RIVERVIEW SCHOOL DISTRICT
Approval of COLLEGE CREDITS and CLOCK HOURS for Salary Increments

The 1995 State Legislature has mandated that credits (including clock hours) earned after September 1, 1995 shall count only if the content of the course meets one or more of the State-defined criteria listed in Section 4 below. It is necessary to complete this form and establish eligibility before any credits earned after September 1, 1995 will be accepted for District salary placement. A separate form is required for each transcript or clock hour activity.

**Section 1 – Employee Requesting Salary Schedule Placement**

<table>
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<tr>
<th>Name</th>
<th>Location</th>
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**Section 2 – College Credits**

1. Course(s) Title

2. Credit Provider (Must be an accredited College or University or will not be recognized)

3. Date(s) of Attendance | Quarter Credits | Semester Credits |

**Section 3 – Clock Hours**

1. Course(s) Title

2. Sponsoring Provider (Must be an approved State of Washington Clock Hour Provider)

3. Date(s) of Attendance | Number of Clock Hours |

**Section 4 – Certification (State-defined criteria must meet one or more of the following):**

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.320.205, the annual school performance report, for the school in which the individual is assigned;
2. It pertains to the individual’s current assignment or expected assignment for the following school year;
3. It is necessary for obtaining endorsement as prescribed by the Washington Professional Educator Standards Board;
4. It is specifically required for obtaining advanced levels of certification; or
5. It is included in a college or university degree program that pertains to the individual’s current assignment or potential future assignment as a certified instructional staff of the school district.

6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia and language disabilities.

**SUPERVISOR USE ONLY**

Employee’s Signature | Date | Supervisor’s Signature | Date

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SCHOOL DISTRICT PERSONNEL OFFICE USE ONLY

Signature: Date Received | Approval: Yes | No

Revised 04/06/2006