

## College of Education Continuing Education Clock Hours **Prior Approval Update Form For Inservice Training**

*Program providers must submit this form and all required information at least 2 weeks in advance of any offering to: Ashley Herridge, Washington State University, College of Education, PO Box 642152, Pullman, WA 99164-2152.*

<b>Sponsoring Provider Name</b>	<b>Sponsoring Provider Address</b>
Washington State University College of Education	PO Box 642152 Pullman, WA 99164-2152
<b>Requestors Name &amp; Location</b>	<b>Requestors Phone &amp; Email</b>
<b>Title of Inservice Offering</b>	<b>Location of Inservice</b>
<b>Date(s) of Inservice</b>	<b>Time(s) of Day</b>
<b>Names of Instructor(s)</b>	<b>Total Number of Clock Hours</b>
<b>Date of Original Program Approval</b>	<b>PROGRAM CATALOG NUMBER</b> <small>(To be assigned by Clock Hour Registrar)</small>
_____	_____
<i>Signature of Requestor</i>	<i>Date</i>

_____	_____
<i>Clock Hour Registrar Signature</i>	<i>Date</i>

***Please attach the following to this clock hour request:***

A detailed agenda of the inservice

Instructor qualification form(s) OR resume/vitae for instructor(s)

- |   |     |    |
|---|-----|----|
| Is this Inservice a STEM related program (If yes, continue to next question. If no, stop here)?           | YES | NO |
| Will the STEM activity have an impact on STEM experiences for students?                                   | YES | NO |
| Does the STEM activity provide examples or resources to use with students or with other educators?        | YES | NO |
| Does the STEM activity provide examples/resources about STEM-related career choices to use with students? | YES | NO |

11. How many hours will be STEM hours? \_\_\_\_\_