yes
- No

## TPEP

To qualify for a TPEP training, course must contain at least one criteria from the following list and evidence for each criteria may be documented either by copying information from the course description, objectives or agenda; or you may add additional information that provides rationale for the criteria.

### Teacher Evaluation Criteria

<input type="checkbox"/> Criterion 1 Centering instruction on high expectations for student achievement.
<input type="checkbox"/> Criterion 2 Demonstrating effective teaching practices.
<input type="checkbox"/> Criterion 3 Recognizing individual student learning needs and developing strategies to address those needs.
<input type="checkbox"/> Criterion 4 Providing clear and intentional focus on subject matter content and curriculum.
<input type="checkbox"/> Criterion 5 Fostering and managing a safe, positive learning environment
<input type="checkbox"/> Criterion 6 Using multiple student data elements to modify instruction and improve student learning.
<input type="checkbox"/> Criterion 7 Communicating and collaborating with parents and school community.
<input type="checkbox"/> Criterion 8 Exhibiting collaborative and collegial practices focused on improving instructional practice and student learning.

Enter the rationale for each selected Teacher Criteria.

### Principal Evaluation Criteria

<input type="checkbox"/> Criterion 1 Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
<input type="checkbox"/> Criterion 2 Demonstrating commitment to closing the achievement gap.
<input type="checkbox"/> Criterion 3 Providing for school safety.
<input type="checkbox"/> Criterion 4 Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements.
<input type="checkbox"/> Criterion 5 Assisting instructional staff with alignment of curriculum, instruction, and assessment with state and local school district learning goals.
<input type="checkbox"/> Criterion 6 Monitoring, assisting, and evaluating effective instruction and assessment practices.
<input type="checkbox"/> Criterion 7 Managing both staff and fiscal resources to support student achievement and legal responsibilities.
<input type="checkbox"/> Criterion 8 Partnering with the school community to promote student learning.