From:	admin@wspa.net
Sent time:	10/01/2019 12:59:35 PM
To:	kimha@spokaneschools.org; melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; Jane Stencel <stencelj@evsd.org>; Toni L. Neidhold <TNeidhold@psd1.org>; DougChristensen <doug.christensen@ksd.org>; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>
Subject:	Accessing region member listings
Attachments:	WSPA Regional Email Access Information.docx

Hello WSPA Region Reps,

We are a month into the new membership year and while we will certainly continue to gain members throughout the year, we are making great progress at retaining/expanding our membership.

When emailing your region, I recommend pulling a new list each month rather than saving it in excel. This will ensure you have accurate listing as members are added or change districts.

Please note that you will need to logout of your WSPA account and log in with the following information. I have also attached a copy of the below directions to keep on file.

To access region member lists:

https://waspa.memberclicks.net/administrator/

- The username for this account is: **wspaboard**
- The password for this account is: **wspa2015**
- Once you are logged in your will see “ADMIN HOME”.
    - Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
    - To send them an email click on the tiny envelope marked “Contact” in the upper right.
    - You will need to enter your reply name and email address.
- At the bottom under Schedule Options you can select Send Immediately or Send at a later date and time – then choose that date and time (don’t forget to change the time zone).
- Don’t hit PREVIEW but rather hit CONTINUE and follow the instructions from there.
- If you want to send an email to a certain person back in the area where the members in the saved search appear just click the “TAG” box for those you want to communicate with.
- You can also click on “export” in the top right of the page to export out to excel.

Note: The MemberClicks platform that we use for our database will be going through an upgrade in November. I am not sure how this will affect accessing region lists and will send out any new directions as needed. Fingers crossed for a smooth transition ☺

Thank you,

Jennifer

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

WSPA Regional Email Access

We have a website for board members to communicate with their regions –

You will go to the "back end" of the website which can be accessed by this link:

https://waspa.memberclicks.net/administrator/

- The username for this account is: wspaboard
- The password for this account is: wspa2015
- Once you are logged in your will see "ADMIN HOME".
    - Just below that is a communication area, to send an email to your region WSPA members click on the region you want to access. This will show you all of the members in your region.
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From: admin@wspa.net

Sent time: 10/01/2019 11:02:45 AM

To: cleonard@wspa.net; jhodson@fwps.org; kimha@spokaneschools.org; melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; TonyFrascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; Jane Stencel <stencelj@evsd.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes(Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>

Subject: WSPA Board Meeting Schedule: October 13

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  - 2:00-4:00 pm
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Thank you,

Jennifer

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	holsten@skschools.org
Sent time:	10/02/2019 08:20:07 AM
To:	finnie@skschools.org
Subject:	FW: WSPA Events: School Law Conference Registration

Please book me.

Thank you

Jerry Holsten
Executive Director
Human Resources
holsten@skschools.org
Office: 360-874-7006
Fax: 360-874-7076

From: waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
Sent: Wednesday, October 2, 2019 8:02 AM
To: Holsten, Jerry <holsten@skschools.org>
Subject: WSPA Events: School Law Conference Registration

Hello WSPA Members,

WSPA has been hard at work preparing workshops and resources to support you in your work. Please visit our website for a complete listing of events and opportunities for 2019-2020: www.wspa.net

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October 14-15, 2019
NEW LOCATION: We are excited to share that the School Law Conference will now be held at the ***DoubleTree Suites by Hilton at SEATAC AIRPORT***

Please click here for more School Law Conference information and registration.

We look forward to seeing each of you at WSPA events this year. Thank you for your continued support of the Washington School Personnel Association.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to holsten@skschools.org by admin@wspa.net

Washington School Personnel Association • PO Box 1600, Anacortes, Washington 98221, United States

Remove My Email or Manage Preferences • Privacy Policy

powered by MemberClicks

From: admin@wspa.net
Sent time: 10/02/2019 01:29:51 PM
To: cleonard@wspa.net; jhodson@fwps.org; kimha@spokaneschools.org; melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; TonyFrascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; Jane Stencel <stencelj@evsd.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes(Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>
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Sent: Tuesday, October 1, 2019 11:03 AM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org; Jane Stencel <stencelj@evsd.org>; Kim Harmon <KimHa@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swsd101.org>
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Jennifer Tottenham
Program Coordinator

Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	jensenv@skschools.org
Sent time:	10/02/2019 02:28:26 PM
To:	admin@wspa.net; tallman@skschools.org
Cc:	stewartj@skschools.org; cml@pattersonbuchanan.com
Subject:	RE: WSPA Board Meeting Schedule: October 13

Jennifer,
Jackie Stewart and I would be happy to share a room if we can have 2 queen beds. That would save the organization some $$. Please let me know.
Thank you!

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

From: admin@wspa.net <admin@wspa.net>
Sent: Wednesday, October 2, 2019 1:30 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org; Jane Stencel <stencelj@evsd.org>; kimha@spokaneschools.org; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; dkovacs@everettsd.org; Darrell Heisler <dheisler@swsd101.org>
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Thank you,

Jennifer

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To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org; Jane Stencel <stencelj@evsd.org>; Kim Harmon <KimHa@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swsd101.org>
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Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From: admin@wspa.net
Sent time: 10/02/2019 04:25:21 PM
To: Jensen, Vivian <jensenv@skschools.org>; Tallman, Rachel <tallman@skschools.org>
Cc: cml@pattersonbuchanan.com; Stewart, Jackie <stewartj@skschools.org>
Subject: RE: WSPA Board Meeting Schedule: October 13

Thank you Jackie and Vivian,

I would be happy to make those arrangements with the hotel.

Thank you,

Jennifer

From: Jensen, Vivian [mailto:jensenv@skschools.org]
Sent: Wednesday, October 02, 2019 2:28 PM
To: admin@wspa.net; Tallman, Rachel <tallman@skschools.org>
Cc: Stewart, Jackie <stewartj@skschools.org>; cml@pattersonbuchanan.com
Subject: RE: WSPA Board Meeting Schedule: October 13

Jennifer,
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South Kitsap School District
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Fax 360-874-7076

From: admin@wspa.net <admin@wspa.net>
Sent: Wednesday, October 2, 2019 1:30 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org; Jane Stencel <stencelj@evsd.org>; kimha@spokaneschools.org; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>; dkovacs@everettsd.org; Darrell Heisler <dheisler@swsd101.org>
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From: Kovacs, Debra D. <DKovacs@everettsd.org>
Sent time: 10/02/2019 02:23:19 PM
To: admin@wspa.net; cleonard@wspa.net; jhodson@fwps.org; kimha@spokaneschools.org; melissa.kreuder@esd112.org; stewartj@skschools.org; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham,Christine <ccallaham@auburn.wednet.edu>; Jane Stencel <stencelj@evsd.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes(Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>
Subject: Re: WSPA Board Meeting Schedule: October 13

Thank you!

Debbie Kovacs
Executive Director
Human Resources
dkovacs@everettsd.org
425-385-4103 | 425-385-4102 Fax

From: admin@wspa.net <admin@wspa.net>
Sent: Wednesday, October 2, 2019 1:29:51 PM
To: Curtis M. Leonard <cml@pattersonbuchanan.com>; cleonard@wspa.net <cleonard@wspa.net>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; Tony Frascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; jhodson@fwps.org <jhodson@fwps.org>; Jane Stencel <stencelj@evsd.org>; kimha@spokaneschools.org <kimha@spokaneschools.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; melissa.kreuder@esd112.org <melissa.kreuder@esd112.org>; Jenae N Gomes (Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; stewartj@skschools.org <stewartj@skschools.org>; Kovacs, Debra D. <DKovacs@everettsd.org>; Darrell Heisler <dheisler@swsd101.org>
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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/02/2019 08:02:05 AM
To:	holsten@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Washington School Personnel Association

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Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

Remove My Email or Manage Preferences · Privacy Policy

powered by MemberClicks

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We look forward to seeing each of you at WSPA events this year. Thank you for your continued support of the Washington School Personnel Association.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to jensenv@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/02/2019 08:01:57 AM
To:	stewartj@skschools.org
Subject:	WSPA Events: School Law Conference Registration

Hello WSPA Members,

WSPA has been hard at work preparing workshops and resources to support you in your work. Please visit our website for a complete listing of events and opportunities for 2019-2020: www.wspa.net

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October 14-15, 2019
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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/02/2019 08:02:54 AM
To:	tallman@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/02/2019 08:02:37 AM
To:	finnie@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/02/2019 08:01:58 AM
To:	monaglej@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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powered by MemberClicks

From:	finnie@skschools.org
Sent time:	10/03/2019 08:22:14 AM
To:	admin@wspa.net
Subject:	Legal Conference

Good Morning Jennifer,

I am looking for confirmation for the Law Conference for Jamie Monagle and Jerry Holsten, I have been billed but they nor I have received confirmation. Can you help with this?

Lynn

C. Lynn Finnie
Executive Assistant – Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skschools.org
PH: 360-874-7072
FAX: 360-874-7076

From:	OBRIEN, KATHERINE L <obrienk@psd401.net>
Sent time:	10/04/2019 01:26:18 PM
To:	stewartj@skschools.org; Jensen, Vivian <jensenv@skschools.org>
Subject:	RE: WSPA Meeting Slides

Great, thank you! ☺

Katie O'Brien
Human Resources Coordinator
Direct: 253.530.1042
Fax: 253.530.1045

From: Jensen, Vivian <jensenv@skschools.org>
Sent: Friday, October 4, 2019 1:07 PM
To: OBRIEN, KATHERINE L <obrienk@psd401.net>; Stewart, Jackie <stewartj@skschools.org>
Cc: KENDRICK, MESHA J <kendrickm@psd401.net>; LOONEY, TAMMY L <looneyt@psd401.net>
Subject: RE: WSPA Meeting Slides

Hi Katie
He hasn't sent them yet but we will reach out to him and see if we can't get the ball rolling ☺

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

If a man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. - MLK

From: OBRIEN, KATHERINE L <obrienk@psd401.net>
Sent: Friday, October 4, 2019 12:53 PM
To: Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Cc: KENDRICK, MESHA J <kendrickm@psd401.net>; LOONEY, TAMMY L <looneyt@psd401.net>
Subject: WSPA Meeting Slides

Happy Friday, Mrs. Presidents!

Thank you again for hosting the WSPA meeting last week - you both seem to be stepping into your new presidential roles very nicely! ☺ We were wondering if the presenter sent you the slides from his Paid Family Leave presentation by chance? It's a hot topic in our district and we were hoping to use them for reference as we try to help employees navigate through the unknown. If not, would you mind sending me his contact information so I can send him an email?

Thank you both - have a great weekend!

Katie O'Brien
Human Resources Coordinator
Direct: 253.530.1042
Fax: 253.530.1045

From:	jensenv@skschools.org
Sent time:	10/04/2019 01:06:30 PM
To:	obrienk@psd401.net; stewartj@skschools.org
Cc:	kendrickm@psd401.net; looneyt@psd401.net
Subject:	RE: WSPA Meeting Slides

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Human Resources Coordinator
Direct: 253.530.1042
Fax: 253.530.1045

From:	stewartj@skschools.org
Sent time:	10/04/2019 04:16:19 PM
To:	obrienk@psd401.net; jensenv@skschools.org
Subject:	RE: WSPA Meeting Slides

Hi Katie,

I just sent Matthew an email requesting his Paid Family Leave presentation. I will forward it once he sends it to me 😊

Happy Friday!

Thank you,

Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From: OBRIEN, KATHERINE L <obrienk@psd401.net>
Sent: Friday, October 4, 2019 1:26 PM
To: Jensen, Vivian <jensenv@skschools.org>; Stewart, Jackie <stewartj@skschools.org>
Subject: RE: WSPA Meeting Slides

Great, thank you! ☺

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Direct: 253.530.1042
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Sent: Friday, October 4, 2019 1:07 PM
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Human Resources Coordinator
Direct: 253.530.1042
Fax: 253.530.1045

From:	stewartj@skschools.org
Sent time:	10/04/2019 04:15:16 PM
To:	MLapalm@ESD.WA.GOV
Subject:	Region 5 WSPA Meeting Slides

Hello Matthew,

We were wondering if you could possibly send us the link of your slides from your Paid Medical Leave presentation. Have a great weekend!

Thank you,

Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From: OBRIEN, KATHERINE L <obrienk@psd401.net>
Sent time: 10/04/2019 12:53:19 PM
To: stewartj@skschools.org; Jensen, Vivian <jensenv@skschools.org>
Cc: KENDRICK, MESHA J <kendrickm@psd401.net>; LOONEY, TAMMY L <looneyt@psd401.net>
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Human Resources Coordinator
Direct: 253.530.1042
Fax: 253.530.1045

From:	stewartj@skschools.org
Sent time:	10/07/2019 08:29:33 AM
To:	jensenv@skschools.org
Subject:	FW: Region 5 WSPA Meeting Slides
Attachments:	WSPA Region 5 - PaidFamilyMedicalLeave.pptx

Hello ☺

Here is the Paid Family Medical Leave slide show from Matt LaPalm. Can you forward it to our Region 5? Thanks ☺

From: LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Sent: Monday, October 7, 2019 8:10 AM
To: Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Region 5 WSPA Meeting Slides

Hi Jackie, see attached. Thank you!

Matt LaPalm | Paid Family and Medical Leave
Washington Employment Security Department
640 Woodland Sq. Loop SE | Lacey, WA 98503
mlapalm@esd.wa.gov|360-489-2303
(Pronouns: he/him)

From: Stewart, Jackie <stewartj@skschools.org>
Sent: Friday, October 4, 2019 4:15 PM
To: LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Subject: Region 5 WSPA Meeting Slides

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Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

Washington
Paid Family & Medical Leave

Employment Security Department
WASHINGTON STATE



Matt LaPalm

mlapalm@esd.wa.gov

What we will cover today

- Paid Family and Medical Leave timeline
- What is Paid Family and Medical Leave
- Qualifying events
- Serious health conditions
- Benefit: weeks of leave and benefit payment
- Employer responsibilities
- Where to learn more

Rollout timeline

2019

Premium Collection
Reporting Hours & Wages

2020

Benefits Available

Who does this apply to?



Workers & their employers in Washington

Qualifying events

Family leave

- Care for a family member
- Birth or placement of a child
- Military exigency

Medical leave

- Your own medical care

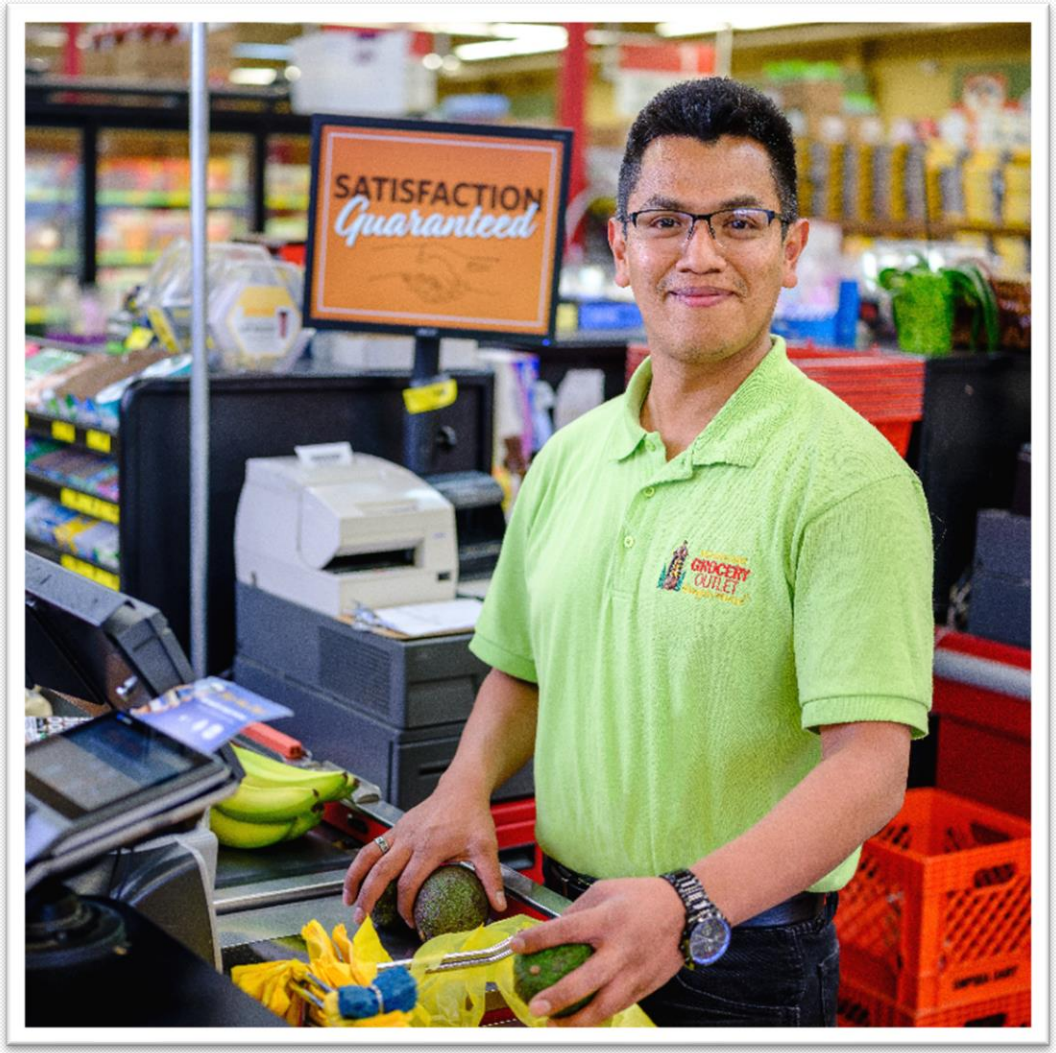
Care for yourself

Time to recover from a serious health condition.

Could include:

- Getting treatment for cancer
- Recovery after an auto accident
- Treatment for substance abuse by a medical provider
- Inpatient mental illness

Similar concept as short-term disability.



Care for a family member

Bonding time in the first year after the birth or placement of a child under 18. Includes adoption and foster parents.

Care for a family member with a serious health condition.



Eligible for care in family leave?

Eligible

- 👍 Child (step)
- 👍 Grandchild
- 👍 Spouse/Domestic Partner
- 👍 Sibling (step)
- 👍 Parent (step, in-law)
  - Loco Parentis
  - Legal Guardian
  - De Facto Parent
- 👍 Grandparent (in-law)

Not eligible

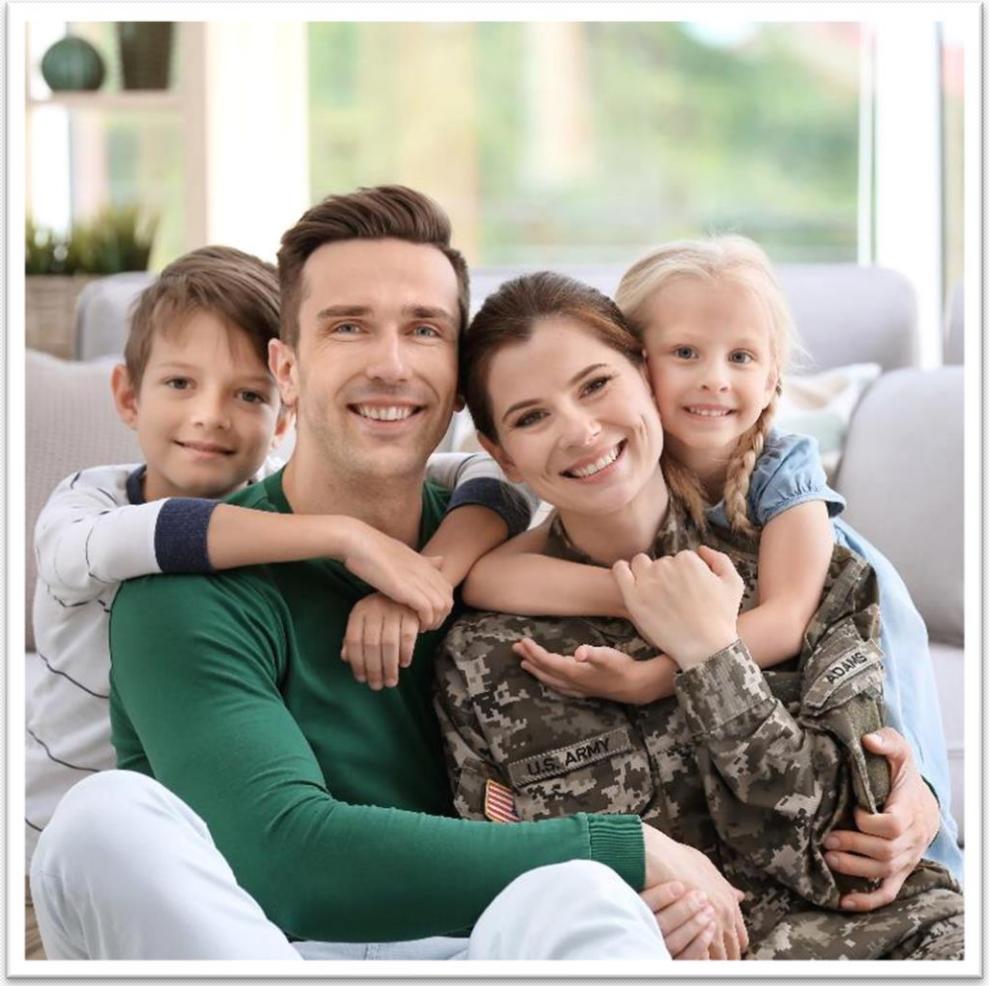
- ✖ Godparents
- ✖ Aunts or Uncles
- ✖ Cousins
- ✖ Distant relatives
- ✖ Roommates
- ✖ Neighbors
- ✖ Coworkers
- ✖ Live-in non-family members
- ✖ Pets

Military exigencies

Statute references federal law related to military exigencies in FMLA.

Broadly related to deployments.

Employment hours and wages with federal government do not qualify for Paid Family and Medical Leave.



Serious Health Condition

8 sections to the definition of serious health condition in statute.

Generally includes chronic serious health conditions, mental health conditions, substance abuse treatment, and others.

Generally does not include common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, cosmetic treatments that do not require inpatient care, and others.

Rulemaking is ongoing and could address this section.

Validation provide by Dr to ESD.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves..."

RCW 50A.04.010 (19a-h)

Eligibility



820 hours

worked during the qualifying period.
Portable across employers.

20 Hours/week -> 41 Weeks
40 Hours/week -> 20.5 Weeks

Qualifying period is the first four of the last five completed calendar quarters, or the last four completed calendar quarters.

Weeks of Leave

12 weeks of Family OR Medical Leave.

16 weeks of Family AND Medical leave.

Additional 2 weeks for complications related to a pregnancy.

Total weeks available in a claim year.

Minimum duration of leave is 8 continuous hours and 7 day waiting period in statute (except birth or placement of a child).



May be addressed by current phases of rulemaking.

Current phases scheduled to end December 2019.

Weekly Wage Replacement

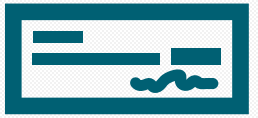
Benefit payment paid by ESD directly to worker. Benefit formula set in statute.

Proportion of typical weekly wage.

Employer paying supplemental benefits (topping off) available and in Phase 6 of rulemaking.

Online benefit calculator in development.





Normal Weekly Wage	Benefit Payment
$500	$450
$700	$601
$900	$701
$1500	$1000

Leave Lifecycle

BEGIN

Qualification
- Worked 820 hours



Eligibility
- Experiences a covered reason for leave



START
Unplanned Leave

File Claim



START
Planned Leave

Receive Benefits
- Claim approved & benefit extended
- Up to 12 weeks as needed with partial wage replacement
- Up to 18 weeks in exceptional circumstances
- Max weekly benefit of $1,000



Employment Restoration

Return to the same, or similar, position when a worker:

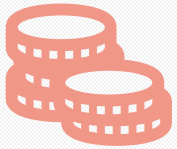
1. Works for an employer with 50 or more employees for at least 20 weeks.

2. Has worked for that employer for at least 1 year.

3. Has worked 1250 hours for that employer in the last year.

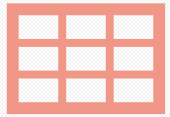


Employer responsibilities



Collect Premiums

Start with the first paycheck in 2019.



Report Hours & Wages

Quarterly starting in 2019.



Employee Notification

Notification requirements will be posted before January 2020.

Notification to Employee



Workplace Poster

Available before January 2020, distributed by ESD.



Employee Notice

Similar to FMLA notice information, but entirely separate.

Learn more

Employer webinar series
Paidleave.wa.gov/events



Employer Toolkit
Paidleave.wa.gov/employers

Contact Paid Family and Medical Leave



833-717-2273



paidleave@esd.wa.gov



paidleave.wa.gov

From: Laura Perry <lperry@bisd303.org>
Sent time: 10/07/2019 08:57:17 AM
To: jensenv@skschools.org
Subject: Out of Office Re: Region 5 WSPA Meeting Slides Paid Family Medical Leave

---

I am currently out of the office and will return on Monday, October 21. I will respond to your email as soon as possible.

SEBB Benefits

Virtual Benefits Fair: https://benefitsfair.hca.wa.gov
Online Support Tool ALEX: https://www.myalex.com/washingtonstatehca/home#choose-benefits
Benefits Open Enrollment Guide: https://www.hca.wa.gov/assets/pebb/school-employee-initial-enrollment-guide-20-0049-2020.pdf
Technical Assistance: 1-855-548-3100

If you need immediate assistance, please contact:

Kelly Spitz at 206-780-1878 for general inquiries
Pamela Sloan at 206-780-1062 for payroll-related questions
Viet-Anh Moy at 206-780-1056 for certificated-related questions

--
--
Make it a Great Day!

Regards,

Laura Perry, PHR, SHRM-CP
Human Resources Specialist
Classified Staff & Benefits
206-780-1068

BAINBRIDGE ISLAND SCHOOL DISTRICT No. 303
STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY
Bainbridge Island School District Office
8489 Madison Ave NE, Bainbridge Island, WA 98110

From:	stewartj@skschools.org
Sent time:	10/07/2019 08:29:46 AM
To:	MLapalm@ESD.WA.GOV
Subject:	RE: Region 5 WSPA Meeting Slides

Thank you so much! Have a great day!

From: LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Sent: Monday, October 7, 2019 8:10 AM
To: Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Region 5 WSPA Meeting Slides

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Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From: Nicole Ziz <nicole.ziz@bremertonschools.org>
Sent time: 10/07/2019 09:00:03 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: Region 5 WSPA Meeting Slides Paid Family Medical Leave

---

Thank you so much. I was so disappointed that i had to miss this training this will be helpful.

Nicole Ziz
Receptionist & Benefits Specialist

Bremerton School District
134 Marion Ave N
Bremerton, WA 98312-3542
nicole.ziz@bremertonschools.org
Phone: (360) 473-1021
Fax: (360) 473-1020

On Mon, Oct 7, 2019 at 8:56 AM Jensen, Vivian <jensenv@skschools.org> wrote:

> Good Morning!
>
> Here is the Paid Family Medical Leave slide show from Matt LaPalm.
>
> Have a great week!
>
> *Vivian Jensen*
>
> *Human Resource Specialist*
>
> *South Kitsap School District*
>
> *360-874-7077*
>
> *Fax 360-874-7076*
>
> ---
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mlapalm@esd.wa.gov|360-489-2303

(Pronouns: he/him)

From:	Human Resources <hr@nkschools.org>
Sent time:	10/07/2019 01:38:19 PM
To:	Jensen, Vivian <jensenv@skschools.org>
Subject:	RE: Region 5 WSPA Meeting Slides Paid Family Medical Leave

Thanks so much!

Therese Caldwell

Human Resources, North Kitsap School District
18360 Caldart Ave NE, Poulsbo, WA 98370
Pronouns: she/her
Phone: (360) 396-3007 ~ FAX: (360) 396-3935
Email: hr@nkschools.org ~ Website: www.nkschools.org

From: Jensen, Vivian <jensenv@skschools.org>
Sent: Monday, October 7, 2019 8:56 AM
To: avitalis@cfsd.wednet.edu; ahurd@northmasonschools.org; amy.stam@bremertonschools.org; awageman@oesd114.org; Allen, Anita <AAllen@nkschools.org>; awinney@oesd114.org; art_clarke@csd49.org; asupry@northmasonschools.org; brenda.king@qvschools.org; carol.bailie@bremertonschools.org; cnicol@northmasonschools.org; chellel@ckschools.org; dapeland@sequimschools.org; david.herrington@bremertonschools.org; denise.kennedy@bremertonschools.org; elainep@ckschools.org; fredmon@qsd48.org; garth.steedman@bremertonschools.org; glont@qsd48.org; ioanna.cossack@bremertonschools.org; Stewart, Jackie <stewartj@skschools.org>; Monagle, Jamie <monaglej@skschools.org>; Paeth, Janet <JPaeth@nkschools.org>; jswaser@northmasonschools.org; jeanneb@ckschools.org; McGarvey, Jeffrey <JMcGarvey@nkschools.org>; jenicas@ckschools.org; Holsten, Jerry <holsten@skschools.org>; jpolm@ptschools.org; Urie, Josie <JUrie@nkschools.org>; karenw@ckschools.org; kathy.nelson@bremertonschools.org; kevans@psd402.org; Johnson, Kelly <KJohnson@nkschools.org>; Olson, Lalaina <olsonla@skschools.org>; lperry@bisd303.org; lmcginnis@ptschools.org; leesa.bowie@bremertonschools.org; larnold@sheltonschools.org; lindsey.wallerstedt@qvschools.org; lroberts@northmasonschools.org; rodsidel@psd401.net; Campbell, Elizabeth <ECampbell@nkschools.org>; lwinchell@psd402.org; Finnie, Lynn <finnie@skschools.org>; lynn.johnson@bremertonschools.org; marco.dicicco@bremertonschools.org; marian.woods@bremertonschools.org; nfitzpatrick@bisd303.org; nbrandt@oesd114.org; nicole.ziz@bremertonschools.org; patty.glaser@bremertonschools.org; Davenport, Rachel <RDavenport@nkschools.org>; Tallman, Rachel <tallman@skschools.org>; richne@ckschools.org; rick_thompson@csd49.org; Hoovers@psd401.net; Conner, Sarah <conners@skschools.org>; sharker@portangelesschools.org; sbutler@northmasonschools.org; stacyr@ckschools.org; sbrush@northmasonschools.org; stacyr@ckschools.org; stephanie_mccleary@csd49.org; looneyt@psd401.net; tarchibald@portangelesschools.org; Human Resources <hr@nkschools.org>; tiffanyb@ckschools.org; tracyj@ckschools.org; vknieper@sequimschools.org; vhammrich@northmasonschools.org; vmoy@bisd303.org; Jensen, Vivian <jensenv@skschools.org>; vmillon@nthurston.k12.wa.us; rclark@sequimschools.org
Subject: Region 5 WSPA Meeting Slides Paid Family Medical Leave

Good Morning!
Here is the Paid Family Medical Leave slide show from Matt LaPalm.
Have a great week!

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

From: LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Sent: Monday, October 7, 2019 8:10 AM
To: Stewart, Jackie <stewartj@skschools.org>
Subject: RE: Region 5 WSPA Meeting Slides

Hi Jackie, see attached. Thank you!

Matt LaPalm | Paid Family and Medical Leave
Washington Employment Security Department
640 Woodland Sq. Loop SE | Lacey, WA 98503
mlapalm@esd.wa.gov|360-489-2303
(Pronouns: he/him)

From: Denise Kennedy <denise.kennedy@bremertonschools.org>
Sent time: 10/07/2019 09:51:23 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: Region 5 WSPA Meeting Slides Paid Family Medical Leave

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--
Denise Kennedy
Human Resources Supervisor
Bremerton School District
(360) 473.1026

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From: Laurie McGinnis <lmcginnis@ptschools.org>
Sent time: 10/07/2019 09:49:29 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: Region 5 WSPA Meeting Slides Paid Family Medical Leave

---

Thank you for sending this. I often am unable to get out to the meetings. I really appreciate you taking the time to send the presentation out.

Laurie McGinnis
HR/Payroll Director
1610 Blaine St
Port Townsend WA 98368

Port Townsend School District
360 379-4602
lmcginnis@ptschools.org

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On Mon, Oct 7, 2019 at 8:57 AM Jensen, Vivian <jensenv@skschools.org> wrote:

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mlapalm@esd.wa.gov|360-489-2303

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From:	jensenv@skschools.org
Sent time:	10/07/2019 10:08:31 AM
To:	lmcginnis@ptschools.org
Subject:	RE: Region 5 WSPA Meeting Slides Paid Family Medical Leave

Happy to Help 😊
Hopefully you can join us in December!

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. - MLK

From: Laurie McGinnis <lmcginnis@ptschools.org>
Sent: Monday, October 7, 2019 9:49 AM
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mlapalm@esd.wa.gov|360-489-2303
(Pronouns: he/him)

From:	LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Sent time:	10/07/2019 08:10:04 AM
To:	Stewart, Jackie <stewartj@skschools.org>
Subject:	RE: Region 5 WSPA Meeting Slides
Attachments:	WSPA Region 5 - PaidFamilyMedicalLeave.pptx

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Washington Employment Security Department
640 Woodland Sq. Loop SE | Lacey, WA 98503
mlapalm@esd.wa.gov|360-489-2303
(Pronouns: he/him)

From: Stewart, Jackie <stewartj@skschools.org>
Sent: Friday, October 4, 2019 4:15 PM
To: LaPalm, Matthew (ESD) <MLapalm@ESD.WA.GOV>
Subject: Region 5 WSPA Meeting Slides

Hello Matthew,

We were wondering if you could possibly send us the link of your slides from your Paid Medical Leave presentation. Have a great weekend!

Thank you,

Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

Washington
Paid Family & Medical Leave

Employment Security Department
WASHINGTON STATE



Matt LaPalm

mlapalm@esd.wa.gov

What we will cover today

- Paid Family and Medical Leave timeline
- What is Paid Family and Medical Leave
- Qualifying events
- Serious health conditions
- Benefit: weeks of leave and benefit payment
- Employer responsibilities
- Where to learn more

Rollout timeline

2019

Premium Collection
Reporting Hours & Wages

2020

Benefits Available

Who does this apply to?



Workers & their employers in Washington

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- Care for a family member
- Birth or placement of a child
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- Your own medical care

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Could include:

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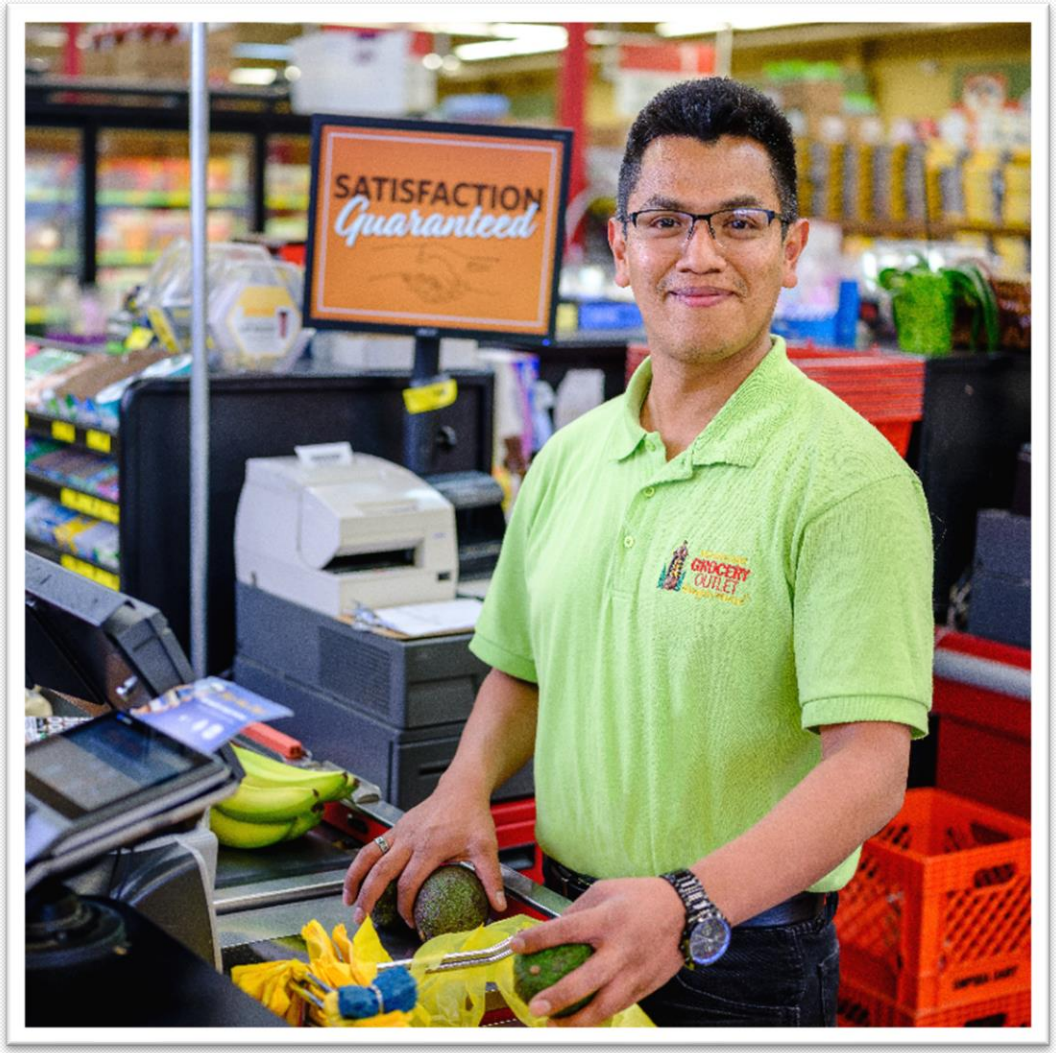
Similar concept as short-term disability.



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Care for a family member with a serious health condition.



Eligible for care in family leave?

Eligible

- 👍 Child (step)
- 👍 Grandchild
- 👍 Spouse/Domestic Partner
- 👍 Sibling (step)
- 👍 Parent (step, in-law)
  - Loco Parentis
  - Legal Guardian
  - De Facto Parent
- 👍 Grandparent (in-law)

Not eligible

- ✖ Godparents
- ✖ Aunts or Uncles
- ✖ Cousins
- ✖ Distant relatives
- ✖ Roommates
- ✖ Neighbors
- ✖ Coworkers
- ✖ Live-in non-family members
- ✖ Pets

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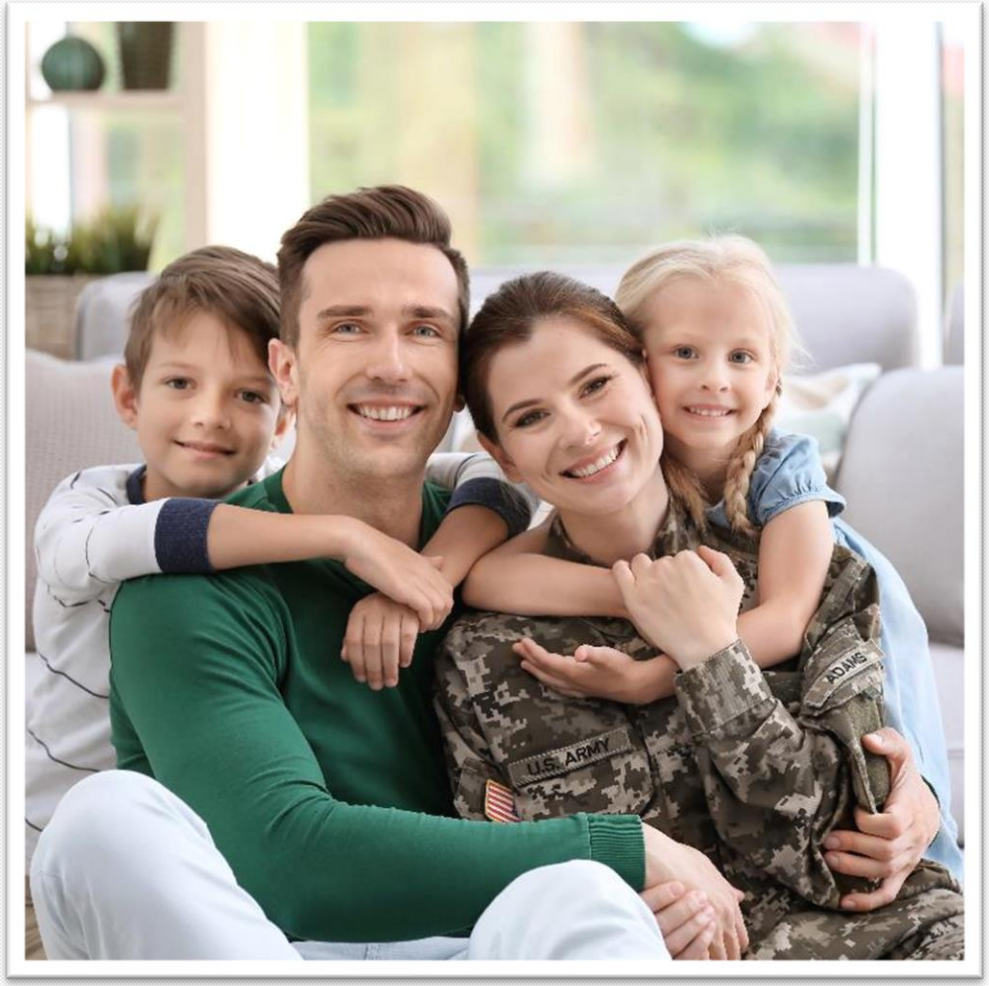
Statute references federal law related to military exigencies in FMLA.

Broadly related to deployments.

Employment hours and wages with federal government do not qualify for Paid Family and Medical Leave.



Serious Health Condition

8 sections to the definition of serious health condition in statute.

Generally includes chronic serious health conditions, mental health conditions, substance abuse treatment, and others.

Generally does not include common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, cosmetic treatments that do not require inpatient care, and others.

Rulemaking is ongoing and could address this section.

Validation provide by Dr to ESD.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves..."

RCW 50A.04.010 (19a-h)

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820 hours

worked during the qualifying period.
Portable across employers.

20 Hours/week -> 41 Weeks
40 Hours/week -> 20.5 Weeks

Qualifying period is the first four of the last five completed calendar quarters, or the last four completed calendar quarters.

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Total weeks available in a claim year.

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Proportion of typical weekly wage.

