

## ***Instructions for Clock Hour Packets***

Each teacher's presence during the SWU 2022 virtual classes on February 5 and field trips on February 6 will be verified by Sound Water Stewards in order to be eligible for Clock Hours.

Remind teachers that they will need to provide a check and teaching certificate number to WSU with completed paperwork for Clock Hours.

## **WSU only accepts checks as a form of payment.**

Process for Clock Hours:

- Give each teacher one Certified In-service Registration Form
- Each Teacher must attach their check for Clock Hours to the Certified In-service Registration Form.
- Sound Water Stewards will verify teachers' sign-in for virtual classes on February 5 and for participation in field trips on February 6.

19 clock hours are available to teachers at \$2 per clock hour for a total cost of \$38.00. Checks should be made payable to **WSU Clock Hours**.

Mail the

- Sign-in sheets
- Evaluations
- In-service Registration Forms
- Checks

to:

**Ashley Herridge**  
**PO Box 642152**  
**Pullman, WA 99164-2152**

(509) 335-1988  
[ashleyh@wsu.edu](mailto:ashleyh@wsu.edu)

Please feel free to call if you have any questions.

Returning Clock Hour Paperwork Check Sheet:

- A Certified In-service Registration Form and a check attached for each person claiming Clock Hours
- A teaching certificate number on each Certified In-service Registration Form
- All sign-in sheets signed and dated by the lead instructor (or verified by SWS for SWU 2022)