**GRACE TEACHER LEADER RESOURCE:**

**INSTRUCTIONS FOR OBTAINING PLC CLOCK HOURS**

As teacher leaders, you can help your colleagues obtain clock hours for all of the PLC meetings they attend as part of the GRACE project, and you can receive clock hours yourself! In order to do so, prepare all of the items listed in the checklist below and follow the directions at the bottom of this page to submit your application. For more information regarding meeting content that qualifies for clock hours, [visit this page](http://www.k12.wa.us/certification/clockhours.aspx) and read the section “Content of Trainings.”

**PLC CLOCK HOUR APPLICATION CHECKLIST**

\_\_\_\_\_\_\_\_1. [Completed Application Form](https://mycatholicschool.org/wp-content/uploads/2019/04/Online-Clock-Hr-App-Form.docx) **List Kaitlyn O’Leary as the Instructor on your application**. If you list yourself as the presenter, you will not be able to earn clock hours.

\_\_\_\_\_\_\_\_ 2. List of Course Objectives (These describe the overall objectives of the PLC. 1-3 objectives is sufficient).

\_\_\_\_\_\_\_\_ 3. Agendas for ALL PLC meetings. Include the amount of time spent at each meeting. “Business” and “housekeeping” cannot count towards clock hours, so only list agenda items and times related to teaching and learning.

\_\_\_\_\_\_\_\_ 4. Sign in sheets for ALL PLC meetings- Use the [OCS sign in sheet template](https://mycatholicschool.org/wp-content/uploads/2019/01/Sign-In-Sheet.doc) or your own form.

\_\_\_\_\_\_\_\_ 5. Evaluation- You only need to conduct one evaluation at the conclusion of your PLC meetings. For the GRACE Program, use this electronic evaluation: <https://www.surveymonkey.com/r/GRACE1819>. We will automatically receive the results, and you do not need to submit them.

\_\_\_\_\_\_\_\_ 6. Individual certificates for each teacher that participated in the PLC. You will need to note the number of clock hours that each teacher will receive based on attendance. Once we receive your application, it will be reviewed and Kristin Dixon will sign individual certificates. Teachers can only receive clock hours for the PLC meetings they attended. [Use this template to create individual clock hour certificates.](https://mycatholicschool.org/wp-content/uploads/2019/04/Online-Clock-Hr-Certificate.doc)

**INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION FORM**

1. Send the complete application to: Lisa OLeary at [lisa.oleary@seattlearch.org](mailto:lisa.oleary@seattlearch.org)
2. The deadline to submit your application is June 30th. **Priority processing will be given to applications received before May 31st**. Schools are encouraged to submit their applications as soon as possible.

**Question? Please reach out to Lisa O’Leary at** [**lisa.oleary@seattlearch.org**](mailto:lisa.oleary@seattlearch.org)