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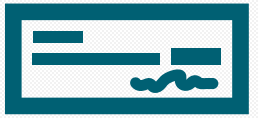


Normal Weekly Wage	Benefit Payment
$500	$450
$700	$601
$900	$701
$1500	$1000

Leave Lifecycle

BEGIN

Qualification
- Worked 820 hours



Eligibility
- Experiences a covered reason for leave



START
Unplanned Leave

File Claim



START
Planned Leave

Receive Benefits
- Claim approved & benefit extended
- Up to 12 weeks as needed with partial wage replacement
- Up to 18 weeks in exceptional circumstances
- Max weekly benefit of $1,000



Employment Restoration

Return to the same, or similar, position when a worker:

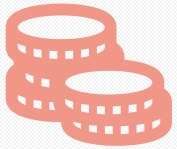
1. Works for an employer with 50 or more employees for at least 20 weeks.

2. Has worked for that employer for at least 1 year.

3. Has worked 1250 hours for that employer in the last year.

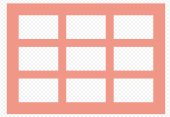


Employer responsibilities



Collect Premiums

Start with the first paycheck in 2019.



Report Hours & Wages

Quarterly starting in 2019.



Employee Notification

Notification requirements will be posted before January 2020.

Notification to Employee



Workplace Poster

Available before January 2020, distributed by ESD.



Employee Notice

Similar to FMLA notice information, but entirely separate.

Learn more

Employer webinar series
Paidleave.wa.gov/events



Employer Toolkit
Paidleave.wa.gov/employers

Contact Paid Family and Medical Leave



833-717-2273



paidleave@esd.wa.gov



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From: jensenv@skschools.org

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Washington
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Employment Security Department
WASHINGTON STATE



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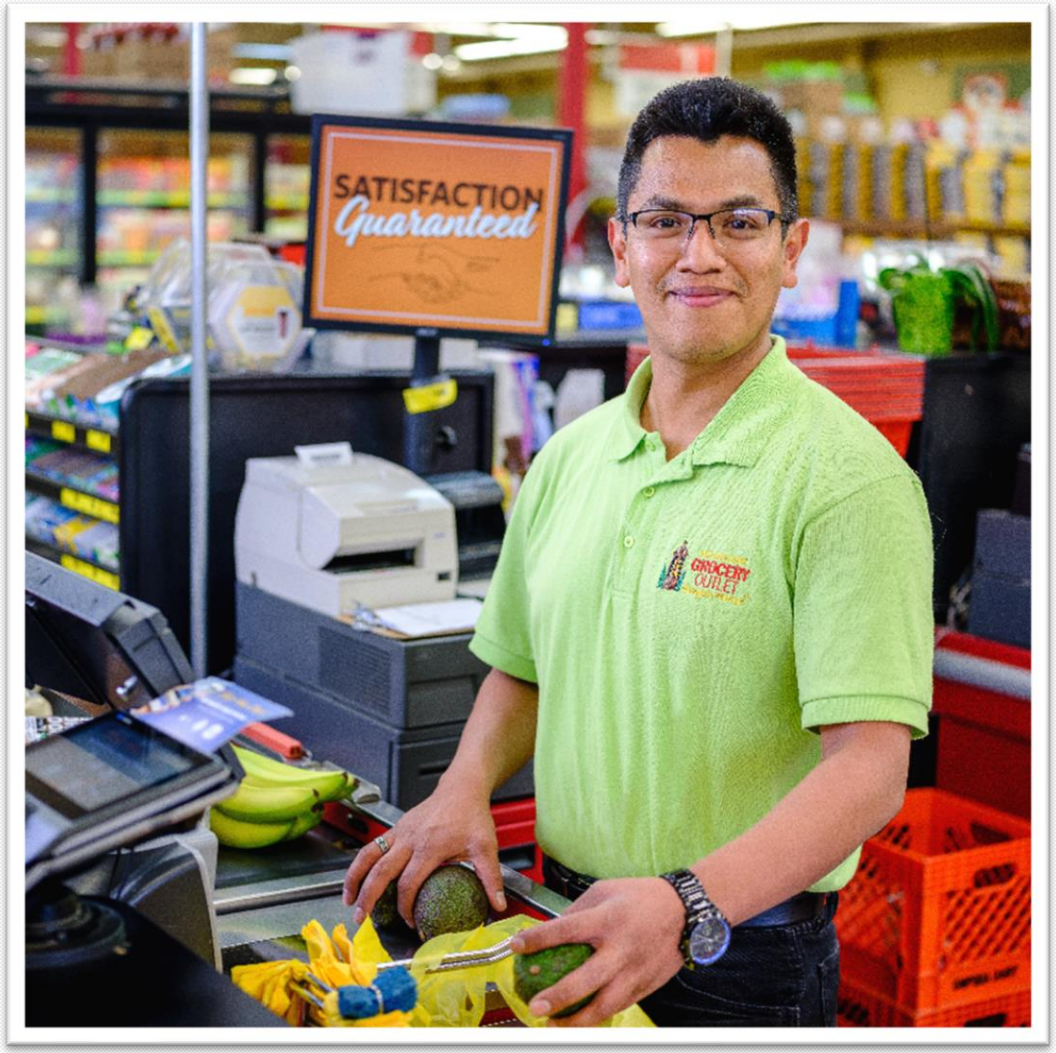

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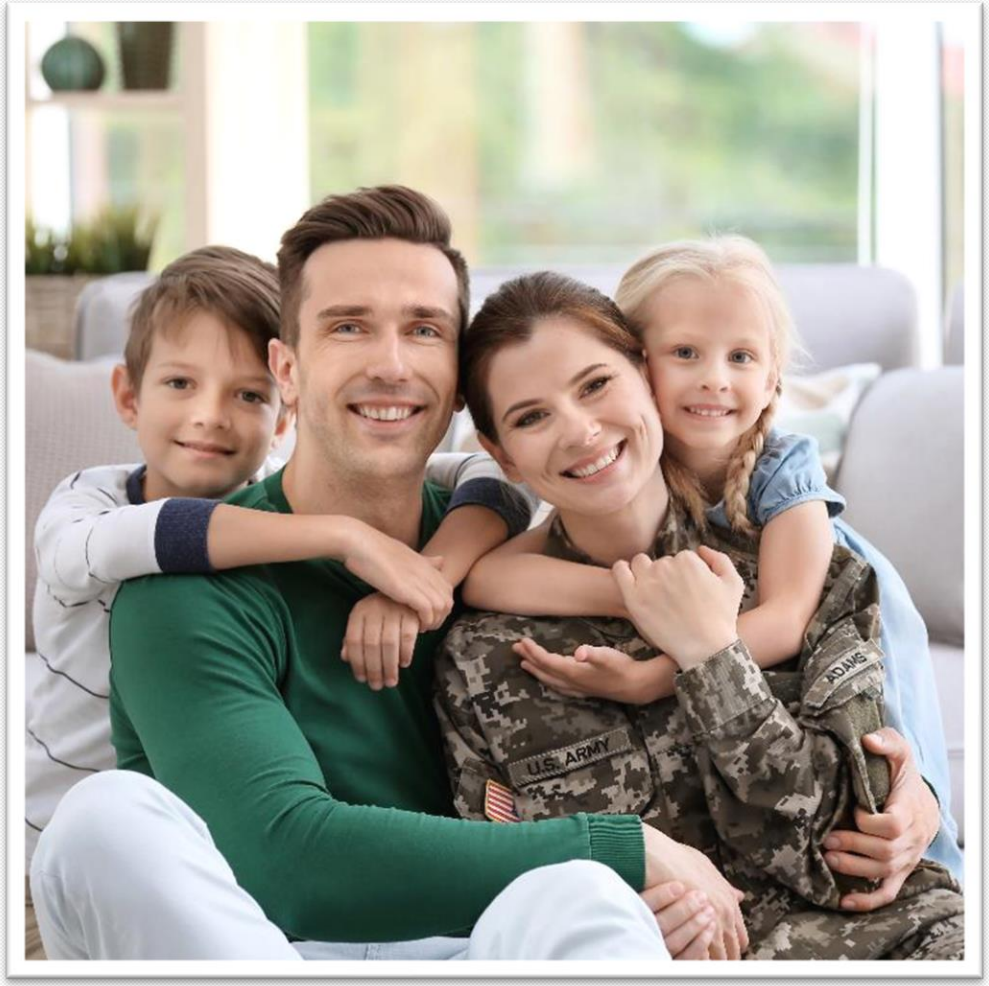

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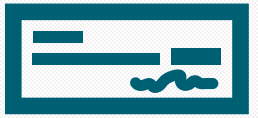

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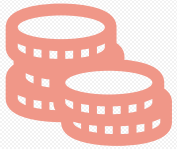
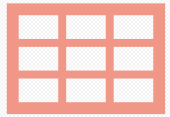
Employer responsibilities



Collect Premiums

Start with the first paycheck in 2019.



Report Hours & Wages

Quarterly starting in 2019.



Employee Notification

Notification requirements will be posted before January 2020.

Notification to Employee



Workplace Poster

Available before January 2020, distributed by ESD.



Employee Notice

Similar to FMLA notice information, but entirely separate.

Learn more

Employer webinar series
Paidleave.wa.gov/events



Employer Toolkit
Paidleave.wa.gov/employers

Contact Paid Family and Medical Leave



833-717-2273



paidleave@esd.wa.gov



paidleave.wa.gov

From:	admin@wspa.net
Sent time:	10/08/2019 05:31:12 PM
To:	Jensen, Vivian <jensenv@skschools.org>
Subject:	Re: S275 Conference

Hi Vivian,

I sent them out this morning. It's possible they were caught in spam filters. I'm on my way to the hotel now to set up and will retry just as soon as I get there.

I will also add to google drive just in case the file was too large for some districts filters. Thanks for the heads up!

Jennifer Tottenham

> On Oct 8, 2019, at 5:01 PM, Jensen, Vivian <jensenv@skschools.org> wrote:
>
> Hi Jennifer,
> Can you please let me know if the S275 manuals have been emailed out yet? Are they going to be sent prior to the training on Thursday, October 10?
> Several members have asked me in regards to the information. I realize that those that purchased the manuals will pick them up at the training.
> Please let me know. ☺
> Thanks!
>
> *Vivian Jensen*
> *Human Resource Specialist*
> *South Kitsap School District*
> *360-874-7077*
> *Fax 360-874-7076*
>
> *A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. - MLK*

From:	jensenv@skschools.org
Sent time:	10/08/2019 05:35:48 PM
To:	admin@wspa.net
Subject:	RE: S275 Conference

Thank you!!! See you Thursday! 😊

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. – MLK

From: admin@wspa.net <admin@wspa.net>
Sent: Tuesday, October 8, 2019 5:31 PM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: Re: S275 Conference

Hi Vivian,

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From:	jensenv@skschools.org
Sent time:	10/08/2019 05:00:57 PM
To:	admin@wspa.net
Cc:	cleonard@wspa.net
Subject:	S275 Conference

Hi Jennifer,
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Several members have asked me in regards to the information. I realize that those that purchased the manuals will pick them up at the training.
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Thanks!

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

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From: admin@wspa.net
Sent time: 10/08/2019 06:26:14 PM
To: admin@wspa.net
Cc: mhcolvin@bethelsd.org; Bradburn Laura D . <BradburnLD@mukilteo.wednet.edu>
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

It is my understanding that the manual file may be a bit too large for some district spam filters. I have added the manual to our shared WSPA Google Drive and I am hopeful that will make access available for all.

The manual may be found at: https://drive.google.com/open?id=1qRDZ8JhfM8u5gAJVS-uu0OMpr5DDupdR

Please let me know if you have any continued trouble accessing the S-275 manual and I will do my best to get it to you one way or another!

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 11:15 AM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

Thank you for your registration to our upcoming S-275 Reporting Workshop. We look forward to having you join us!

The electronic version of the manual is attached for your records – for those of you who purchased hardcover manuals we will have them for you at the event.

S-275 Reporting Workshop
October 10, 2019

- DoubleTree by Hilton at Southcenter: 16500 Southcenter Parkway, Tukwila, WA 98188
- 8:00 am- 4:00 pm
- Continental breakfast and lunch provided

Please let me know if I have provided the assistance needed or if I may be of any further service. Thank you.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:01:57 AM
To:	monaglej@skschools.org
Subject:	WSPA Events: School Law Conference Registration

Hello WSPA Members,

WSPA has been hard at work preparing workshops and resources to support you in your work. Please visit our website for a complete listing of events and opportunities for 2019-2020: www.wspa.net

Upcoming events -- registration now open:

School Law Conference
October 14-15, 2019
NEW LOCATION: We are excited to share that the School Law Conference will now be held at the ***DoubleTree Suites by Hilton at SEATAC AIRPORT***

Please click here for more School Law Conference information and registration.

We look forward to seeing each of you at WSPA events this year. Thank you for your continued support of the Washington School Personnel Association.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to monaglej@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:02:05 AM
To:	holsten@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to holsten@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:02:38 AM
To:	finnie@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:03:36 AM
To:	jensenv@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:03:00 AM
To:	tallman@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to tallman@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:02:10 AM
To:	holsten@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to holsten@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:03:32 AM
To:	jensenv@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to jensenv@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:02:55 AM
To:	tallman@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to tallman@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:02:02 AM
To:	stewartj@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to stewartj@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:02:43 AM
To:	finnie@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 10:01:57 AM
To:	stewartj@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/09/2019 08:02:02 AM
To:	monaglej@skschools.org
Subject:	WSPA Events: School Law Conference Registration

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Thank you,

Jennifer Tottenham
Washington School Personnel Association

This email was sent to monaglej@skschools.org by admin@wspa.net

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From: jensenv@skschools.org
Sent time: 10/10/2019 02:12:44 PM
To: admin@wspa.net
Subject: Automatic reply: WSPA onboarding for review - thank you!

I am currently unavailable but will respond as soon as possible.

Vivian Jensen
HR Specialist
South Kitsap School District
360-874-7077

From:	conners@skschools.org
Sent time:	10/10/2019 02:29:59 PM
To:	admin@wspa.net
Subject:	Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019

Good Day,

I am out of the office attending training and will have limited access to email. If you need immediate assistance, please contact Erika Paton at 360-874-7074.

I will be back Friday (late morning). Thank you!!

Sarah Conner
HR Classified & Certifacted Support Specialist
#360-874-7079
conners@skschools.org

From: tallman@skschools.org

Sent time: 10/10/2019 02:29:59 PM

To: admin@wspa.net

Subject: Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019

I will be out of the office for the remainder of today, Wednesday October 9th, 2019 for the Cares Fair at SKHS and will also be out of the office all day for training on Thursday October, 10th 2019.

I will be back in the office Friday October 11th at 7:30 am, and will respond to all messages at that time. Thank you!

Rachel Tallman

HR Specialist, MBA
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366
tallman@skschools.org
360-874-7083

From:	stewartj@skschools.org
Sent time:	10/10/2019 02:29:59 PM
To:	admin@wspa.net
Subject:	Automatic reply: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

I am currently out of the office at training and will return Friday, October 11, 2019. I will respond to your email as soon as I am able.

Thank you so much!

Sincerely,

Jackie Stewart
HR Specialist
South Kitsap School District
360-874-7082

From:	admin@wspa.net
Sent time:	10/10/2019 02:29:43 PM
To:	admin@wspa.net
Cc:	mhcolvin@bethelsd.org; Bradburn Laura D . <BradburnLD@mukilteo.wednet.edu>
Subject:	FW: WSPA S-275 Reporting Workshop 10/10/2019
Attachments:	S275 Clock Hours_TUKWILA OCT 10 2019.pdf

Thank you for your attendance at our recent S-275 workshop. The clock hour form is attached for your records.

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 6:26 PM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

It is my understanding that the manual file may be a bit too large for some district spam filters. I have added the manual to our shared WSPA Google Drive and I am hopeful that will make access available for all.

The manual may be found at: https://drive.google.com/open?id=1qRDZ8JhfM8u5gAJVS-uu0OMpr5DDupdR

Please let me know if you have any continued trouble accessing the S-275 manual and I will do my best to get it to you one way or another!

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 11:15 AM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

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S-275 Reporting Workshop
October 10, 2019

- DoubleTree by Hilton at Southcenter: 16500 Southcenter Parkway, Tukwila, WA 98188
- 8:00 am- 4:00 pm
- Continental breakfast and lunch provided

Please let me know if I have provided the assistance needed or if I may be of any further service. Thank you.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

S275 Clock Hours_TUKWILA OCT 10 2019.pdf

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION
PO Box 1600 ● Anacortes, WA 98221 ● 360-825-1415

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.

Section 1 – Information – Participant Only			**Please Print and Use Pen**
Legal Name (Last, First, Middle)			Maiden or Former Name
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) ☐ Female ☐ Male
Home Address (Street, City, State, Zip Code)			Telephone Numbers Home Business

Section II – Clock Hour Provider		
Clock Hour Class Title: **S-275 Personnel Reporting Workshop**		Name of Instructors: **Laura Bradburn, Meredith Colvin**
Total Number of Clock Hours Available **7**	First Day of Class/Offering **10/10/2019**	Last Day of Class/Offering **10/10/2019**
Sponsoring Provider Name (Agency Granting Clock Hours) **Washington School Personnel Association**		Business Telephone Number **360-825-1415**
Provider Address **PO Box 1600 Anacortes, WA 98221**		
Sponsoring Provider Contact Person **Jennifer Tottenham, Program Coordinator**		Telephone Number **360-825-1415**

Section III – Affidavit of Participant

I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.

_____ _____
Original Signature of Participant Date

Section IV – Clock Hour Provider - Verification

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

_____ 10/10/2019
Original Signature of Class Sponsor/Instructor Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

From:	jensenv@skschools.org
Sent time:	10/10/2019 05:50:34 PM
To:	monaglej@skschools.org
Subject:	RE: Please help - Paraeductor FCS

I think I told you about this. He said it is the law but currently there's not "penalty" attached to para's who refuse to take the training, other than they can't be reported to the state for reimbursement. I think where the rub will be is further down the road if they continue to be paraeducators. Within 5 years, it looks like paras will be required to be "certificated" and will have had to complete the Fundamental Course of Study and the additional 70 clock hours for certification. They have to complete the FCS before they can move forward.
Jack will be at our December 6 WSPA meeting. I look forward to having lots of questions for him.
I have a phone meeting with him on Monday at 10 am to report back on the training and give feedback from the paras.
The fun never ends 😊

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. – MLK

From: Monagle, Jamie <monaglej@skschools.org>
Sent: Thursday, October 10, 2019 10:52 AM
To: Jensen, Vivian <jensenv@skschools.org>
Subject: FW: Please help - Paraeductor FCS

Hey Viv,

Did Jack ever respond to you yesterday?

Thanks!

Jamie Monagle
Director of Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7071
Fax: 360-874-7076
Email: **monaglej@skschools.org**

From: Jensen, Vivian <jensenv@skschools.org>
Sent: Wednesday, October 9, 2019 10:11 AM
To: jack.busbee@k12.wa.us
Cc: Monagle, Jamie <monaglej@skschools.org>
Subject: Please help - Paraeductor FCS

Hi Jack,
We are instituting the Para training in our district and I'm getting a lot of push back from several paras for various reasons. What is the penalty for Paraeducators who refuse to take the training? I have reviewed the WACs and I cannot find anything that speaks to what districts are allowed to do
To ensure compliance.
Please help!

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

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From:	jensenv@skschools.org
Sent time:	10/10/2019 05:36:04 PM
To:	admin@wspa.net
Subject:	RE: WSPA onboarding for review - thank you!

Hi Jennifer!
This power point looks great! I don't know of any additional information it would need. I think it would definitely help new board members like myself. I found it very informative and it's nice that you have the links on it to where to find additional information.
Color scheme looks good too! ☺

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

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From: admin@wspa.net <admin@wspa.net>
Sent: Thursday, October 10, 2019 2:13 PM
To: Jensen, Vivian <jensenv@skschools.org>; jstewart@manson.org
Subject: WSPA onboarding for review - thank you!

Vivian and Jackie,

Here is a VERY draft onboarding document for new WSPA representatives – please let me know what it needs!

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	jensenv@skschools.org
Sent time:	10/10/2019 05:30:00 PM
To:	admin@wspa.net
Subject:	RE: WSPA S-275 Reporting Workshop 10/10/2019

Thank you Jennifer! ☺

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. - MLK

From: admin@wspa.net <admin@wspa.net>
Sent: Thursday, October 10, 2019 2:30 PM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: FW: WSPA S-275 Reporting Workshop 10/10/2019

Thank you for your attendance at our recent S-275 workshop. The clock hour form is attached for your records.

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 6:26 PM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

It is my understanding that the manual file may be a bit too large for some district spam filters. I have added the manual to our shared WSPA Google Drive and I am hopeful that will make access available for all.

The manual may be found at: https://drive.google.com/open?id=1qRDZ8JhfM8u5gAJVS-uu0OMpr5DDupdR

Please let me know if you have any continued trouble accessing the S-275 manual and I will do my best to get it to you one way or another!

Thank you,

Jennifer

From: admin@wspa.net
Sent: Tuesday, October 08, 2019 11:15 AM
To: admin@wspa.net
Cc: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>; mhcolvin@bethelsd.org
Subject: WSPA S-275 Reporting Workshop 10/10/2019

Hello,

Thank you for your registration to our upcoming S-275 Reporting Workshop. We look forward to having you join us!

The electronic version of the manual is attached for your records – for those of you who purchased hardcover manuals we will have them for you at the event.

S-275 Reporting Workshop
October 10, 2019

- DoubleTree by Hilton at Southcenter: 16500 Southcenter Parkway, Tukwila, WA 98188
- 8:00 am- 4:00 pm
- Continental breakfast and lunch provided

Please let me know if I have provided the assistance needed or if I may be of any further service. Thank you.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	admin@wspa.net
Sent time:	10/10/2019 08:51:25 AM
To:	admin@wspa.net
Cc:	cleonard@wspa.net
Subject:	School Law Conference: welcome, conference materials, and new location reminder
Attachments:	2019 School Law_AGENDA_UPDATED 10.9.2019.pdf

Dear School Law Conference attendees,

Thank you for taking the time out of your very busy schedules to join us at the upcoming School Law Conference. We value your time and are proud to present an agenda that will provide timely and relevant information presented by some of Washington State's most prestigious law firms.

School Law Conference

- October 14-15, 2019
- **NEW LOCATION: Suites by Hilton at SEATTLE AIRPORT : 18740 International Blvd, Seattle, WA 98188**
  - Note: Parking will be complimentary for attendees. Parking passes will be provided at check-in for overnight guests and we will have parking passes at registration for local attendees.

Conference materials will be available electronically for your review.

- In order to access these materials, you have been provided a special username and password to access our website:
  - Username: LAW2019
  - Password: wspa
- Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials
- Please visit www.wspa.net and login with the above account to access this information.

We are still receiving presentation documents and will be posting updates to the materials throughout the event. Please check back for the most up-to-date information.

We look forward to seeing you at the conference.

Please let me know if I have provided the assistance needed or if I may be of any further service. Thank you.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

2019 School Law_AGENDA_UPDATED 10.9.2019.pdf



NEW LOCATION: DoubleTree Suites by Hilton at SEATTLE AIRPORT
18740 International Blvd. Seattle, WA 98188

SUNDAY, OCTOBER 13, 2019		
2:00 – 4:00 pm	Annual Conference Sub-Committee Planning Meeting	CASCADE 13
4:00 – 5:30 pm	HELP Advisory Committee Meeting	CASCADE 13
6:00-8:00 pm	WSPA Board Meeting	CASCADE 13

MONDAY, OCTOBER 14, 2019			
Schedule	**ROOM 1**	**ROOM 2**	**ROOM 3**
7:30 am	***Registration opens in Foyer***		
8:00-9:00 am	Ballroom **Breakfast Keynote: Debriefing the 2019 Bargain** Presenters: Curtis Leonard, Bargaining Panel		
Session 1 9:15-10:30	***Navigating Student Mental Health Concerns*** Emma Gillespie Preg O'Donnell & Gillett	***Managing Breaches of Electronic Data*** Jeffrey Daly Preg O'Donnell & Gillett	***Dangers Lurking in the Physical Education Classroom*** Angela Marshlain Patterson Buchanan Fobes &Leitch
Session 2 10:40-11:55	***Unfair Labor Practices – Basic Legal Principals, ULPs as a Bargaining Tactic and Strategies in Response*** Lorraine Wilson Porter Foster Rorick	***Student Suicides – Protecting the District and Students*** Mark O'Donnell Preg O'Donnell & Gillett Camille Goldy OSPI	***Changes to Clock Hour Policy in Washington State*** Maren Johnson PESB
12:15-1:55	Ballroom ***Sometimes It's the Little Things – What to Do and What to Stop That Can Help Your District*** Presenters: Charles Leitch and Chris Burton		
Session 3 2:15-3:30	***WTF - What's The Focus? 3 Case Studies balancing HR Operational Practices as Well as Legal Considerations*** Chris Burton Law Office of Chris Burton Lisa Hechtman Issaquah School District	***Backpacks, Phones and More! Student Searches and Seizures*** Kevin O'Neill Stevens Clay	***Paraeducator Certficiate Program Requirement: an update*** Jack Busbee PESB
4:00 pm	MAXI'S BALLROM ***School Law Conference Attendee Reception*** Hosted by: Patterson Buchanan Fobes & Leitch		

2019 School Law_AGENDA_UPDATED 10.9.2019.pdf

TUESDAY, OCTOBER 15, 2019			
8:30-9:30	Ballroom ***Breakfast Keynote: Successful Mediation of Labor Disputes*** Presenters: Public Employment Relations Commissions		
Session 4 9:40-10:55	***Do No Harm: Planning for a School-Based Health Center in your District*** Heidi Maynard Vandeberg Johnson & Gandara	***Certification Updates*** David Kinnunen OSPI	***Internal Union Records and the Public Records Act*** Jay Schulkin Porter Foster Rorick
Session 5 11:00-12:15	***Accommodating Employees' Mental Conditions*** Pat Buchanan Patterson Buchanan Fobes &Leitch	***Special Education: Errors to Fix Before You're Sued*** Lynette Baisch Porter Foster Rorick	***Student Civil Rights*** Sam Chalfant Curran Law Firm
12:25-1:25	Ballroom ***Lunch Keynote: The Year in Review / Legal Updates*** Presenters: Chuck Lind Patterson Buchanan Fobes & Leitch		
Session 6 1:35-2:50	***Student Speech On Campus, Off Campus and Somewhere on the Internet*** Valerie Walker Porter Foster Rorick	***Top Ten Things Every Administrator Needs to Know*** Rick Kaiser Law Offices of Richard Kaiser	***This is your Last Chance! Handling Last Chance Agreements - Do They Work?*** Paul Clay Stevens Clay
ADJOURN			
Conference Materials will be provided electronically to attendees			

Washington School Personnel Association
www.wspa.net

Washington Schools Risk Management Pool
www.wsrmp.com

From:	admin@wspa.net
Sent time:	10/10/2019 02:12:33 PM
To:	jensenv@skschools.org; jstewart@manson.org
Subject:	WSPA onboarding for review - thank you!
Attachments:	Board onboarding.pptx

Vivian and Jackie,

Here is a VERY draft onboarding document for new WSPA representatives – please let me know what it needs!

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
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Phone: 360-825-1415/Fax: 253-736-0333
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WASHINGTON SCHOOL PERSONNEL ASSOCIATION

NEW BOARD MEMBER ONBOARDING

Why participate?

We know how busy you are. Why choose to volunteer your time representing your region through WSPA?

- We UNDERSTAND the needs of human resource professionals
  - We understand the complex needs of school human resources professionals because we are in the trenches with you. Our leaders are human resource professionals, school law attorneys, and experienced educators and administrators. We understand the changing laws, requirements and legislative impacts and are here to help you adapt and meet these changing demands.
- We SHARE your commitment
  - The WSPA Board and Administrative Team are committed to the success of our members, our school districts, our educators, and students state-wide.
- We WORK with you to find solutions
  - We understand the needs of Washington State school districts and are able to customize training to meet the needs of our members.

What do we do?

You may have participated in WSPA events, but do you really know who we are and what provide?

We provide a variety of platforms to meet the needs of our members:

- In-person workshops and trainings
- Legislative updates and advocacy
- Regional meetings, networking, support
- Randy Hathaway Fellowship provides scholarships for continued education
- Washington Educator Career Fair(s)
- Job postings
- Shared electronic database and resources

What do we do?

You may have participated in WSPA events, but do you really know who we are and what provide?

Annual Events:

- School Law Conference
- S-275 Reporting Workshop
- Employee Misconduct and Investigations Workshop
- 21st Century Bargaining Skills Conference
- Human Resources in Education Leadership Program (HELP)
- HR Legal Boot Camp – Classified and Certificated
- WSPA Annual Conference
- Washington Educator Career Fair

Regional Support

The WSPA membership is represented by six regions statewide.

Each region has its own representation on the WSPA Board and has a voice in the development of WSPA programs, events, and the growth of the association.

Each region offers networking, support, and individualized training for its members. WSPA members have the benefit of strong relationships, collaboration, and shared resources at the region level and statewide.

Thank you for your willingness to be a leader in human resources in education for Washington State.

Regional Responsibilities

The WSPA membership is represented by six regions statewide. Each region is represented by two representatives. The term of the representative is two (2) years. Representatives are elected by vote of the region membership.

The primary task of the regional representative(s) is to prepare meaningful and relevant meetings/in-service for their members.

- Regions are responsible for scheduling, coordinating agendas/speakers, arranging for facilities, and sending notices of events to region members
- Regional meeting costs are reimbursable through WSPA. Receipts and reimbursement forms are to be submitted to the WSPA program coordinator for processing
- Regions are responsible for record keeping and all books, records, and property of the region are to be turned over to the incoming representatives as terms end.
- Regional Representatives will be expected to serve on planning sub-committees as directed by the Executive Board
- Regional Representatives will be active in the recruitment and retaining of WSPA members
- WSPA Constitution and Bylaws: https://www.wspa.net/constitution-and-bylaws

Meeting Attendance and Participation

Regional Representatives are expected to attend three board meetings each year:

- Annual Board Retreat in June
- October Board Meeting
- February Board Meeting

For co-representatives, attendance at the annual retreat will include the incoming and standing representatives. The outgoing representative does not attend.

Communicating with your region

The WSPA membership database provides the resource to email members per region.

To access region member lists: https://waspa.memberclicks.net/administrator/

- Please note that you will need to logout of your personal WSPA membership and login with the following:
  - Username: wspaboard
  - Password: wspa
    - This will bring you to ADMIN HOME
    - Please click on the region list you wish to access, this will show all the current members of your region
    - Click on the tiny envelope marked “contact” on the upper right corner
    - Choose to send immediately or at a later date and time
    - Choose continue and follow the instructions to complete your email

Reimbursement Procedures

- Regional meeting expenses are reimbursable up to $500 per region/per year
- For WSPA board meetings your travel and non-included meals are reimbursable
- For WSPA board meetings your accommodations will be provided by WSPA

Requirements for reimbursement:

- Please complete a WSPA-provide reimbursement form along with any applicable receipts to the program coordinator for payment

How can we help?

The Washington School Personnel Association is a non-profit organization. We are governed by a Board of Directors, including representation from each of our identified regions. We are led by an Executive Director and employ a Program Coordinator that executes the daily functions of the association.

Executive Director: Curtis Leonard
cleonard@wspa.net

Program Coordinator: Jennifer Tottenham
admin@wspa.net

Washington School Personnel Association
PO Box 1600
Anacortes, WA 98221
www.wspa.net

From: jensenv@skschools.org
Sent time: 10/11/2019 09:38:38 AM
To: admin@wspa.net
Subject: Automatic reply: WSPA onboarding for review - thank you!

I am currently unavailable but will respond as soon as possible.

Vivian Jensen
HR Specialist
South Kitsap School District
360-874-7077

From:	conners@skschools.org
Sent time:	10/11/2019 01:15:34 PM
To:	lund@skschools.org
Cc:	tallman@skschools.org
Subject:	RE: clock hours
Attachments:	October 2019.pdf

Hi Shannon,

After reviewing the clock hour transcripts the ESD provided, it looks like you earned 198 clock hours which equals 19.8 quarter credits. Adding this to your "piggy bank" you now have a total of 134.60 quarter credits.

HOWEVER, per WA State S275 ruling (attached is our 2019 S-275 that OSPI puts out annually. Refer to page 170) it specifically reads:

"Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before."

What this means, is that once a MA is earned, we can per the State only count an excess of 45 credits earned between the degrees. To take care of this on our side, we add the MA to your profile and then subtract out 45 credits from your grand total to place your accordingly on the wage schedule. Ex: 134.60 credits – 45 credits = 89.60 quarter credits which would place you at MA+0 on the salary schedule. To reach MA+90 on the salary schedule, you will need an additional 0.4 quarter credits or 4 clock hours.

Was this clear as mud 😊 Let us know if you have any questions or concerns. Thank you!!

Sarah Conner
HR Classified & Certificated Support Specialist
South Kitsap School District
2689 Hoover Avenue
Port Orchard, WA 98366
#360-874-7079
conners@skschools.org

From: Conner, Sarah
Sent: Friday, October 11, 2019 11:24 AM
To: Lund, Shannon <lund@skschools.org>
Cc: Tallman, Rachel <tallman@skschools.org>
Subject: RE: clock hours

Hi Shannon,

I'm reviewing the transcripts and we will keep you posted. Thank you!!

Sarah Conner
HR Classified & Certificated Support Specialist
South Kitsap School District
2689 Hoover Avenue
Port Orchard, WA 98366
#360-874-7079

conners@skschools.org

From: Lund, Shannon <lund@skschools.org>
Sent: Wednesday, October 9, 2019 2:46 PM
To: Tallman, Rachel <tallman@skschools.org>
Subject: clock hours

Good afternoon! I just checked my pdenroller and I am at 776.50. I also took 15 credits last year. That should put me at Master's plus 90. I just wanted to confirm that amount through you.

Thank you!
Shannon Lund

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WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

S-275 REPORTING MANUAL

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Washington School Personnel Association

Contact: admin@wspa.net

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Section 2: The S-275 Overview

Section 3: Who?, What?, When?

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

Section 6: Lessons Learned from Audits

Section 7: Reviewing Your Data

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SECTION 1

School Finance

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SCHOOL FINANCE AND THE S275 REPORT

DISCLAIMER: THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

WASHINGTON STATE CONSTITUTION:

Article IX, Section 1.

"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."

Article IX, Section 2.

"The Legislature shall provide a general and uniform system of public schools..."

Article III, Section 22.

"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

The Courts:

Doran Decisions (Thurston County)

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

McCleary vs. Washington

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations for:
  - **K-12 basic education salaries,**
  - **professional development days, and**
  - **the prototypical school funding mode**

Legislature

- Establishes regulations for funding or what we call "apportionment."

School Funding

- State apportionment is a major source, but many other sources exist.

Role of OSPI:

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature
- **State Specific Funds**: LAP, Transportation, Special Education, Grants
- **Federal Funds**: Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational

S-275 Personnel Report

- Electronic personnel reporting process developed during late 1970's.

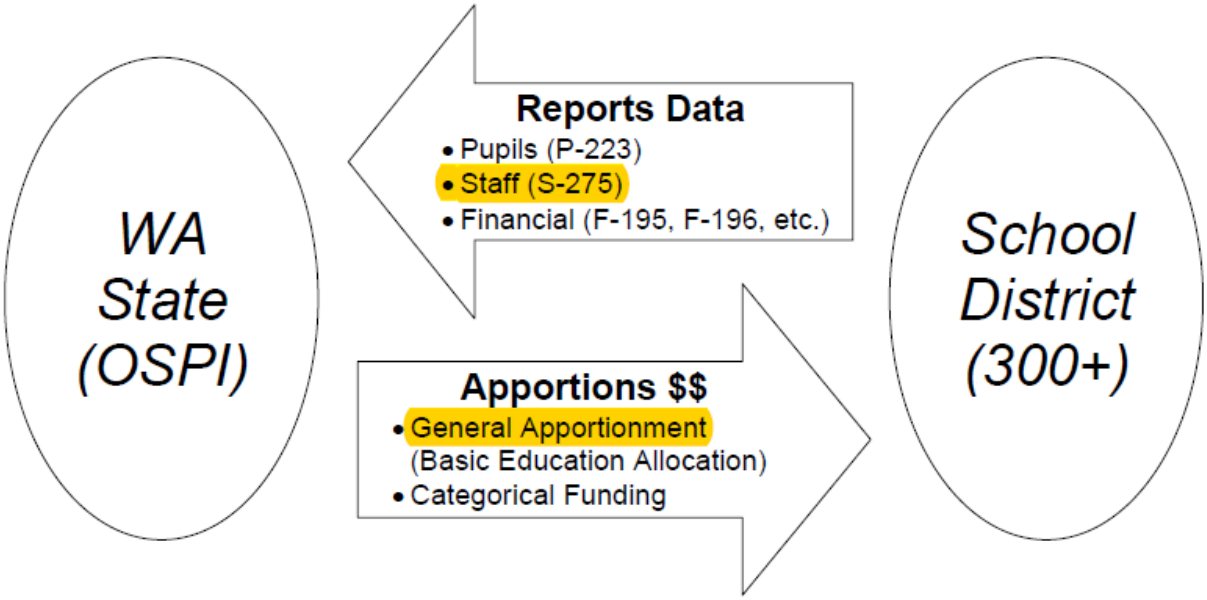
- Provides yearly record [census] of WA school personnel:
  - Certificated & classified staff (150,000+ employees)
  - School districts (295) & educational service districts (9)
  - Charter schools (10) & tribal compact schools (7)

- Data is used:
  - To calculate apportionment/allocations to school districts:
    - K-12 staff ratio
    - K-3 funded class size (2016–17, 2019–20+)
    - National board bonus (2016–17+)

For research, analysis, & policy development

This information provided by Ross Bunda

K–12 Funding Relationship



This information provided by Ross Bunda

Terms Used in State Reporting of School Data:

- Staff ~ Personnel ~ Employees (example: S-275)
  - CIS - Certificated Instructional Staff (teachers, counselors, etc.)
  - CAS - Certificated Administrative Staff (principals, etc.)
  - CLS - Classified Staff (custodians, bus drivers, etc.)
    - ✓ Districts report persons (actual staffing).
    - ✓ State funds positions (allocated staffing levels).

- Pupils ~ Students ~ Enrollment (example: P-223)

- Revenue ~ Funding ~ Allocation ~ Apportionment ~ $$ school districts receive, from state and other sources (examples: F-203, Report 1191)

- Expenditures ~ Costs ~ $$ school districts give, to employees and other entities (example: F-196)

Students generate revenue;

staff generate expenditures.

This information provided by Ross Bunda

October 2019.pdf

Monthly Apportionment Process

- Payments made monthly to school districts (payroll).
  - ➢ Reports posted electronically to Web

- September–December based on budgeted (F-203) enrollment & staffing factors.

- January–August recalculated monthly based on actual enrollment (P-223) & staffing (S-275) factors.
  - ➢ Annual average year-to-date enrollment
  - ➢ Staff-per-student allocations (+2.0% inflation for 2019–20)
    - Salary allocation per CIS FTE: $66,520 (+ Regn. & Expr. factor)
    - Salary allocation per CAS FTE: $98,741 (+ (Regn. factor)
    - Salary allocation per CLS FTE: $47,720 (+ Regn. factor)
- Final apportionment (13th month) paid in January after end of school year.

This information provided by Ross Bunda

Apportionment Payment Schedule

• September	9.0%
· October	8.0%
· November	5.0%
· December	9.0%
· January	8.5%
· February	9.0%
· March	9.0%
· April	9.0%
· May	5.0%
· June	6.5%
· July	12.5%
· August	10.0%
	100%

Based on budgeted data (F-203)

Adjusted to actual data (P-223, S-275)

This information provided by Ross Bunda

Staff Ratio

- K–12 staff ratio = FTE staff / FTE students * 1000.
  - Must be at least 46/1000 (Chapter 392-127 WAC)

- Which staff are included in the K–12 ratio calculation?
  - CIS FTE (duty roots 31–49 & 63–64) in Grades K–12 in basic education (programs 01, 03, 31, 34, 45, & 97)
  - Plus a %* of CIS FTE in special education (program 21) in K–12.
  - Students & staff in ALE (program 02) are excluded.

- Staff FTE from S-275.

- Student FTE from P-223 (& Form 1160 to select different enrollment month - see S-275 instructions).

** % is shown on Report 1159, line B.7. See OSPI/SAFS website for 2019–20 Budget Preparations, Special Education Percentage for Revenue 3121 Calculation for 2019–20.*

This information provided by Ross Bunda

K–3 Funded Class Size for 2019–20

- One measurement/calculation for all of grades K–3.

  - Districts (vs. schools) are funded based on demonstrated class size in K–3.
    - Max class size funding = 17.00 students per teacher.
    - Minimum class size funding = 25.23 students per teacher.

  - Teacher FTE in grade group codes K, 1, 2, & 3 from S-275.
    - In programs 01, and % of program 21.
    - In teacher duty roots 31, 33, 34, 52, & 63.
    - Supplemental teachers allowed, hired (or re-assigned) after Oct 1, not on S-275.

  - Student FTE from P-223 annual average year-to-date.

  - Calculations done January, March, & June.

  - “Trial” calculations in 2018–19

This information provided by Ross Bunda

Bonus for National Board for Professional Teaching Standards Certification

- 8,248 national board certified teachers (NBCTs) received bonus in 2018–19, based on S-275 data + manual adj.

		Base Bonus	+	Challenging Schools Bonus
○ salary bonus	→	$5,397	+	$ 5,000
○ benefits	→	$1,245	+	$ 1,153
@ 23.06%*		$6,642	=	$12,795 total

  - 6.2 % social security
  - 1.45% Medicare (OASDI)
  - 15.41% retirement (TRS)

- Bonus eligibility criteria per WAC 392-140-973:
  - Hold current NB certification during entire school year.
  - Assigned CIS duties (duty root 31–49, 52, or 63–64).

Employed full-time or part-time (>0 FTE) under written contract.

This information provided by Ross Bunda

Bonus for National Board Certification

- Base bonus is not pro-rated per FTE.
- Challenging schools (CS) bonus is pro-rated based on FTE assignment to challenging, high-poverty schools.
- District offices (bldg codes 1000–1356)
  - Have no students, and therefore
  - Have no student poverty; and
  - Are not eligible for CS bonus.
- First-year NBCTs who attain their initial NB cert during the SY receive 60% of the annual bonus ($3,238), to reflect the portion of the SY they are NB cert.
- Eligibility based on S-275 data report, plus tweaks:
  - Add NBCTs hired after Oct 1 and not reported on S-275.
  - For NBCTs with CS assignments, adjust FTE for resignations, unpaid leave, change in school assignments after Oct 1, etc.
  - NBCTs employed at 2+ districts will get the larger bonus amount.

