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 Namrata Budhiraja: budhirajan@issaquah.wednet.edu or ext. 7148

Other Questions: Ryanne Baldaccini - (425) 837-7116 / Katrina Whitley - (425) 837-7057