

Instructions for Clock Hour Packets

Each teacher must sign in at each meeting to be eligible for Clock Hours.

Remind teachers that they will need to bring their checkbook and teaching certificate number to the last meeting. You will complete the paperwork for Clock Hours during this last meeting.

We only accept checks as a form of payment.

Process for Clock Hours:

- Give each teacher one clock hour form and evaluation to fill out.
- Attach their check for Clock Hours to their clock hour form.
- The lead instructor must sign and date each sign-in sheet to verify that the teachers were in actual attendance.

27 clock hours are available to teachers at \$2 per clock hour for a total cost of **\$54.00**. Checks should be made payable to *WSU Clock Hours*.

Mail the

- Sign-in sheets
- Evaluations
- Signed clock hour forms
- Checks

to:

Ashley Herridge
PO Box 642152
Pullman, WA 99164-2152

(509) 335-1988
ashleyh@wsu.edu

Please feel free to call if you have any questions or to make copies of any forms in this packet.