This information provided by Ross Bunda

Notes for 2019–20 National Board Bonus

- Bonus amount = $5,505 for 2019–20 (+2.0%); challenging schools bonus remains $5,000.

- Districts should identify all district NBCTs and report on S-275 with NB cert expiration date.
  - Include new hires to district, especially from out-of-state.
  - Include staff that get initial NB cert during 2019–20.

- Proposed rule revisions:
  - Include new (2019) ESA duty category of Behavior Analyst, duty root 49, to those eligible for bonus.
  - Change deadline to finalize FTE of employees assigned to high poverty, challenging schools (from June 15th) to the last day of school or June 30th, whichever occurs first.
  - All bonus requests, to include S-275 and manual data adjustments, must be submitted to OSPI by July 1st of the school year and shall be paid in July apportionment.

This information provided by Ross Bunda

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Adjustments to State Salary Allocations

- Regionalization Factors
  - ➢ State allocations for CIS, CAS, & CLS salaries increased for (111) districts with higher than average housing costs.
  - ➢ Applies to school years 2018–19 through 2022–2023.
  - ➢ Increases = 6%, 12%, or 18%; increases of 24% in 2018–19 phase down to 18% by 2022–23.
- Experience Factor
  - ➢ State allocations for CIS salaries increased for (56) districts with higher than average experience and education.
    - ✓ District CIS median years of experience > statewide average, and
    - ✓ District ratio of CIS with advanced degrees > statewide ratio.
  - ➢ Applies to school years 2019–20 through 2022–23.
  - ➢ Increase = 4%.
- Rebase every 4 years after 2022–23.

This information provided by Ross Bunda

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CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	24%
3. Multiply 1 & 2 for CIS Average Salary	$82,485
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$21,900,704

Without Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	0%
3. Multiply 1 & 2 for CIS Average Salary	$66,520
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$17,661,858

Reminders for 2019–20

- **Staff mix discontinued:**

➢ The 2018 Washington legislature made significant changes to how public schools are funded and educators are compensated.

➢ Staff mix discontinued after 2017–18; state no longer provides funding to school districts for teacher salary and benefits tied to their education level (degree & credits) and years of experience.

➢ <u>There is no statewide salary allocation schedule after 2017–18, and no state funding model that uses degrees, credits, and certificated years of experience</u>.

➢ Districts now determine their own compensation schedule for teachers and ESAs, much like they have for certificated administrative and classified staff, including what may count and what may not count for compensation purposes.

- However, for now OSPI will continue to collect degree, credits, and experience data for certificated staff, as in previous years.

This information provided by Ross Bunda

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S-275 Written Guidance

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions
- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff
- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - http://www.k12.wa.us/SAFS/data/reportformatter.asp# From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19**: Must not pay district CIS base salary that is less than $40,760 times regionalization or more than $91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

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Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program Object District
XXXX – XX – XXXX – XXXX – XXXX
Activity Location

1. The first 2 digits represent the "program code" from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5th and 6th digits are the "activity code" representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the "object code". The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13-14 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

Examples:

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

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Assignment Code Structure

ASSIGNMENT CODES

XX – XX – XXX

XX = Program Code

XX = Activity Code

XXX = Duty Code

Examples:

01-27-310

Basic Education

Instructional

Elementary Teacher

21-27-330

Special Education

Instructional

Ungraded classroom teacher

97-14-940

Classified Personnel Specialist

97-72-980

Network Administrator

97-28-963

Coach

01-27-320 for teacher and 01-21-400 for Department Chair

80% Teacher, 20% Department Chair

State Program and Activity Codes (from the 275 Instructions Book)

Appendix A: Assignment Codes for School Districts and ESDs

I. Program Codes for School Districts

Program Code	Program Title
01	Basic Education
02	Basic Education—Alternative Learning Experience
03	Basic Education—Dropout Reengagement
18	Federal Stimulus—Competitive Grants
21	Special Education—Supplemental—State
22	Special Education—Infants and Toddlers—State
24	Special Education—Supplemental—Federal
25	Special Education—Infants and Toddlers—Federal
26	Special Education—Institutions—State
29	Special Education—Other—Federal
31	Vocational—Basic—State
34	Middle School Career and Tech Education—State
38	Vocational—Federal
39	Vocational—Other Categorical
45	Skill Center—Basic—State
46	Skill Center—Federal
47	Skill Center—Facility Upgrades
51	Disadvantaged—Federal
52	School Improvement—Federal
53	Migrant—Federal
54	Reading First—Federal
55	Learning Assistance Program—State
56	State Institutions, Centers and Homes—Delinquent
57	Institutions—Neglected and Delinquent—Federal
58	Special and Pilot Programs—State
59	Institutions—Juveniles in Adult Jails
61	Head Start—Federal
62	Math and Science—Professional Dev—Federal
64	Limited English Proficiency—Federal
65	Transitional Bilingual—State
67	Indian Education—Federal—JOM
68	Indian Education—Federal—ED
69	Compensatory—Other
71	Traffic Safety
73	Summer School
74	Highly Capable
75	Professional Development—State
76	Targeted Assistance—Federal
78	Youth Training Programs—Federal
79	Instructional Programs—Other
81	Public Radio/Television
86	Community Schools
88	Child Care
89	Other Community Services
97	Districtwide Support
98	School Food Services
99	Pupil Transportation
CP	Capital Projects Funds
SB	Associated Student Body

II. Activity Codes for School Districts**

Activity Code	Activity Title
11	Board of Directors
12	Superintendent's Office
13	Business Office
14	Human Resources
15	Public Relations
21	Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees.
22	Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants.
23	Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skill center directors and supervisors.
24	Guidance and Counseling
25	Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students.
26	Health/Related Services
27	Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils.
28	Extracurricular
31	Instructional Professional Development
32	Instructional Technology
33	Curriculum
34	Professional Learning—State
41	Supervision (Food Services)
44	Operations (Food Services)
51	Supervision (Pupil Transportation)
52	Operations (Pupil Transportation)
53	Maintenance (Pupil Transportation)
61	Supervision (Maintenance and Operation)
62	Grounds Maintenance
63	Operation of Buildings
64	Maintenance
65	Utilities
67	Building and Property Security
72	Information Systems
73	Printing
74	Warehousing and Distribution
75	Motor Pool
91	Public Activities
CP	Capital Projects Funds
SB	Associated Student Body

**Partial information is shown here for clarification. Refer to the *2018–19 Accounting Manual for Public School Districts in the State of Washington* for full details on each activity code.

Duty Codes (from the 275 Instructions Book)

11x **Superintendent** - Functions as the chief executive officer of a district.

12x **Deputy/Assistant Superintendent** - Performs system wide executive management functions in the superintendent's office of a district.

13x **Other District Administrator** - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

21x **Elementary Principal** - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

22x **Elementary Vice Principal** - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

23x **Secondary Principal** - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

24x **Secondary Vice Principal** - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

25x **Other School Administrator** - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

31x **Elementary Homeroom Teacher** - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.

32x **Secondary Teacher** - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.

33x **Other Teacher** - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

34x **Elementary Specialist Teacher** - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.

40x **Other Support Personnel** - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.

41x **Library Media Specialist** - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.

42x **Counselor** - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

43x **Occupational Therapist** - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

44x **Social Worker** - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

45x **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.

46x **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.

47x **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.

48x **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

49x **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.

51x **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

52x **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

610 **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.

611 **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.

630 **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

640 **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

900 **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.

903 **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.

91y **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.

92y **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.

93y **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.

94y **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

95y **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

96y **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

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97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.

98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.

99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

X may be either suffix 0, 1, or 2.

Y may be either suffix 0 or 3.

Z relates only to duty code 61 and may be either suffix 0 or 1.

Report, with suffix:

0 – Certificated base contracts and all classified employment time-driven assignments except as noted below

1 – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of $200).

2 – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

3 – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

Refer to the S-275 Personnel Reporting Handbook for additional guidance on duty codes.

Summary: Assignment Code Suffix				
Assignment Type	Duty Code Suffix			
	0	1	2	3
Certificated	Base Contract Assignment.	Not Time-Driven Supplemental Assignments.	Time-Driven Supplemental Assignments.	Suffix 3 not used for certificated assignments.
Classified	Time-Driven Assignments.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Not Time-Driven Assignments.
S-275 Update Rules (See the Corrections and Updates Table on page 28.)				
Certificated	After October 1, update only for negotiated contract changes.	Update for actual assignments in excess of $200.	Update for new assignments made available to any group of employees, even if less than $200.	Suffix 3 not used for certificated assignments.
Classified	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1.

Summary of Required Salary Reporting				
Type of Salary Which Must Be Reported	**Duty Code Suffix Used**	Employee Has **Certificated Only** Assignments on October 1 Snapshot	Employee Has **Classified Only** Assignments on October 1 Snapshot	Employee Has **Both Certificated and Classified** Assignments on October 1 Snapshot
October 1 snapshot **certificated** base contract duty assignments.	**0**	Yes	Not Applicable	Yes
October 1 snapshot **classified** duty assignments.	**0**	Not Applicable	Yes	Yes
	3	Not Applicable	Yes	Yes
Any **certificated supplemental contract** assignments for additional responsibility or incentive **(not time-driven)** with a total salary earned which is greater than $200.	**1**	Yes	No	Yes
Any **certificated supplemental contract** assignments for extra, optional or extended days and hours **(time-driven)** made available to any group of certificated employees including this individual, even if less than $200.	**2**	Yes	No	Yes
Classified duty assignments made after the October 1 snapshot.	**0**	Yes	No	Yes
	3	Yes	No	Yes

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OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: www.wasbo.org
- WSPA Workshops: www.wspa.net
- Human Resources Leadership Program (HELP)
- OSPI: http://www.k12.wa.us
  - S-275 Reporting Instructions:
    - Then select Policy & Funding » School Apportionment » Instructions and Tools » Personnel Reporting, then appropriate school year
  - School Apportionment:
    - Then select Policy & Funding » School Apportionment » Apportionment, Enrollment, & Fiscal Reports
- State Auditor's Office: www.sao.wa.gov
- ESD Fiscal Offices: http://www.k12.wa.us/maps/ESDmap.aspx

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QUESTIONS

ABOUT

FINANCE



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SECTION 2

The S-275 Process Overview

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THE S-275 REPORTING PROCESS OVERVIEW

Background of the S-275

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-
275 report.

HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Staff ratio compliance**:
  - The number of full-time equivalent (FTE) staff reported on the S-275 are used in calculating staff-to-student ratios that determine school district compliance with maintaining a minimum ratio of 46 certificated instructional staff per 1,000 FTE students (K–12), and the monetary penalty for not maintaining this ratio.
  - Beginning in the 2019–20 school year, funding allocations for class size reductions in K–3 to 17 students per teacher will be limited to the actual demonstrated class sizes in each school district, based on teachers reported on the S-275 in K–3. This K–3 class size compliance is similar to that required in the 2016–17 school year, but not required in the 2017–18 and 2018–19 school years.
- **National board bonus**:
  OSPI uses data reported on districts' S-275 report to identify those teachers with current certification by the national board for professional teaching standards who

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are eligible for the national board bonus based on their certificated instructional duties, including those eligible for the additional bonus based on assignments to challenging, high-poverty schools.

- **Prototypical Funding Comparison**: The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public**:
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).
    - A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). **School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions. While staff mix data is not used to determine funding, other portions of the report are still required.

ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **The biggest change to reporting is the staff mix factor has been discontinued .** Even though the laws have changed that no longer require the need for mix factor data for the 2019 – 2020 school year, OSPI is still collecting the staff mix factor data, i.e. credits, degrees and experience.

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QUESTIONS

ABOUT

THE S-275

REPORTING OVERVIEW



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SECTION 3

Who?

What?

When?

WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

If all four conditions are met, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K–12 staff ratio compliance. However, they are not included in determining salary compliance.

Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.

2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do not report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.

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WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.

5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

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WHAT TO REPORT?

Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

October 1 – CBRTN Code

C Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

B Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

R Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

T Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.

N New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.

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Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

Blank	May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education.
P	Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97.
K	An assignment with kindergarten students.
1	A teacher assignment with elementary Grade 1 students or with ungraded students aged 6.
2	A teacher assignment with elementary Grade 2 students or with ungraded students aged 7.
3	A teacher assignment with elementary Grade 3 students or with ungraded students aged 8.
4	A teacher assignment with elementary Grade 4 students or with ungraded students aged 9.
5	A teacher assignment with elementary Grade 5 students or with ungraded students aged 10.
6	A teacher assignment with elementary Grade 6 students or with ungraded students aged 11.
E	An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11.
M	An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13.
H	An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20.

Notes:

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

Grade	Teacher Duty Roots 31–33, 52, & 63	Duty Roots 40–49 & 64
Preschool	P	P
Kindergarten	K	K
1	1	E
2	2	
3	3	
4	4	
5	5	
6	6	
7–8	M	M
9–12	H	H

Position Details

- Hours associated with base contract or base assignment
- Exclude time when employee is not performing duties (meals, travel)
- Exclude hours associated with supplemental contracts (TRI)
- FTE
  - Calculate Certificated FTE, i.e., 7.5 x 180 = 1350 Fulltime; 3.75 x 180 = 675 Actual; 675/1350 = .50 FTE
    - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
  - Calculate Classified FTE on 2080 hours (8 x 260)

  Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)
  570/2080 = .274

Insurance/Benefit Information

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

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WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Schedule of Reporting Target Dates	
October 1, 2019	The snapshot date for all staff.
November 1–27, 2019	Initial data submission period for the S-275 reporting process.
November 27, 2019	All initial S-275 data due to OSPI on or before this date.
December 31, 2019	Corrections to edit exceptions so that snapshot data are complete and accurate.
January 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
February 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
March 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
April 20, 2020	OSPI calculates monthly apportionment using data received as of this date.
May 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
June 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
July 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 31, 2020	Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based.
September 30, 2020	Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2019, for entry into the 2018–19 S-275 personnel files located at OSPI.

Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

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- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

Notes—Corrections and Updates:

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.

2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days**, **assignment salary**, **supplemental assignment salary and hours per year**, and **benefit changes** due to negotiated contract agreements for the school year.

3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for $200 or more made after October 1 to reflect additional contracts** for services provided during the school year.

4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1** to reflect negotiated changes for the school year. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than $200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching

6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**

7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).

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8. There is no provision in law for supplemental contracts for classified employees.

Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

Corrections and Updates to S-275 Data			
Item #	**Reporting Item**	**Corrections**	**Updates**
A.2	Certification Number	Yes	No
A.3	Social Security Number	Yes	No
A.4	Individual's Name	Yes	No
A.5	Birth Date	Yes	No
A.6	Sex Code	Yes	No
A.7	Hispanic Ethnicity Code	Yes	No
A.8	Race Code	Yes	No
A.9	October 1 - CBRTN Code	Yes	No
A.10	National Board Certification Expiration Date	Yes	** a **
B.2	October 1 - Highest Degree Year	Yes	No
B.3	October 1 - Academic Credits since Highest Degree	Yes	No
B.4	October 1 - In-service Credits since Highest Degree	Yes	No
B.5	October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree	Yes	No
B.6	October 1 - Nondegree Credits	Yes	No
B.7	October 1 - Certificated Years of Experience	Yes	No
C.1	October 1 - Certificated Base Contract Hours Per FTE Day	Yes	**YES**
C.2	October 1 - Certificated Base Contract FTE Number of Days	Yes	**YES**
C.3	October 1 - Certificated FTE	Yes	No
C.4	Current - Total Final Salary	Yes	**YES**
C.5	Current - Annual Insurance Benefits	Yes	**YES**
C.6	Current - Annual Mandatory Benefits	Yes	**YES**
D.1	October 1 - Building Code	Yes	No
D.2	October 1 - Assignment (Program-Activity-Duty) Code		
	• Duty Code Suffix **0**	Yes	** 0 **
	• Duty Code Suffix **1**	Yes	** 1 **
	• Duty Code Suffix **2**	Yes	** 2 **
	• Duty Code Suffix **3**	Yes	** 3 **
D.3	October 1 - Grade Group Assignment Code	Yes	No
D.4	October 1 - Percent of Certificated Contracted Time	Yes	No
D.5	October 1 - Assignment Hours Per Year	Yes	No
D.6	Current - Assignment Salary	Yes	**YES**

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Note	Explanation (See discussion of assignment codes beginning on page 90)
** a **	Update for first-year national board certified teachers (who attain initial national board certification during the 2018–19 school year) and those with national board expiration dates during 2018 that renew their national board certification.
** 0 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for time-driven classified assignments received after October 1—see note 5, page 26.
** 1 **	Update for actual assignments in excess of $200.
** 2 **	Update for all assignments made available even if less than $200—see note 4, page 26 and the discussion of suffix 2 beginning on pages 92.
** 3 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for not time-driven classified assignments received after October 1—see note 5, page 26.

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QUESTIONS

ABOUT

WHO WHAT WHEN



SECTION 4

Degrees

Credits

In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

Please note, that the instructions and information provided in the following sections are to give guidance to human resource professionals on the traditional way that Credits, Degrees and Experience have been evaluated for salary placement and reported on the S-275.

Keep documentation to support your decisions!

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THE LAW ON DOCUMENTATION

WAC 392-121-280

School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts and charter schools shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts and charter schools shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned" at the end of the term for which it appears on the transcript**: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits**. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

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(3) Districts and charter schools shall **document in-service credits**;

1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts and charter schools shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC** 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts and charter schools shall **document certificated years of experience as follows**:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

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documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

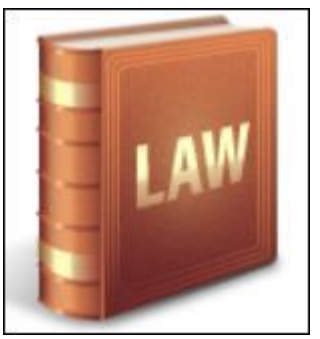
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection**.

(7**) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply**.



AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.



1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
   a. Dictates the form of the transcript.
   b. Requires the transcript to be sealed.
   c. Requires the transcript to be signed.

You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

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of good practice for educational credential evaluation, please visit http://www.naces.org/. The more commonly used evaluation agencies used for foreign transcripts are listed below:

e-Val Reports 3213 W. Wheeler St. #287 Seattle, WA 98199 206-257-4249 www.e-valreports.com	Educational Credential Evaluators Inc. PO Box 514070 Milwaukee, WI 53203-3470 414-289-3400 www.ece.org
Foundational for International Services Inc. 505 Fifth Ave South, Suite 101 Edmonds, WA 98020 425-248-2255 www.fis-web.com	International Consultants of Delaware, Inc. PO Box 8629 Philadelphia, PA 19101-8629 (215) 243-5858 www.icdeval.com
International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 www.ierf.org	Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 www.jsilny.com
World Education Services Bowling Green Station PO Box 5087 New York, NY 10274-5087 212) 966-6311 www.wes.org	

CLOCK HOURS

- Approved clock hour transcript providers can be found at https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:

- Annual Professional Growth Plan (PGP) Verification and PGP Equivalency - available 7-2006 and after (Form SPI 1128-8)
- First Peoples' Language, culture, or oral tribal (Form SPI 1128-4)
- For Clock Hours Providers only. Available upon request (Form SPI 1125*)
- National Board Assessment/Certification (Form SPI 1128-2)
- Paraeducator Fundamental Course of Study (Form 1128-10)
- Professional Growth Team member as part of approved professional certificate program - programs no longer available (Form SPI 1126)
- Professional Growth Team Member (Form SPI 1126-1)
- ProTeach Assessment Scorer (Form SPI 1128-7)
- ProTeach Portfolio External Assessment (Form SPI 1128-5)
- Supervisor/NBPTS Clock Hours (Form SPI 1128 - this form replaced with 1128-1 and 1128-2)
- Supervisor of Training (Form SPI 1128-1)
- Teacher Performance Assessment Scorer (Form SPI 1128-6)

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- School Accreditation Site Team (Form SPI 1128-9)
- Suicide Prevention Training Verification (Form SPI 4020S)
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

To view an OSPI form go to this link:
https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The forms listed above are the only acceptable forms of documentation for approved clock hours. Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds ~~an ESA certificate and~~ a state health professions license that requires continuing education**.

While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers**. Check OSPI's website for accurate list as it is changing frequently.

CONTINUING EDUCATION UNITS

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. While this form is used for certification purposes, if the same CEU's are used for salary placement, it is a good idea to require this form to be attached to the certificates of attendance or other forms validating attendance. One form can be attached to multiple verification documents.

DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!

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QUESTIONS

ABOUT

DOCUMENTATION



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HIGHEST DEGREE (WAC 392-121-250)

B Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H.**

H Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)

G Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.

M Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M.**

D Persons holding a **doctorate** degree as the highest degree.

V Report an employee as non-degreed with degree type **V** only if:

- The employee holds no bachelor's or higher level degree; or
- The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
- Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
- The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.

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BA 135 – Degree type "G"

Email Exchange with Ross Bunda – OSPI

Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree "G".

Sherrie Evans

BA 135 "G"

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Friday, October 01, 1999 4:15 PM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:
(a) The employee has a masters degree; or
(b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.

- Her BA + 135 did not generate state salary allocations before January 1, 1992.

- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 392-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

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Degree Type G – Continued

16/17 S275 Personnel Reporting Instructions page 30: "Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."

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QUESTIONS

ABOUT

DEGREES



ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

EXAMPLE OF ROUNDING CREDITS

Example 1l—Rounding Credits and Experience						
	Credits			Experience		
School districts accumulate/record:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 2 decimal places.	3.44	6.45
School districts report on S-275:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 1 decimal place.	3.4	6.5
For LEAP salary placement, OSPI rounds:	Credits to the nearest whole number.	44	90	Experience to the nearest whole number.	3	7

A Discussion on Rounding Credits



Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI
OK to round either way but you MUST BE CONSISTENT!!

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.

From: sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]
Sent: Wednesday, January 18, 2006 4:21 PM
To: Dale Sando
Subject: Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

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.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.
---------- Original message ----------
From: "Dale Sando" <sandod@sao.wa.gov>

Sherrie, here is what I got from Ross.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Thursday, January 12, 2006 4:37 PM
To: Dale Sando
Subject: RE: Inservice Credits rounding

Hello, Dale
You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

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http://www.k12.wa.us/safs

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From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:29 AM
To: Ross Bunda
Subject: RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Wednesday, January 11, 2006 11:17 AM
To: Dale Sando; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: RE: Inservice Credits rounding

What is more important, accuracy or consistency?

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From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:09 AM
To: Ross Bunda; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: Inservice Credits rounding

We have a question on rounding in-service credits. If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!

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Course Criteria



(1) Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

(2) Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district and charter school employers; and

(3) Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's or charter school's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the

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"WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: 'Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

> In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following…" and then it names the criteria.
>
> Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.
>
> Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:
>
> 1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
> 2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
> 3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation

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was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-262 and 392-121-280(3)(b. This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution: If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

Model Language for the WAC Stamp Course Approval Documentation

***Be sure to identify which of the 7 criteria apply to the courses being recorded. In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**

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Example 1

The signature below documents that a determination has been Made that the courses listed on this transcript and/or clock hour documentation meet the requirements of WAC 392-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 2

The (school district name) certifies that it has reviewed this documentation and finds that courses listed herein meet the criteria as established under WAC 92-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 3

School District Name

Date:_____

The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262(1). 1-2-3-4-5-6-7

x_____

Authorized District Representative

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Course Criteria Notes



- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.

- If you hire someone who has worked in another district, you must accept the criteria that district has approved.

- If the course was not "evaluated" by the prior district, you may review it and approve or deny the course.

- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.

- Recommendation is to use a "WAC Stamp" in lieu of the course approval forms.

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QUESTIONS

ABOUT

ROUNDING OR

COURSE CRITERA



CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.



Type	Comment
Academic	Quarter, Semester, Unit
In-Service	Clock Hours, Certain CEU units, and Non-Transfer Credits
Non-Degree	Non-Degree Credits (CTE and Special)

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ACADEMIC CREDITS- WAC 392-121-255



WAC 392-121-255 Definition—Academic credits. As used in this chapter, "academic credits" means credits determined as follows:

(1) Credits are **earned after the awarding or conferring of the employee's first bachelor's degree;**

(2) Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

(3) Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

(4) Credits are **transferable or applicable to a bachelor's or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

Non-Transfer Credit Rule

(5) Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262**;

Course Criteria WAC – 7 criteria

(6) Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

(7) The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

1.0 Semester = 1.5 Quarter

(8) Accumulate credits **rounded to one decimal place**.

ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:



School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.

- An academic credit is deemed **"earned" at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection; **NOTE:** You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.

- You cannot record credits from another institution that are listed on that institution's transcript.

- Use a template to remember course end dates:

Quarter	Date		Semester	Date
Fall	12/31		Fall	1/31 of the next year
Winter	3/31			
Spring	6/30		Spring	5/31
Summer	8/31		Summer	8/31

ADDITIONAL NOTES FOR ACADEMIC CREDITS

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an * (As of August 3, 2016)

REGIONAL ACCREDITING ASSOCIATIONS

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
* Higher Learning Commission
* Middle States Commission on Higher Education
* New England Association of Schools and Colleges Commission on Institutions of Higher Education
* Northwest Commission on Colleges and Universities
* Southern Association of Colleges and Schools Commission on Colleges
* WASC Senior College & University

NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS

Association for Biblical Higher Education Commission on Accreditation
Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
Commission on Accrediting of the Association of Theological Schools
Transnational Association of Christian Colleges and Schools Accreditation Commission

NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS



* Accrediting Bureau of Health Education Schools
* Accrediting Commission of Career Schools and Colleges
* Accrediting Council for Continuing Education and Training
* Accrediting Council for Independent Colleges and Schools

Council on Occupational Education
Distance Education Accrediting Commission

* National Accrediting Commission of Career Arts and Sciences, Inc.

PROGRAMMATIC ACCREDITING ASSOCIATIONS

Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing
Accreditation Commission for Midwifery Education
Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
Accreditation Council for Pharmacy Education

2. The following are not regional accrediting bodies:
    a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

    Regionally Accredited Institutions http://chea.org/search/default.asp
    Online Accredited Institutions www.deac.org
    OSPIs website on Accreditation: https://www.k12.wa.us/certification/helpful-links/accredited-collegesuniversities

Example – Accredited: American InterContinental University

1-855-377-1888 (TEL:1-855-377-1888)

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

NOTE. This institution is accredited by the Higher Learning Commission which is now an approved agency.

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org/). ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.

ACBSP ACCREDITED

The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of Council for the Accreditation of Educator Preparation (CAEP) (http://caepnet.org/) for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the Council for Interior Design Accreditation (CIDA) (http://accredit-id.org/). The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be found here (/~/media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf).

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under 19 TAC§§1.110-1.120 (http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

http://www.aiuniv.edu/about/why-aiu/regional-accreditation 7/1/2015

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Not Accredited: Center Graduate College

Center Graduate College
Transcript

Student Name: [redacted]
Student ID: [redacted]
Address: [redacted]
TACOMA WA 98407

Office of the Registrar
20665 4th Street
Saratoga, CA 95070-5878

Semester	Year	Course Number	Course Title	Units	Grade	Code	Section #
MID YR	1992	EDM 211-A	MATH A WAY OF THINKING	3.0	A	C	92735A

Key:

Grades:
A = All work completed, credit earned.
I = Course work incomplete, credit not yet earned.

Code:
C = Units are in graduate semester.
A = Audit, no grade assigned.
U = Continuing education units.
D = Courses taken through Dominican College of San Rafael.
L = Courses taken through Loyola Marymount University
¬ = Decimal after course number refers to the level.

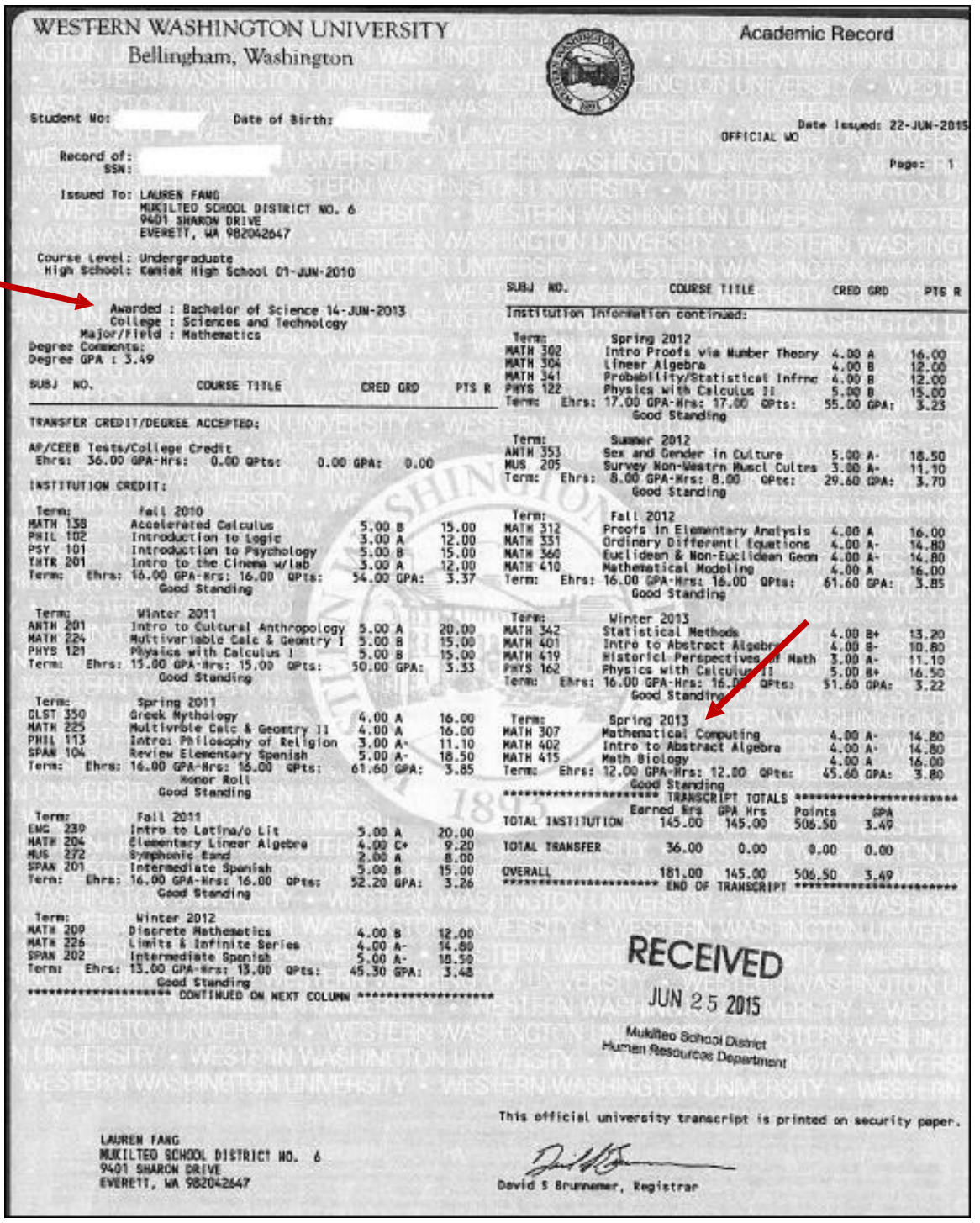
---Official Seal---

Registrar
01/08/96
Reference Number:
082986

Official Transcript of Record, not Valid Without Seal and Signature of Registra

Page 1 of 1

Academic Credits Example: **Western Washington University**. Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN:

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Undergraduate
High School: Kamiak High School 01-JUN-2010

Awarded : Bachelor of Science 14-JUN-2013
College : Sciences and Technology
Major/Field : Mathematics
Degree Comments:
Degree GPA : 3.49

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

TRANSFER CREDIT/DEGREE ACCEPTED:

AP/CEEB Tests/College Credit
Ehrs: 36.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Term:	Fall 2010			
MATH 138	Accelerated Calculus	5.00	B	15.00
PHIL 102	Introduction to Logic	3.00	A	12.00
PSY 101	Introduction to Psychology	5.00	B	15.00
THTR 201	Intro to the Cinema w/lab	3.00	A	12.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 54.00 GPA: 3.37				
	Good Standing			
Term:	Winter 2011			
ANTH 201	Intro to Cultural Anthropology	5.00	A	20.00
MATH 224	Multivariable Calc & Geometry I	5.00	B	15.00
PHYS 121	Physics with Calculus I	5.00	B	15.00
Term: Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 50.00 GPA: 3.33				
	Good Standing			
Term:	Spring 2011			
CLST 350	Greek Mythology	4.00	A	16.00
MATH 225	Multivrble Calc & Geometry II	4.00	A	16.00
PHIL 113	Intro: Philosophy of Religion	3.00	A-	11.10
SPAN 104	Review Elementary Spanish	5.00	A-	18.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Honor Roll			
	Good Standing			
Term:	Fall 2011			
ENG 239	Intro to Latina/o Lit	5.00	A	20.00
MATH 204	Elementary Linear Algebra	4.00	C+	9.20
MUS 272	Symphonic Band	2.00	A	8.00
SPAN 201	Intermediate Spanish	5.00	B	15.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 52.20 GPA: 3.26				
	Good Standing			
Term:	Winter 2012			
MATH 209	Discrete Mathematics	4.00	B	12.00
MATH 226	Limits & Infinite Series	4.00	A-	14.80
SPAN 202	Intermediate Spanish	5.00	A-	18.50
Term: Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 45.30 GPA: 3.48				
	Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:	Spring 2012			
MATH 302	Intro Proofs via Number Theory	4.00	A	16.00
MATH 304	Linear Algebra	4.00	B	12.00
MATH 341	Probability/Statistical Infrnc	4.00	B	12.00
PHYS 122	Physics with Calculus II	5.00	B	15.00
Term: Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23				
	Good Standing			
Term:	Summer 2012			
ANTH 353	Sex and Gender in Culture	5.00	A-	18.50
MUS 205	Survey Non-Western Musc Cultrs	3.00	A-	11.10
Term: Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70				
	Good Standing			
Term:	Fall 2012			
MATH 312	Proofs in Elementary Analysis	4.00	A	16.00
MATH 331	Ordinary Differentl Equations	4.00	A-	14.80
MATH 360	Euclidean & Non-Euclidean Geom	4.00	A-	14.80
MATH 410	Mathematical Modeling	4.00	A	16.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Good Standing			
Term:	Winter 2013			
MATH 342	Statistical Methods	4.00	B+	13.20
MATH 401	Intro to Abstract Algebra	4.00	B-	10.80
MATH 419	Historicl Perspectives of Math	3.00	A-	11.10
PHYS 162	Physics with Calculus II	5.00	B+	16.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22				
	Good Standing			
Term:	Spring 2013			
MATH 307	Mathematical Computing	4.00	A-	14.80
MATH 402	Intro to Abstract Algebra	4.00	A-	14.80
MATH 415	Math Biology	4.00	A	16.00
Term: Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80				
	Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	145.00	145.00	506.50	3.49
TOTAL TRANSFER	36.00	0.00	0.00	0.00
OVERALL	181.00	145.00	506.50	3.49

********** END OF TRANSCRIPT **********

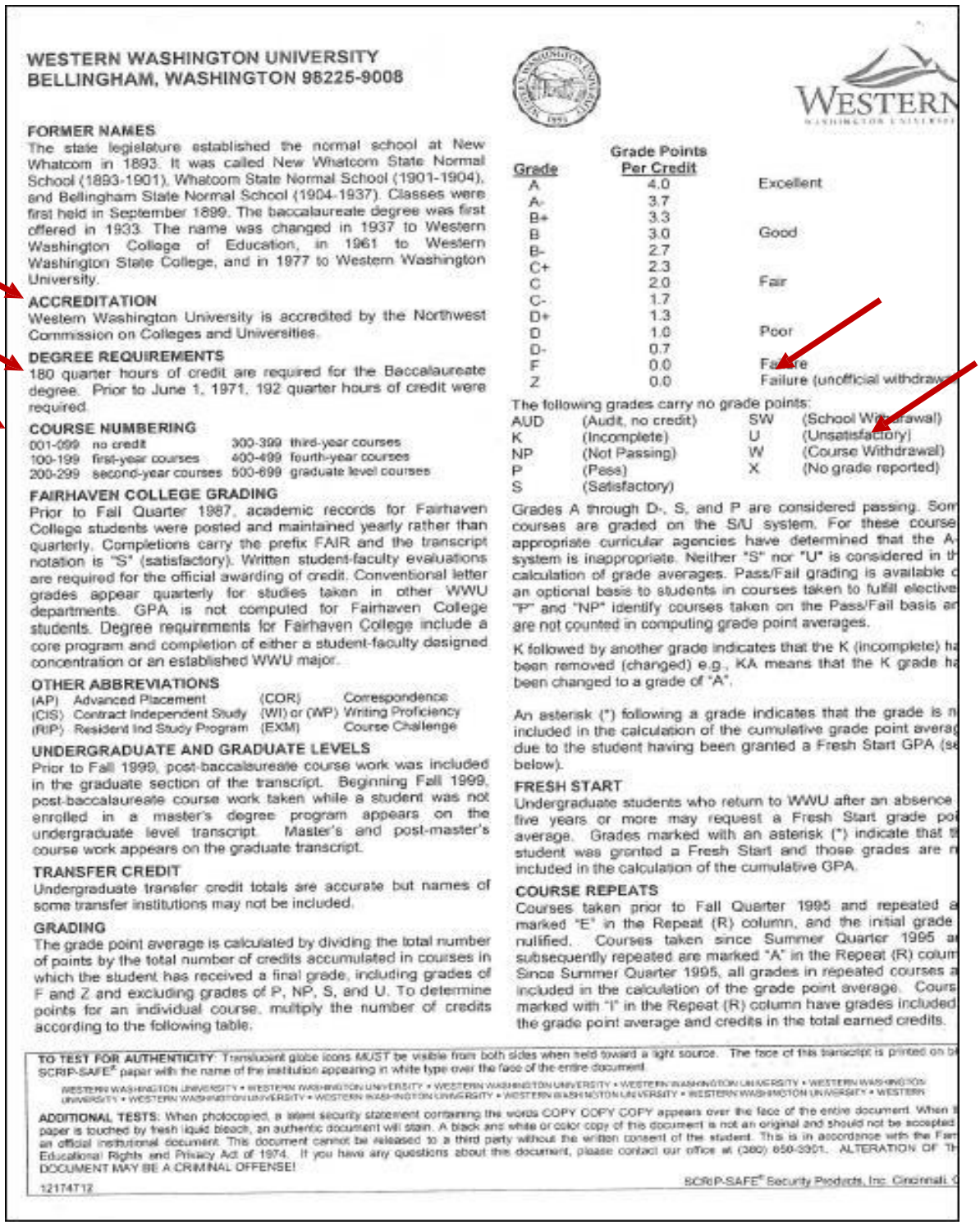
RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper.

David S Brunsmer, Registrar

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.



WESTERN WASHINGTON UNIVERSITY
BELLINGHAM, WASHINGTON 98225-9008

WESTERN

FORMER NAMES
The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

ACCREDITATION
Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

DEGREE REQUIREMENTS
180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

COURSE NUMBERING

001-099	no credit	300-399	third-year courses
100-199	first-year courses	400-499	fourth-year courses
200-299	second-year courses	500-699	graduate level courses

FAIRHAVEN COLLEGE GRADING
Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

OTHER ABBREVIATIONS

(AP)	Advanced Placement	(COR)	Correspondence
(CIS)	Contract Independent Study	(WI) or (WP)	Writing Proficiency
(RIP)	Resident Ind Study Program	(EXM)	Course Challenge

UNDERGRADUATE AND GRADUATE LEVELS
Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

TRANSFER CREDIT
Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

GRADING
The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table.

Grade	Grade Points Per Credit	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure
Z	0.0	Failure (unofficial withdraw

The following grades carry no grade points:

AUD	(Audit, no credit)	SW	(School Withdrawal)
K	(Incomplete)	U	(Unsatisfactory)
NP	(Not Passing)	W	(Course Withdrawal)
P	(Pass)	X	(No grade reported)
S	(Satisfactory)		

Grades A through D-, S, and P are considered passing. Som courses are graded on the S/U system. For these course appropriate curricular agencies have determined that the A- system is inappropriate. Neither "S" nor "U" is considered in th calculation of grade averages. Pass/Fail grading is available o an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis ar are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) ha been removed (changed) e.g., KA means that the K grade ha been changed to a grade of "A".

An asterisk (*) following a grade indicates that the grade is n included in the calculation of the cumulative grade point averag due to the student having been granted a Fresh Start GPA (se below).

FRESH START
Undergraduate students who return to WWU after an absence five years or more may request a Fresh Start grade poi average. Grades marked with an asterisk (*) indicate that th student was granted a Fresh Start and those grades are n included in the calculation of the cumulative GPA.

COURSE REPEATS
Courses taken prior to Fall Quarter 1995 and repeated a marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 ar subsequently repeated are marked "A" in the Repeat (R) colum Since Summer Quarter 1995, all grades in repeated courses a included in the calculation of the grade point average. Cours marked with "I" in the Repeat (R) column have grades included the grade point average and credits in the total earned credits.

