



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

20840 Gala Way NE, Poulsbo, WA 98370
(360) 265-8010 ☐☐

Professional Development - State EEC Committee Chr.

Date: _____ Re: _____
To: DKG - Alpha Sigma State WA on behalf of:

From: Pat Bennett-Forman
DKG Professional Development Registrar

The attached conference registration package consists an attendance roster and Request for Clock Hours Form. In addition, participants wishing clock hours must return the conference evaluation with responses for the particular workshops for which clock hours are sought.

INSTRUCTIONS

- When copying Request for Clock Hours forms, please copy all the following pages.
- Participants must list each session and the number of hours attended in the spaces provided. This will determine the number of clock hours participants are able to register.
- At the bottom of the individual sign-in sheet, there is a space to have an authorized signature from the conference. The participant must mail this attendance form to the registrar for verification.
- The sign-in sheet and Request for Clock Hours form should be returned to DKG Alpha Sigma State WA after the end of the conference along with a check for the amount indicated on page 2 of the request form.

FAILURE TO RETURN SIGN-IN SHEETS AND EVALUATION FORMS TO DKG ALPHA SIGMA STATE WA WITHIN 10 DAYS OF THE LAST DATE OF THE WORKSHOP MAY RESULT IN DENIAL OF CLOCK HOUR CREDIT FOR PARTICIPANTS.

If you are going to make any changes in regard to dates, times, number of clock hours, etc., prior approval is required. To request changes to classes or if you have questions, please call the Pat Bennett-Forman, DKG Professional Development Registrar at 360-265-8010 or email: bennettforman.p@gmail.com.



DKG - Alpha Sigma State - WA REQUEST FOR CLOCK HOURS

Clock Hour Program - Payments
Pat Bennett-Forman, Registrar
20840 Gala Way NE, Poulsbo, WA 98370
bennettforman.p@gmail.com (360) 265-8010

See Reverse Side for Further Information

- \$3.00 Per Clock Hour
- \$10.00 Research Fee (per class) applies 90 calendar days after program ends
- Use blue or black ink
- Do not alter printed portions of form

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY DKG Alpha Sigma State WA. This form must be received along with your payment within 90 calendar days of the program end date, or a \$10.00 research fee will apply. Upon receipt of completed form and all fees for clock hours, this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after DKG Alpha Sigma State WA clock hour provider verification signature is completed.

SECTION 1: PERSONAL INFORMATION

Name		Male / Female	Birth Date (required for ID)
Address		Circle One	
City/State/Zip		Other name(s) under which records may be listed.	
Building (Required)		Home Phone	Work Phone
District (Required)		Email Address	

Note! If you have a new address/phone #/last name, or have changed school districts, check this box

SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)

I, _____, swear or affirm that I earned _____ clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire inservice education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

_____	_____
Date	Signature of Participant

SECTION 3: WORKSHOP INFORMATION

DKG Spring Convention 2021	DKGWA421	Max. 8	Yes X No
Title of Program	Clock Hour ID	Total Clock Hours	Approved STEM Hours?

DKG - Alpha Sigma State WA on behalf of:

Washington State Organization Executive Committee

Pat Bennett-Forman

360-265-8010

April 27-May 1, 2021

Sponsoring District or Agency

Person Responsible for Program

Phone Number

Program Date

SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)

Number of Clock Hours Earned: _____ X \$ 3.00 \$

Research Fee (if submitted 90 days after program ending date): \$10.00 \$

Total Amount of Payment Enclosed: \$

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY DKG Alpha Sigma State WA

SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by DKG Alpha Sigma State WA only)

Verification. When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by DKG Alpha Sigma State WA, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by DKG Alpha Sigma State WA.

DKG - Alpha Sigma State WA

INSTRUCTIONS FOR COMPLETING REQUEST FOR CLOCK HOURS FORM DKG Alpha Sigma State WA

Important Note: Participation in classes for less than one (1) hour is not valid for continuing certificate 150 clock hour requirements or salary placement.

Participants must complete *Sections 1 (personal information), 2 (Affidavit), and 4 (payment information)*. Please print clearly in black or blue pen only!

Participants requesting clock hour credit must pay a processing fee of \$3.00 per clock hour. **Example:** The fee for three and one-half clock hours is \$10.50.00; for six clock hours the fee is \$18.00, etc.

- Do not submit Request for Clock Hours forms and payment until after the Program Ending Date noted on the reverse side of this form.
- Payment must be enclosed with this request. The canceled check will be your receipt.
- Fee is payable by check or purchase order. PLEASE DO NOT SEND CASH!
- Checks or purchase orders must be made payable to DKG Alpha Sigma State WA
- Clock hours are not earned until all fees are received by DKG Alpha Sigma State WA.
- The completed Request for Clock Hours form will be returned to you after receipt of fees and verification. Please keep the fully executed form for your record!

Late Requests: Request for Clock Hours forms are accepted only after the last day of the in-service. Prompt submission of the Request for Clock Hours form is encouraged. Each Request for Clock Hours form received by DKG Alpha Sigma State WA more than ninety (90) calendar days after the program has ended must include a \$10 Research/Verification fee in addition to the normal processing fee. DKG Alpha Sigma State WA must verify attendance using the class Sign-In/Roster Sheets; if attendance cannot be verified the clock hour request will be denied.

Lost Request for Clock Hours forms/Research Request: If you attended a class but lost or did not receive a Request for Clock Hours form, you may ask that DKG Alpha Sigma State WA research the class, verify your attendance, and provide you with the form. You can request a RESEARCH REQUEST FORM by mailing a note to DKG Alpha Sigma State WA. Include the name of the class, date, location, the Clock Hour ID number (if known), your name, address, phone number. **Researching a class will require a non-refundable Research/Verification fee of \$10, which must be included when sending the research request form.**

Mail Request for Clock Hours or Research Request forms to:

Clock Hour Program - Payments
Pat Bennett-Forman
20840 Gala Way NE
Poulsbo, WA 98370
((360) 265-8010
Bennettforman.p@gmail.com

For the Office of the Superintendent of Public Instruction (OSPI), call 360.725-

Revised September 2020

