

**PROSSER SCHOOL DISTRICT**  
**Pre-Approval of COLLEGE CREDITS and CLOCK HOURS for Salary Increments**

Print Name \_\_\_\_\_ Location \_\_\_\_\_

**CURRENT ASSIGNMENT (Grade and Subjects(s))** \_\_\_\_\_

**State Defined Criteria:** In compliance with Engrossed Substitute House Bill 1410, Chapter 18, Laws of 1995 and WAC 392-121-262, the credits earned by certificated instructional staff after September 1, 1995 shall be counted towards allocations only if the content of the course(s) meet any one of the following: (These criteria are in addition to those in WAC 392-121-255, 257, 259 and 280)

1. Is consistent with the school District's strategic plan for improving student learning  
*\* Indicate specific school district strategic plan or component of the plan; or*
2. Is consistent with a school-based plan for improving student learning developed under student learning improvement block grant for the school in which the individual is assigned  
*\* Indicate specific component of the plan; or*
3. Pertains to the individual's current assignment or expected assignment for the following school year; or
4. Is necessary for obtaining endorsement as prescribed by the state board of education  
*\* Describe specific endorsement and appropriate essential area of study for which you are currently working;*  
*\* Submit a signed "Affidavit of Endorsement Intent"*  
*\* Must obtain "C" grade or "Pass"; or*
5. Is specifically required for obtaining advanced levels of certification  
*\* Please describe advanced level of certification you are working towards: (Credits in this category cannot be applied towards initial teaching certificate renewal or maintenance of a certificate)*  
*\* Submit a signed "Affidavit of Advanced Certification Intent"; or*
6. Is included in a college or university degree program that pertains to the individual's current assignment, or potential future assignment, as a certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual  
*\* Include description of degree program in which you are enrolled and a copy of your degree program acceptance letter.*  
*\* Submit a signed "Affidavit of Degree Intent"*

**COLLEGE CREDIT** \_\_\_\_\_ **CLOCK HOURS** \_\_\_\_\_ (Check one)

\* Attach brochures and/or other information describing the content of course(s) or workshop(s)

Course(s) Title	Course #	Course Description	Date	Quarter _____
				Semester _____
				Hours Available _____

Institution \_\_\_\_\_ Applicable Criteria #: \_\_\_\_\_  
(Must be an accredited College, University (WAC 180-78-010) or approved State of Washington clock hour provider (WAC 180-85-083))

Applicability , Criteria # (See 1-6 above) and explanation: \_\_\_\_\_

*I certify this is true and correct to the best of my knowledge. I also understand that it is a violation of the Professional Code of Conduct, which could result in loss of certification, to misrepresent or falsify information contained herein.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

**School District Office Use Only**

Signature \_\_\_\_\_ Date Received: \_\_\_\_\_ Approval \_\_\_\_\_ Yes \_\_\_\_\_ No

FORM "A"

**To claim clock hours the pre-approval form must be turned in within 30 days after in-service completed**