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on bl SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

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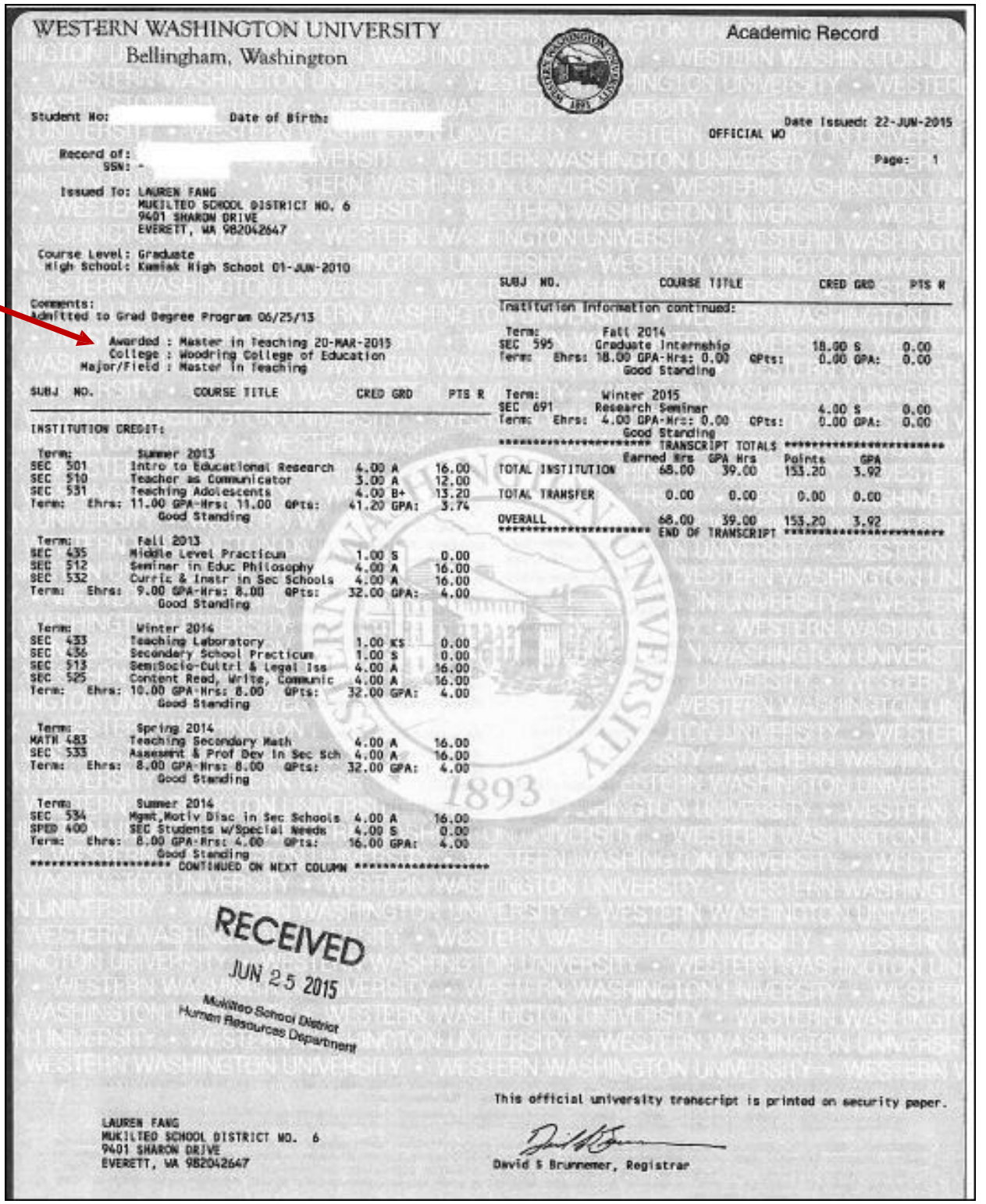
Academic Credits Example: Western Washington University – Masters' Degree Awarded. Make sure you see "awarded, confirmed or conferred" not just "admitted or enrolled." Also note, Master's is awarded 5/20/15. All credits should be recorded on or before the MA award date.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN: -

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Graduate
High School: Kamiak High School 01-JUN-2010

Comments:
Admitted to Grad Degree Program 06/25/13

Awarded : Master in Teaching 20-MAR-2015
College : Woodring College of Education
Major/Field : Master in Teaching

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

INSTITUTION CREDIT:

Term:		Summer 2013			
SEC	501	Intro to Educational Research	4.00	A	16.00
SEC	510	Teacher as Communicator	3.00	A	12.00
SEC	531	Teaching Adolescents	4.00	B+	13.20
Term:	Ehrs: 11.00	GPA-Hrs: 11.00 GPts:	41.20	GPA:	3.74
		Good Standing			
Term:		Fall 2013			
SEC	435	Middle Level Practicum	1.00	S	0.00
SEC	512	Seminar in Educ Philosophy	4.00	A	16.00
SEC	532	Curric & Instr in Sec Schools	4.00	A	16.00
Term:	Ehrs: 9.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Winter 2014			
SEC	433	Teaching Laboratory	1.00	KS	0.00
SEC	436	Secondary School Practicum	1.00	S	0.00
SEC	513	Sem:Socio-Cultrl & Legal Iss	4.00	A	16.00
SEC	525	Content Read, Write, Communic	4.00	A	16.00
Term:	Ehrs: 10.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Spring 2014			
MATH	483	Teaching Secondary Math	4.00	A	16.00
SEC	533	Assesmnt & Prof Dev in Sec Sch	4.00	A	16.00
Term:	Ehrs: 8.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Summer 2014			
SEC	534	Mgmt,Motiv Disc in Sec Schools	4.00	A	16.00
SPED	400	SEC Students w/Special Needs	4.00	S	0.00
Term:	Ehrs: 8.00	GPA-Hrs: 4.00 GPts:	16.00	GPA:	4.00
		Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:		Fall 2014			
SEC	595	Graduate Internship	18.00	S	0.00
Term:	Ehrs: 18.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			
Term:		Winter 2015			
SEC	691	Research Seminar	4.00	S	0.00
Term:	Ehrs: 4.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	68.00	39.00	153.20	3.92
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	68.00	39.00	153.20	3.92

********** END OF TRANSCRIPT **********

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JUN 25 2015
Mukilteo School District
Human Resources Department

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

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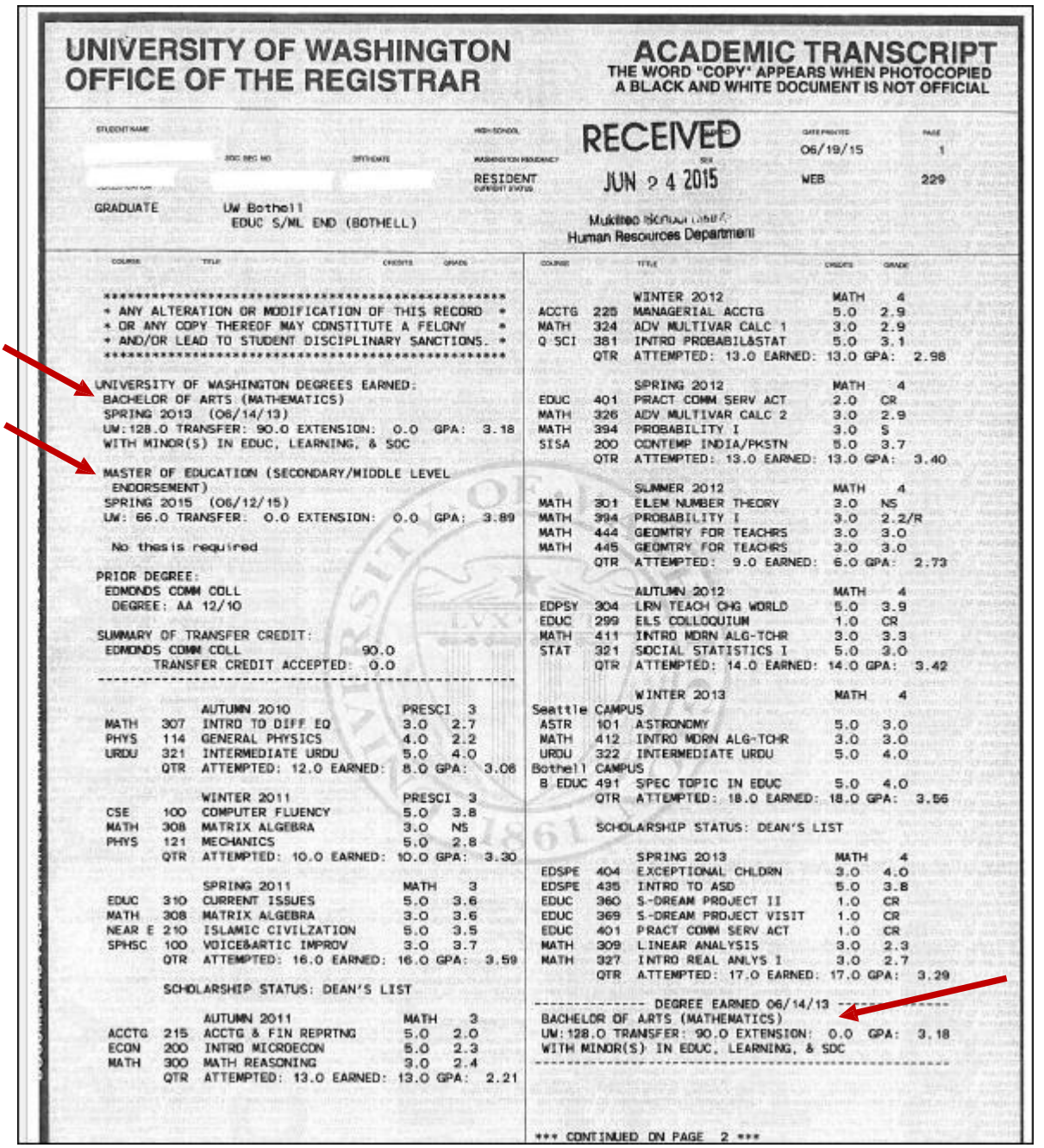
David S Brunnemer, Registrar

October 2019.pdf

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!

Academic Credits Example: **University of Washington. Bachelors' and Master's Degree**. Accredited. Quarter Hours.



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OFFICE OF THE REGISTRAR

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Human Resources Department

RESIDENT
06/19/15 PAGE 1
WEB 229

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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UNIVERSITY OF WASHINGTON DEGREES EARNED:
BACHELOR OF ARTS (MATHEMATICS)
SPRING 2013 (06/14/13)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
SPRING 2015 (06/12/15)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

No thesis required

PRIOR DEGREE:
EDMONDS COMM COLL
DEGREE: AA 12/10

SUMMARY OF TRANSFER CREDIT:
EDMONDS COMM COLL 90.0
TRANSFER CREDIT ACCEPTED: 0.0

		AUTUMN 2010	PRESCI	3	
MATH	307	INTRO TO DIFF EQ	3.0	2.7	
PHYS	114	GENERAL PHYSICS	4.0	2.2	
URDU	321	INTERMEDIATE URDU	5.0	4.0	
	QTR	ATTEMPTED: 12.0 EARNED:	8.0	GPA:	3.06
		WINTER 2011	PRESCI	3	
CSE	100	COMPUTER FLUENCY	5.0	3.8	
MATH	308	MATRIX ALGEBRA	3.0	NS	
PHYS	121	MECHANICS	5.0	2.8	
	QTR	ATTEMPTED: 10.0 EARNED:	10.0	GPA:	3.30
		SPRING 2011	MATH	3	
EDUC	310	CURRENT ISSUES	5.0	3.6	
MATH	308	MATRIX ALGEBRA	3.0	3.6	
NEAR E	210	ISLAMIC CIVILZATION	5.0	3.5	
SPHSC	100	VOICE&ARTIC IMPROV	3.0	3.7	
	QTR	ATTEMPTED: 16.0 EARNED:	16.0	GPA:	3.59

SCHOLARSHIP STATUS: DEAN'S LIST

		AUTUMN 2011	MATH	3	
ACCTG	215	ACCTG & FIN REPRTNG	5.0	2.0	
ECON	200	INTRO MICROECON	5.0	2.3	
MATH	300	MATH REASONING	3.0	2.4	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.21
		WINTER 2012	MATH	4	
ACCTG	225	MANAGERIAL ACCTG	5.0	2.9	
MATH	324	ADV MULTIVAR CALC 1	3.0	2.9	
Q SCI	381	INTRO PROBABIL&STAT	5.0	3.1	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.98
		SPRING 2012	MATH	4	
EDUC	401	PRACT COMM SERV ACT	2.0	CR	
MATH	326	ADV MULTIVAR CALC 2	3.0	2.9	
MATH	394	PROBABILITY I	3.0	S	
SISA	200	CONTEMP INDIA/PKSTN	5.0	3.7	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	3.40
		SUMMER 2012	MATH	4	
MATH	301	ELEM NUMBER THEORY	3.0	NS	
MATH	394	PROBABILITY I	3.0	2.2/R	
MATH	444	GEOMTRY FOR TEACHRS	3.0	3.0	
MATH	445	GEOMTRY FOR TEACHRS	3.0	3.0	
	QTR	ATTEMPTED: 9.0 EARNED:	6.0	GPA:	2.73
		AUTUMN 2012	MATH	4	
EDPSY	304	LRN TEACH CHG WORLD	5.0	3.9	
EDUC	299	ELS COLLOQUIUM	1.0	CR	
MATH	411	INTRO MDRN ALG-TCHR	3.0	3.3	
STAT	321	SOCIAL STATISTICS I	5.0	3.0	
	QTR	ATTEMPTED: 14.0 EARNED:	14.0	GPA:	3.42
		WINTER 2013	MATH	4	
Seattle CAMPUS					
ASTR	101	ASTRONOMY	5.0	3.0	
MATH	412	INTRO MDRN ALG-TCHR	3.0	3.0	
URDU	322	INTERMEDIATE URDU	5.0	4.0	
Bothell CAMPUS					
B EDUC	491	SPEC TOPIC IN EDUC	5.0	4.0	
	QTR	ATTEMPTED: 18.0 EARNED:	18.0	GPA:	3.56

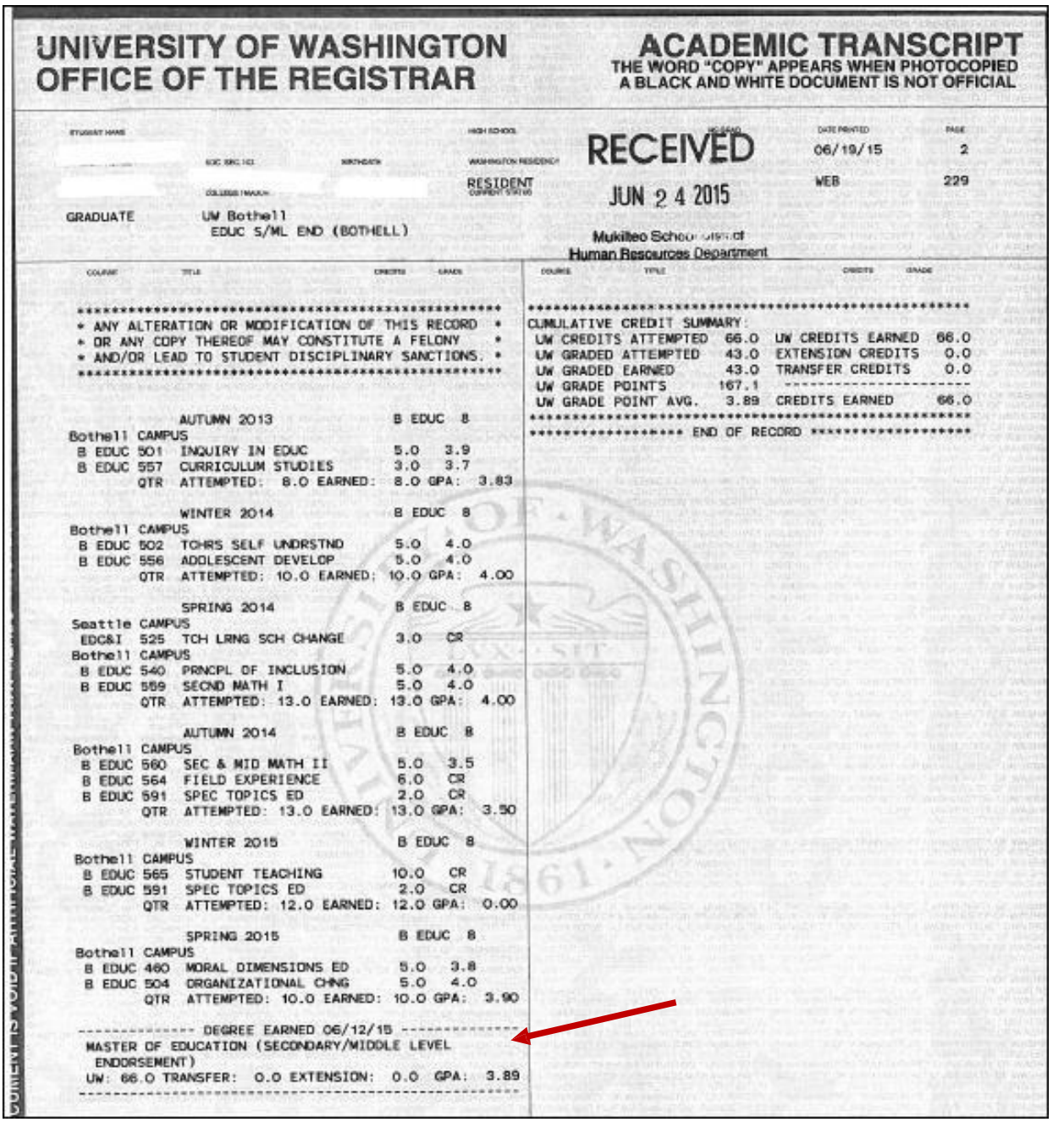
SCHOLARSHIP STATUS: DEAN'S LIST

		SPRING 2013	MATH	4	
EDSPE	404	EXCEPTIONAL CHLDRN	3.0	4.0	
EDSPE	435	INTRO TO ASD	5.0	3.8	
EDUC	360	S-DREAM PROJECT II	1.0	CR	
EDUC	369	S-DREAM PROJECT VISIT	1.0	CR	
EDUC	401	PRACT COMM SERV ACT	1.0	CR	
MATH	309	LINEAR ANALYSIS	3.0	2.3	
MATH	327	INTRO REAL ANLYS I	3.0	2.7	
	QTR	ATTEMPTED: 17.0 EARNED:	17.0	GPA:	3.29

---------- DEGREE EARNED 06/14/13 ----------
BACHELOR OF ARTS (MATHEMATICS)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

*** CONTINUED ON PAGE 2 ***

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!



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Human Resources Department

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WEB 229

RESIDENT

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

COURSE TITLE CREDITS GRADE

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AUTUMN 2013 B EDUC B
Bothell CAMPUS
B EDUC 501 INQUIRY IN EDUC 5.0 3.9
B EDUC 557 CURRICULUM STUDIES 3.0 3.7
QTR ATTEMPTED: 8.0 EARNED: 8.0 GPA: 3.83

WINTER 2014 B EDUC B
Bothell CAMPUS
B EDUC 502 TCHRS SELF UNDRSTND 5.0 4.0
B EDUC 556 ADOLESCENT DEVELOP 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 4.00

SPRING 2014 B EDUC B
Seattle CAMPUS
EDC&I 525 TCH LRNG SCH CHANGE 3.0 CR
Bothell CAMPUS
B EDUC 540 PRNCPL OF INCLUSION 5.0 4.0
B EDUC 559 SECND MATH I 5.0 4.0
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 4.00

AUTUMN 2014 B EDUC B
Bothell CAMPUS
B EDUC 560 SEC & MID MATH II 5.0 3.5
B EDUC 564 FIELD EXPERIENCE 6.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.50

WINTER 2015 B EDUC B
Bothell CAMPUS
B EDUC 565 STUDENT TEACHING 10.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 0.00

SPRING 2015 B EDUC B
Bothell CAMPUS
B EDUC 460 MORAL DIMENSIONS ED 5.0 3.8
B EDUC 504 ORGANIZATIONAL CHNG 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.90

---------- DEGREE EARNED 06/12/15 ----------
MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

CUMULATIVE CREDIT SUMMARY:

UW CREDITS ATTEMPTED	66.0	UW CREDITS EARNED	66.0
UW GRADED ATTEMPTED	43.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	43.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	167.1		
UW GRADE POINT AVG.	3.89	CREDITS EARNED	66.0

****************** END OF RECORD ******************

October 2019.pdf

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

DoW 1582 (Rev. 9/02)

TRANSCRIPT OF ACADEMIC RECORD
This transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

EXPLANATORY NOTES

AUTHENTICATION OF THIS TRANSCRIPT:
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

ACADEMIC CALENDAR:
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

EXPLANATION OF GRADE SYMBOLS:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

GRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

SPECIAL SYMBOLS:
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

SCHOOL OF DENTISTRY:
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

SCHOOL OF LAW:
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

SCHOOL OF MEDICINE:
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

SCHOOL OF PHARMACY:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

COURSE LEVEL:
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

TRANSCRIPTS:
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

ACCREDITATION:
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

TO TEST FOR AUTHENTICITY: The face of this document has a purple background and the name of the institution appears in small print.

UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON TRANSCRIPT UNIVERSITY OF WASHINGTON UNIVERSITY OF WASHINGTON

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October 2019.pdf

Be sure to read the back of the transcript.

THE WORDS "UNOFFICIAL COPY" APPEAR WHEN PHOTOCOPIED

THE BORDER OF THIS DOCUMENT IS PRINTED IN ORANGE INK

PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.
Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16.

		Fall Term 1999-2000 (Regular Student)	
PHI	312	Intermediate Logic	*
		J. P. Burgess	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
PHI	707	R.C.:Meta-Ethics:Error Theories	*
		D. K. Lewis	

		Spring Term 1999-2000 (Regular Student)	
PHI	339	Philosophyical Analysis Since 1950	*
		S. Soames	
PHI	513	Perceptual Content	*
		S. D. Kelly	
PHI	516	Locke and Rousseau	*
		H. K. Lottenbach	

		Fall Term 2000-2001 (Regular Student)	
PHI	300	Plato and His Predecessors	*
		J. M. Cooper	
PHI	502	Philosophy of Kant	*
		B. M. Longenesse	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
		Assistant in Instruction - Part Time	

		Spring Term 2000-2001 (Regular Student)	
PHI	514	Recent and Contemp. Phil: Fact and Value	AUD
		G. A. Rosen	
PHI	535	Philosophy of Mind	*
		K. E. Bennett	

		Fall Term 2001-2002 (Regular Student)	
PHI	338	Philosophical Analysis from 1900 to 1950	AUD
		S. Soames	
PHI	540	Metaphysics	*
		G. A. Rosen	

		Spring Term 2001-2002 (Regular Student)	
PHI	523	Problems of Philosophy	*
		G. A. Rosen	
PHI	534	Philosophy of Language	AUD
		S. Soames	
PHI	599	Dissertation Seminar	*
		P. Benacerraf	

REMARKS:
******** Language Exam in German Passed on 05/22/01
******** General Exam for Philosophy Passed on 01/31/02
******** Leave of Absence 09/01/02
******** Voluntary Withdrawal 07/01/04

RECEIVED
MAY 24 2016
Mukilteo School District
Human Resources Department

RE

Lauren Fang
9401 Sharon Drive
Everett, WA 98204
USA

End of transcript

Poly Winfrey Griffin, Registrar

TRANSCRIPT EXPLANATION PRINTED ON REVERSE SIDE

THIS OFFICIAL PRINCETON UNIVERSITY TRANSCRIPT IS PRINTED ON SECURITY PAPER AND DOES NOT REQUIRE A RAISED SEAL

PRINCETON UNIVERSITY

GRADING SYMBOLS

In undergraduate courses (numbered below 500) and independent work

A+	Exceptional; significantly exceeds the highest expectations for undergraduate work
A	Outstanding; meets the highest standards for the assignment or course
A-	Excellent; meets very high standards for the assignment or course
B+	Very good; meets high standards for the assignment or course
B	Good; meets most of the standards for the assignment or course
B-	More than adequate; shows some reasonable command of the material
C+	Acceptable; meets basic standards for the assignment or course
C	Acceptable; meets some of the basic standards for the assignment or course
C-	Acceptable, while falling short of meeting basic standards in several ways
D	Minimally acceptable; lowest passing grade
F	Failing; very poor performance
P	Grades of A+ through C- in courses taken on pass/D/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P) Satisfactory
AUD	Completion of required work in a course taken on an audit basis
INC	Course not completed at end of term (late completion authorized)
T	Course successfully completed at another institution for Princeton credit
UNR	Course grades not reported by instructor
W	Student withdrew from the University after the term's ninth week of class

In graduate courses (numbered 500 and above)

With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear:

HP	High Pass (used in some graduate courses in the School of Architecture)
LP	Low Pass (used in some graduate courses in the School of Architecture)
N or *	No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by *

GRADING POLICY 2004-2014

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

COURSE OF STUDY

Undergraduate students at Princeton enroll in a four-year course of study as candidates for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit; one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually include one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

Graduate students pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered *in absentia* are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-generals Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held to a light source. The face of the transcript is printed on light brown SCRIP-SAFE® paper bordered in orange on four sides with the name of the institution appearing in white type over the face of the entire document.

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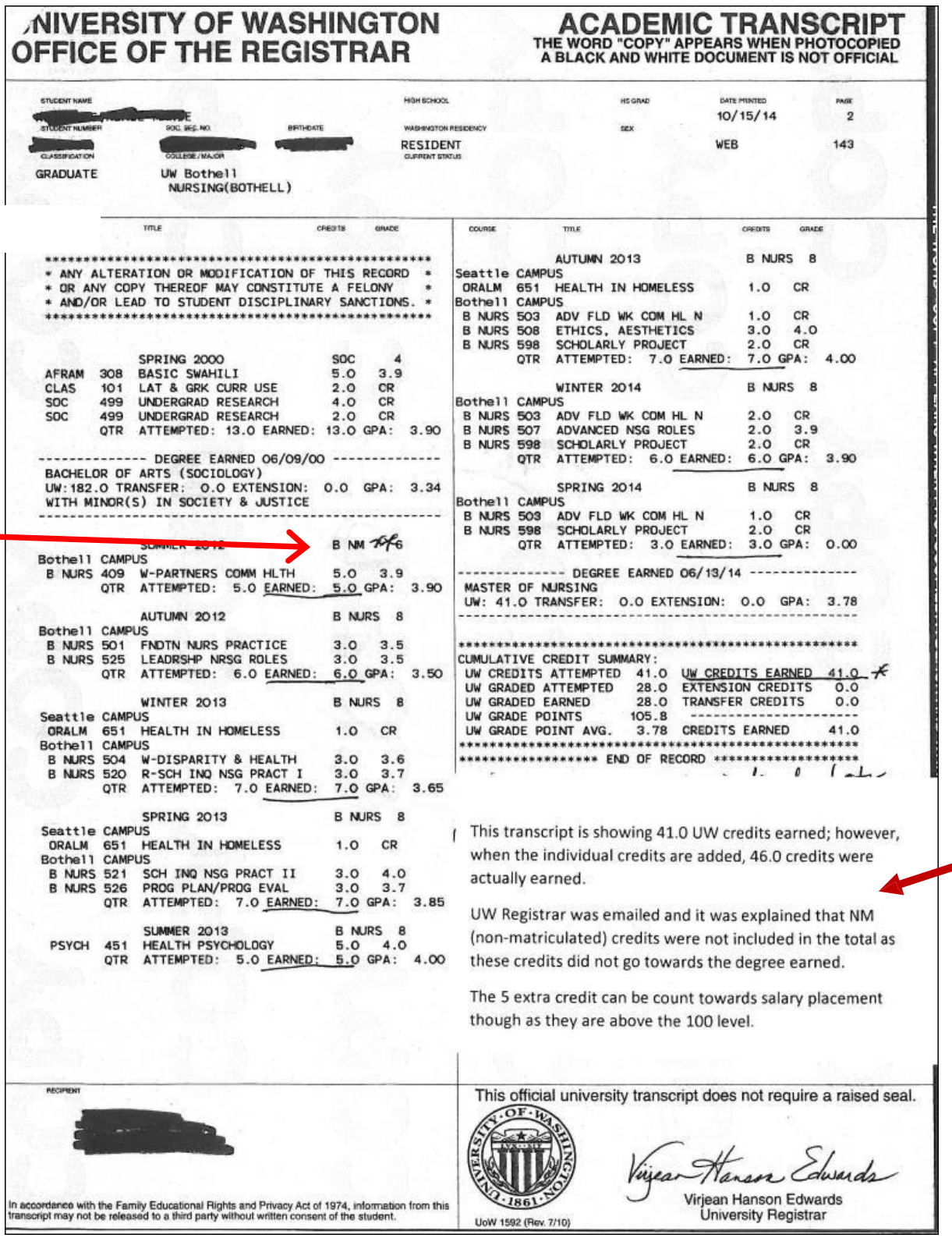
14243714 SCRIP-SAFE® Security Products, Inc. Cincinnati, OH

Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.



NIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME [redacted]E
STUDENT NUMBER [redacted] SOC. SEC. NO. [redacted] BIRTHDATE [redacted]
CLASSIFICATION: GRADUATE
COLLEGE / MAJOR: UW Bothell NURSING(BOTHELL)
HIGH SCHOOL
WASHINGTON RESIDENCY: RESIDENT
CURRENT STATUS
HS GRAD
SEX
DATE PRINTED: 10/15/14
PAGE: 2
WEB
143

COURSE		TITLE	CREDITS	GRADE
		********** ANY ALTERATION OR MODIFICATION OF THIS RECORD * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * **********		
		SPRING 2000	SOC	4
AFRAM	308	BASIC SWAHILI	5.0	3.9
CLAS	101	LAT & GRK CURR USE	2.0	CR
SOC	499	UNDERGRAD RESEARCH	4.0	CR
SOC	499	UNDERGRAD RESEARCH	2.0	CR
	QTR	ATTEMPTED: 13.0 EARNED: 13.0 GPA:		3.90
		---------- DEGREE EARNED 06/09/00 ----------		
		BACHELOR OF ARTS (SOCIOLOGY)		
		UW:182.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.34
		WITH MINOR(S) IN SOCIETY & JUSTICE		
		[illegible]	B NM	5
Bothell	CAMPUS			
B NURS	409	W-PARTNERS COMM HLTH	5.0	3.9
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		3.90
		AUTUMN 2012	B NURS	8
Bothell	CAMPUS			
B NURS	501	FNDTN NURS PRACTICE	3.0	3.5
B NURS	525	LEADRSHP NRSG ROLES	3.0	3.5
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.50
		WINTER 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	504	W-DISPARITY & HEALTH	3.0	3.6
B NURS	520	R-SCH INQ NSG PRACT I	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.65
		SPRING 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	521	SCH INQ NSG PRACT II	3.0	4.0
B NURS	526	PROG PLAN/PROG EVAL	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.85
		SUMMER 2013	B NURS	8
PSYCH	451	HEALTH PSYCHOLOGY	5.0	4.0
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		4.00

COURSE		TITLE	CREDITS	GRADE
		AUTUMN 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	508	ETHICS, AESTHETICS	3.0	4.0
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		4.00
		WINTER 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	2.0	CR
B NURS	507	ADVANCED NSG ROLES	2.0	3.9
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.90
		SPRING 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 3.0 EARNED: 3.0 GPA:		0.00
		---------- DEGREE EARNED 06/13/14 ----------		
		MASTER OF NURSING		
		UW: 41.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.78

********** CUMULATIVE CREDIT SUMMARY: **********

UW CREDITS ATTEMPTED	41.0	UW CREDITS EARNED	41.0
UW GRADED ATTEMPTED	28.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	28.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	105.8		
UW GRADE POINT AVG.	3.78	CREDITS EARNED	41.0

********** END OF RECORD **********

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

The 5 extra credit can be count towards salary placement though as they are above the 100 level.

RECIPIENT [redacted]

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

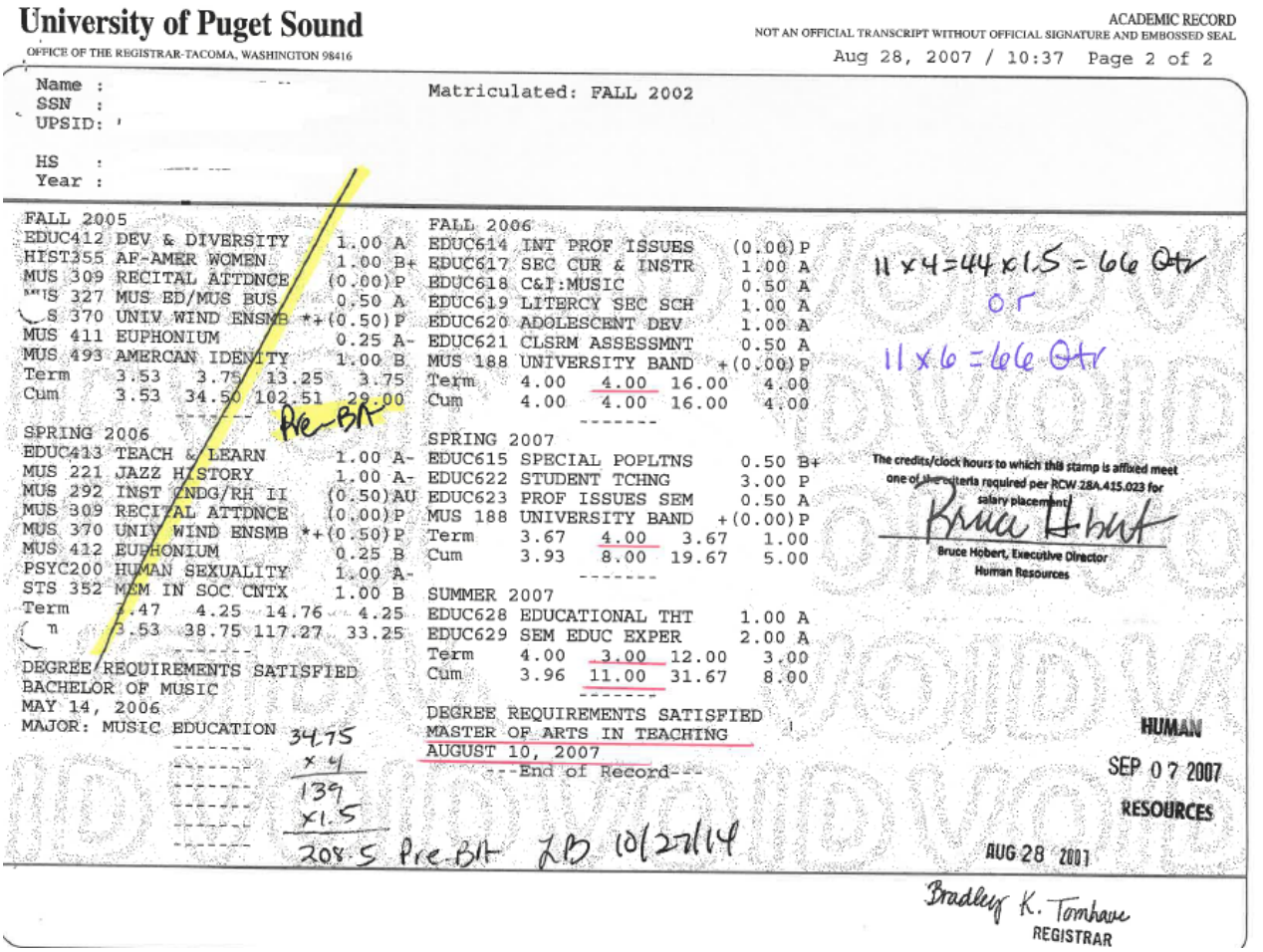
This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
Virjean Hanson Edwards
University Registrar

UoW 1592 (Rev. 7/10)

Academic Credits Example: University of Puget Sound is Units. 1.0 Unit = 4 Semester Hours or 1.0 Unit = 6.0 Quarter Hours if earned beginning Summer 1984.



University of Puget Sound
OFFICE OF THE REGISTRAR-TACOMA, WASHINGTON 98416

ACADEMIC RECORD
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Aug 28, 2007 / 10:37 Page 2 of 2

Name :
SSN :
UPSID:

HS :
Year :

Matriculated: FALL 2002

FALL 2005
EDUC412 DEV & DIVERSITY 1.00 A
HIST355 AF-AMER WOMEN 1.00 B+
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 327 MUS ED/MUS BUS 0.50 A
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 411 EUPHONIUM 0.25 A-
MUS 493 AMERCAN IDENITY 1.00 B
Term 3.53 3.75 13.25 3.75
Cum 3.53 34.50 102.51 29.00

Pre-BA

SPRING 2006
EDUC413 TEACH & LEARN 1.00 A-
MUS 221 JAZZ HISTORY 1.00 A-
MUS 292 INST CNDG/RH II (0.50)AU
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 412 EUPHONIUM 0.25 B
PSYC200 HUMAN SEXUALITY 1.00 A-
STS 352 MEM IN SOC CNTX 1.00 B
Term 3.47 4.25 14.76 4.25
Cum 3.53 38.75 117.27 33.25

DEGREE REQUIREMENTS SATISFIED
BACHELOR OF MUSIC
MAY 14, 2006
MAJOR: MUSIC EDUCATION

FALL 2006
EDUC614 INT PROF ISSUES (0.00)P
EDUC617 SEC CUR & INSTR 1.00 A
EDUC618 C&I:MUSIC 0.50 A
EDUC619 LITERCY SEC SCH 1.00 A
EDUC620 ADOLESCENT DEV 1.00 A
EDUC621 CLSRM ASSESSMNT 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 4.00 4.00 16.00 4.00
Cum 4.00 4.00 16.00 4.00

SPRING 2007
EDUC615 SPECIAL POPLTNS 0.50 B+
EDUC622 STUDENT TCHNG 3.00 P
EDUC623 PROF ISSUES SEM 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 3.67 4.00 3.67 1.00
Cum 3.93 8.00 19.67 5.00

SUMMER 2007
EDUC628 EDUCATIONAL THT 1.00 A
EDUC629 SEM EDUC EXPER 2.00 A
Term 4.00 3.00 12.00 3.00
Cum 3.96 11.00 31.67 8.00

DEGREE REQUIREMENTS SATISFIED
MASTER OF ARTS IN TEACHING
AUGUST 10, 2007
---End of Record---

11 x 4 = 44 x 1.5 = 66 Qtr
or
11 x 6 = 66 Qtr

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.
Bruce Hobert
Bruce Hobert, Executive Director
Human Resources

34.75
x 4
139
x 1.5
208.5 Pre-BA LB 10/27/14

HUMAN
SEP 07 2007
RESOURCES

AUG 28 2007

Bradley K. Tomhave
REGISTRAR

October 2019.pdf

University of Puget Sound
Office of the Registrar
Tacoma, WA 98416-1034
(253) 879-3217

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The University of Puget Sound was founded in 1888. It was known as the College of Puget Sound from 1913 to 1960, when it again became the University of Puget Sound. The University is fully accredited by the Northwest Association of Schools and Colleges, an accreditation recognized by all other regional accrediting associations in the United States.

CREDIT VALUE

Prior to Fall 1969, the University of Puget Sound operated on a semester calendar and granted credit in semester hours. From Fall 1969 through Spring 1984, the University operated on a 4-1-4 calendar and granted credit in units, with one unit equaling 5 quarter credits or 3⅓ semester credits. Beginning Summer 1984, the University is again on a semester calendar, granting credit in units, with one unit equaling 4 semester credits or 6 quarter credits.

DEGREE REQUIREMENTS

Prior to Fall 1969, 125 semester credits were required for graduation. From Fall 1969 to Fall 1971, 35 units plus 4 PE activities were required for graduation. From Fall 1971 to Spring 1984, 36 units were required for graduation, with a maximum of 2 activity units allowed within the 36. Beginning Summer 1984, 32 units are required for graduation, with a maximum of 1.5 activity units allowed within the 32. Beginning Fall 1984, activity overload grades are excluded from the grade point average. To help track degree progress of students enrolled under both the 4-1-4 calendar (36-unit degree) and semester calendar (32-unit degree), units earned prior to Summer 1984 were "converted" by a factor of 8/9. (The conversion factor derives from the change in units required from 36 to 32. Note that 32/36=8/9.) This "conversion" notation on the transcript is solely for the purpose of internal University degree-tracking. For purpose of transfer, unit equivalencies described above in **CREDIT VALUE** apply.

END-OF-TERM TOTALS

Totals computed at the end of each academic term's work prior to Fall 1979 were (reading from left to right): (1) cumulative grade point average, (2) cumulative units earned, (3) term grade point average, and (4) term units earned. Beginning Fall 1979 term (top line) and cumulative (bottom line) totals are: (1) grade point average, (2) units earned, (3) grade points, and (4) graded units.

COURSE NUMBERING SYSTEM

1922-1939		1939-August, 1955		September, 1955-Present*	
1-20	Freshman Level	1-49	Freshman Level	100-199	Freshman Level
20-29	Sophomore Level	50-99	Sophomore Level	200-299	Sophomore Level
Above 29	Upper Level and Advanced Credit	100-149	Junior Level	300-399	Junior Level
		150-199	Senior Level	400-499	Senior Level
		200-Above	Graduate Level	500-699	Graduate Level

Winterim courses and PE activity courses have used different numbering systems but all courses offered by the University of Puget Sound are 4-year degree level courses.

TRANSCRIPT SYMBOLS

+	indicates activity credit
*	indicates activity credit limit exceeded
( )	indicates credit not counted in hours for degree
G	indicates credit accepted towards graduate degree
H	indicates Honors enriched course
L	indicates course includes laboratory

GRADING SYSTEM (Beginning Fall 1979, transfer grades are NOT included in University of Puget Sound grade average.)

Prior to 1926

1*	Superior
1, 1-	Good
2+, 2, 2-	Average
3+, 3	Poor
3-	Barely Passing
Inc.	Incomplete
4-	Conditioned
4	Failure

***1927-1946**

A	Superior
B	Good
C	Average
D	Passing
I	Incomplete
K	Conditioned
F	Failure

**1926 same as above except*
D Poor
E Passing

1947-Fall 1976*

A	Unusual Excellence
B	Superior
C	Average
D	Passing
P	Failure
I	Incomplete
IP	In Progress
AU	Audit
W	Satisfactory at Withdrawal
UF	Unsatisfactory at Withdrawal
WU	Unofficial Withdrawal

**Beginning Fall 1967*
P Pass

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Spring 1977-Present

Grade	Points	Explanation
P	-	Pass (C- or above)
W	-	Withdrawal
WF	0.00	Withdrawal Failing*
AU	-	Audit (no credit)
I	-	Incomplete
INC	-	Incomplete (Permanent)
IP	-	In Progress

**Computed in grade point average*

NOT AN OFFICIAL TRANSCRIPT WITHOUT OFFICIAL SIGNATURE AND EMBOSSED SEAL

Academic Credits Example: **Pacific Lutheran University operates on semesters!**

Date Issued: 28-AUG-2003
GEN

PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447-0003 • 253/535-7161

Page: 1

Record o
Issued To: "

Course Level: Continuing Education

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 2003

EDUC 501D	New Horizons in Education	3.33	P	0.00
EDUC 501J	No Child Left Behind	3.50	P	0.00

Ehrs: 6.83 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

6.83 x 1.5 = 10.25

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	6.83	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	6.83	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

October 2019.pdf

Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

ACCREDITATION
Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

CALENDAR
PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

GRADING SYSTEM

THROUGH MAY, 1980:

GRADE	POINTS	EXPLANATION
A	4.00	Excellent
B	3.00	Good
C	2.00	Average
D	1.00	Passing
E	0.00	Failure
WE	0.00	Failure
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WP	0.00	Withdrawal Passing
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal

JUNE, 1980 - PRESENT:

GRADE		POINTS	EXPLANATION
A+,	*IA+	4.00	Excellent
A,	*IA	4.00	
A-,	*IA-	3.67	
B+,	*IB+	3.33	
B,	*IB	3.00	Good
B-,	*IB-	2.67	
C+,	*IC+	2.33	
C,	*IC	2.00	
C-,	*IC-	1.67	
D+,	*ID+	1.33	
D,	*ID	1.00	Passing
D-,	*ID-	0.67	
E,	*IE	0.00	Failure
EW		0.00	Unofficial Withdrawal

The following are not used in GPA

GRADE	POINTS	EXPLANATION
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
NC	0.00	No Credit
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal
UW	0.00	Unofficial Withdrawal

** The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.*
*** Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.*

COURSE NUMBERING
011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

CODES
Pass-Plus grades (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.
Course repeats are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.
Credit by exam (challenge) courses are indicated by an X prior to the course number (ex: X467).

