Clock Hours | Continuing Education Units | Credit Option Overview

Professional Careers often require some sort of continuing education to maintain licensure/certification. These are legal requirements and as an institution of higher education it is a responsibility to assist our constituency to maintain the professions that degrees earned at WWU brought them into. Continuing one’s education in their chosen field OR gaining experience, knowledge, expertise in a different field comes under the umbrella of Professional Development.

- **Clock Hours** were created by the Washington State Office of Superintendent of Public Instruction for certificated teachers to use for certification renewal and salary schedule in response to complaints about the cost of obtaining credit from universities. (15 quarter credits are required every five years to maintain certification.) School Districts use a number of credits earned post baccalaureate and post-graduate to determine placement of the individual on a salary schedule. (10 clock hours is equal to 1 quarter credit. [1 credit for each hour per week of classroom discussion or lecture ex: 15 hrs is equivalent to 1.5 credits - - 1 credit for every two hours per week of laboratory or practice/rehearsal involving some preparation or reporting ex: 30 hrs lab is equivalent to 1.5 credits])

- **Continuing Education Units (CEUs)** are generally issued by Professional Societies in conjunction with conferences, workshops, seminars, etc. CEUs are not offered very frequently and when they have been in it is because of a hosting or some sort of association with the educational activity. [10 hours face-to-face equivalent to 1 CEU]

- **Credit Option** is a tool to offer university credit in conjunction with educational events such as workshops, conferences, seminars, etc. Credit “taken” as an option provides transcriptable credit for the teacher (and other professionals) to use to show their currency in their subject matter OR to learn new subject matter.

  Conferences, workshops, seminars, etc. may offer credit option, CEU or clock hours to participants. Participants may only take one – not all three or two.

**PROCESS**

An inquiry will come from a faculty member on campus, community organization or conference services here at EE to obtain some sort of credit/documentation as to attendance and acquisition of information in conjunction with a workshop, conference, or seminar.

First and foremost – all partnerships with these organizations must be educational in nature AND have direct linkage to an academic unit within WWU. I.e., we do not offer any sort of continuing education “credit” for professionals in law, physicians, massage therapists, cosmetologists, etc. as WWU does not have these academic departments.

To process an inquiry request for Clock Hours, CEU or Credit Option send the following forms to the requestor:
Clock Hours
Access Database: P:\EESP\Restricted\Professional Studies\5 Clock Hours
Sample of documents:
- Prospective Instructor Memo
- Clock Hour Proposal Form
- Vita Form

Continuing Education Units
Access Database: P:\EESP\Restricted\Professional Studies\Continuing Education Units
Sample of documents:
- I CEU Application
- I CEU Proposal Form
- I CEU Vita Form

Credit Option
Uses a more thoroughly developed syllabus requirement with full Instructor CV (Resume)
P:\EESP\Restricted\Professional Studies\4 Credit Option\Syllabus Template or Syllabus Template 2

For Department and College Approval

Clock Hours | CEU | Credit Option
Use the electronic form “EE Activity, Course & Program Approval Form” located in WWU Web Forms website, and attach the following:
- Course Proposal
- Vita Form
- Syllabus
- Other course related information

For Credit Option and CEUs: Always include routing instructions in the “Additional Notes” section
i.e. Please route through Environmental Sci. Dept. → Chair → Dean’s Office → Extended Education

For Clock Hours: WCE → Department → Chair → Dean’s Office → WCE → Extended Education

Course Set-up

Clock Hours
- Enter the course in the Clock Hour Database
  P:\EESP\Restricted\Professional Studies\5 Clock Hours\n- Select: Clock Hour Input Form – all the information required is contained within the proposal form and vita.
- Prepare Clock Hour registration packet located in P drive: Clock Hours Packet – Blank (Fillable PDF)
  - Clock Hour registration packet includes:
    - Participant procedures
    - Agenda (from database) or course Syllabus
- In-service Registration form
- Clock Hours Log
- Evaluation form

- E-mail the Clock Hour packet to the course requester.
- Individuals will return forms to you one by one:
  - Validate the hours they attended and sign.
  - Andrew makes copies of the In-service form and attendance log.
  - He returns original In-service form and copy of attendance log to participant.
  - He files the In-service form and attendance log by the last name of the individual in clock hour drawer by year.
  - He files Evaluations in the course file by year.
  - He enters participant information into clock hour database.
  - The week prior to Memorial Day an accounting is printed from the database for each individual for all clock hours logged in the previous calendar year.
  - They are mailed to the participants for their certificate renewal process.

**Continuing Education Unit**
- Enter the course in the CEU Database
  - P:\EESP\Restricted\Professional Studies\Continuing Education Units\  
  - Select: CEU Input Form – all information required is contained within the proposal form and vita.
- Prepare CEU registration packet located in P: drive
  - CEU registration packet includes
    - Participant Procedures
    - CEU Request Form
    - CEU Conference Log
    - CEU Evaluation Form

- Participants send the CEU Request Form.
- The CEU certificate is prepared and sent to the individual.
- Files are maintained in the same manner. No account is mailed on a yearly basis.
  - P:\EESP\Restricted\Professional Studies\Continuing Education Units.
- These are so few and far between that I have done all of it myself.
- Files are with clock hours.

