

**College of Education  
Continuing Education Clock Hours  
Program Proposal**

Program providers must submit this form and all required information at least 15 working days in advance of any offering to: Ashley Herridge, Washington State University, College of Education, P.O. Box 642114, Pullman, WA 99164-2114.

1. <b>SPONSORING PROVIDER NAME</b> Washington State University College of Education	2. <b>SPONSORING PROVIDER ADDRESS</b> P.O. Box 642114 Pullman, WA 99164-2114
3. <b>CONTACT PERSON'S NAME &amp; LOCATION</b>	4. <b>CONTACT PERSON'S PHONE # &amp; EMAIL</b>
5. <b>TITLE OF INSERVICE OFFERING</b>	6. <b>LOCATION OF INSERVICE</b>
7. <b>DATE(S) OF INSERVICE</b>	8. <b>TIME(S) OF DAY</b>
9. <b>NAME(S) OF INSTRUCTOR(S)</b>	10. <b>TOTAL NUMBER OF CLOCK HOURS</b>
<p>Attachments to this form must include the following:</p> <ol style="list-style-type: none"> <li>1. Rationale for the proposed offering</li> <li>2. Objectives of the inservice program</li> <li>3. Program agenda and materials</li> <li>4. Qualifications of the instructor(s)</li> </ol> <p>Reference: Continuing Education Clock Hours; Guidelines and Approval Process</p>	<p><b>PROGRAM CATALOG NUMBER</b> <small>(to be assigned by Clock Hour Coordinator)</small></p>
<p>11.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature – Curriculum Coordinator/Program Supervisor</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div> <p style="text-align: center; margin-top: 10px;"><b>Note: Signature is required prior to forwarding this approval request to the Continuing Education Clock Hour Advisory Committee.</b></p>	

The Continuing Education Clock Hour Advisory Committee reviewed this proposal, including the objectives and agenda, and took the following action on \_\_\_\_\_  
Date

Approval Granted

Approval Denied (see attached reasoning)

\_\_\_\_\_  
Signature – Clock Hour Coordinator

\_\_\_\_\_  
Date