UNIVERSITY HONORS
Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.
The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

NOTE
In accordance with the Family Educational Rights and Privacy Act, this transcript may not be released to a third party without the student's permission.

Academic Credits Example: Quarter or Semester? Be sure to read the back.

LOUISIANA TECH UNIVERSITY®
RUSTON, LOUISIANA 71272

ACADEMIC TRANSCRIPT

NAME –
STUDENT NUMBER

Official Louisiana Tech University Graduate Transcript

Current Academic Program:
College of Education
Nondegree program, graduate level
Major: Life Long Learning - Educ Extension

Degrees Awarded:
Master of Arts in Teaching Feb 26, 2011
College of Education
Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ Gr 6-12
Cum GPA: 3.889

Previous Degrees:
Bachelor of Arts May 10, 2008
HENDRIX COLLEGE
Major: Biology

Admitted Program:
College of Education
Master of Arts in Teaching
Major: Secondary Educ Gr 6-12

COURSE NUMBER	COURSE TITLE	GRADE	SEMESTER HOURS	QUALITY POINTS
Fall 2009				
EDCI-435	TRENDS AND ISSUES IN EDUCATION	A	3.00	12.00
PSYC-507	LEARNING & DEVELOPMENT	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	6.00	24.00	4.000
	Cumulative	6.00	6.00	6.00	24.00	4.000
Winter 2010						
EDCI-434	DIVERSE LEARNERS	A	3.00	12.00
EDCI-464	MAT & METH: TEACHING SCIENCE	A	3.00	12.00
EDCI-521	ASSESSMENT: STUDENTS & PROGRAMS	B	3.00	9.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	33.00	3.667
	Cumulative	15.00	15.00	15.00	57.00	3.800
Spring 2010				
EDCI-575	PRACTICUM IN EDUCATION	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	3.00	3.00	0.00	0.00	0.000
	Cumulative	18.00	18.00	15.00	57.00	3.800
Summer 2010				
EDCI-403	MAT & METH: TEACHING READING	A	3.00	12.00
EDCI-471	CLASSROOM MANAGEMENT	A	3.00	12.00
EDCI-500	RES APPL FOR TCHRS & EDUC LEADER	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	36.00	4.000
	Cumulative	27.00	27.00	24.00	93.00	3.875
Fall 2010				
EDCI-472	TRANSITIONAL & VOCATIONAL PROCED	A	3.00	12.00
EDUC-530C	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	3.00	12.00	4.000
	Cumulative	33.00	33.00	27.00	105.00	3.889
Winter 2011				
EDCI-599	E-PORTFOLIO	S	0.00	
EDUC-530F	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	6.00	
UNIV-640	GRADUATION - EDU GRAD	NR	0.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	0.00	0.00	0.000
	Cumulative	39.00	39.00	27.00	105.00	3.889

Requirements completed for Master of Arts in Teaching

No Further Entries This Page

No Further Entries This Column

Robert D. Vento, Jr.
UNIVERSITY REGISTRAR

PRINT DATE 07-03-17

LAUREN FANG
MUKILTEO SCHOOL DISTRICT
REFNUM: 20076303343
EVERETT WA 98204-2647

This transcript processed and delivered by Credentials' TranscriptsNetwork

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LOUISIANA TECH UNIVERSITY

Office of the Registrar
P.O. Box 3155, Ruston, LA 71272
Telephone: (318) 257-2176 FAX: (318) 257-4041
www.latech.edu

ACCREDITATION: Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

SEMESTER CREDIT HOUR AWARDED/QUARTER ACAMEDIC CALENDAR: Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

FULL-TIME ENROLLMENT: An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

SYSTEM OF GRADING

GRADE	QUALITY POINTS	
A	4	Excellent
B	3	Superior
C	2	Average
D	1	Minimum for credit
F	0	Failure
S	0	Satisfactory
I	0	Incomplete
IA, IB, IC, ID	0	Incomplete plus average grade in course at end of term
PI	0	Permanent Incomplete (Thesis or Dissertation – no progress; will not be completed at TECH)
W	0	Dropped course
AU	0	Audit
NC	0	No Credit
NR	0	No Grade Required

COURSE NUMBERS

001 - 099	Developmental education – not acceptable for degree credit
100 - 199	Freshman courses
200 - 299	Sophomore courses
300 - 399	Junior courses
400 - 499	Senior courses/selected courses approved for Graduate credit
500 - 599	Master's courses
600 - 699	Master's courses/selected courses approved for Doctoral credit
700 - 799	Doctoral courses

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This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than Louisiana Tech University's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, Louisiana Tech University, P.O. Box 3155, Ruston, LA 71272-0001, Tel: (318) 257-2176.

October 2019.pdf

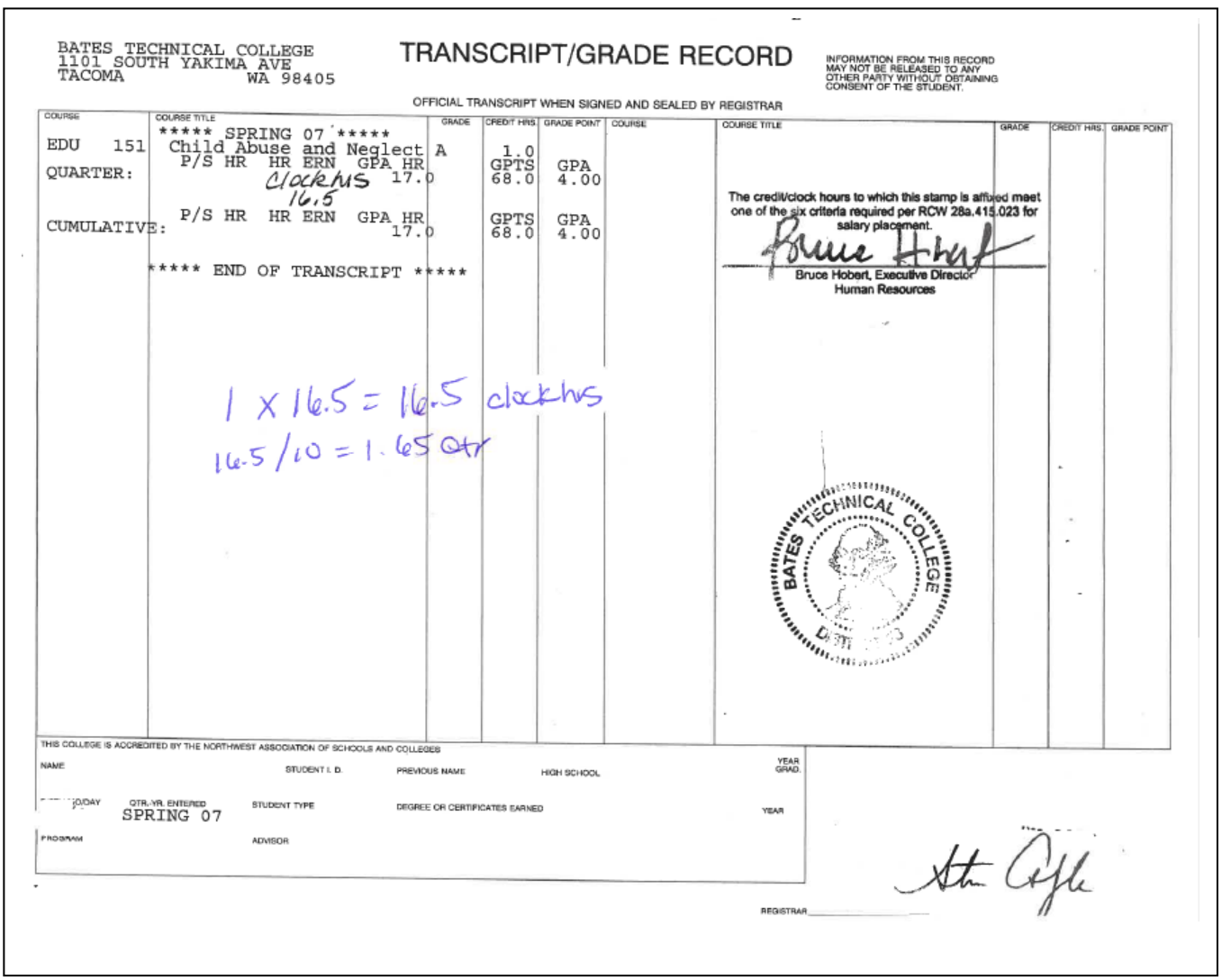
Academic Credits Example: Bates Technical College

Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College

Date: 08/26/04
Re: Reading transcripts
Phone #: (253) 680-7014
Explanation of transcript:

a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

Bates Transcript where Letter Grade = Quarter Hour Credits



BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT
	***** SPRING 07 *****			
EDU 151	Child Abuse and Neglect	A	1.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA
	Clockhrs 17.0 16.5		68.0	4.00
CUMULATIVE:	P/S HR HR ERN GPA HR		GPTS	GPA
	17.0		68.0	4.00
	***** END OF TRANSCRIPT *****			

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28a.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

1 X 16.5 = 16.5 clockhrs
16.5 / 10 = 1.65 Qtr

BATES TECHNICAL COLLEGE

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME | STUDENT I. D. | PREVIOUS NAME | HIGH SCHOOL | YEAR GRAD.

DAY/EVE | QTR./YR. ENTERED SPRING 07 | STUDENT TYPE | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM | ADVISOR

REGISTRAR

October 2019.pdf

Bates Transcript where Number Grade = Clock Hour Credits

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POINT
	***** WINTER 00 *****			
MSAL 501	MARKETING AND SALES	W		
>MKT 091	OCCUP. HUMAN RELATIONS	3	8.0	
>MKT 115	BUSINESS CONCEPTS	4	11.0	
>MKT 116	MARKETING PRINCIPLES	3	6.0	
>MKT 245	BUSINESS/MKT CAREERS I	4	2.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	448.0		1557.0	3.48
	***** SPRING 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** FALL 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** WINTER 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SPRING 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 01 *****			
MICOM 501	INFO TECHNOLOGIES			
>CIT 091	OCCUP. HUMAN RELATIONS	3	3.5	
>CIT 092	OCCUP. COMMUNICATIONS	3	5.0	
>CIT 093	OCCUP. MATH PRINCIPLES	3	2.0	
>CIS 101	CMPTR CONCEPTS/TECH I	3	3.0	
>CIS 102	CMPTR CONCEPTS/TECH II	3	2.0	
>CSAT 271	INTERNET DEVELOPMENT	3	5.0	
>CSAT 272	INTERNET DEVELOPMENT II	3	5.0	
>CSAT 275	WEB AUTHORING EDITOR	3	5.0	

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POI
	*** SUMMER 01--CONT. ***			
>CIS 132	HARDWARE MGMT/MAINT. I	3	5.0	X16.5=
>CAS 101	BEGIN WORD PROCESSING	3	5.0	
>CAS 103	INTERM. WORD PROCESSING	3	3.0	
>CAS 105	BEGINNING SPREADSHEETS	3	4.0	
>CAS 107	INTERM. SPREADSHEETS	3	5.0	
>CAS 115	DATABASES I	3	5.0	
>CAS 117	DATABASES II	3	4.0	
>MMED 110	DESKTOP PRESENTATIONS I	3	5.0	
>MMED 235	i-NET+	3	5.0	
>MMED 240	IMAGE EDITING	3	5.0	
>NETWK205	NETWORKING ESSENTIALS	3	5.0	
>NETWK206	NETWORK+	3	5.0	
>NETWK223	MICROSOFT WORKSTATION	3	5.0	
>NETWK233	MICROSOFT SERVER	3	5.0	
>NETWK256	SERVER IN THE ENTERPRIS	3	5.0	
>NETWK234	MS WINDOWS SERVER	3	5.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	1795.0		5385.0	3.00
	P/S HR HR ERN GPA HR		GPTS	GPA
CUMULATIVE:	2243.0		6942.0	3.09

TRANSFER FROM TACOMA COMMUNITY COLLEGE
ENGL 102-Composition 5.0 CR
SPCH 100-Speech Comm 5.0 CR
MATH 115-College Algebra 5.0 CR

***** END OF TRANSCRIPT *****

RECEIVED
JUL 30 2004
HUMAN RESOURCES

BATES TECHNICAL COLLEGE DISTRICT 28

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME [redacted] HIGH SCHOOL [redacted] YEAR GRAD [redacted]

HIGH YEAR [redacted] CRS. VR. ENTERED [redacted] STUDENT TYPE [redacted] DEGREE OR CERTIFICATES EARNED DEGREE-MICOM YEAR SUM01

PROGRAM NETWRK/SOFTWRE SPC ADVISOR [redacted]

October 2019.pdf

Back of Bates Technical College Transcript:

Bates TECHNICAL COLLEGE

GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn ***professional-technical ratings*** according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

Professional-Technical Ratings:

Rating of 4: Performs above industry entry-level requirements / standards. Highly competent.

Rating of 3: Performs at industry entry-level requirements / standards. Competent.

Rating of 2: Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.

Rating of 1: Exposed to training, but not progressing.

Rating of 0: No instruction offered or not evaluated

"W" means withdrawn from program.

"I" followed by any rating indicates In-progress– no credit awarded.

"P" followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.

"IC" means incomplete and is only used for academic classes

"S" means satisfactory

"U" means unsatisfactory

Academic courses use the traditional letter grade system:

Letter grade	Grade Point Value (GPTS)
A	4.0-3.8
A-	3.7-3.4
B+	3.3-3.1
B	3.0-2.8
B-	2.7-2.4
C+	2.3-2.1
C	2.0

Continuing education courses are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

COURSE NUMBERING SYSTEM

000-099	Pre-college level.
101-199	College-level, normally encountered first year.
200-299	College-level, normally encountered second year.

Registrar 253.680.7014
Credentials Evaluator 253.680.7015
Records Office 253.680.7019

CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

For example:

	Grade/Rating	Value	x	Clock Hours	=	Grade Points
Human Relations	B-	2.7		55		148.5
Safety Standards	4	4.0		66		264
Wildland Firefighter I	3	3.0		41		123
				162		535.5

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

TRANSCRIPT NOTATIONS

Credit by Exam – Students who successfully challenge specific coursework may receive credit.

Transfer Credit – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.

Official Transcript – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College. Transcripts that do not meet these requirements are not considered official.

November, 2003

October 2019.pdf

Bates Technical College Transcript – Summer 2019 Cyber Intrusion

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

A COURSE WITH "&" IS COMMON AMONG
WASHINGTON STATE COMM & TECH COLLEGES
WITH THE SAME COURSE.

***** SUMMER 19 *****

EDU	104	PH CAREER/TECH EDU	S	3.0	0.0
EDU	106	OCCUPATIONAL ANALYSIS	S	3.0	0.0
EDU	151	ABUSE & NEGLECT CHILDREN	S	1.0	0.0
EDU	229	DIVERSE NEED OF STUDENTS	S	3.0	0.0

	P/S CR	CR ERN	GPA CR	GPTS	GPA
QUARTER:	10.0	10.0	0.0	0.0	0.00
CUMULATIVE:	10.0	10.0	0.0	0.0	0.00
COLLEGE LEVEL	10.0	10.0	0.0	0.0	0.00

***** END OF TRANSCRIPT *****

Morenita Jacobs

October 2019.pdf

Bates TECHNICAL COLLEGE

July 31, 2019

Bates Technical College is in the process of recovering from a cyber intrusion from a third party who disabled our computer infomation systems on July 16-17.

As a college, we realize the severity and impact this is having on our students and the services that they may require. The Washington State Board for Community and Technical Colleges are in support of our efforts.

During this time we are asking that you accept these documents as official documents until we are able to return to normal practices.

Morenika Jacobs

Best Regards,

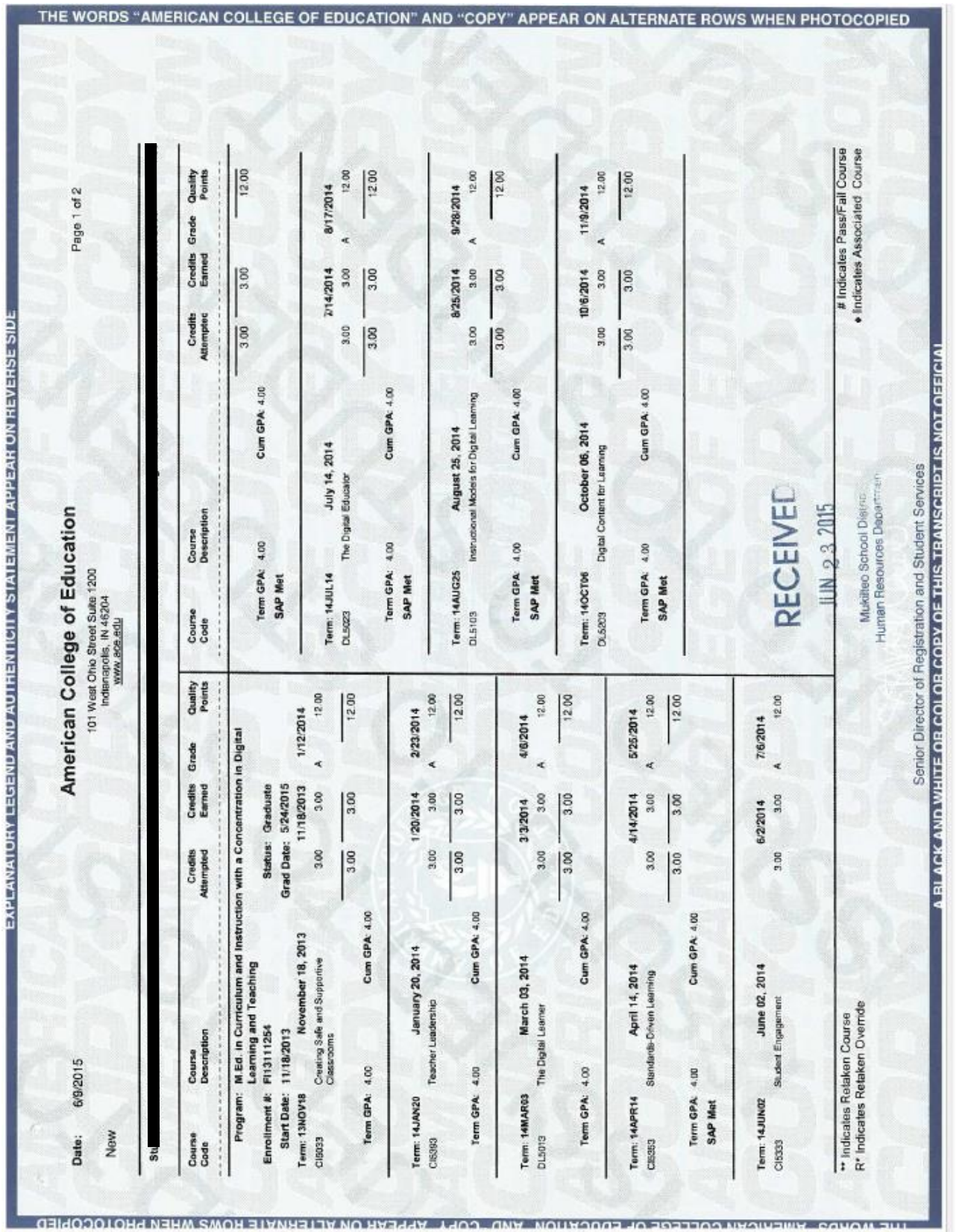
Morenika Jacobs

Registrar

Bates Technical College

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405 | 253.680.7000
Mohler Campus | 2320 S. 19 St., Tacoma, WA 98405 | 253.680.7700
South Campus | 2201 S. 78 St., Tacoma, WA 98409 | 253.680.7400
Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.

Academic Credits Example: **American College of Education. Watch for Quarter or Semester courses!**



THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

EXPLANATION/LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Page 1 of 2

Date: 6/9/2015

New

St [redacted]

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching					
Enrollment #: FI13111254			Status: Graduate		
Start Date: 11/18/2013			Grad Date: 5/24/2015		
Term: 13NOV18	November 18, 2013		11/18/2013		1/12/2014
CI8023	Creating Safe and Supportive Classrooms	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14JAN20	January 20, 2014		1/20/2014		2/23/2014
CI8093	Teacher Leadership	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14MAR03	March 03, 2014		3/3/2014		4/6/2014
DL5013	The Digital Learner	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14APR14	April 14, 2014		4/14/2014		5/25/2014
CI8353	Standards-Driven Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14JUN02	June 02, 2014		6/2/2014		7/6/2014
CI8333	Student Engagement	3.00	3.00	A	12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Term GPA: 4.00	Cum GPA: 4.00	3.00	3.00		12.00
SAP Met					
Term: 14JUL14	July 14, 2014		7/14/2014		8/17/2014
DL5023	The Digital Educator	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14AUG25	August 25, 2014		8/25/2014		9/28/2014
DL5103	Instructional Models for Digital Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14OCT06	October 06, 2014		10/6/2014		11/9/2014
DL5203	Digital Content for Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

RECEIVED
JUN 23 2015
Mukilteo School District
Human Resources Department

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Senior Director of Registration and Student Services

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Back of American College of Education:

AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM

500-599	Graduate Level Courses
5000-5999	Graduate Level Courses
6000-6999	Doctorate or Advanced Studies Courses

GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

*Grade is not included in grade point average computation.
** "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

Class in Progress:

SID BID Date of Birth: Date Issued: 23-AUG-2019
Official eTranscript-PDF

Record of:
Issued To: E-TRANSCRIPT ISSUED TO Page: 1

Course Level: Graduate

DECLARED PROGRAM(S):
Master of Music
College : College of the Arts
Campus : Kent Campus
Major : Music Education

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:					
Spring 2018					
MUS	63263	KC	ADVANCED STUDIES GENERAL MUSIC	3.00 A	12.00
MUS	63274	KC	FOUNDATIONS OF MUSIC EDUCATION	3.00 A-	11.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 23.10 GPA: 3.850				
Summer 2018					
MUS	52171	KC	MUSIC FROM WORLD CULTURES	3.00 A	12.00
MUS	63241	KC	INQUIRY IN MUSIC TEACHING I	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Fall 2018					
MUS	52131	KC	AMERICA'S MUSIC	3.00 A	12.00
MUS	63242	KC	INQUIRY IN MUSIC TEACHING II	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Spring 2019					
MUS	61170	KC	MUSIC ANALYSIS	3.00 B	9.00
MUS	67243	KC	TECHNOLOGY FOR MUSIC TEACHING	3.00 A	12.00
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.500				
Summer 2019					
MUS	63262	KC	ADVANCED STUDIES INSTRUMENTAL	3.00 B+	9.90
MUS	68598	KC	RESEARCH	1.00 A	4.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:					
	Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 13.90 GPA: 3.475				
Fall 2019					
IN PROGRESS WORK					
MUS	63198	KC	CAPSTONE PROJECT	4.00 IN PROGRESS	
	In Progress Credits 4.00				

********** TRANSCRIPT TOTALS **********

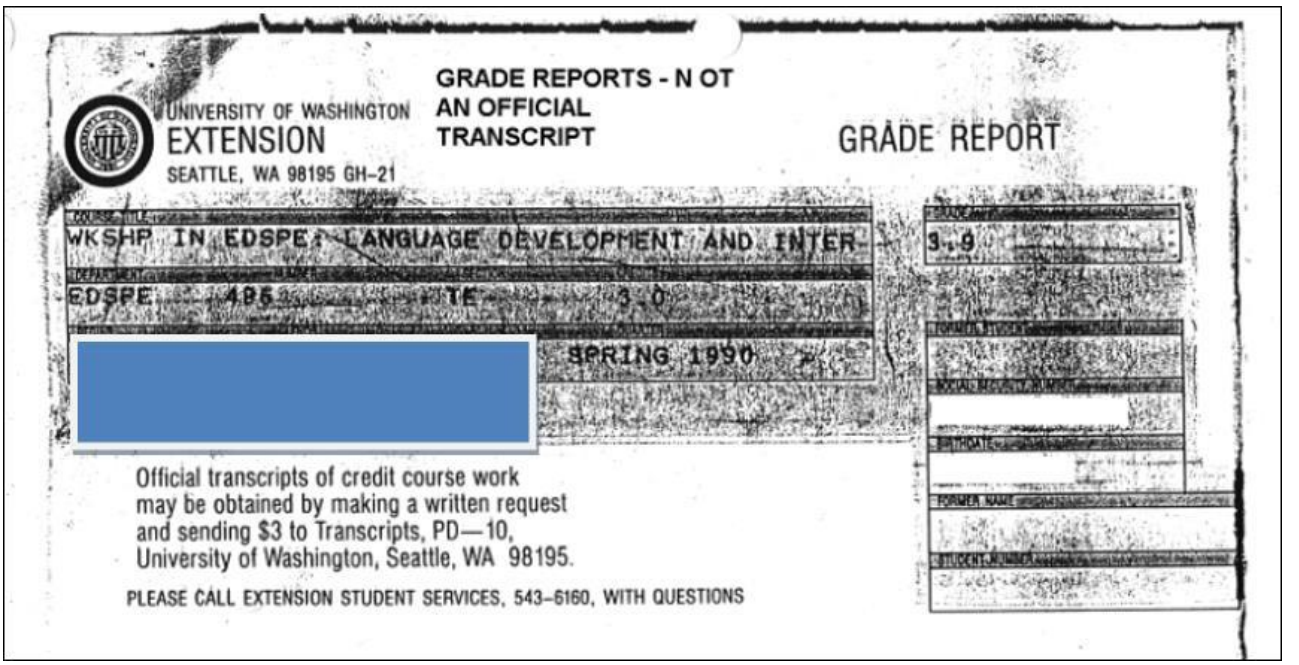
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	28.00	28.00	98.20	3.507
TOTAL TRANSFER	0.00	0.00	0.00	0.000
OVERALL	28.00	28.00	98.20	3.507

********** END OF TRANSCRIPT **********

KENT STATE UNIVERSITY
TRANSCRIPT OF ACADEMIC RECORD

Gail M. Rebeta
Gail M. Rebeta
University Registrar

Academic Credits Example: **Grade Report is NOT an official transcript**. Do NOT record credits from a grade report.



GRADE REPORTS - N OT AN OFFICIAL TRANSCRIPT

UNIVERSITY OF WASHINGTON
EXTENSION
SEATTLE, WA 98195 GH-21

GRADE REPORT

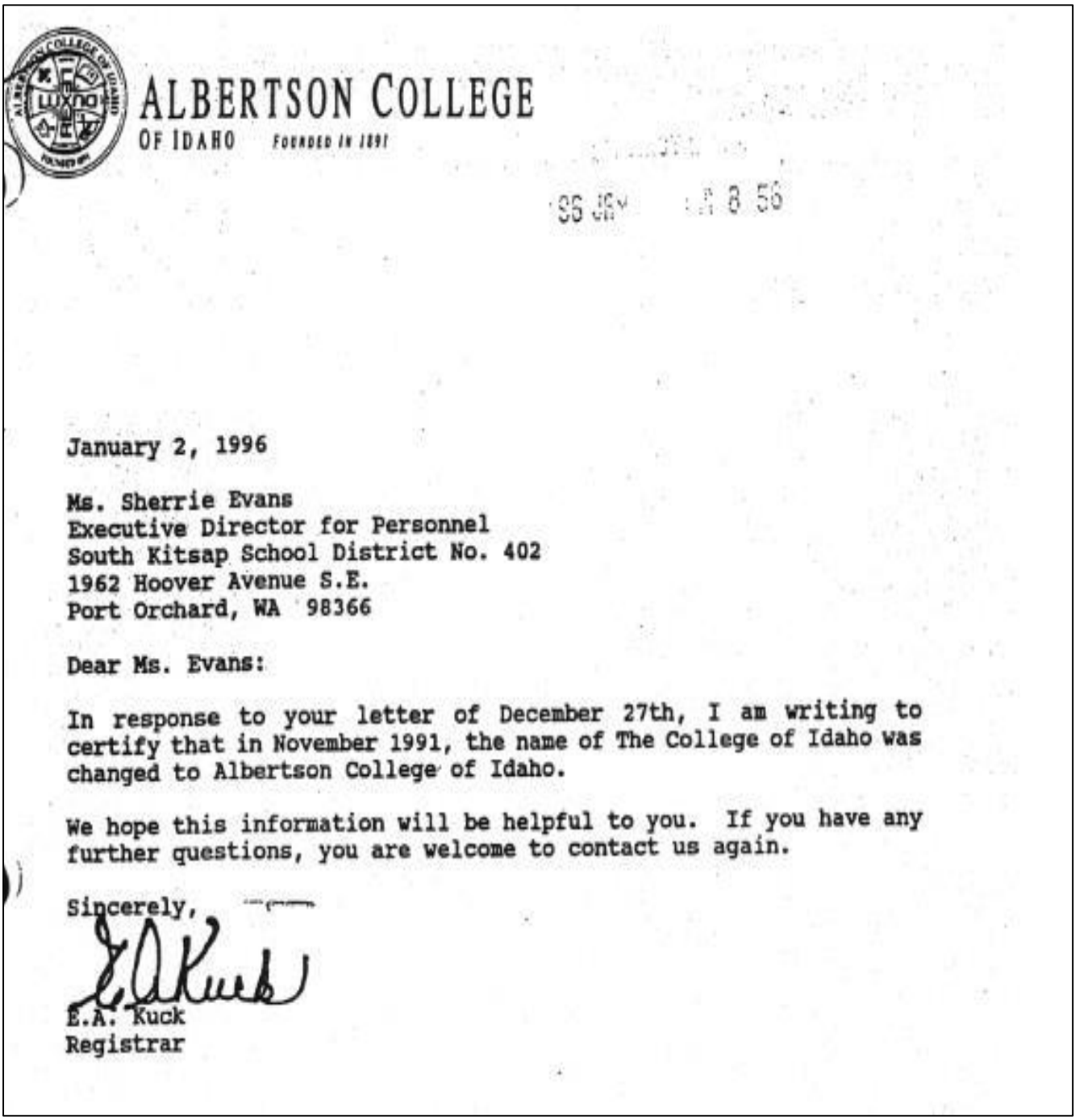
WKSHP IN EDSPE: LANGUAGE DEVELOPMENT AND INTER- 3.9
EDSPE 485 TE 3.0
SPRING 1990

Official transcripts of credit course work may be obtained by making a written request and sending $3 to Transcripts, PD—10, University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

October 2019.pdf

Academic Credits Example: **College Changes Name**. Albertson College is the College of Idaho.



ALBERTSON COLLEGE
OF IDAHO Founded in 1891

January 2, 1996

Ms. Sherrie Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Avenue S.E.
Port Orchard, WA 98366

Dear Ms. Evans:

In response to your letter of December 27th, I am writing to certify that in November 1991, the name of The College of Idaho was changed to Albertson College of Idaho.

We hope this information will be helpful to you. If you have any further questions, you are welcome to contact us again.

Sincerely,

E.A. Kuck
Registrar

Academic Credits Example: Evaluation of International Transcript. Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

Foundation for International Services, Inc.
19015 North Creek Parkway
Suite 103
Bothell, Washington 98011-8029 USA
Telephone: 425-487-2245
Facsimile: 425-487-1989
E-Mail: FIS@MAIL.COM

EVALUATION REPORT

Name: [redacted]

Date: October 7, 1998

Country: England

Ref: 65674/AMK

Purpose of Evaluation: Teacher Certification

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits:	90
Grade Point Average:	3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

Course	US Sem. Cr.	US Grade
Year 1		
History	10	B
Art	10	B
English Literature	10	B
	30	
Year 2		
History	15	B
Art	15	B
	30	
Year 3		
History (including Study of Political Theory)	15	B
Art	15	B
	30	

October 2019.pdf

Jenni Ballew

From: FIS [fis@ricochet.net]
Sent: Friday, February 04, 2000 3:41 PM
To: Jenni Ballew
Subject: Re: [redacted]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation #[redacted] for [redacted]. After reviewing the file, FIS reaffirms our earlier equivalency that [redacted] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [redacted] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse
Director of Administration
Foundation for International Services, Inc.

----- Original Message -----
From: Jenni Ballew <ballew@skitsap.wednet.edu>
To: <FIS@MAIL.COM>
Sent: Thursday, January 27, 2000 1:27 PM
Subject: [redacted]

> Foundation for International Services, Inc. prepared an evaluation report
> for [redacted] on October 7, 1998. [redacted] is currently
> substituting for South Kitsap School District and we have a question about
> her highest degree.
>
> According to the evaluation report, [redacted] highest degree (The
University
> of Leads in England) U.S. education equivalent is "Undergraduate major in
> art education from an accredited college or university in the United
> States." This does not specifically state that she has the equivalent of
a
> master's degree--does she?
>
> Your assistance would really be appreciated!!
>
> Jenni Ballew
> Certificated Personnel Specialist
> South Kitsap School District
>
>

October 2019.pdf

Academic Credits Example: **Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

Email exchange between South Kitsap and Ross Bunda, OSPI
Monday, August 20, 2001 9:40 AM
Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap
Question: I have an individual with a Master's Degree in Theology and a Master's Degree in Divinity. I understand the Master's Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, all before the 9/1/95 criteria were adopted. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

Response from Ross Bunda
Monday, August 20th, 2001 10:06 AM
YES.

October 2019.pdf

Additional email verifying religious courses after 9/1/95 must meet criteria.

Jenni Ballew

"om: Ross Bunda [RBunda@ospi.wednet.edu]
Monday, July 31, 2000 3:27 PM
'Jenni Ballew'
[redacted]
Subject: RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs/

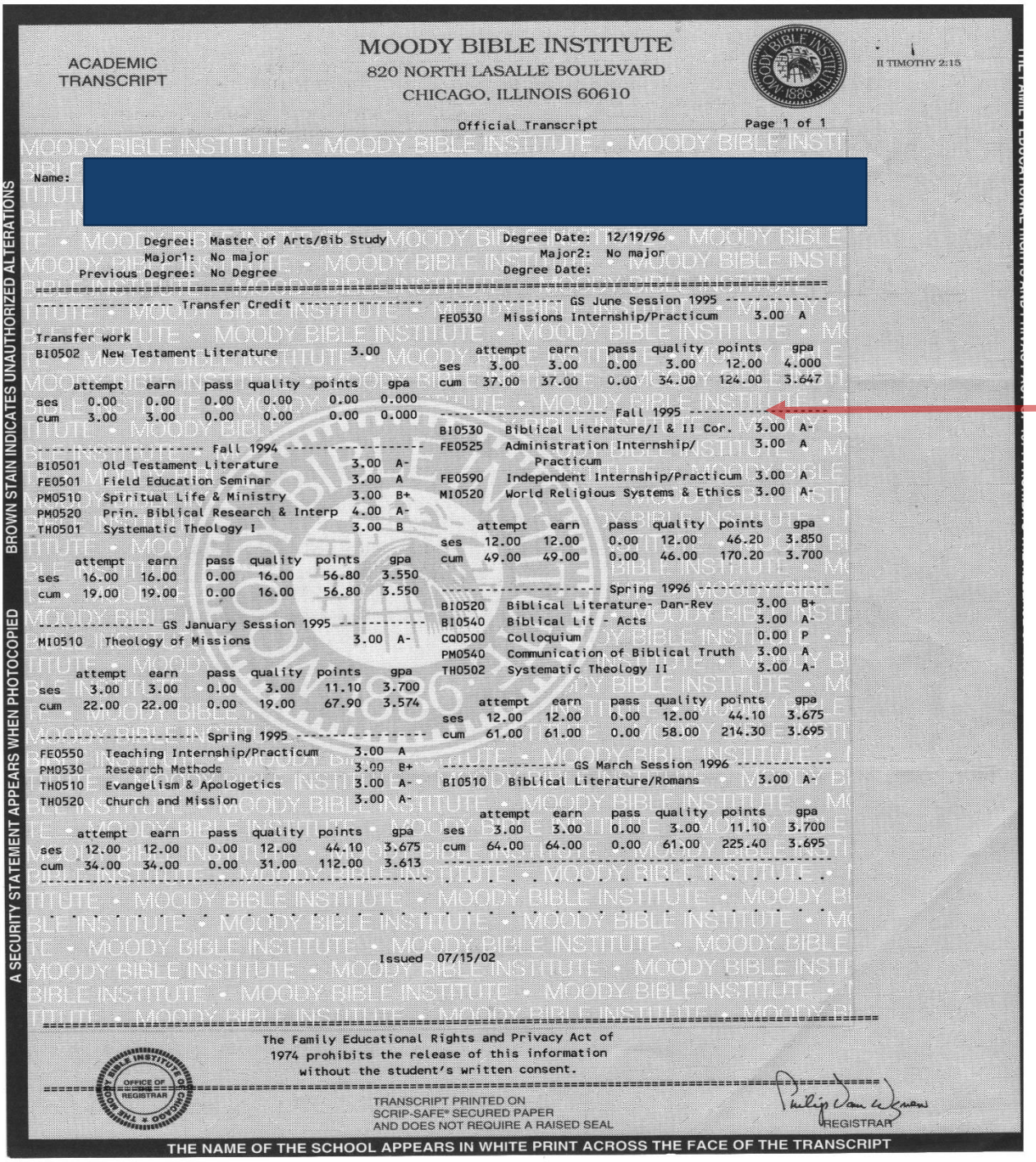
-----Original Message-----
From: Jenni Ballew [mailto:ballew@skitsap.wednet.edu]
Sent: Monday, July 31, 2000 2:37 PM
To: Ross Bunda
Subject: Religious Credits

I have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.)she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew
South Kitsap School District
360-876-7372

October 2019.pdf

Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):



ACADEMIC TRANSCRIPT

MOODY BIBLE INSTITUTE
820 NORTH LASALLE BOULEVARD
CHICAGO, ILLINOIS 60610

II TIMOTHY 2:15

Official Transcript — Page 1 of 1

Name: [redacted]

Degree: Master of Arts/Bib Study — Degree Date: 12/19/96
Major1: No major — Major2: No major
Previous Degree: No Degree — Degree Date:

---------- Transfer Credit ----------

Transfer work
BI0502 New Testament Literature 3.00

	attempt	earn	pass	quality	points	gpa
ses	0.00	0.00	0.00	0.00	0.00	0.000
cum	3.00	3.00	0.00	0.00	0.00	0.000

---------- Fall 1994 ----------

BI0501	Old Testament Literature	3.00	A-
FE0501	Field Education Seminar	3.00	A
PM0510	Spiritual Life & Ministry	3.00	B+
PM0520	Prin. Biblical Research & Interp	4.00	A-
TH0501	Systematic Theology I	3.00	B

	attempt	earn	pass	quality	points	gpa
ses	16.00	16.00	0.00	16.00	56.80	3.550
cum	19.00	19.00	0.00	16.00	56.80	3.550

---------- GS January Session 1995 ----------

MI0510	Theology of Missions	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	22.00	22.00	0.00	19.00	67.90	3.574

---------- Spring 1995 ----------

FE0550	Teaching Internship/Practicum	3.00	A
PM0530	Research Methods	3.00	B+
TH0510	Evangelism & Apologetics	3.00	A-
TH0520	Church and Mission	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	34.00	34.00	0.00	31.00	112.00	3.613

---------- GS June Session 1995 ----------

FE0530	Missions Internship/Practicum	3.00	A

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	12.00	4.000
cum	37.00	37.00	0.00	34.00	124.00	3.647

---------- Fall 1995 ----------

BI0530	Biblical Literature/I & II Cor.	3.00	A-
FE0525	Administration Internship/ Practicum	3.00	A
FE0590	Independent Internship/Practicum	3.00	A
MI0520	World Religious Systems & Ethics	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	46.20	3.850
cum	49.00	49.00	0.00	46.00	170.20	3.700

---------- Spring 1996 ----------

BI0520	Biblical Literature- Dan-Rev	3.00	B+
BI0540	Biblical Lit - Acts	3.00	A-
CQ0500	Colloquium	0.00	P
PM0540	Communication of Biblical Truth	3.00	A
TH0502	Systematic Theology II	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	61.00	61.00	0.00	58.00	214.30	3.695

---------- GS March Session 1996 ----------

BI0510	Biblical Literature/Romans	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	64.00	64.00	0.00	61.00	225.40	3.695

Issued 07/15/02

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this information without the student's written consent.

