

Certificated Clock Hours & Salary Placement

Information and answers to frequently asked questions

- Clock hours are **NOT** automatically submitted to HR for salary placement, even those taken through ISD and appearing on your True North Transcript. Send all clock hour transcripts to:
 - * **A-K:** Ryanne Baldaccini (baldaccinir@issaquah.wednet.edu)
 - * **L-Z:** Katrina Whitley (whitleyk@issaquah.wednet.edu)
- Deadline to submit clock hours is always **September 30th**
 - * *Salary changes that result from clock hours submitted after Sept. 30 will go into effect the following school year.*
- 10 clock hours = 1 credit
- Clock hours and credits must be submitted on either an official transcript or official clock hour form.
 - * *Certificates of completion, registration forms, grade reports, etc. are not acceptable*
 - * **Exception:** *Per the Negotiated Agreement (Article 4, Section 9, 3g) Occupational Therapists can apply up to 3 credits (30 clock hours) per year of PD toward their salary placement and may submit said clock hours via certificates of completion*
- Please do **not** write on, mark, highlight or staple transcripts or clock hours forms. We will return the documentation and request a new, clean copy.
- **Transcripts must be official** and sent directly to us from your school. We accept:
 - * Electronic transcripts emailed by the school (**A-K**, email to Ryanne / **L-Z**, email to Katrina)
 - * Sealed hard copies. (**If sealed**, you may drop them off or send them in yourself)
 - * **Opened or unofficial transcripts will be returned and new documentation will be requested.**
- OSPI and ISD are completely separate. ISD cannot access any clock hours you submit to OSPI.
- A course must be a minimum of 1 clock hour to be accepted (1 clock hour = 0.1 credit)
- Clock hours must be earned from an OSPI-approved clock hour provider.
 - * *If you aren't sure if the provider is approved, check the OSPI website or call HR*
 - * *Not acceptable: clock hours earned from out-of-state school districts*
- For all True North Logic questions (finding your transcript, questions about specific courses, etc.) contact **Jill Huesgen**: huesgenj@issaquah.wednet.edu or ext. 7148