

# *Instructions for Clock Hour Packets*

Each teacher must sign in at each session to be eligible for the full 13 Clock Hours.

**We only accept checks as a form of payment.  
NO CASH.**

Process for Clock Hours:

- Give each teacher one Certified In-service Registration Form
- Attach their check for Clock Hours to the Certified In-service Registration Form.
- The lead instructor must sign and date each sign-in sheet to verify that the teachers were in actual attendance or you can send a roster for each session in place of the sign-in sheet.

13 clock hours are available to teachers at \$2 per clock hour for a total cost of \$26.00. Checks should be made payable to *WSU Clock Hours*.

Mail the

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

to:

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

(509) 335-1988  
ashleyh@wsu.edu

Please feel free to make copies of any forms in this packet.

***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