OFFICE OF THE REGISTRAR

TRANSCRIPT PRINTED ON SCRIP-SAFE® SECURED PAPER AND DOES NOT REQUIRE A RAISED SEAL

Philip Van Wyngaarden
REGISTRAR

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

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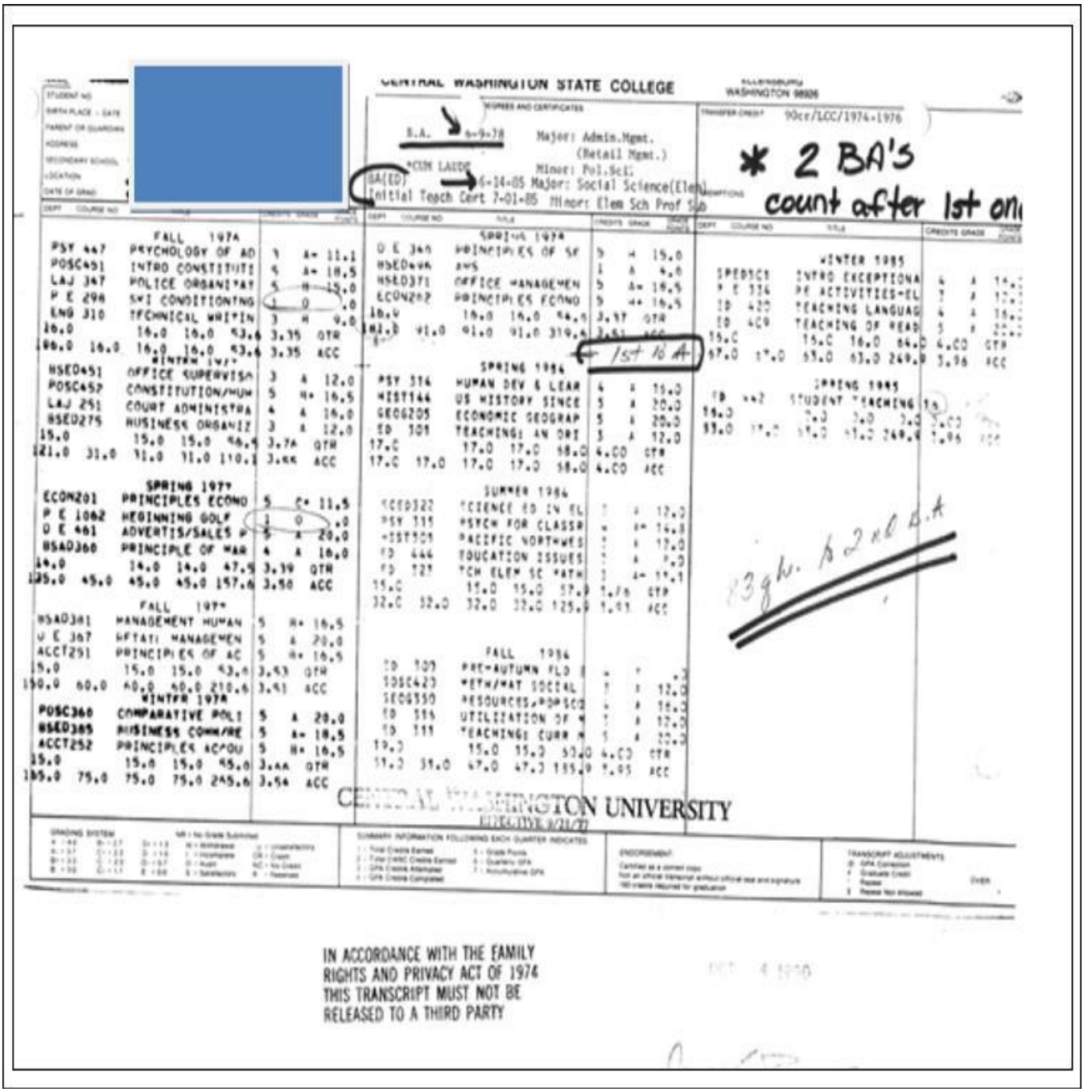
Academic Credits Example: Two BA Degrees

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2nd BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, no credits can be counted for the second BA degree.



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The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date. The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**

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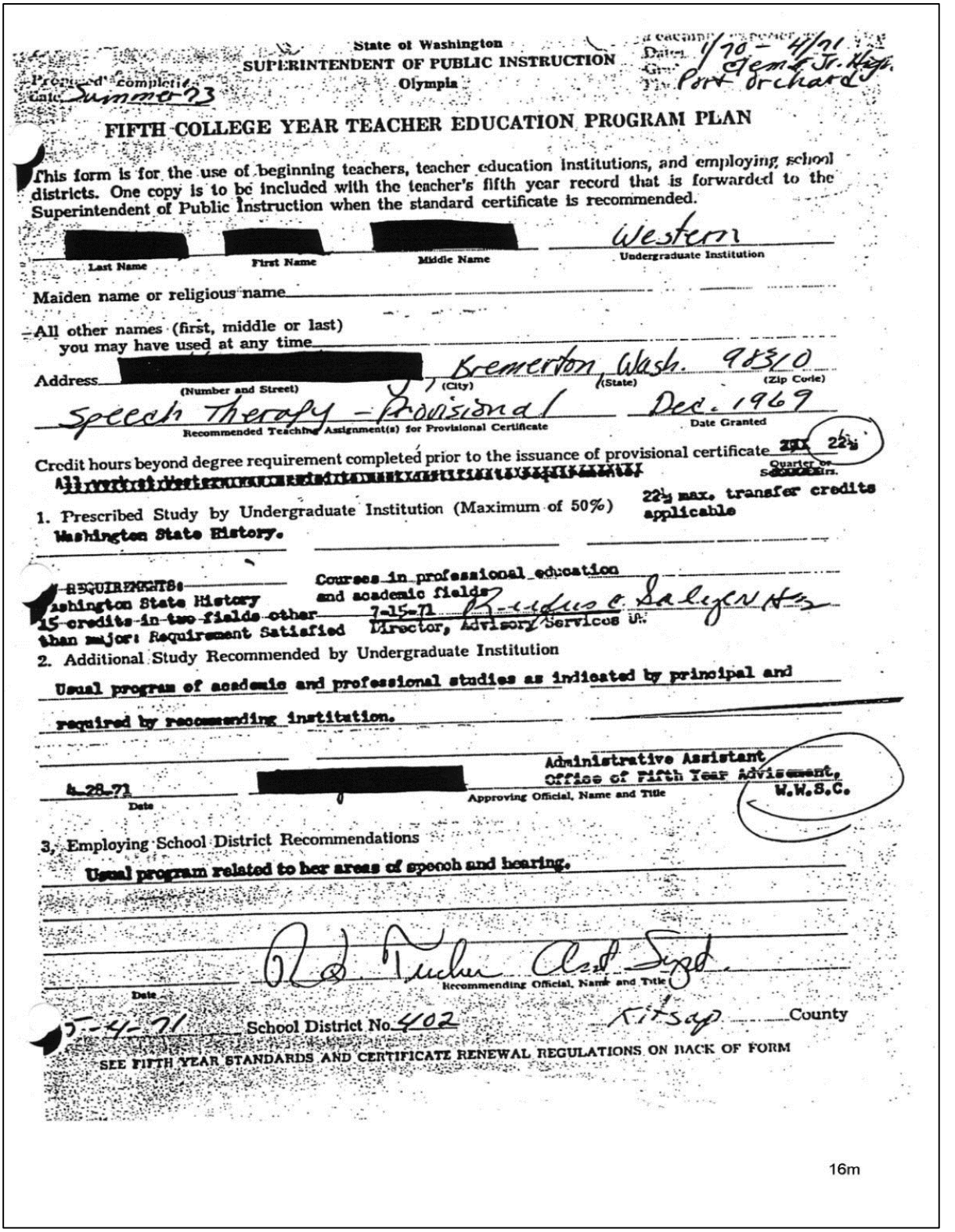
Sample Fifth Year Plan



State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

Date 1/70 – 4/71
Port Orchard

Proposed completion date Summer 73

FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

[redacted] [redacted] [redacted] Western
Last Name First Name Middle Name Undergraduate Institution

Maiden name or religious name

All other names (first, middle or last) you may have used at any time

Address [redacted] (Number and Street) Bremerton (City) Wash. (State) 98310 (Zip Code)

Speech Therapy – Provisional Dec. 1969
Recommended Teaching Assignment(s) for Provisional Certificate Date Granted

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate 22½ Quarter or Semesters.

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) 22½ max. transfer credits applicable

Washington State History.

REQUIREMENTS: Courses in professional education and academic fields
Washington State History
15 credits in two fields other than major: Requirement Satisfied 7-15-71 Director, Advisory Services

2. Additional Study Recommended by Undergraduate Institution

Usual program of academic and professional studies as indicated by principal and required by recommending institution.

4-28-71 Date [redacted] Approving Official, Name and Title Administrative Assistant Office of Fifth Year Advisement, W.W.S.C.

3. Employing School District Recommendations

Usual program related to her areas of speech and hearing.

Date Recommending Official, Name and Title

5-4-71 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM

16m

October 2019.pdf

South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hauntz
Apportionment and Research
Office of State Superintendent
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.

We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

Sincerely,

Sherrie Eggen

Sherrie Eggen
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

must be earned after the date of BA was awarded per the transcript –

October 2019.pdf

South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,
Apportionment and Research
Office of the State Superintendent of Instruction
Old Capitol Building
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit purusant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

Sherrie J. Eggen
Executive Director for Personnel

cc: Jack Nelson, SKEA President

16o

October 2019.pdf

QUESTIONS

ABOUT ACADEMIC

CREDITS



October 2019.pdf

IN SERVICE CREDITS- WAC 392-121-257

CLOCK HOURS

Rules applicable to clock hour credits include:

1. Credits must be a minimum of one (1) hour. This is effective July 2019 as that is when PESB board approved the change from 3 hours to one. Courses taken prior to this date still need to be 3 hours.
2. Continuing education units (CEUs) from accredited colleges or universities, whether in-state or out-of-state, will now be accepted as clock hours. Other non-credit bearing units, such as Professional Development Units (PDUs), will also be accepted. Credits from these same institutions are already accepted. (181-85-025)
3. All educators who hold specific Department of Health (DOH) licenses, not just educational staff associates (ESAs), can use hours that satisfy the DOH licensure requirements as clock hours for continuing education. (181-85-077)
4. Continuing education hours (STARS hours) from the Washington Department of Children, Youth & Families (DCYF) will be accepted as clock hours. (181-85-025)
5. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
6. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
7. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
8. There is no repeat restriction on clock hours.
9. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form.
   http://www.k12.wa.us/certification/clockhours.aspx
10. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
11. Ten clock hours equals one quarter hour credit.
12. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of

1 - 4 NEW AS OF JULY 2019

October 2019.pdf

an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.

13. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits IF they were completed between 9/1/1987 and 3/8/1997.
14. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
15. Accumulate credits rounded to one decimal place.

Clock Hour Example: Not an acceptable clock hour documentation form



NO!

Certificate Of Completion

This certificate acknowledges that

[redacted]

has successfully completed the
READ NATURALLY Seminar
offered at
Seattle, WA

The READ NATURALLY seminar trains participants to successfully combine teacher modeling, repeated reading, and self-monitoring of progress to improve reading fluency and accelerate reading achievement.

6 — Number of Activity Hours

June 21, 2004 — Date of Completion

Signature

This Certificate of Completion could be used for your ESA staff that hold Washington State Department of Health licenses as noted on OSPI's website, http://www.k12.wa.us/certification/LicenseHours.aspx. If this type of document was used for ESA staff, it would need to include the following:

1. Name of provider
2. Name of person attending
3. Name of course
4. Date of course
5. Number of hours earned

Additionally, an ESA Clock Hour Verification Form should be completed and turned in with the document: https://www.k12.wa.us/sites/default/files/public/certification/certapp/4098V%20-%209-16-2019%20ADA%20-%20ER.pdf

October 2019.pdf

ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form



CERTIFICATE OF COMPLETION

Professional Development OPPORTUNITIES

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

THIS CERTIFICATE IS PRESENTED AS EVIDENCE OF COMPLETION OF ASCD'S INSTITUTE ON

ASCD Summer Conference on Differentiating Instruction

June 30-July 2, 2007—Salt Lake City, Utah

(16.5 Clock Hours)

[redacted]

7/2/07

DATE

Gene R. Carter

GENE R. CARTER
ASCD EXECUTIVE DIRECTOR

ASCD · 1703 NORTH BEAUREGARD STREET, ALEXANDRIA, VIRGINIA 22311-1714 · 1-703-578-9600

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SOPRIS WEST
EDUCATIONAL SERVICES

NO!

CERTIFICATE OF COMPLETION

[redacted]

has successfully completed 13 hours of instruction by attending the
Read Well First Grade Training Workshop
February 27-28, 2004
Portland, Oregon

Jane Indorf, M.Ed.

Read Well

Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.

CE Credits Online

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

ONLINE INSTITUTION DATA

CE Credits Online
23224 NE 156th PL
Woodinville, Washington 98077
425.788.7275
www.cecreditsonline.org

ONLINE STUDENT DATA

Name:

Address:

Phone:

ACADEMIC RECORD

Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

Completion Date: 11/17/2015

Number of Hours: 45.00

Letter Grade: Passed

NARRATIVE EVALUATION

This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

AUTHORIZATION OF COURSE COMPLETION

Cathy Rose

11/17/2015

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RECEIVED
DEC 17 2015

OESD 114
Serving the Kitsap & Olympic Peninsulas

Mukilteo School District
Human Resources Department

Olympic ESD 114
REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments
105 National Ave N., Bremerton, WA 98312
See Reverse Side for Further Information

- **$2.00 Per Clock Hour**
- **$10.00 Research Fee (per class) applies 90 calendar days after program ends**
- **Use blue or black ink**
- **Do not alter printed portions of form**

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114. This form must be received along with your payment within 90 calendar days of the program end date, or a $10.00 research fee will apply. ***Upon receipt of completed form and all fees for clock hours,*** **this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.**

SECTION 1: PERSONAL INFORMATION

Name

Male (Female)
Circle One

Birth Date (required for ID)

Address

Other name(s) under which records may be listed.

City/State/Zip

Home Phone

Work Phone

E-1
Building (Required)

Mukilteo
District (Required)

Email address

Note! If you have a new address/phone #/last name, or have changed school districts, check this box → ☐

SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)

I, ear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

11/30/15
Date

Signature of Participant

SECTION 3: WORKSHOP INFORMATION

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics
Title of Program

CEC683
Clock Hour ID

45
Total Clock Hours Available

OEDS 114 on behalf of CE Credits Online
Sponsoring District or Agency

11/17/15
Program End Date

Stephanie Parker
Person Responsible for Program

(360) 405-5801
Phone Number

SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)

Number of Clock Hours Earned:	45	X $ 2.00	$ 90.00
Research Fee (if submitted 90 days after program ending date):		$10.00	$ —
Total Amount of Payment Enclosed:			$ 90.00

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114

SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)

Verification. When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821-

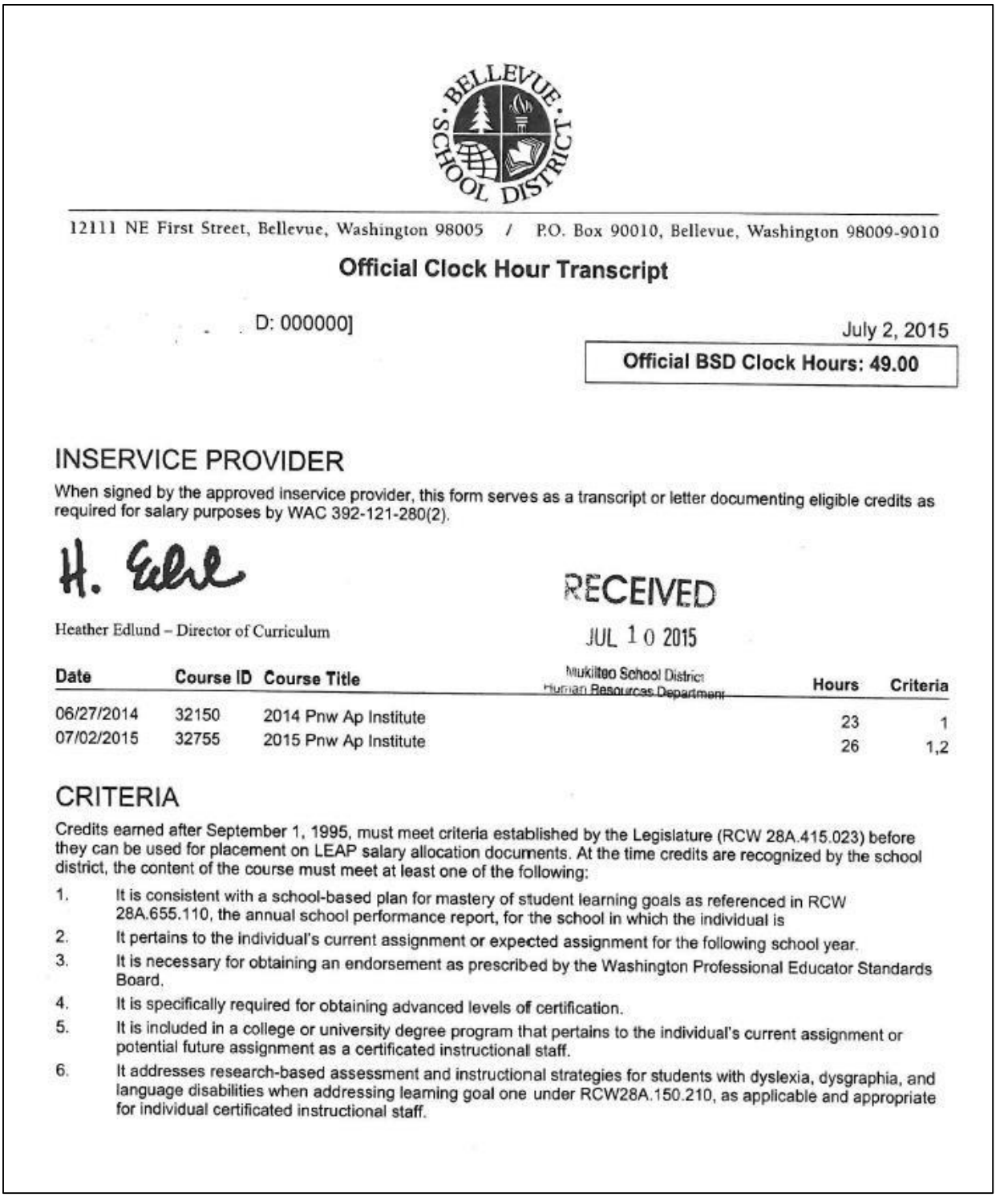
The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Olympic ESD 114 Authorization

Bruce Hobert, Executive Director
Human Resources

Revised 8/08

Clock Hour Example: Bellevue School District. Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) Some transcripts may also indicate the approved course criteria item for listed courses.



BELLEVUE SCHOOL DISTRICT

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

Official Clock Hour Transcript

D: 000000]

July 2, 2015

Official BSD Clock Hours: 49.00

INSERVICE PROVIDER

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

H. Edlund

Heather Edlund – Director of Curriculum

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

Date	Course ID	Course Title	Hours	Criteria
06/27/2014	32150	2014 Pnw Ap Institute	23	1
07/02/2015	32755	2015 Pnw Ap Institute	26	1,2

CRITERIA

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

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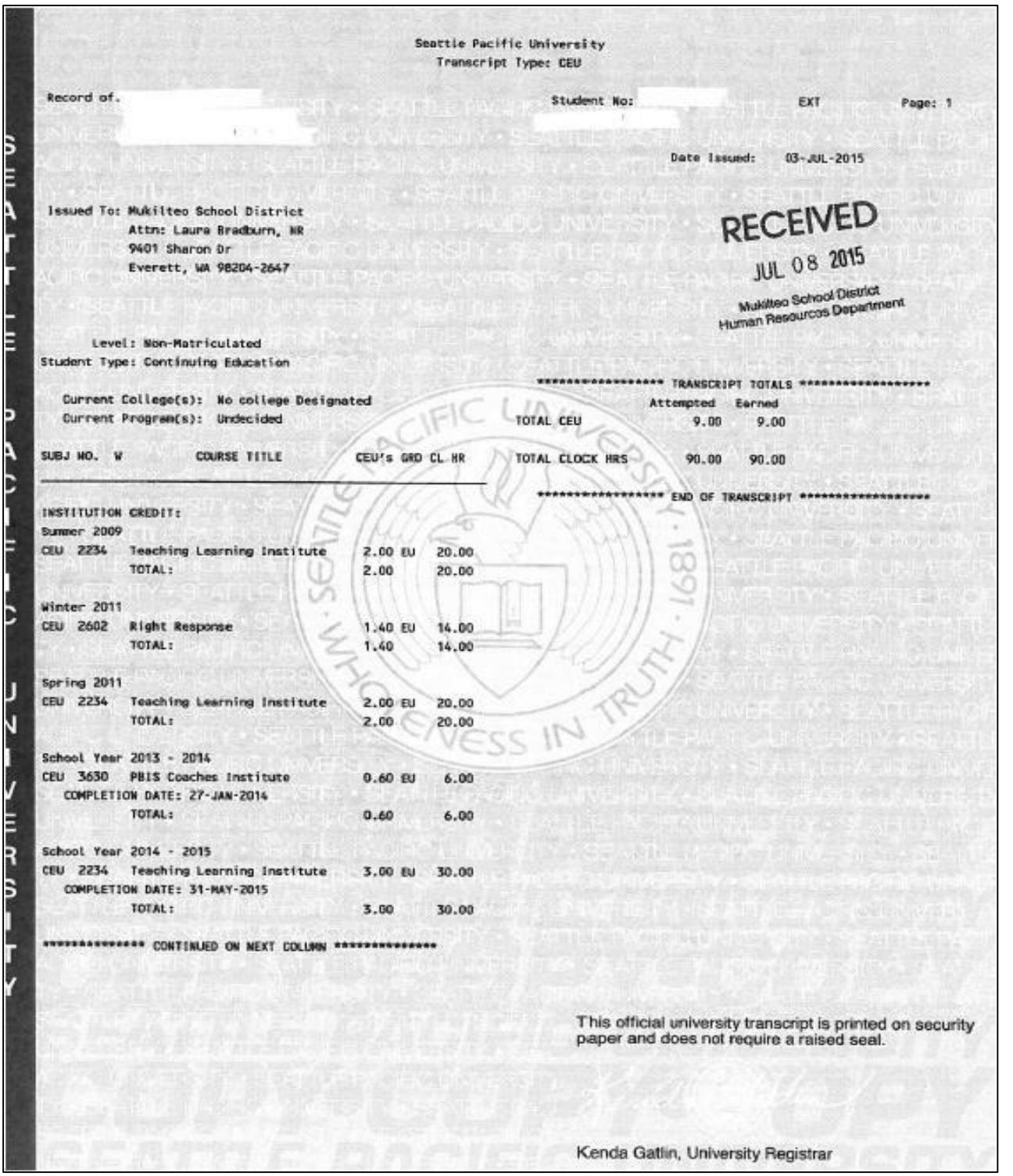
Clock Hour Example: Seattle Pacific University. Colleges and universities must be accredited in order to accept Continuing Education Units (CEUs) from them. The same is true for Professional Development Units (PDUs).



Seattle Pacific University
Transcript Type: CEU

Record of. Student No: EXT Page: 1

Date Issued: 03-JUL-2015

Issued To: Mukilteo School District
Attn: Laura Bradburn, HR
9401 Sharon Dr
Everett, WA 98204-2647

RECEIVED
JUL 08 2015
Mukilteo School District
Human Resources Department

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

********** TRANSCRIPT TOTALS **********

	Attempted	Earned
TOTAL CEU	9.00	9.00
TOTAL CLOCK HRS	90.00	90.00

********** END OF TRANSCRIPT **********

SUBJ NO.	W	COURSE TITLE	CEU's	GRD	CL HR
INSTITUTION CREDIT:					
Summer 2009					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
Winter 2011					
CEU 2602		Right Response	1.40	EU	14.00
		TOTAL:	1.40		14.00
Spring 2011					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
School Year 2013 - 2014					
CEU 3630		PBIS Coaches Institute	0.60	EU	6.00
COMPLETION DATE: 27-JAN-2014					
		TOTAL:	0.60		6.00
School Year 2014 - 2015					
CEU 2234		Teaching Learning Institute	3.00	EU	30.00
COMPLETION DATE: 31-MAY-2015					
		TOTAL:	3.00		30.00

********** CONTINUED ON NEXT COLUMN **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot record clock hours until document is signed.

WEA
WASHINGTON EDUCATION ASSOCIATION

RECEIVED
JUN 02 2015

Center for Education Quality
P O Box 9100
Federal Way, WA 98063
253-765-7088

Continuing Education Clock Hour Credit
INSERVICE REGISTRATION

Mukilteo School District
Human Resources Department

Use this form to verify your attendance at the inservice offering outline in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I – Information – Participant

Last Name	First Name	Middle Initial	Maiden or Former Name
		A	

Date of Birth (m, d, y)	Social Security Number (Optional)	(Optional)
		☒ Female ☐ Male

Home Address	Phone: Hom.
State WA Zi	Phone Business ( )

Section II – Inservice Provider – Clock Hours

Class Number 3743

Title of Inservice offering		
2015 SPARKS - Pilchuck		
Total Number of Clock Hours Available for Inservice Offering: 12.5	First Day of Inservice: 5/7/2015	Last Day of Inservice: 5/9/2015
Sponsoring Provider Name (Agency Granting Clock Hours): Washington Education Association		Business Telephone Number: (253) 765-7063
Provider Address: PO Box 9100, Federal Way WA 98063-9100		
Sponsoring Provider Inservice Contact Person: Diane Flynn		Telephone Number

Section III – Affidavit – Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The **intentional misrepresentation** of a material fact in this form **subjects the holder to revocation of his/her certificate** pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Original Signature of Participant — Washington Certificate Number — Date: 6/2/15

Bruce Hobert, Executive Director
Human Resources

Section IV – Inservice Provider – Verification

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee — Date: 5/9/15

FORM SPI 1125(Rev/1/99) facsimile

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Clock Hours: WAC 181-85-033

CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth tea**m, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty 20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45)** continuing education credit hours for a **total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**

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181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

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Clock Hour Example: Supervisor Form. Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30 as of 11/2016.

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

M90 + 91

CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)
SUPERVISOR OF TRAINING

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

WAC 181-85-033(3)

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

SECTION I

TO BE COMPLETED BY APPLICANT

1. NAME LAST FIRST MIDDLE S.
MAIDEN/FORMER NAME
2. ADDRESS
3. DATE OF BIRTH
CITY/STATE/ZIP
4. SOCIAL SECURITY NUMBER (optional)
5. TELEPH
6. E-MAIL
BUSINESS
8.

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: January 2017 TO May 2017

[X] "Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant — Date: 06/06/2017

SECTION II

TO BE COMPLETED BY INSTITUTION/EMPLOYER

This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER | DATE

October 2019.pdf

Email with David Brenna regarding how many clock hours can be earned.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 2:30 PM
To: Bradburn Laura D.
Subject: FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

David Brenna
Senior Policy Analyst
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
PO Box 47236
Olympia, WA 98504
360-725-6238
www.pesb.wa.gov

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, July 31, 2017 10:08 AM
To: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

Laura Bradburn
Certification Specialist

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Thursday, June 08, 2017 1:22 PM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Cc: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

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My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

Ross Bunda
Supervisor, Personnel Reporting

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Thursday, June 8, 2017 11:54 AM
To: Ross Bunda <Ross.Bunda@k12.wa.us>
Subject: Supervisor Clock Hours

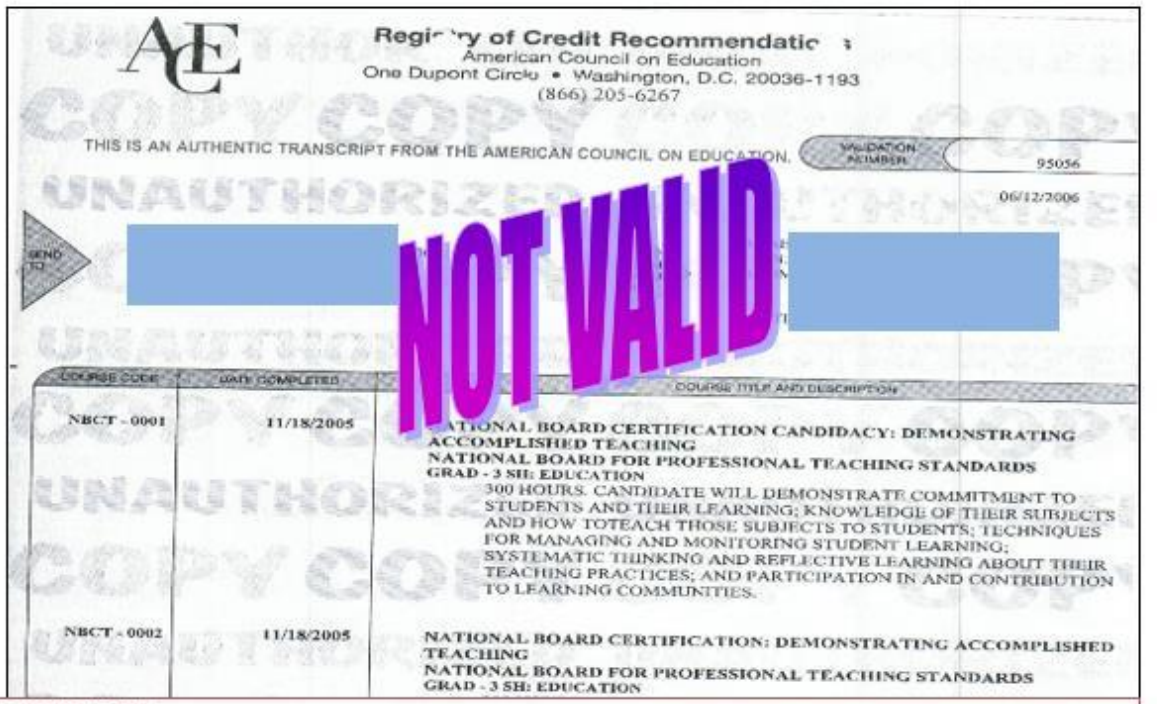
Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

Laura Bradburn
Certification Specialist

Clock Hour Example: National Board Form. Use the Correct Form!



Regi ry of Credit Recommendatic
American Council on Education
One Dupont Circle • Washington, D.C. 20036-1193
(866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER: 95056

06/12/2006

SEND TO:

NOT VALID

COURSE CODE	DATE COMPLETED	COURSE TITLE AND DESCRIPTION
NBCT - 0001	11/18/2005	ATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION 300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TOTEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES.
NBCT - 0002	11/18/2005	NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION

Johnston, Celeste

From: Laura Gooding [Laura.Gooding@k12.wa.us]
Sent: Friday, August 28, 2009 4:31 PM
To: Johnston, Celeste
Subject: RE: Help with ACE credits

Hi Celeste,

ACE is not an approved provider of Washington clock hours, nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: http://www.k12.wa.us/certification/certapp/1128-2.pdf

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

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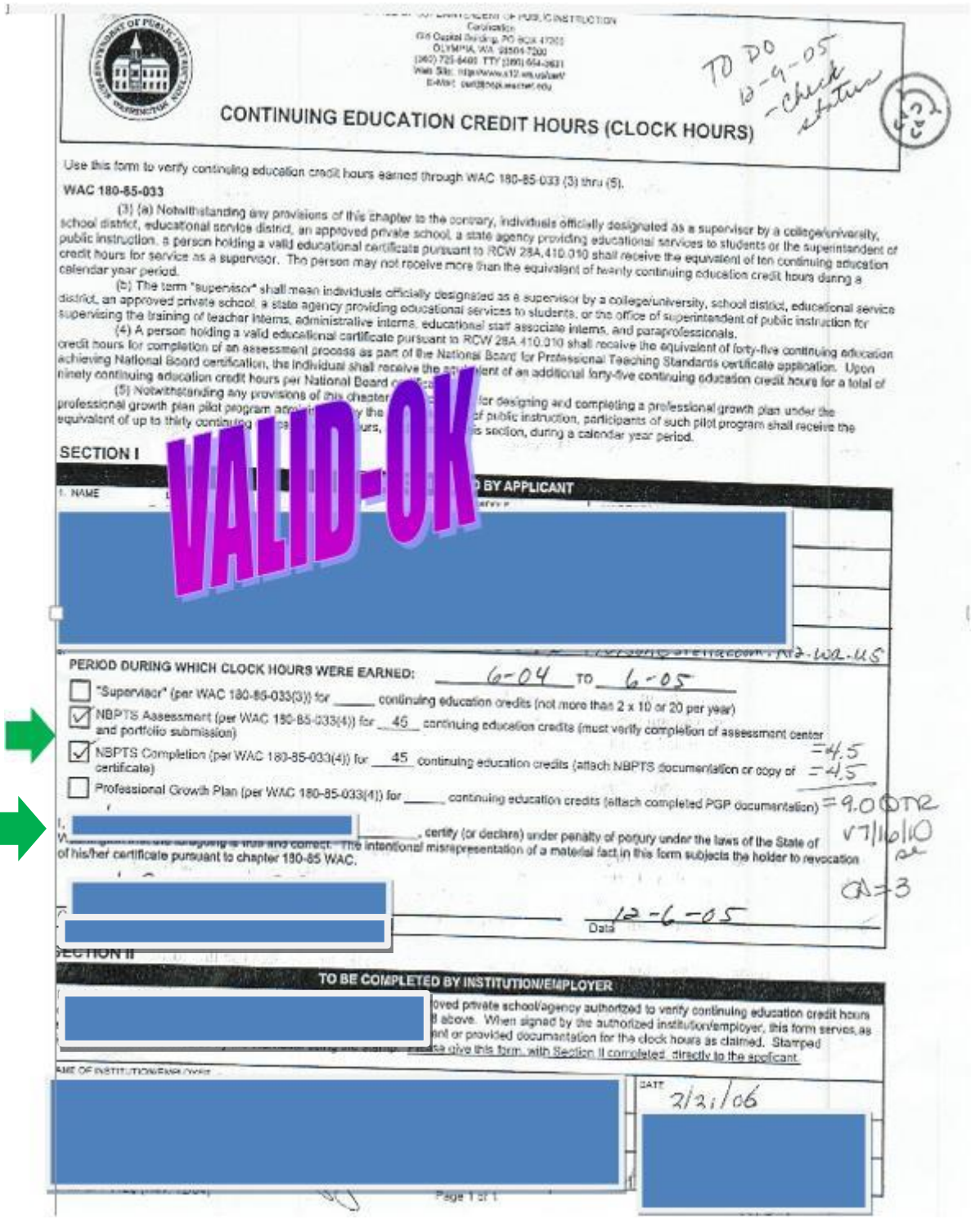

NOTE: If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

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Ok to Repeat Clock Hours

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Tuesday, February 03, 2004 8:46 AM
To: 'Janet Hodson'
Subject: RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

-----Original Message-----
From: Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]
Sent: Tuesday, February 03, 2004 8:45 AM
To: rbunda@ospi.wednet.edu
Subject: Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

Provider is not approved, but class is on an approved form: Note: WSTA is an approved provider, but is not listed as the provider on the form.

Carol Sandison
Washington Science Teachers Association
Clock Hour Designee
wstaclockhours@gmail.com

Continuing Education Clock Hours for LEAP Schedule and/or 150 Clock Hours Requirements OR Vocational Clock Hours Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME (Last, First, Middle)	MAIDEN OR FORMER NAME
DATE OF BIRTH / SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NUMBER (Optional) ☐ Female ☐ Male
HOME ADDRESS (Street, City, State, Zip Code)	TELEPHONE NUMBER HOME / BUSINESS

SECTION II - INSERVICE PROVIDER - CLOCK HOURS In-Service # 18.11

TITLE OF INSERVICE OFFERING: Science Energizing Engineering		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING: 6	FIRST DAY OF INSERVICE: July 17, 2018	LAST DAY OF INSERVICE: July 17, 2018
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS): Snohomish County PUD		BUSINESS TELEPHONE NUMBER: ( )
PROVIDER ADDRESS: 2320 California St. Everett, WA 98201		
SPONSORING PROVIDER INSERVICE CONTACT PERSON: Jenni Lamarca		TELEPHONE NUMBER: (425)783-8292

Clock Hours Include STEM content ☒ Yes ☐ No Clock Hours include TPEP content ☐ Yes ☒ No

SECTION III - AFFIDAVIT - PARTICIPANT

I, _____ swear/affirm that I earned 6 clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also,

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085).

Original Signature of Participant — Date: 7/17/18

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(3).

Jenni Lamarca
Original Signature of Inservice Provider or Designee — Date: 7-17-18

FORM SPI 1125 (Rev. 11/15)

_____Credit _____ Cash __X__ Check to 'WSTA' 377 Amt R'vd $20.00 By JL

Official Clock hour transcript by an approved OSPI clock hour transcript provider.

Mukilteo School District

Official Clock Hours Transcript

Mukilteo School District
9401 Sharon Drive, Everett, WA 98024

Name:

Employee ID: 3671
Issued: 09/23/2019

#		Course #	Course Title	Start Date	End Date	Clock Hours Form #	Enrollment Status	Clock Hours
1.		10525	Teaching to Strengths: Supporting Students Living with Trauma, Violence and Stress	08/28/2019	08/28/2019	46516664	Completed	3.5 Hours Clock hours
2.		10410	HS Technology Focused LIT: March 1st	03/01/2019	03/01/2019	72591734	Completed	0.0 Hours Clock hours
3.		10396	Fun with Functional Chunks	02/01/2019	02/01/2019	68584694	Completed	3.5 Hours Clock hours
4.		10266	KA Instructional Technology Bits and Bytes	10/10/2018	06/14/2019	78318135	Completed	*- Not Set -*
5.		10246	Supporting Equity and Excellence at Kamiak	09/21/2018	06/07/2019	73241810	Completed	13.5 Hours Clock hours

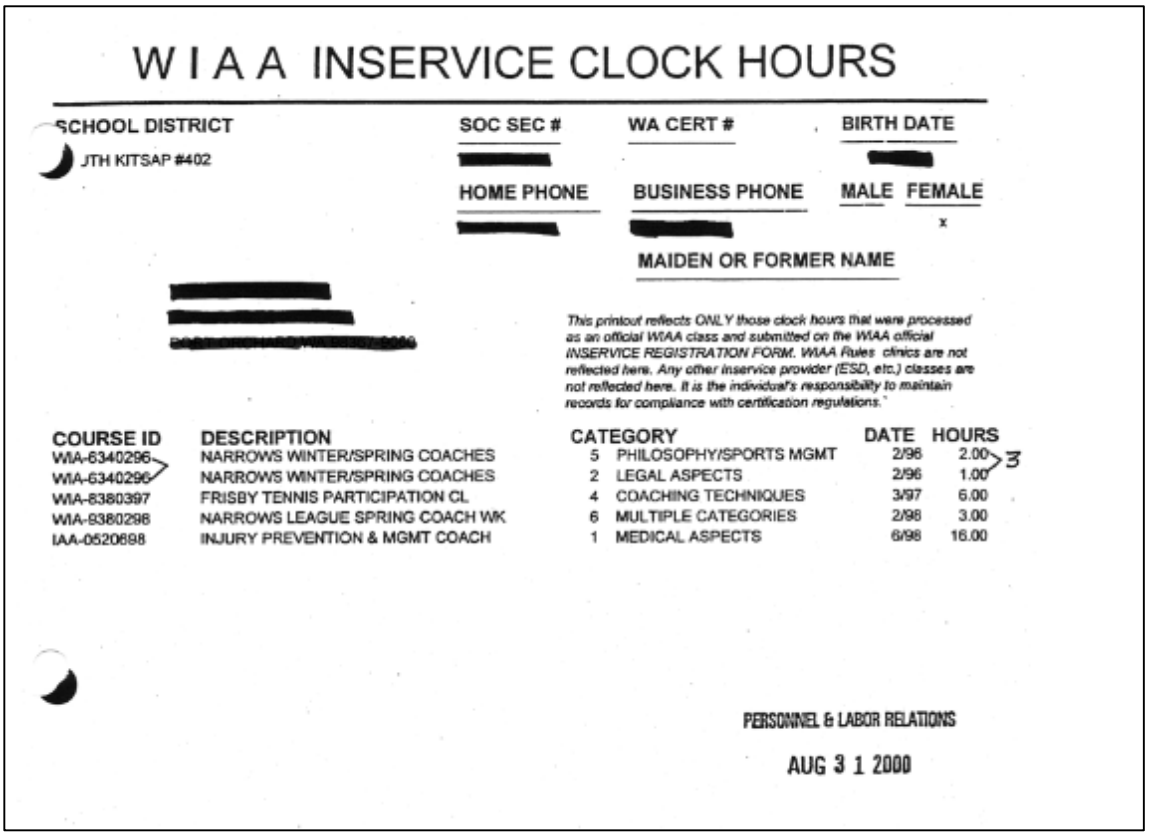
*Total Does Not Includes Credit Pending Survey Completion

Total:

Hours	
20.5	Clock hours
	STEM Clock Hours
	TPEP Clock Hours
	No Clock Hours

Mukilteo School District is an approved in-service transcript provider in the State of Washington by OPSI

WIAA Hours can be combined if course # is same



W I A A INSERVICE CLOCK HOURS

SCHOOL DISTRICT
JTH KITSAP #402

SOC SEC # [redacted]
WA CERT #
BIRTH DATE [redacted]

HOME PHONE [redacted]
BUSINESS PHONE [redacted]
MALE
FEMALE x

MAIDEN OR FORMER NAME

[redacted]

This printout reflects ONLY those clock hours that were processed as an official WIAA class and submitted on the WIAA official INSERVICE REGISTRATION FORM. WIAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.

COURSE ID	DESCRIPTION	CATEGORY		DATE	HOURS
WIA-6340296	NARROWS WINTER/SPRING COACHES	5	PHILOSOPHY/SPORTS MGMT	2/96	2.00
WIA-6340296	NARROWS WINTER/SPRING COACHES	2	LEGAL ASPECTS	2/96	1.00
WIA-8380397	FRISBY TENNIS PARTICIPATION CL	4	COACHING TECHNIQUES	3/97	6.00
WIA-8380298	NARROWS LEAGUE SPRING COACH WK	6	MULTIPLE CATEGORIES	2/98	3.00
IAA-0520698	INJURY PREVENTION & MGMT COACH	1	MEDICAL ASPECTS	6/98	16.00

3

[redacted]

PERSONNEL & LABOR RELATIONS

AUG 3 1 2000

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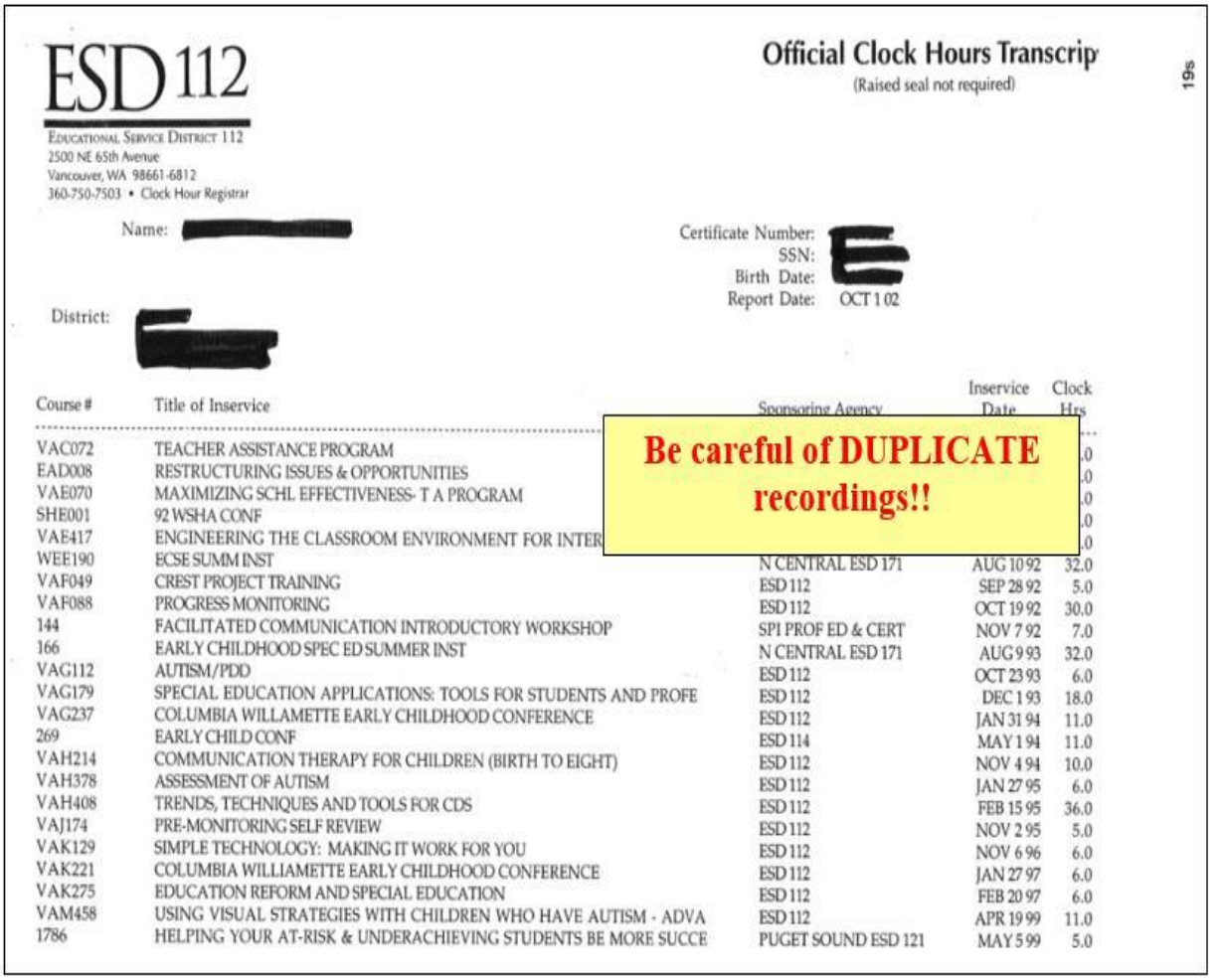
ESD Clock Hour Transcripts are OK!



