



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Professional Certification  
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 OLYMPIA WA 98504-7200  
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 E-Mail: [cert@k12.wa.us](mailto:cert@k12.wa.us)

## Continuing Education Clock Hour Credit INSERVICE REGISTRATION 2019-2020

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. **DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.**

### SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME (Last, First, Middle)			MAIDEN OR FORMER NAME		
DATE OF BIRTH (m, d, y)	SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NUMBER	(Optional)	Female Male	
HOME ADDRESS (Street, City, State, Zip Code)			TELEPHONE NUMBER		
			HOME (     )		
			BUSINESS (     )		

### SECTION II - INSERVICE PROVIDER - CLOCK HOURS

TITLE OF INSERVICE OFFERING WITEA Spring Conference		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING 15	FIRST DAY OF INSERVICE March 12, 2020	LAST DAY OF INSERVICE March 14, 2020
Is this STEM? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes how many hours? <u>15</u>	
Is this TPEP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes how many hours? _____	
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) Washington Association for Career and Technical Education		BUSINESS TELEPHONE NUMBER ( 360 ) 786-9286
PROVIDER ADDRESS WA-ACTE PO Box 315 Olympia WA 98507-0315		
SPONSORING PROVIDER INSERVICE CONTACT PERSON Tim Knue, Executive Director		TELEPHONE NUMBER ( 360 ) 786-9286

### SECTION III - AFFIDAVIT - PARTICIPANT

I, \_\_\_\_\_, swear/affirm that I earned \_\_\_\_\_ clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also,

I, \_\_\_\_\_, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085).

\_\_\_\_\_ Date

Original Signature of Participant

### SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(3).

\_\_\_\_\_ Date

Original Signature of Inservice Provider or Designee