**Archdiocese of Seattle – Office for Catholic Schools**

**710 9th Avenue, Seattle, WA 98104**

**206-382-4861 office**

**Washington State Clock Hours Application Form**

Revised 04/2019

Complete Application includes the following:

* Application Form
* [Completed Vita/qualifications of instructor](https://mycatholicschool.org/wp-content/uploads/2019/01/Presenter-Vita.doc)
* Agenda(s)
* [Completed Sign-In Sheet(s)](https://mycatholicschool.org/wp-content/uploads/2019/01/Sign-In-Sheet.doc)
* [Completed Evaluation Forms](https://mycatholicschool.org/wp-content/uploads/2019/01/Clock-Hour-Evaluation.doc)
* **Send complete application packet via email to Lisa O’Leary at** **lisa.oleary@seattlearch.org**

**Workshop Title:**

**Workshop Date(s):**

**Workshop Times: Total Hours:**

**Workshop Objectives:**

**Instructor Name(s):**

**Workshop Location(s):**

**Submitted by:**

**Phone number of Submitter: Email address:**

**Check if you would like this workshop to count towards STEM:**

\_\_\_\_ STEM

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| --- |
| If applying to meet STEM clock hour requirements, please provide a short paragraph explaining how the workshop meets the STEM requirements outlined below. For more information about STEM clock hour requirements, [visit this page](http://www.k12.wa.us/STEM/ClockHours.aspx). * The STEM professional learning experience must demonstrate authentic integration of at least 2 of the 4 STEM elements: science, technology, engineering, and math.
* The STEM professional learning experience must have an impact on STEM experience for students.
* The STEM professional learning experience must provide examples or resources to use with students or with other educators.
* The STEM professional learning experience must provide examples or resources about STEM-related career choices to use with students.

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If applying for PLC Training or a Series of Workshops, check that you have the following attached:

• Include individual certificates for your teachers awarding clock hours based on their attendance. You can download the [Clock Hour Certificate Template](https://mycatholicschool.org/wp-content/uploads/2019/01/Clock-Hour-Certificate-Template.doc) and create individual certificates for each PLC participant. Once we receive your application, it will be reviewed and Kristin will sign individual certificates.
• Contact Lisa O’Leary at lisa.oleary@seattlearch.org with questions about creating individual certificates.

For GRACE PLC Clock Hour Applications, review this document: [Resource- PLC Clock Hours Instructions](https://mycatholicschool.org/wp-content/uploads/2019/01/Resource-PLC-Clock-Hours-Instructions.docx).

Clock Hours: ****

Authorization:  Date: 

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