ESD 112

EDUCATIONAL SERVICE DISTRICT 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-750-7503 • Clock Hour Registrar

Official Clock Hours Transcrip

(Raised seal not required)

19s

Name: [redacted]

Certificate Number:
SSN:
Birth Date:
Report Date: OCT 1 02

District: [redacted]

Course #	Title of Inservice	Sponsoring Agency	Inservice Date	Clock Hrs
VAC072	TEACHER ASSISTANCE PROGRAM			.0
EAD008	RESTRUCTURING ISSUES & OPPORTUNITIES			.0
VAE070	MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM			.0
SHE001	92 WSHA CONF			.0
VAE417	ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER			.0
WEE190	ECSE SUMM INST	N CENTRAL ESD 171	AUG 10 92	32.0
VAF049	CREST PROJECT TRAINING	ESD 112	SEP 28 92	5.0
VAF088	PROGRESS MONITORING	ESD 112	OCT 19 92	30.0
144	FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP	SPI PROF ED & CERT	NOV 7 92	7.0
166	EARLY CHILDHOOD SPEC ED SUMMER INST	N CENTRAL ESD 171	AUG 9 93	32.0
VAG112	AUTISM/PDD	ESD 112	OCT 23 93	6.0
VAG179	SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE	ESD 112	DEC 1 93	18.0
VAG237	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 31 94	11.0
269	EARLY CHILD CONF	ESD 114	MAY 1 94	11.0
VAH214	COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT)	ESD 112	NOV 4 94	10.0
VAH378	ASSESSMENT OF AUTISM	ESD 112	JAN 27 95	6.0
VAH408	TRENDS, TECHNIQUES AND TOOLS FOR CDS	ESD 112	FEB 15 95	36.0
VAJ174	PRE-MONITORING SELF REVIEW	ESD 112	NOV 2 95	5.0
VAK129	SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU	ESD 112	NOV 6 96	6.0
VAK221	COLUMBIA WILLIAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 27 97	6.0
VAK275	EDUCATION REFORM AND SPECIAL EDUCATION	ESD 112	FEB 20 97	6.0
VAM458	USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA	ESD 112	APR 19 99	11.0
1786	HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE	PUGET SOUND ESD 121	MAY 5 99	5.0

Be careful of DUPLICATE recordings!!

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OSPI's Form SPI 1126 – watch for changes on the form.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 1:09 PM
To: Bradburn Laura D.
Subject: FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:54 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe
Accounts Payable/Receivable

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, August 28, 2017 10:46 AM
To: Jodi Lowe <jlowe@cashmere.wednet.edu>
Subject: RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:20 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: quick question
Importance: High

Hi –
Hopefully this will just take you a second…please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe
Accounts Payable/Receivable

Cashmere School District
210 S. Division
Cashmere, WA 98815

1

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Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

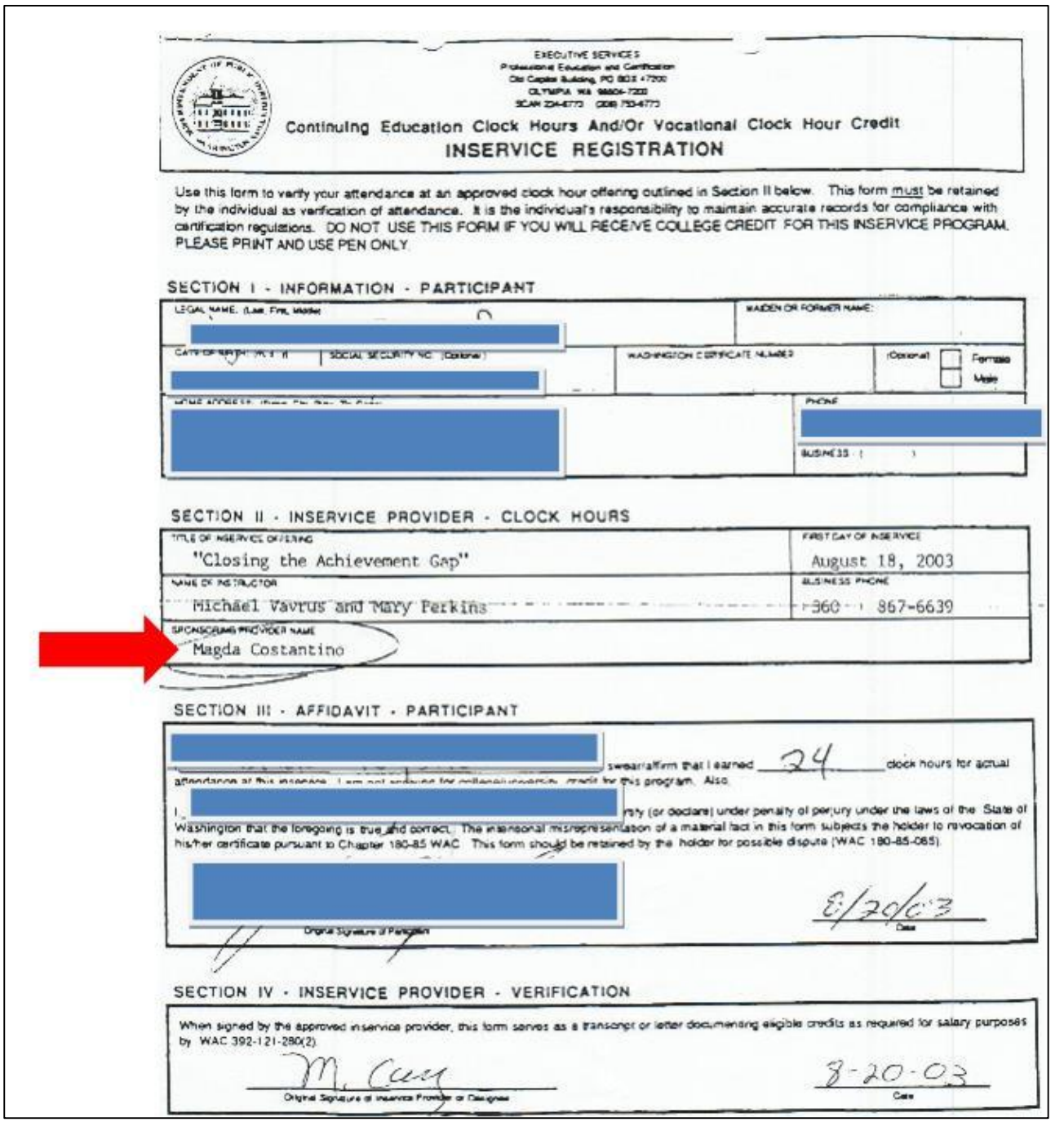
Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

-----Original Message-----
From: Leslie Hansen [mailto:lhansen@upsd.wednet.edu]
Sent: Wednesday, March 28, 2007 8:33 AM
To: Laura Gooding
Subject: Bates Tech

Hi Laura,
I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.
My question is:
Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen
University Place School District
253-566-5600

Clock Hour Example: NOT a Valid Provider. This course was incorrectly posted in a review we did. The provider was not valid.



EXECUTIVE SERVICES
Professional Education and Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
SCAN 234-4773 (206) 753-4773

Continuing Education Clock Hours And/Or Vocational Clock Hour Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM.
PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME. (Last, First, Middle) [redacted]
MAIDEN OR FORMER NAME:
DATE OF BIRTH (MO, D, Y) | SOCIAL SECURITY NO. (Optional) [redacted]
WASHINGTON CERTIFICATE NUMBER (Optional)
Female / Male
HOME ADDRESS [redacted]
PHONE [redacted]
BUSINESS ( )

SECTION II - INSERVICE PROVIDER - CLOCK HOURS

TITLE OF INSERVICE OFFERING: "Closing the Achievement Gap"
FIRST DAY OF INSERVICE: August 18, 2003
NAME OF INSTRUCTOR: Michael Vavrus and Mary Perkins
BUSINESS PHONE: 360 - 867-6639
SPONSORING PROVIDER NAME: Magda Costantino

SECTION III - AFFIDAVIT - PARTICIPANT

[redacted] swear/affirm that I earned 24 clock hours for actual attendance at this inservice. I am not employed for millennial/research credit for this program. Also,
I, [redacted] ...ity (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intensional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-065).
[redacted]
Original Signature of Participant
6/20/03
Date

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).
M. Cary
Original Signature of Inservice Provider or Designee
8-20-03
Date

October 2019.pdf

Clock Hours Not Allowed Prior to BA Degree

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Monday, November 15, 1999 9:32 AM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: Clock Hour Clerification

WAC 392-121-257 Definition--In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]
> Sent: Thursday, November 11, 1999 10:04 AM
> To: Ross Bunda (E-mail)
> Subject: Clock Hour Clerification
>
> If a person takes clock hours prior to their BA, do they count? My
> answer
> was no because they are pre-BA, but I wanted to double check. Thanks.
>
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
> South Kitsap Schools
> 1962 Hoover Ave SE, Port Orchard, WA 98366
> (360) 876-7306
> skevans@orca.esd114.wednet.edu
>

INSTRUCTOR AND CLOCK HOURS

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.



October 2019.pdf

QUESTIONS

ABOUT

CLOCK HOURS



October 2019.pdf

CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

Continuing education credit for state professional licensure

Educators may use credits, clock hours, or continuing education units that satisfy continuing education requirements for state professional licensure from the Washington state department of health towards fulfilling professional educator standards board continuing education credit hour requirements. WAC 181-85-077

Rules applicable to continuing education credits include:

1. Credits must be a minimum of ONE (1) hour.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** EDUCATORS to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educator must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203,204,& 205) **effective January 1, 2011**
- Licensed social worker (WAC 246-809-600),
- Licensed speech-language pathologist or audiologist (WAC 246-828-510)
- Licensed athletic trainer (WAC 246-916-060), or
- Licensed home care aide (WAC 246-980-110)

Educators may use hours earned to renew their Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB)

Educators with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

http://www.k12.wa.us/certification/LicenseHours.aspx.

October 2019.pdf

CEU Example: Bureau of Education & Research for an SLP



Bureau of Education & Research
915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

CERTIFICATE OF PARTICIPATION

This certifies that

was a participant in
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE LANGUAGE INTERVENTIONS

sponsored by the
BUREAU OF EDUCATION & RESEARCH
that was scheduled on
05/15/2014
8:30 to 3:15

BELLEVUE, WA

This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.

Mark D. Ito
Professional Development Director

DOH NEW FORM as of 9/2019. Can be attached to a single course or a group of courses. OSPI: http://www.k12.wa.us/certification/Certapp/4098V.pdf

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400, TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

DOH LICENSURE HOUR VERIFICATION

1. NAME LAST FIRST MIDDLE	5. MAIDEN/FORMER NAME
2. ADDRESS	6. DATE OF BIRTH
3. CITY/STATE/ZIP	7. SOCIAL SECURITY NO. (OPTIONAL)
4. TELEPHONE: BUSINESS HOME	8. CERTIFICATION NO.
	9. E-MAIL

The Professional Educator Standards Board rules for continuing education provide that educators may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code. The Professional Educator Standards Board rules for continuing education provide that hours used to maintain a valid Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB) may be used towards the continuing education credit hour requirement for renewal established in Chapter 181-85 of the Washington Administrative Code.

To comply with the rules described above, complete the following and submit or upload this form as a PDF to the Professional Certification office of OSPI with your completed renewal application in the Electronic Certification (E-Cert) system.

Specify Type of License_____ License Number _____

Date Original License Issued _____

Current License Expiration Date _____

State in Which License was Issued _____

I, _____ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license and/or Board Certified Behavior Analyst certificate (listed above). The intentional misrepresentation of a material fact in this form subjects the holder to revocation of their certificate pursuant to Chapter 181-85 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

_____ / _____

Signature Date

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QUESTIONS

ABOUT

CEU's?



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NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the credit is transferable or applicable to a bachelor's or more advanced degree program.

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

"May be" is not "shall" – Emails with Ross Bunda & Dale Sando

Sherrie Evans

From: Dale Sando [sandod@sao.wa.gov]
Sent: Friday, July 06, 2007 12:47 PM
To: Sherrie Evans; Ross Bunda
Cc: Cheryl Thresher
Subject: [SPAM] RE: Academic Credits Question
MSK: [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, July 06, 2007 6:36 AM
To: 'Ross Bunda'; Dale Sando
Subject: Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc.
WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program; Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

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- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops), and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit; to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

> Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.
>
> I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back:
>
> The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.
>
> Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not; meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits**. This is a quarter credit school. So take 2.0 x 10 and report 20 hours.

2. **Chapman University, 2041G for 3.0 credits**. This is a semester school. So first take 3.0 x 1.5 to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

Colleges that typically have these non-transfer credits include but are not limited to:



- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara

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NTC Example: Seattle Pacific University beginning 9/1/1992

Seattle Pacific University – 5000 level

Engaging the culture, changing the world®

Seattle Pacific
UNIVERSITY

April 1, 2014

Sherrie Evans
HRM Plus
PO Box 84
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.

- In 1976 Seattle Pacific College became Seattle Pacific University.

- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.

- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

Sincerely,

Ruth L Adams

Ruth Adams
University Registrar

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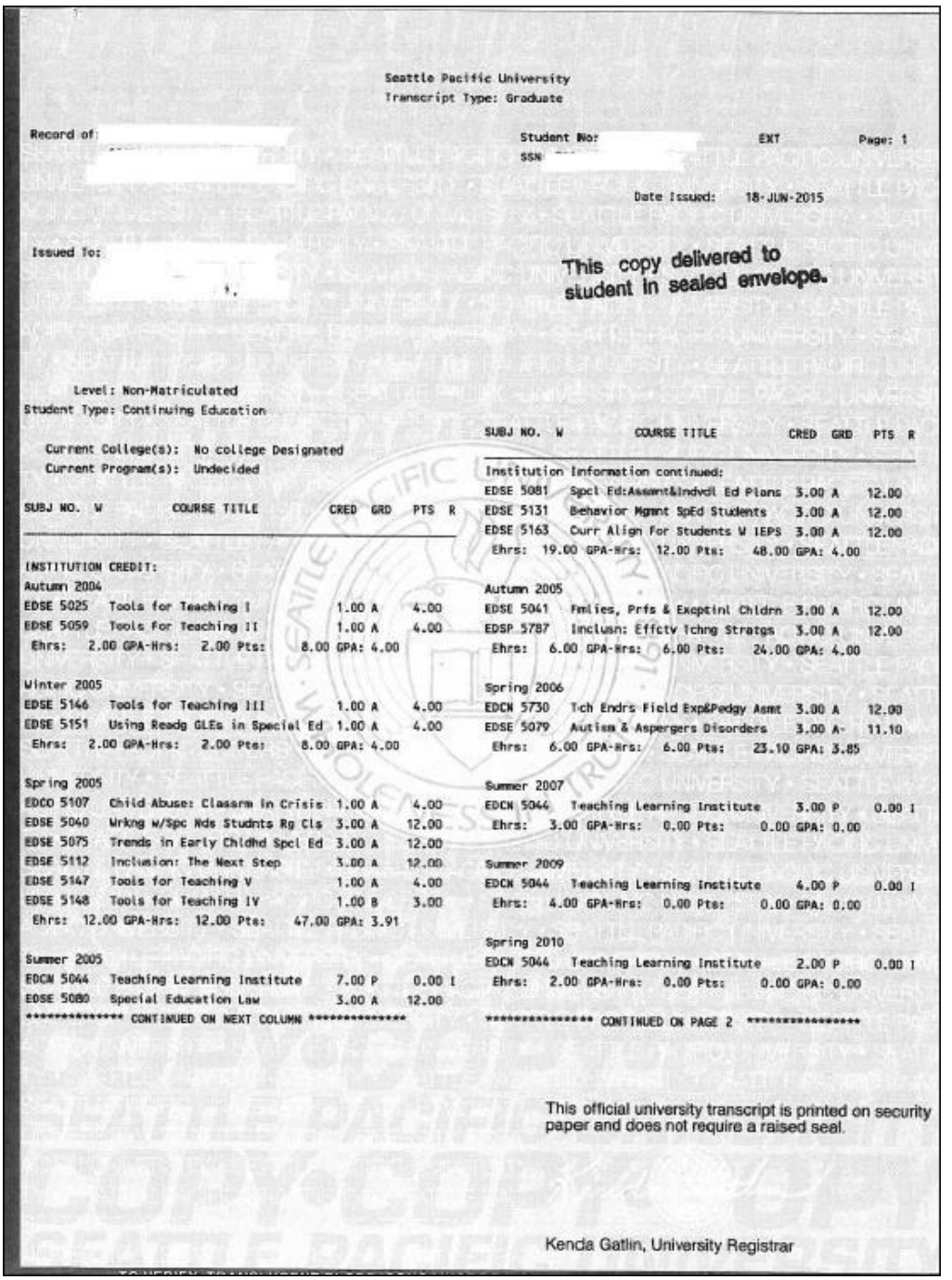
Sample of Non-Transfer Credits from Seattle Pacific University

Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.



Seattle Pacific University
Transcript Type: Graduate

Record of:

Student No: EXT Page: 1
SSN

Date Issued: 18-JUN-2015

Issued To:

This copy delivered to student in sealed envelope.

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:						
Autumn 2004						
EDSE 5025		Tools for Teaching I	1.00	A	4.00	
EDSE 5059		Tools for Teaching II	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Winter 2005						
EDSE 5146		Tools for Teaching III	1.00	A	4.00	
EDSE 5151		Using Readg GLEs in Special Ed	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Spring 2005						
EDCO 5107		Child Abuse: Classrm in Crisis	1.00	A	4.00	
EDSE 5040		Wrkng w/Spc Nds Studnts Rg Cls	3.00	A	12.00	
EDSE 5075		Trends in Early Childhd Spcl Ed	3.00	A	12.00	
EDSE 5112		Inclusion: The Next Step	3.00	A	12.00	
EDSE 5147		Tools for Teaching V	1.00	A	4.00	
EDSE 5148		Tools for Teaching IV	1.00	B	3.00	
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91						
Summer 2005						
EDCN 5044		Teaching Learning Institute	7.00	P	0.00	I
EDSE 5080		Special Education Law	3.00	A	12.00	
********** CONTINUED ON NEXT COLUMN **********						

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
EDSE 5081		Spcl Ed:Assmnt&Indvdl Ed Plans	3.00	A	12.00	
EDSE 5131		Behavior Mgmnt SpEd Students	3.00	A	12.00	
EDSE 5163		Curr Align For Students W IEPS	3.00	A	12.00	
Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00						
Autumn 2005						
EDSE 5041		Fmlies, Prfs & Exceptnl Chldrn	3.00	A	12.00	
EDSP 5787		Inclusn: Effctv Tchng Stratgs	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00						
Spring 2006						
EDCN 5730		Tch Endrs Field Exp&Pedgy Asmt	3.00	A	12.00	
EDSE 5079		Autism & Aspergers Disorders	3.00	A-	11.10	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85						
Summer 2007						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2009						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Spring 2010						
EDCN 5044		Teaching Learning Institute	2.00	P	0.00	I
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
********** CONTINUED ON PAGE 2 **********						

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

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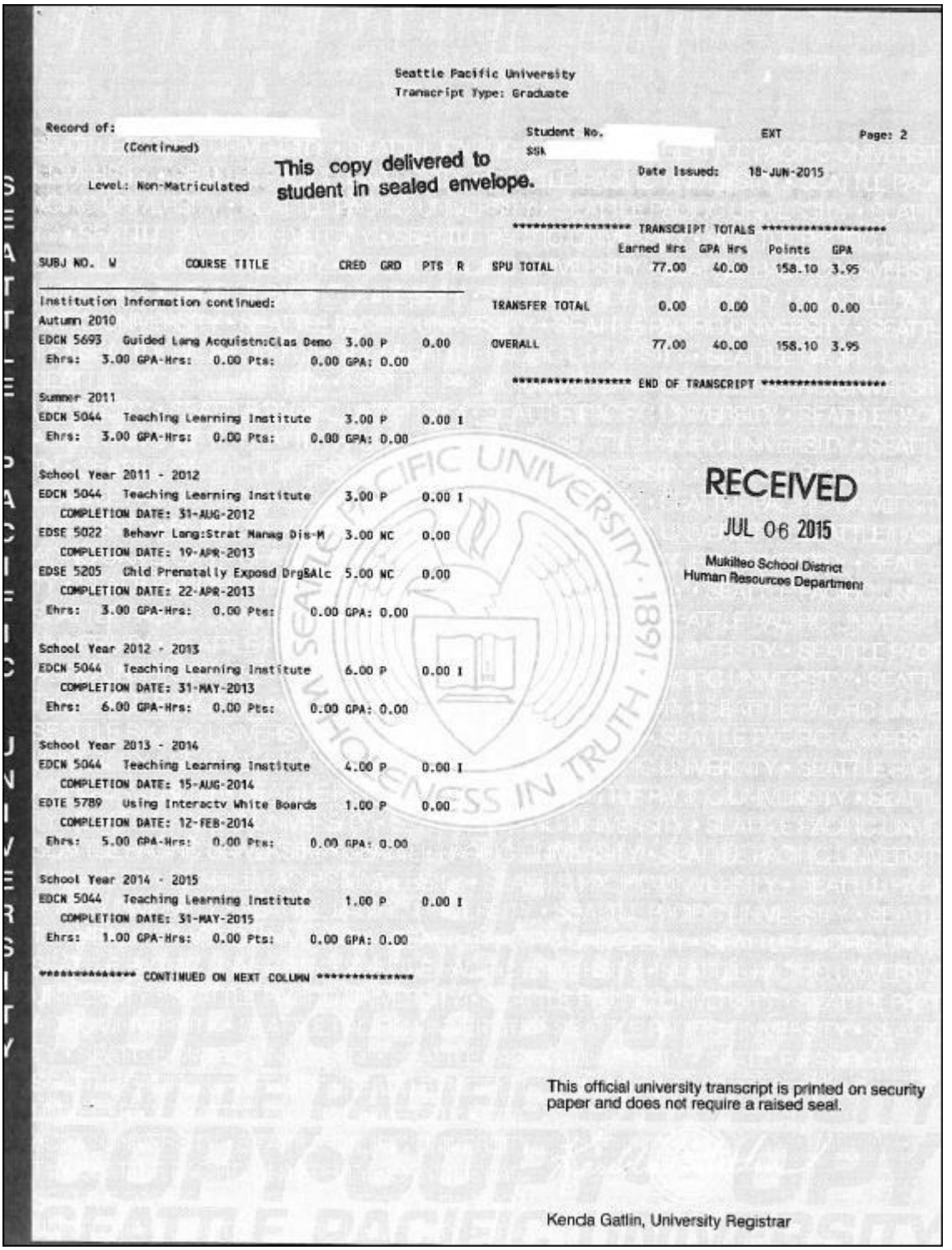

Seattle Pacific University
Transcript Type: Graduate

Record of:
(Continued)
Level: Non-Matriculated

Student No.
SSN

EXT

Page: 2

Date Issued: 18-JUN-2015

This copy delivered to student in sealed envelope.

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
Autumn 2010						
EDCN 5693		Guided Lang Acquistn:Clas Demo	3.00	P	0.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2011						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2011 - 2012						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
COMPLETION DATE: 31-AUG-2012						
EDSE 5022		Behavr Lang:Strat Manag Dis-M	3.00	NC	0.00	
COMPLETION DATE: 19-APR-2013						
EDSE 5205		Chld Prenatally Exposd Drg&Alc	5.00	NC	0.00	
COMPLETION DATE: 22-APR-2013						
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2012 - 2013						
EDCN 5044		Teaching Learning Institute	6.00	P	0.00	I
COMPLETION DATE: 31-MAY-2013						
Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2013 - 2014						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
COMPLETION DATE: 15-AUG-2014						
EDTE 5789		Using Interactv White Boards	1.00	P	0.00	
COMPLETION DATE: 12-FEB-2014						
Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2014 - 2015						
EDCN 5044		Teaching Learning Institute	1.00	P	0.00	I
COMPLETION DATE: 31-MAY-2015						
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
SPU TOTAL	77.00	40.00	158.10	3.95
TRANSFER TOTAL	0.00	0.00	0.00	0.00
OVERALL	77.00	40.00	158.10	3.95

********** END OF TRANSCRIPT **********

RECEIVED
JUL 06 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.

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Back of the SPU Transcript

Seattle Pacific University
Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, Washington 98119-1997
Phone: (206) 281-2031 Web: www.spu.edu CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

Accreditation
Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAfME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

Cascade College
Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

Degree Requirements
180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

Course Numbering System
Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core master's or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

Length of Quarter: 10 weeks
Year long term dates: (Completion Dates Vary)
2011 – 2012 through 2015-2016: Sept 1 – August 31
2016-2017 forward: July 1 – June 30

Length of One Continuing Education Unit (CEU): 10 Clock Hours
In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

Grading System

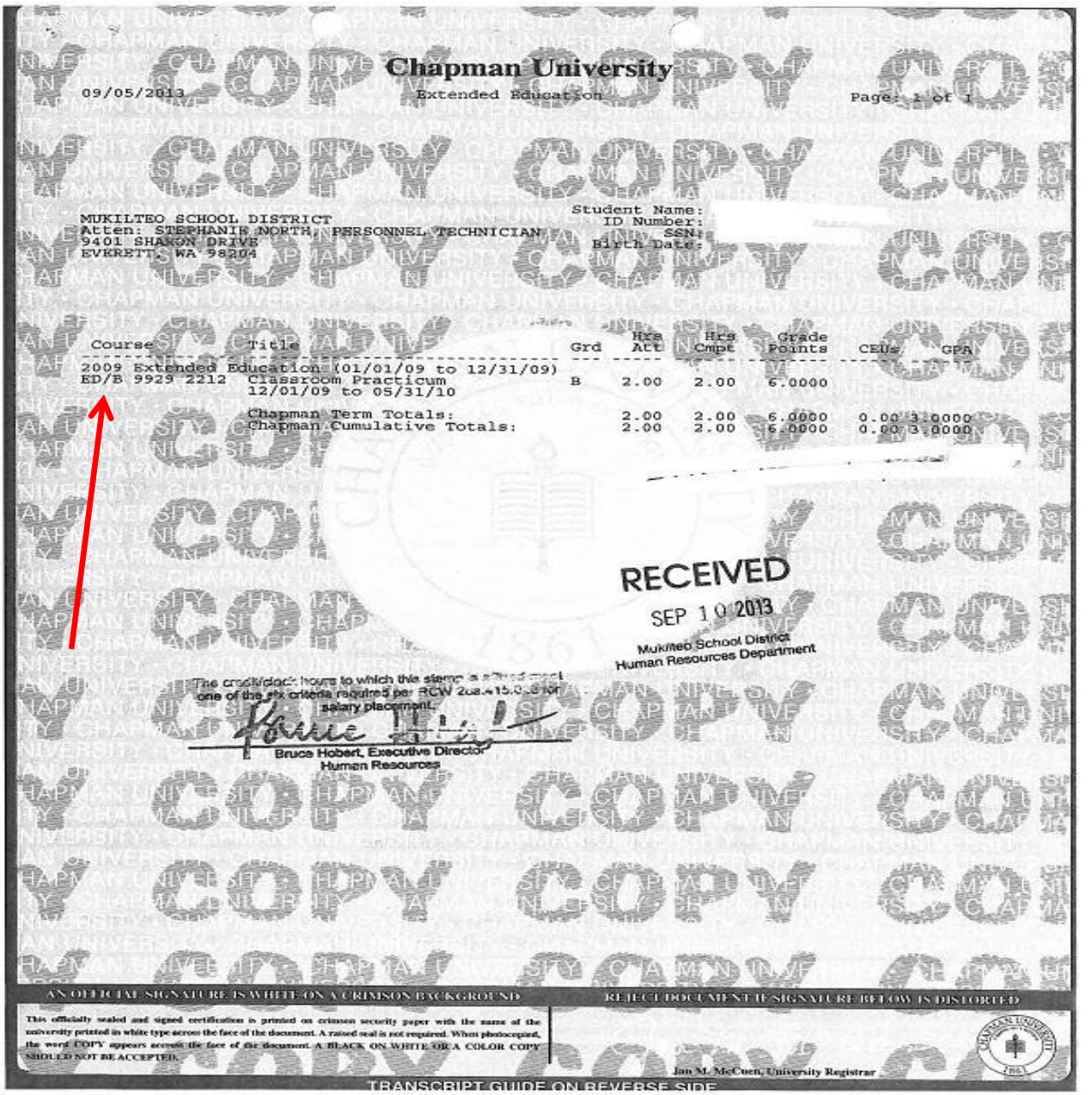
Grade	*Points*	*Description*
A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Incomplete Attainment, but with credit allowed
E		Incomplete Attainment, with no credit allowed
P		Satisfactory (Equivalent to C or better) Pass/No Credit option
NC		No Credit (Pass/No Credit option)
N		In Progress (becomes permanent after one academic year)
I		Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E")
G		In Progress (becomes permanent after three academic years)
AU		Audit
W		Official withdrawal and week of quarter withdrawn
HW		Hardship Withdrawal
UW		Unofficial withdrawal (Discontinued Autumn 1992)
0		No grade received
1 CEU		10 clock hours earned
EU		Earned units
NU		Not earned units

Abbreviations

"CBE"	following course title indicates Credit by Exam
"DR"	following course title indicates Directed Research
"IR"	following course title indicates Independent Reading
"IS"	following course title indicates Independent Study
"M"	following course title indicates Media courses

Repeat Courses
Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

NTC Example: **Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.



Chapman University

09/05/2013 Extended Education Page: 1 of 1

MUKILTEO SCHOOL DISTRICT
Atten: STEPHANIE NORTH, PERSONNEL TECHNICIAN
9401 SHARON DRIVE
EVERETT, WA 98204

Student Name:
ID Number:
SSN:
Birth Date:

Course	Title	Grd	Hrs Att	Hrs Cmpt	Grade Points	CEUs	GPA
2009 Extended Education (01/01/09 to 12/31/09)							
ED/B 9929 2212	Classroom Practicum 12/01/09 to 05/31/10	B	2.00	2.00	6.0000		
	Chapman Term Totals:		2.00	2.00	6.0000	0.00	3.0000
	Chapman Cumulative Totals:		2.00	2.00	6.0000	0.00	3.0000

RECEIVED
SEP 10 2013
Mukilteo School District
Human Resources Department

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28A.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND — REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This officially sealed and signed certification is printed on crimson security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY appears across the face of the document. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

NTC Example: University of the Pacific.

Student: [redacted]

S.S.N.:
Birthdate: [redacted]

University of the Pacific
Stockton, California 95211

Lifelong Learning
Official Permanent Record
of Course Completion

URSE MBER	TITLE	UNITS COMP	GRADE	DATE COMP
S982.94	Effective Football Methods	3.0	A	05/17/94
S909.00	Athletic Speed & Endurance	2.0	A	07/28/94

GRADING SYSTEM:

A - Excellent, all requirements completed thoroughly
B - Good, most requirements completed thoroughly
C - Satisfactory, requirements satisfied but not thorough
D - Passing, missing requirements and little interest
F - Failure, no requirements completed satisfactorily
X - Failed to submit for grade within time limitation

University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.

The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.

Date: 8/2/94

Thomas E Kail

Thomas E. Kail, Interim Dean

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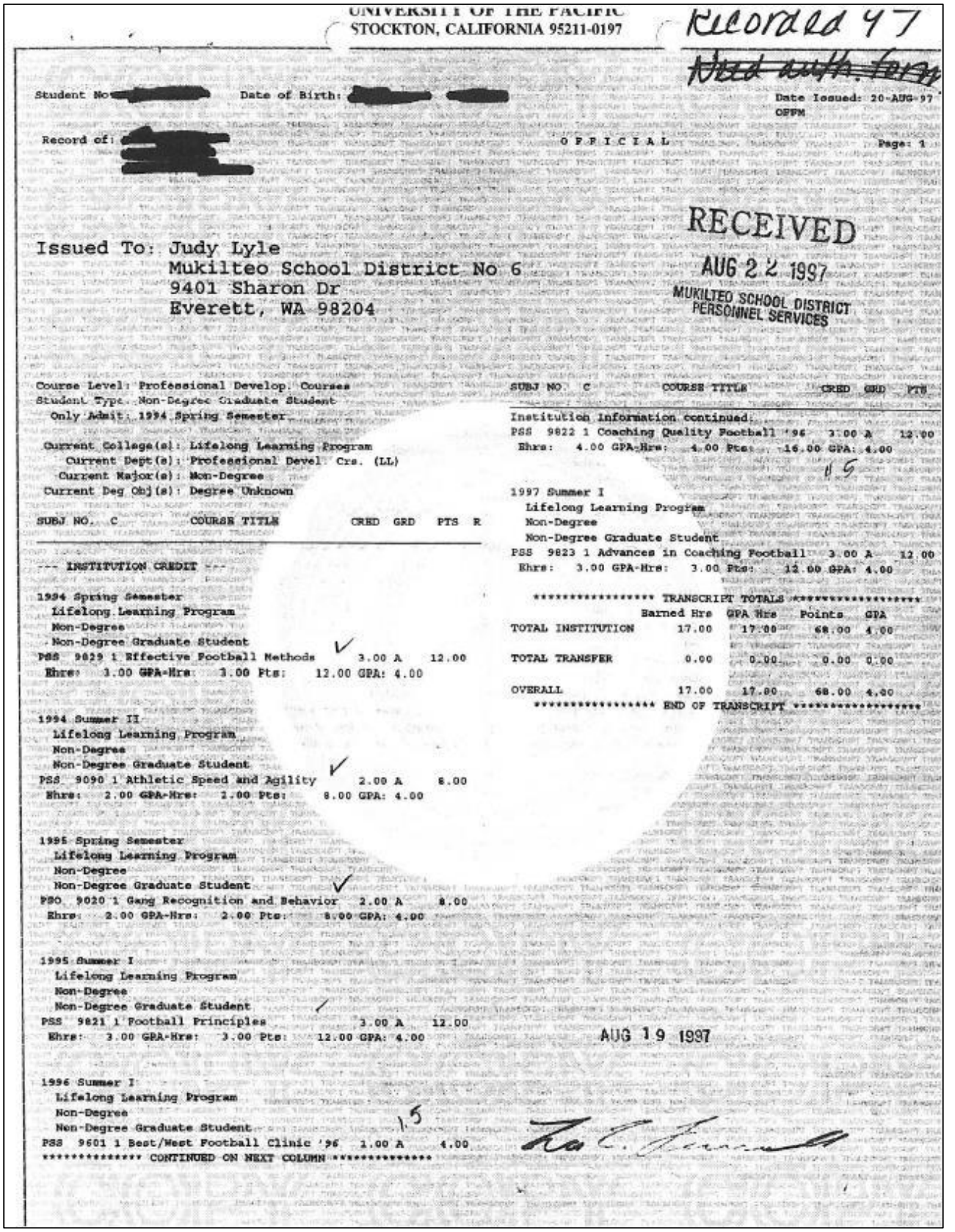
NTC Example: **University of the Pacific.**



UNIVERSITY OF THE PACIFIC
STOCKTON, CALIFORNIA 95211-0197

Recorded 97

~~Need auth. form~~

Student No: [redacted] Date of Birth: [redacted]

Date Issued: 20-AUG-97
OPPM

Record of: [redacted]

OFFICIAL

Page: 1

RECEIVED
AUG 22 1997
MUKILTEO SCHOOL DISTRICT
PERSONNEL SERVICES

Issued To: Judy Lyle
Mukilteo School District No 6
9401 Sharon Dr
Everett, WA 98204

Course Level: Professional Develop. Courses
Student Type: Non-Degree Graduate Student
Only Admit: 1994 Spring Semester

Current College(s): Lifelong Learning Program
Current Dept(s): Professional Devel Crs. (LL)
Current Major(s): Non-Degree
Current Deg Obj(s): Degree Unknown

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R

--- INSTITUTION CREDIT ---

1994 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9829 1 Effective Football Methods 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1994 Summer II
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9090 1 Athletic Speed and Agility 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSO 9020 1 Gang Recognition and Behavior 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9821 1 Football Principles 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1996 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9601 1 Best/West Football Clinic '96 1.00 A 4.00
********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS

Institution Information continued:
PSS 9822 1 Coaching Quality Football '96 3.00 A 12.00
Ehrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00

1997 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9823 1 Advances in Coaching Football 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	17.00	17.00	68.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	17.00	17.00	68.00	4.00

********** END OF TRANSCRIPT **********

AUG 19 1997

October 2019.pdf

NTC Example: University of the Pacific.

Office of the Registrar
Stockton CA 95211-0197

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

Grade:	System Effective to 9/1/56	System Effective 9/1/56 to 9/1/75	System Effective 9/1/75
A	3	4	4.0
A-			3.7
B+			3.3
B	2	3	3.0
B-			2.7
C+			2.3
C	1	2	2.0
C-			1.7
D+			1.3
D	0	1	1.0
F	0	0	0.0

Other Grades and Symbols:

AU	- Audit
E	- Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71)
H	- Pass with honors. (Discontinued 9/1/71)
I	- Work not completed during term, additional time allowed.
INC	- Work not completed during term, additional time allowed. (Discontinued 9/1/71)
LGU	- Letter grade units.
n	- When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed.
N	- Deferred grading.
NC	- No Credit - does not count in grade point average.
NG	- No grade received from the instructor.
NGR	- No grade received from the instructor. (Discontinued 1972)
P	- Pass, no grade points.
S	- Satisfactory, no grade points. (Discontinued 9/1/71)
U	- Unsatisfactory (Discontinued 9/1/71)
W	- Authorized withdrawal from courses after the prescribed period. (Since 2/1980)
Wf	- Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71)
Wp	- Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71)
+	- Denoted passing grade where credit earned by examination. Grade point average not affected. (Discontinued 9/1/71)

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

A	- Excluded from units passed.
E	- Excluded from Grade Point Average.
I	- Included in Grade Point Average.

Course Numbering:

1-199	- Undergraduate Courses
200-299	- Graduate Courses - Master's Level
300-399	- Graduate Courses - Doctoral Level
9000-9999	- Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.)

Units of Credits:

Semester	- One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester.
Summer Session	- One unit represents 30 minutes of instruction daily for five weeks.
Winter Term (1970-1983)	- Four units represent one month of instruction during January.
January Term (since 1992)	- Four units represent one month of instruction during January.

G.P.A. Requirements:
Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

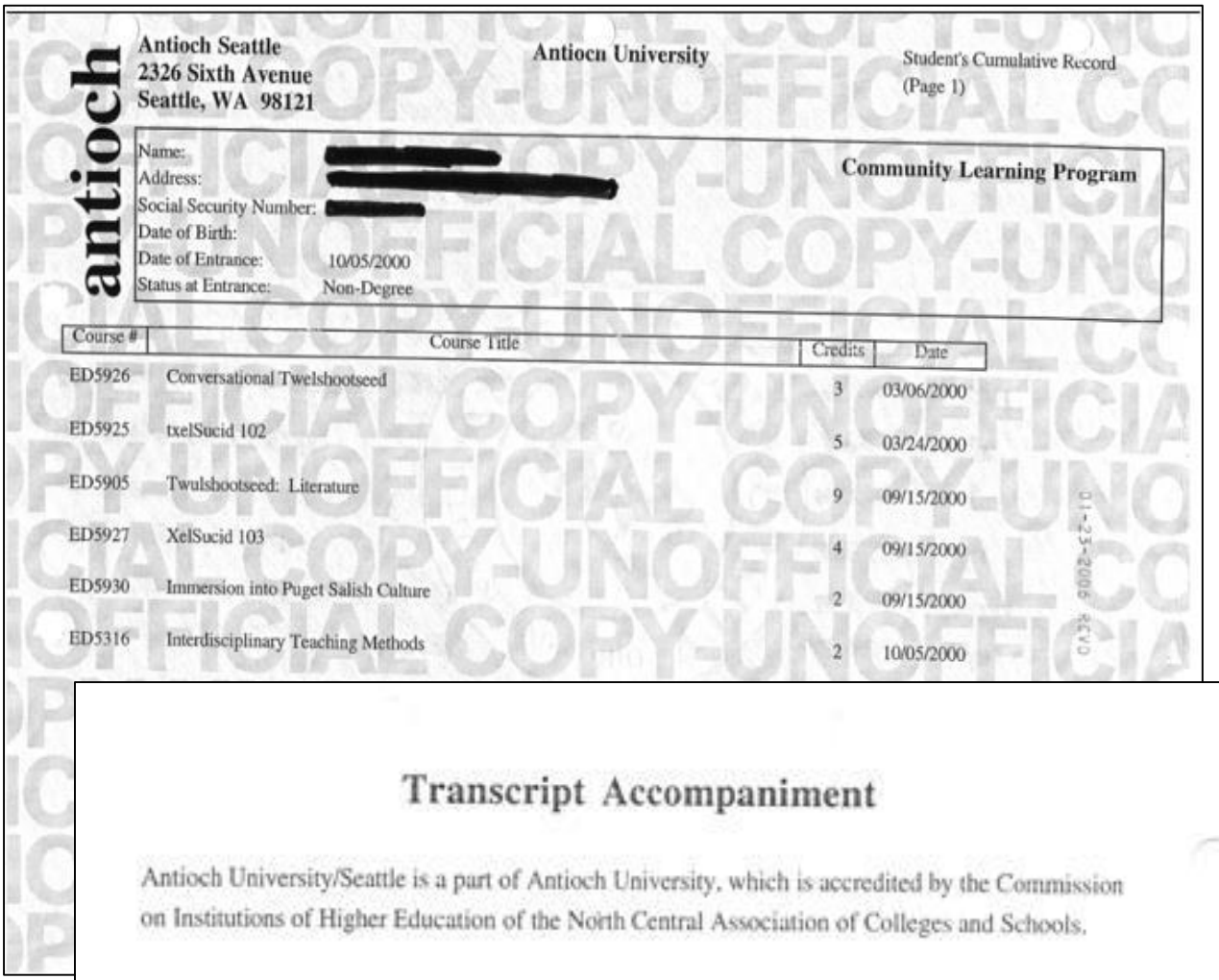
Certification: This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.

