



EDUCATIONAL SERVICE DISTRICT 112
 2500 NE 65th Avenue • Vancouver, WA 98661-6812
 (360) 750-7503

Continuing Education Clock Hours and/or Vocational Clock Hour Credit

INSERVICE REGISTRATION

This form will verify you attended the approved inservice program stated below. It will be used to document attendance for potential movement on the certificated salary schedule, for the 150 clock hour continuing certification requirement, and to report vocational clock hour credits. Clock hours for maintenance of a continuing certificate can be earned only after the certificate is issued. A copy of this form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations.

Upon receipt of registration fee, the information from all forms received by ESD 112 will be entered into the ESD 112 clock hour transcript system. It will be reported each October by the ESD to local school districts for your potential salary schedule placement. Additional transcripts may be requested in writing for a \$7 fee. Allow up to two weeks for delivery. Questions regarding clock hour transcripts should be directed to the Clock Hour Registrar at (360) 750-7503.

DO NOT USE THIS FORM IF YOU RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. INCOMPLETE REGISTRATION FORMS WILL BE RETURNED AND WILL DELAY PROCESSING. All fees are non-refundable. EFFECTIVE 9/1/07, A \$25 FEE WILL BE CHARGED FOR ALL DOCUMENTATION REQUESTS ON ARCHIVED CLASSES OVER TWO YEARS OLD.

PARTICIPANT INFORMATION	LEGAL NAME (Last, First, Middle)		FORMER NAME	
	DATE OF BIRTH (M,D,Y)	SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NO.	
	MAILING ADDRESS: Street		PHONE: Home: ()	
	City	State	Zip	Business: ()
NAME OF CONTRACTED EMPLOYER: _____		CHECK THIS BOX IF YOU ARE A SUBSTITUTE TEACHER: <input type="checkbox"/>		
NAME OF ASSIGNED BUILDING: _____				
INSERVICE INFORMATION	TITLE OF INSERVICE PROGRAM	CLASS NO.	START DATE OF INSERVICE	
		VA _____	END DATE OF INSERVICE	
	NAME OF INSTRUCTOR		PROGRAM LOCATION	
Clock Hours include STEM content <input type="checkbox"/> YES <input type="checkbox"/> NO				
SIGNATURES	I swear/affirm that I earned <input type="text"/> (Fill in number) clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-86 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 180-85-085).			
	Original Signature of Participant _____		Date _____	
	If paying a clock hour registration fee, would you like a receipt sent to you? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please make sure your home address information is complete.	
	When signed by approved inservice sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280.			
Original Signature of Inservice Sponsor or Instructor _____		Date _____		

FOR ESD 112 USE: Cash Receipt # _____ Receipt Date _____ Check # _____ Amount Paid _____ Prepaid Initials _____



**EDUCATIONAL
SERVICE
DISTRICT 112**

PROGRAM EVALUATION

Workshop/Course Title: _____

Instructor: _____

Course No. _____

Indicate level of agreement by circling 1,2,3, or 4.	Agree		Disagree	
1. The course met the stated objectives	4	3	2	1
2. The course was skillfully presented and well organized	4	3	2	1
3. The course assisted me in increasing my skills and knowledge that will enhance my practice	4	3	2	1
4. The print/online materials were of high quality and Suitable to the subject matter	4	3	2	1

Suggestions for improvement:

ESD 112 Digital Inservice Registration Form

Return Instructions:

Please email completed forms to:

registration@esd112.org

Or you can print and mail them to: **2500 NE 65th Ave, Vancouver WA 98661.**

Please make sure that the class number is filled in correctly (2015-16 class numbers begin with the letters "VAE") in order to ensure accuracy.