**Credit Option**
- Prepare a course set-up form for Kris, she will set course(s) set up in Banner. P:\EESP\Professional Studies\Course set-up forms\Master Approval Schedules Rooms
- Kris will assign a CRN, prepare a registration form
- The registration form is sent to the course requester.
- Two weeks prior to end of the quarter you need to print out grade sheet from Banner and mail to course proposer (instructor) to provide grades.
- Instructor/course proposer then mails or faxes back to you.
- Input into Banner must be completed by the 12 noon on the Tuesday after the end of the quarter.
HELPFUL INFORMATION:

To find what has been approved as a clock hour or credit option check Clock Hours Database and for credit option – P:/EESP/Restricted/Professional Development/Course set-up forms/Course Numbering Schema.xls

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To determine if the activity/event is worthy of WWU’s “stamp of approval” a syllabus and vita must be obtained. There are sample syllabi templates available on P:\EESP\Restricted\Professional studies\\4 credit option\syllabus template and syllabus template Send sample syllabus and vita to inquirer. When proposals are returned enter in the Access database

Once received you need to determine where to send for approval – if you are unsure of the nature of the curriculum ask the person who submits the proposal as to whether or not it is pedagogical or subject matter specific when the audience is K-12 teachers.

- IF content is strictly pedagogical; proposals and vita go to Larry Antil of WCE
- IF content is subject matter specific, but for teachers; first send to appropriate subject matter academic department for approval then to Larry Antil of WCE

Examples:
- Subject content is regarding “how to prepare a running record grade book”
  - This goes to Larry Antil in WCE for approval
- Subject content is about short story writing for teachers
  - This goes to the English department first then to Larry Antil
- Conference is titled Special Education for Speech Pathologists
  - This would go to CSD department as the conference is for Speech Pathology professionals who work with special needs populations both in and out of the school setting; DO NOT send WCE as they are not the academic home or have the pedagogical expertise for Speech Pathologists.
- Mathematics Education Collaborative
  - This goes to the math department AND Dean of Science & Technology for approval as subject matter is purely math based. Purpose of these classes is to improve teachers Math Skills NOT how to teach Math.
- Web Design (EE Professional Development offering with credit available as an option)
  - Curriculum is approved by Internet Studies concentration within Computer Science Department within College of Science & Technology.
**EXAMPLES:**

**Clock Hours and Credit Option Presentation Math Education Collaborative (MEC)**

Welcome people to WWU Extended Education summer offering

**Clock Hours** –
- **Purpose**: May be used by teachers for certificate renewal as well as moving up salary schedule
- **Cost**: $5 fee Plus $2.50 per hour of contact
- **Process**: Read through instructions provided in packet, fill out and return within 6 months to address provided on forms

**Credit Option** --
- **Purpose**: May be used by teachers for certificate renewal as well as moving up salary schedule. Advantage over clock hours – may be transferred to another state.
  
  Clock Hours have the possibility of NOT being accepted by another state for purposes of placement on salary schedule. Record keeping – appears on University Transcript here at WWU forever and for always.
- **Cost**: $50 per credit
- **Process**: Read through instructions provided on registration form – return as soon as possible – you MAY NOT register after August 1 as the system will be closed at that time for Summer Quarter 2012.

**Credit Option Presentation WSPA HELP**

Welcome people to WWU Extended Education summer offering

Provide any information regarding special events on campus during their stay (concerts, plays, galleries, etc.)

Ask if anyone has any questions regarding navigating around campus.

**Credit Option** --
- **Purpose**: To obtain certification as a Human Resource Specialist from WSPA
- **Cost**: $50 per credit
- **Process**: Participants in Year 2 and 3 are actually registering NOW for the class they started last summer. Class meets for one week on campus in Bellingham and twice throughout the academic year in various locations in the state plus mentors visit with each of the participants periodically. Participants prepare and present portfolio. While session is taking place in Bellingham WSPA reviews these portfolios to determine grade; to be entered into Banner by 12 noon on August 20.
Distribute registration forms to students in weeks 2 and 3 for immediate registration if they have not done so already.

Presentation: If the students have NOT registered for credit for all three years they will NOT be given certification.

WSPA explains the advantage of certification and their requirements for that program.

Two students in the past who had AA degrees took these credits earned from WWU to use towards fulfilling the elective requirements in the online version of the Human Services BA degree.

FALL QUARTER COURSE SET-UP HAS BEEN SUBMITTED TO KRIS LEWIS TO CREATE COURSES FOR ALL PROGRAMS, CREDIT AND NON-CREDIT.

EMERGENCY MANAGEMENT CLOSE OUT COURSES HAVE BEEN SET UP FOR THE YEAR TO CLOSE OUT THE PROGRAM.