

WSASP Clock Hour Forms Process

Thank you for attending a WSASP approved professional development opportunity. WSASP is a NASP approved and OSPI approved provider. We have recently converted our forms to Electronic versions so that we will have better efficiency to serve you and so that we have better record keeping of attendance and evaluation data. Requesting Clock Hours involves three steps (1) Completing the WSASP Clock Hour Roster Form; (2) Receiving an email with and completing the WSASP Event Evaluation Form; and (3) Receiving a confirmation with the PDF Clock Hour Form. Below are directions for the forms.

Step 1: Completing the WSASP Clock Hour Roster Form

You will receive this link from your event organizer and can complete any time after the event is over.

Event Information:

- **Event Title:** Provide exact title of event.
- **Date:** Provide the date that you are signing in (if it is for a multiple day event, it's better but not absolutely necessary to complete on the final date).
- **Clock Hours Available:** Please check with the host or event flyer for the approved total number of clock hours.
- **Location of Event:** Please provide the location of the event

Attendance Verification:

- **First Name/Last Name:** please provide your name for our records
- **Email/Confirm Email:** this is required so you will receive the link to the evaluation form for the event that is required before you receive your clock hour form.
- **Number of Hours Requested:** Provide the number of hours you are requesting based on your participation in the event. This cannot exceed the total number of clock hours.
- **First Day of Attendance/Last Day of Attendance.** If the event is multiple days, complete both boxes. If the event is one day, you only need to complete the first day of attendance box.
- **Signature:** You can use your mouse to sign your name; it does not have to be neat but is required!

Membership (required):

- Click "yes," "no," or "no but I already paid for clock hours with registration."
 - Yes: You will not be charged for clock hours
 - NO: If you are not a WSASP member, this will start the PayPal process and allow you to pay for clock hours (\$2 per clock hour requested). If you prefer to join WSASP, you can click yes and join online at <http://www.wsasp.org/membership>.
 - "no but I already paid for clock hours with registration": you will not be charged for clock hours
- **Click Submit.** If you click "Save and Continue Later," the form will not process but will allow you to go back in as long as you put your email in the form. When you click "submit," you will receive a message that states: *"Thank you for submitting your Roster. You will be sent an email*

containing a link to an Evaluation Form and directions for retrieving the Continuing Clock Hour Credit Form.”

Step 2: Receiving the email with and completing the WSASP Event Evaluation Form

You will receive an email with the sender “*the Event Title*, then clockhours@wsasp.org.” This email is sent via a dreamhost.com account. You may want to identify this as a safe sender. If you don’t receive this email, contact clockhours@wsasp.org to request the link for the evaluation form. We will send it to you directly.

In the email, you have a link to the Evaluation form but also have verification of your attendance. Keep this form for your records. Click the blue “this evaluation form” within the email, and you will have the page to complete your evaluation.

*Before completing this page, please be sure and have the conference/workshop flyer available so that you accurately enter the information.

Event Information:

- Event Title: Please complete this section accurately.
- Date: Please complete this information.
- Presenter(s): Please complete this information.
- Location: Please complete this information.
- Possible Hours: This is the number of hours advertised on the workshop/conference flyer or provided to you by the organizer of the professional development.

Evaluation:

- Complete the Likert scale questions and open ended questions.
- If your event is a multiple session event, it will allow you to evaluate multiple speakers.

Step 3: Completing the OSPI Continuing Clock Hour Form

- When you click “submit” on the Evaluation Form, the page will refresh, and you will see a WSASP Forms page with a link at the bottom to an editable PDF to complete, download, and print the Clock Hour Form.
- If this does not happen after you complete the evaluation form, please email clockhours@wsasp.org for a direct link to the form.
- Your evaluation feedback is anonymous, so we have no way to verify your evaluation was submitted. However, we will verify that you submitted a clock hour roster form.
- **PRINTING: If you find that Susan’s signature is not printing on your form, you need to select “print final markup” in your options for printing.**
- **Date: please date the form with the date you retrieved the form. The clock hour chair verifies that it’s approved. OSPI has confirmed that the date is when you claim/receive the form.**