Authenticity Tests: Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.

October 2019.pdf

NTC Example: Antioch



antioch

Antioch Seattle
2326 Sixth Avenue
Seattle, WA 98121

Antiocn University

Student's Cumulative Record
(Page 1)

Name: [redacted]
Address: [redacted]
Social Security Number: [redacted]
Date of Birth:
Date of Entrance: 10/05/2000
Status at Entrance: Non-Degree

Community Learning Program

Course #	Course Title	Credits	Date
ED5926	Conversational Twelshootseed	3	03/06/2000
ED5925	txelSucid 102	5	03/24/2000
ED5905	Twulshootseed: Literature	9	09/15/2000
ED5927	XelSucid 103	4	09/15/2000
ED5930	Immersion into Puget Salish Culture	2	09/15/2000
ED5316	Interdisciplinary Teaching Methods	2	10/05/2000

01-23-2006 RCVD

UNOFFICIAL COPY

Transcript Accompaniment

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

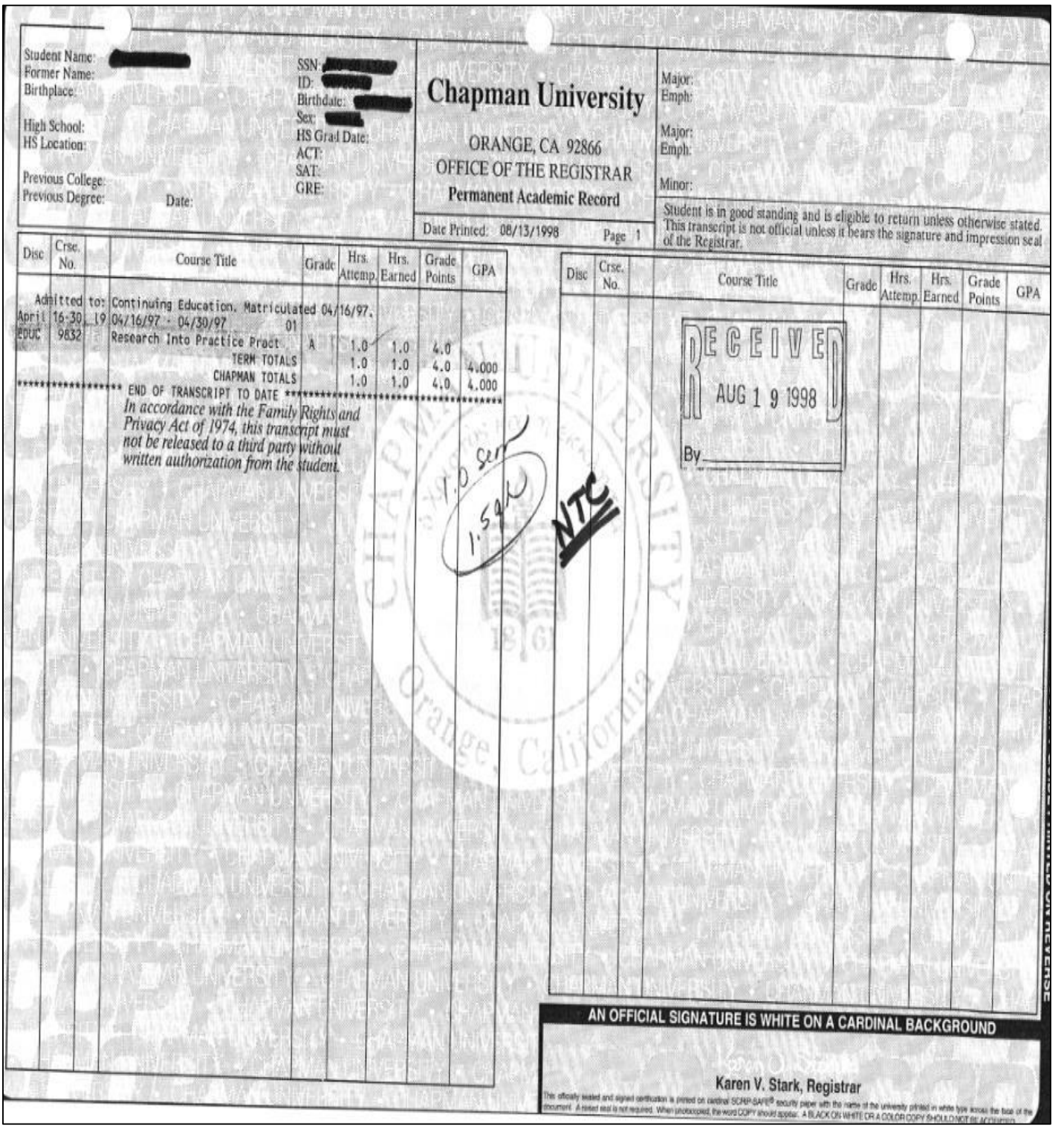
The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses, or a grade of B or higher in 500 (graduate) level courses.

October 2019.pdf

NTC Example: Chapman



Student Name: [redacted]
Former Name:
Birthplace:

High School:
HS Location:

Previous College:
Previous Degree: Date:

SSN: [redacted]
ID: [redacted]
Birthdate: [redacted]
Sex: [redacted]
HS Grad Date:
ACT:
SAT:
GRE:

Chapman University
ORANGE, CA 92866
OFFICE OF THE REGISTRAR
Permanent Academic Record

Date Printed: 08/13/1998 Page 1

Major:
Emph:

Major:
Emph:

Minor:

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA
Admitted to: Continuing Education. Matriculated 04/16/97.							
April 16-30, 19		04/16/97 - 04/30/97 01					
EDUC	9832	Research Into Practice Proct	A	1.0	1.0	4.0	
		TERM TOTALS		1.0	1.0	4.0	4.000
		CHAPMAN TOTALS		1.0	1.0	4.0	4.000
********** END OF TRANSCRIPT TO DATE **********							

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.

1.0 sem
1.5 qtr

NTC

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA

RECEIVED
AUG 19 1998
By

AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND

Karen V. Stark, Registrar

This officially sealed and signed certification is printed on cardinal SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

October 2019.pdf

NTC Example: Back of Chapman

CHAPMAN
University
Orange, California 92666

Course work shown may have been completed at Chapman University in Orange or at an Academic center. All courses are given residence credit, having been officially approved by the university as to content, credits and instructor.

Accreditation

Chapman University is accredited by, and is a member of, the Western Association of Schools and Colleges, the Council on the Institute of Food Technologies, the Board Registered Nursing of the State of California, College ıtrance Examination Board, Western College Association, Association of Independent Colleges and Universities, American Council on Education, American Association of Colleges for Women, and the Board of Higher Education of the Disciples of Christ.

Calendar

The university operates on a two semester calendar – fall and spring. Each regular 3 credit course represents three hours of university work per week for approximately 15 weeks. In addition, the university offers a 4 week January interterm and two 6 week summer sessions. The Academic Centers are on a semester calendar and their term lengths may vary according to location.

Course Numbering System

Until the fall semester, 1971, courses were numbered 1 ough 99; upper division 100-199, and graduate ourses were 200 and above. Unless otherwise indicated on the transcript, course numbers 100-199 gave graduate credit to students who had graduate standing. Courses numbered with a prefix of X were taken in the Extended Day Division of the university (until 1959) and are to be regarded as the same as courses without the prefix.

Beginning in the fall semester, 1971, lower division courses are numbered as follows: 001-099, Non-degree courses or CEU courses designed to meet specific needs; 100-299, lower division courses of freshman and sophomore level; 300-399, upper division courses of junior and senior level which do not give graduate credit; 400-499 upper division courses of junior and senior level which may be used as graduate credit for graduate students; 500-599 graduate courses for graduate students and seniors by consent of the department chair; 600-699, graduate courses designed for graduate students only; 800-899, professional courses (extension credit) in departments other than education. These courses may or may not be used to satisfy baccalaureate degree requirements. Lower division continuing education courses are designated with a (V) before the course title. 900-999 Professional development credit courses in education for teachers and school administrators designed to serve the needs of those requiring professional upgrading. Those desiring such credits should consult their school district office prior to enrollment. Enrollment as a school teacher or school administrator is required for enrollment. Prior to February 1, 1975, courses numbered 900-999 were not acceptable in education are accepted as extension credit. Beginning January 1994, 0001-0999 non-degree CEU courses; 8000-8999 baccalaureate elective credit (with departmental approval); 9000-9999 professional development credit. N/A is extension credit course work and is not applicable to a degree without advance approval. Beginning September 1, 1993 N/A is used as the grading symbol Non-attended.

Grading System

A, superior, 4 g.p.; A-, 3.7 g.p.; B+, 3.3 g.p.; B, excellent, 3 g.p.; B-, 2.7 g.p.; C+, 2.3 g.p.; C, average, 2.0 g.p.; C-, 1.7 g.p.; D+, 1.3 g.p.; D, inferior, 1 g.p.; D-, .7 g.p.; F, failed, 0 g.p.; E, incomplete, shortage of course work or examination, used until September 1, 1977; I used for incomplete beginning September 1, 1977; P, passed, satisfactory completion of course; NP, No Pass, requirements for credit not satisfied; Au; Audit, no credit; NR, no report, no record of grade received; W, official withdrawal from the course; NA, not attended; SP, satisfactory progress, beginning August 29, 1994; Thesis grading only: HP, high pass; P, pass; NC, no credit. Courses taken on a Pass/Fail or Pass/No Pass basis are not computed in the grade point average. Grade points prior to September, 1958: A-3, B-2, C-1, D-0, F-minus 1. The university semester unit is a credit of one hour per week for one semester.

A full time load for undergraduates is 12 to 18 units and for graduate students 9-12 units (this varies for the Academic Centers based on the length of the term). A minimum for 124 credits with a 2.0 (C) average is required for the bachelor's degree and 30-36 units with a 3.0 (B) average is required for the Master's degree.

Academic Standing

Scholastic standing is good unless indicated by one of the following:

Probation - g.p.a. below 2.0 and has two semesters (three at the Academic Centers to achieve a cumulative g.p.a. of 2.0

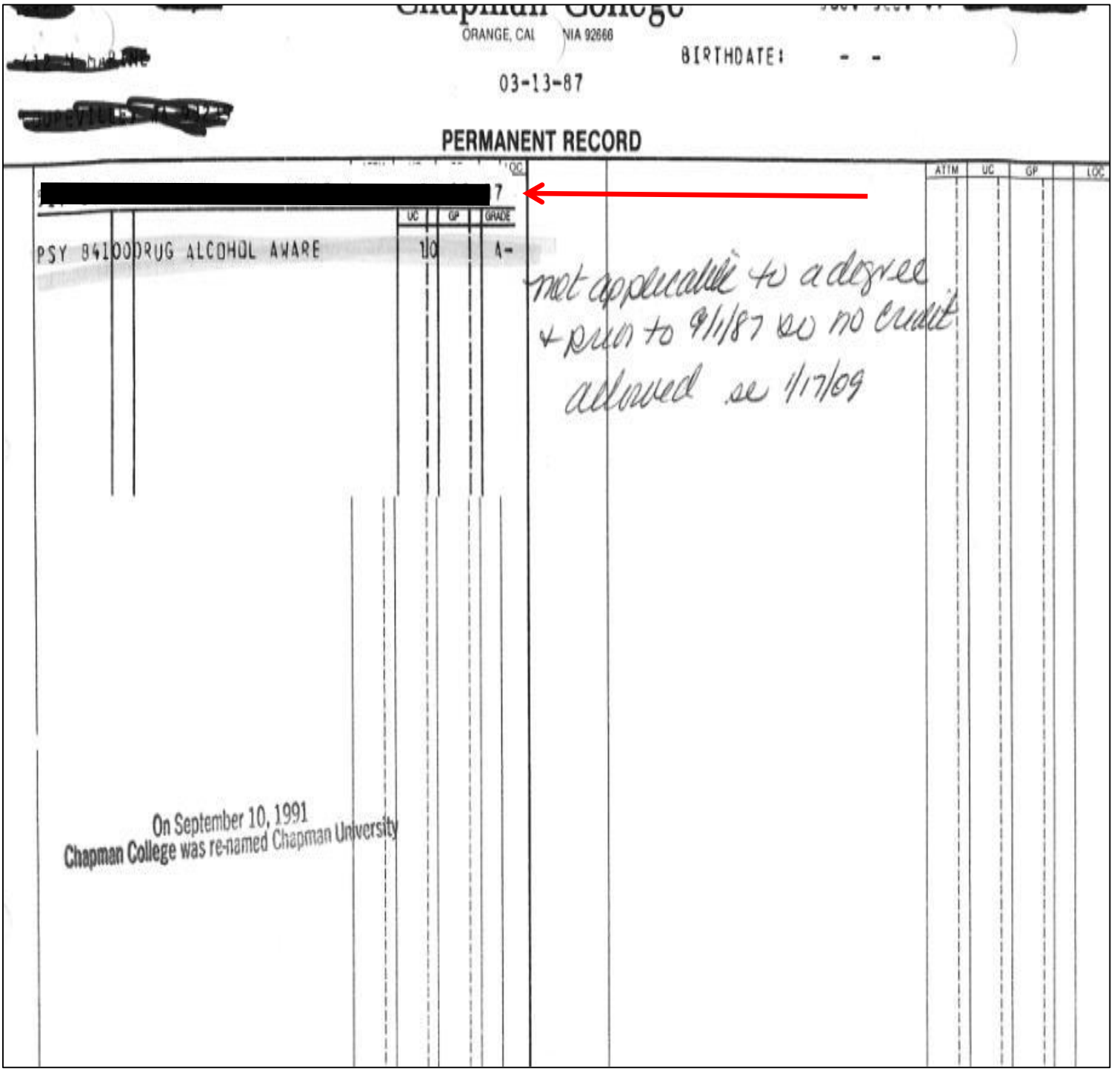
Continued on probation - g.p.a. below 2.0 and has one semester to achieve a cumulative g.p.a. or be subject to dismissal

Dismissed - student has a g.p.a. below 2.0 for at least 2 semesters and is no longer eligible to continue

TO TEST FOR AUTHENTICITY: The face of this document has a cardinal background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

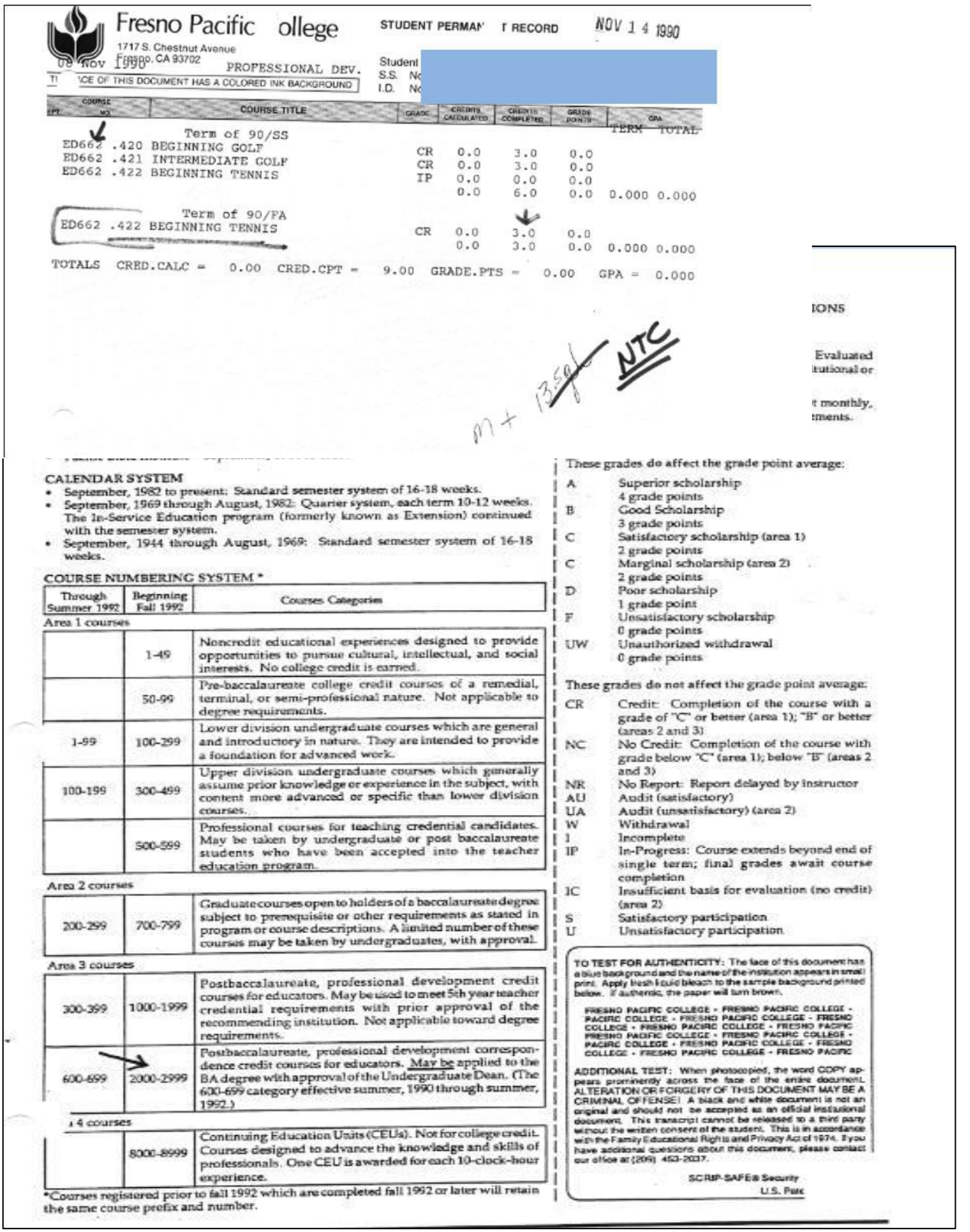
CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY •

NTC Example: **Prior to 9/1/1987 – not allowable**



October 2019.pdf

NTC Example: Fresno Pacific



Fresno Pacific College

1717 S. Chestnut Avenue
Fresno, CA 93702

STUDENT PERMANENT RECORD

NOV 14 1990

08 NOV 1990

PROFESSIONAL DEV.

[redacted]

NOTICE OF THIS DOCUMENT HAS A COLORED INK BACKGROUND

COURSE NO	COURSE TITLE	GRADE	CREDITS CALCULATED	CREDITS COMPLETED	GRADE POINTS	GPA TERM	GPA TOTAL
	Term of 90/SS						
ED662 .420	BEGINNING GOLF	CR	0.0	3.0	0.0		
ED662 .421	INTERMEDIATE GOLF	CR	0.0	3.0	0.0		
ED662 .422	BEGINNING TENNIS	IP	0.0	0.0	0.0		
			0.0	6.0	0.0	0.000	0.000
	Term of 90/FA						
ED662 .422	BEGINNING TENNIS	CR	0.0	3.0	0.0		
			0.0	3.0	0.0	0.000	0.000

TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000

M+ 13.5 NTC

IONS

Evaluated
tutional or

t monthly,
tments.

CALENDAR SYSTEM

- September, 1982 to present: Standard semester system of 16-18 weeks.
- September, 1969 through August, 1982: Quarter system, each term 10-12 weeks. The In-Service Education program (formerly known as Extension) continued with the semester system.
- September, 1944 through August, 1969: Standard semester system of 16-18 weeks.

COURSE NUMBERING SYSTEM *

Through Summer 1992	Beginning Fall 1992	Courses Categories
Area 1 courses		
	1-49	Noncredit educational experiences designed to provide opportunities to pursue cultural, intellectual, and social interests. No college credit is earned.
	50-99	Pre-baccalaureate college credit courses of a remedial, terminal, or semi-professional nature. Not applicable to degree requirements.
1-99	100-299	Lower division undergraduate courses which are general and introductory in nature. They are intended to provide a foundation for advanced work.
100-199	300-499	Upper division undergraduate courses which generally assume prior knowledge or experience in the subject, with content more advanced or specific than lower division courses.
	500-599	Professional courses for teaching credential candidates. May be taken by undergraduate or post baccalaureate students who have been accepted into the teacher education program.
Area 2 courses		
200-299	700-799	Graduate courses open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. A limited number of these courses may be taken by undergraduates, with approval.
Area 3 courses		
300-399	1000-1999	Postbaccalaureate, professional development credit courses for educators. May be used to meet 5th year teacher credential requirements with prior approval of the recommending institution. Not applicable toward degree requirements.
600-699	2000-2999	Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.)
Area 4 courses		
	8000-8999	Continuing Education Units (CEUs). Not for college credit. Courses designed to advance the knowledge and skills of professionals. One CEU is awarded for each 10-clock-hour experience.

*Courses registered prior to fall 1992 which are completed fall 1992 or later will retain the same course prefix and number.

These grades do affect the grade point average:

A	Superior scholarship 4 grade points
B	Good Scholarship 3 grade points
C	Satisfactory scholarship (area 1) 2 grade points
C	Marginal scholarship (area 2) 2 grade points
D	Poor scholarship 1 grade point
F	Unsatisfactory scholarship 0 grade points
UW	Unauthorized withdrawal 0 grade points

These grades do not affect the grade point average:

CR	Credit: Completion of the course with a grade of "C" or better (area 1); "B" or better (areas 2 and 3)
NC	No Credit: Completion of the course with grade below "C" (area 1); below "B" (areas 2 and 3)
NR	No Report: Report delayed by instructor
AU	Audit (satisfactory)
UA	Audit (unsatisfactory) (area 2)
W	Withdrawal
I	Incomplete
IP	In-Progress: Course extends beyond end of single term; final grades await course completion
IC	Insufficient basis for evaluation (no credit) (area 2)
S	Satisfactory participation
U	Unsatisfactory participation

TO TEST FOR AUTHENTICITY: The face of this document has a blue background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC

ADDITIONAL TEST: When photocopied, the word COPY appears prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at (209) 453-2037.

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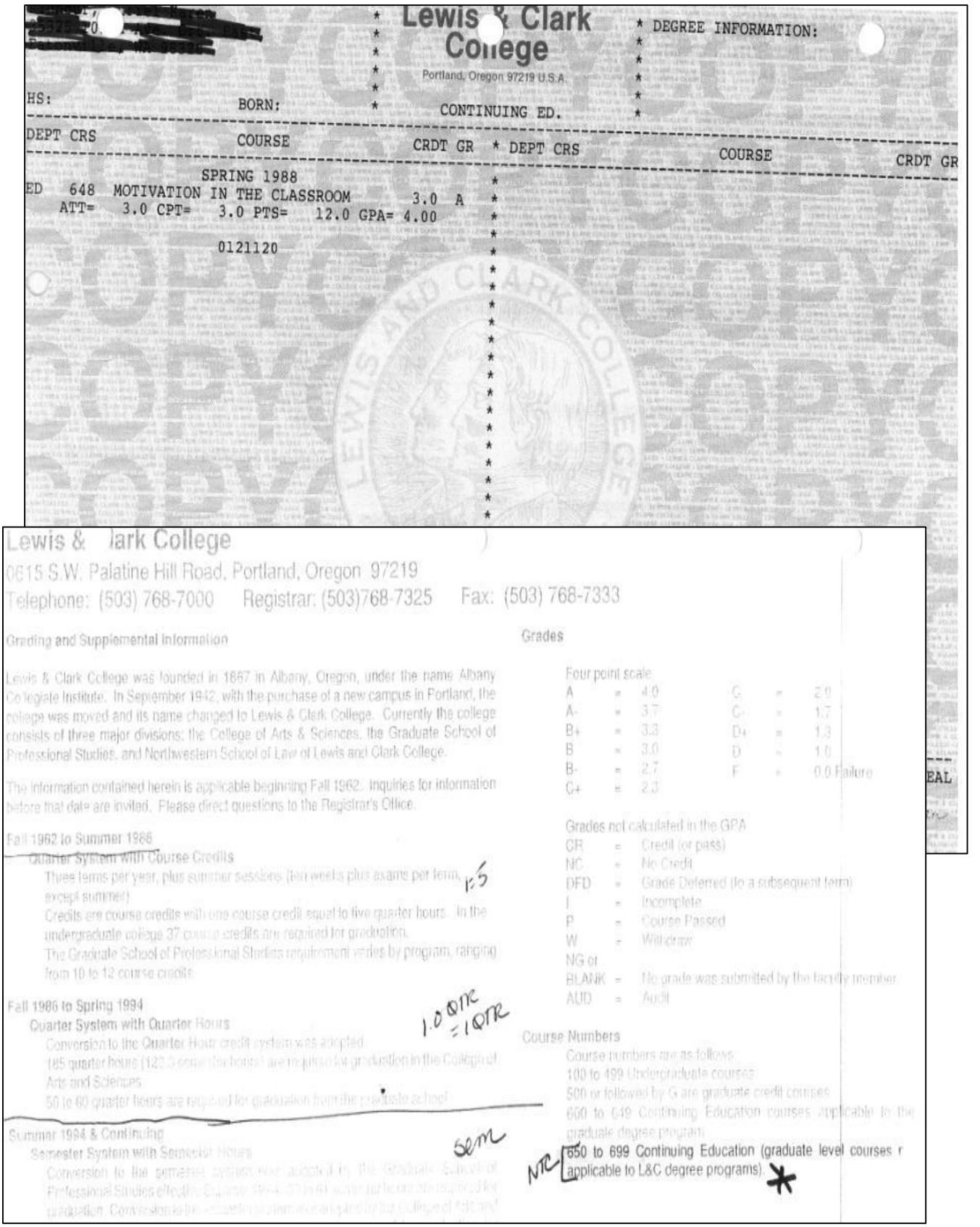
October 2019.pdf

NTC Example: Lewis & Clark



Lewis & Clark College

Portland, Oregon 97219 U.S.A.

CONTINUING ED.

DEGREE INFORMATION:

HS: BORN:

DEPT CRS	COURSE	CRDT	GR
	SPRING 1988		
ED 648	MOTIVATION IN THE CLASSROOM	3.0	A

ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA= 4.00

0121120

Lewis & Clark College

0615 S.W. Palatine Hill Road, Portland, Oregon 97219

Telephone: (503) 768-7000 Registrar: (503)768-7325 Fax: (503) 768-7333

Grading and Supplemental Information

Lewis & Clark College was founded in 1867 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

Fall 1962 to Summer 1986

Quarter System with Course Credits

Three terms per year, plus summer sessions (ten weeks plus exams per term, except summer)

Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.

The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

Fall 1986 to Spring 1994

Quarter System with Quarter Hours

Conversion to the Quarter Hour credit system was adopted.

185 quarter hours (123.3 semester hours) are required for graduation in the College of Arts and Sciences.

50 to 60 quarter hours are required for graduation from the graduate school.

Summer 1994 & Continuing

Semester System with Semester Hours

Conversion to the semester system was adopted by the Graduate School of Professional Studies effective Summer 1994. 93 semester hours are required for graduation. Conversion to the semester system was adopted for the College of Arts and

Grades

Four point scale

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0 Failure
C+	=	2.3			

Grades not calculated in the GPA

CR	=	Credit (or pass)
NC	=	No Credit
DFD	=	Grade Deferred (to a subsequent term)
I	=	Incomplete
P	=	Course Passed
W	=	Withdraw
NG or BLANK	=	No grade was submitted by the faculty member
AUD	=	Audit

Course Numbers

Course numbers are as follows:

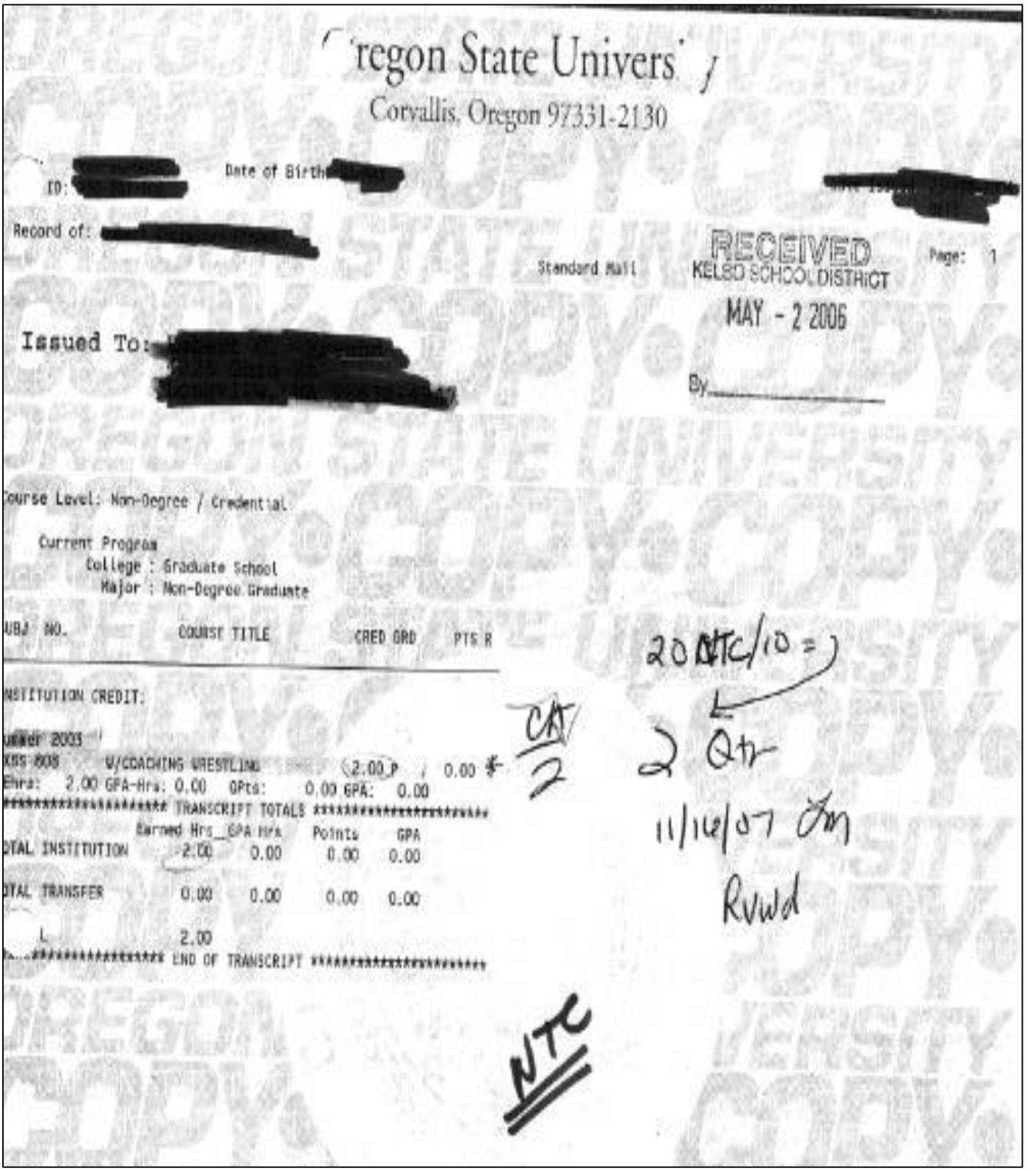
100 to 499 Undergraduate courses

500 or followed by G are graduate credit courses

600 to 649 Continuing Education courses applicable to the graduate degree program

650 to 699 Continuing Education (graduate level courses not applicable to L&C degree programs) *

NTC Example: Oregon State



'regon State Univers'

Corvallis, Oregon 97331-2130

ID: [redacted] Date of Birth [redacted] [redacted]

Record of: [redacted]

Standard Mail

RECEIVED
KELSO SCHOOL DISTRICT
MAY - 2 2006
By_____

Page: 1

Issued To: [redacted]

Course Level: Non-Degree / Credential

Current Program
College : Graduate School
Major : Non-Degree Graduate

UBJ NO.	COURSE TITLE	CRED GRD	PTS R

NSTITUTION CREDIT:

ummer 2003
XSS 808 W/COACHING WRESTLING 2.00 P / 0.00 *
Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
OTAL INSTITUTION	2.00	0.00	0.00	0.00
OTAL TRANSFER	0.00	0.00	0.00	0.00
L	2.00			

********** END OF TRANSCRIPT **********

20 NTC/10 =
2 Qtr
11/16/07 JM
Rvwd

CA/2

NTC

October 2019.pdf

NTC Example: **Seattle University 900 Level Courses**

Seattle University

Seattle, Washington 98122-4340
(206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

ACCREDITATION

Seattle University is accredited by the Northwest Association of Schools and Colleges.

UNITS OF CREDIT

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

COURSE NUMBER SYSTEM

Until 1957			*After 1957*		
1 - 90	lower division		0 - 099	remedial	
100 - 199	advanced subjects		100 - 299	lower division	
200 - 299	graduate courses		300 - 499	advanced subjects	
			500 - 599	masters courses	
			600 - 699	doctoral courses	
			800 - 999	post-baccalaureate professional development	

GRADING SYSTEM

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION
A	4.0	SUPERIOR	B-	2.7		D+	1.3	
A-	3.7		C+	2.3		D	1.0	POOR
B+	3.3		C	2.0	ADEQUATE	D-	0.7	
B	3.0	GOOD	C-	1.7		F	0.0	FAILING

OTHER GRADES

HW *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.

I *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.

IP *Course in Progress*

M *Missing Grade* — Not available from instructor at time transcript was printed.

N *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.

Q *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.

R *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

W *Official Withdrawal*

Y *Audit* — not included in credit or grade computations.

YW *Audit Withdrawal*

Z *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

FALL 1998 AND AFTER:

P *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.

CR *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).

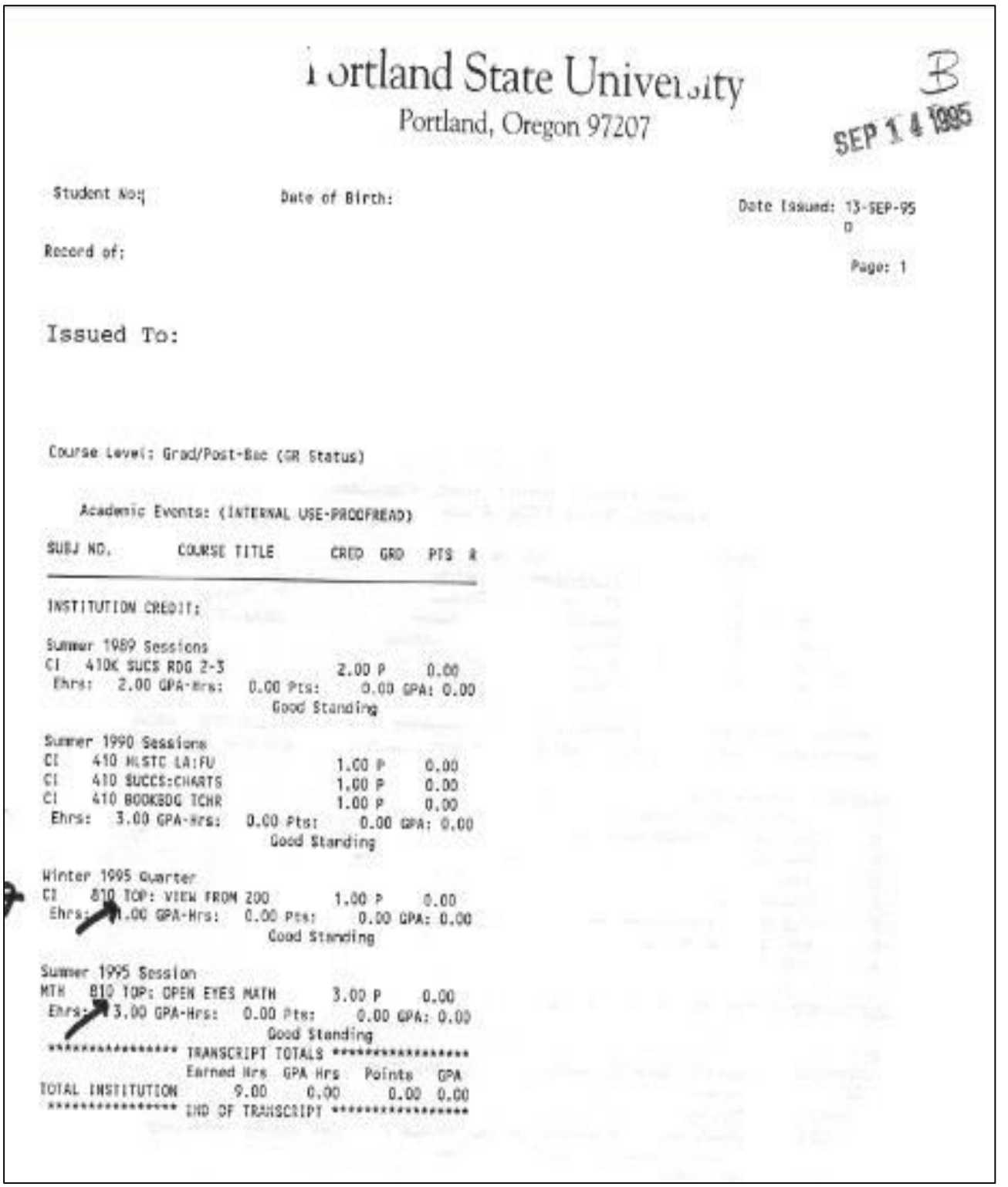
or

Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.

NC *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.

October 2019.pdf

NTC Example: **Portland State**



Portland State University
Portland, Oregon 97207

B
SEP 14 1995

Student No: Date of Birth: Date Issued: 13-SEP-95
D

Record of: Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 1989 Sessions
CI 410K SUCS RDG 2-3 2.00 P 0.00
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1990 Sessions
CI 410 HLSTC LA:FU 1.00 P 0.00
CI 410 SUCCS:CHARTS 1.00 P 0.00
CI 410 BOOKSDG TCHR 1.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Winter 1995 Quarter
CI 810 TOP: VIEW FROM 200 1.00 P 0.00
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1995 Session
MTH 810 TOP: OPEN EYES MATH 3.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.00	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

October 2019.pdf

PORTLAND STATE UNIVERSITY

Office of Admissions & Records
Post Office Box 751
Portland, Oregon 97207-0751

PSU ID: 002216

ACCREDITATION

Portland State University is accredited by the Northwest Association of Secondary and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

FORMER NAMES

Portland State University was originally established as Vanport Extension Center in 1946; in 1952 the name was changed to Portland State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, f.k.a. the Oregon State System of Higher Education (OSSHE), organized in 1932. Records prior to 1946 record Portland Extension courses offered by OSSHE's General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972; records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which passing grades varied. GED/DCE coursework may also be recorded as other institutions. By September 1979, DCE offerings became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 186 quarter hours minimum; effective Fall 1994, 180 hours.

GRADING SYSTEM

Grade	Points	Undergraduate	Graduate
A	4	Excellent	Excellent
B	3	Superior	Satisfactory
C	2	Average	Below Standards
D	1	Inferior	Failure (no credit)
F	0	Failure	Failure

Plus/Minus grades are effective starting Fall 1992. (A, A- ... D-, F)

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

MARKING SYSTEM (all disregarded in GPA)

I	Incomplete; mark is permanent after one calendar year
IP	In-progress; select graduate courses only, UNST 421
P	Pass; undergraduate equated to a C- grade or better, graduate to B- or better
NP	No Pass
W	Withdrawn with no penalty
X	No grade received/No basis for grade
*, Y	Invalid grade reported by instructor
AU	Audit

OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours:

AUD	Audited course
R or RPT	Repeated course
G, L or GRD	Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record.
H or HON	Honors course
E	Credit by Examination
—	Other codes internal use only

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" [Repeat]:

E	Excluded from GPA
I	Included in GPA

TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer.

COURSE NUMBERING SYSTEM

0–49	Non-baccalaureate
50–99	Basic, limited, or no degree credit
100–299	Lower Division
300–499	Upper Division
500–699	Graduate
700	Post-bac, non-degree credit
800	In-service, limited graduate degree credit

4/5/6/800–810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Interns; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics. 1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.

FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

UNST 101 (5 ch)	5 credits general elective
UNST 101, 102 (10 ch)	10 credits general elective
UNST 101, 102, 103 (15 ch)	3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters

CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanation may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RO-12/98)

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NTC Example: Santa Clara

SANTA CLARA UNIVERSITY
STUDENT RECORDS OFFICE
SANTA CLARA, CA 95053

GRADING HISTORY

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

A	4.0	C	2.0	P	Passed	NR	Not Reported
A-	3.7	C-	1.7	NP	Not Passed	W	Withdrawn
B+	3.3	D+	1.3	AUD	Audit	***	Not Yet Graded
B	3.0	D	1.0	I	Incomplete	+/-	Taken for enrichment only (obsolete as of Summer 1981)
B-	2.7	D-	0.7	N	Continuing Work		
C+	2.3	F	0.0				

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

CALENDAR SYSTEM

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

COURSE NUMBERING SYSTEM

(all programs except School of Law)

001-099	Lower division, undergraduate	200-799	Graduate
100-199	Upper division, undergraduate	500-799	Non-Degree Credit

CONTINUING EDUCATION/NON-DEGREE CREDIT

X is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

HONORS PROGRAM

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

CLASS RANK

Rank in class is not computed and not available except in the School of Law.

HAND CARRIED TRANSCRIPTS

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS

In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary line appearing at the top of the computer-generated transcript.

THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

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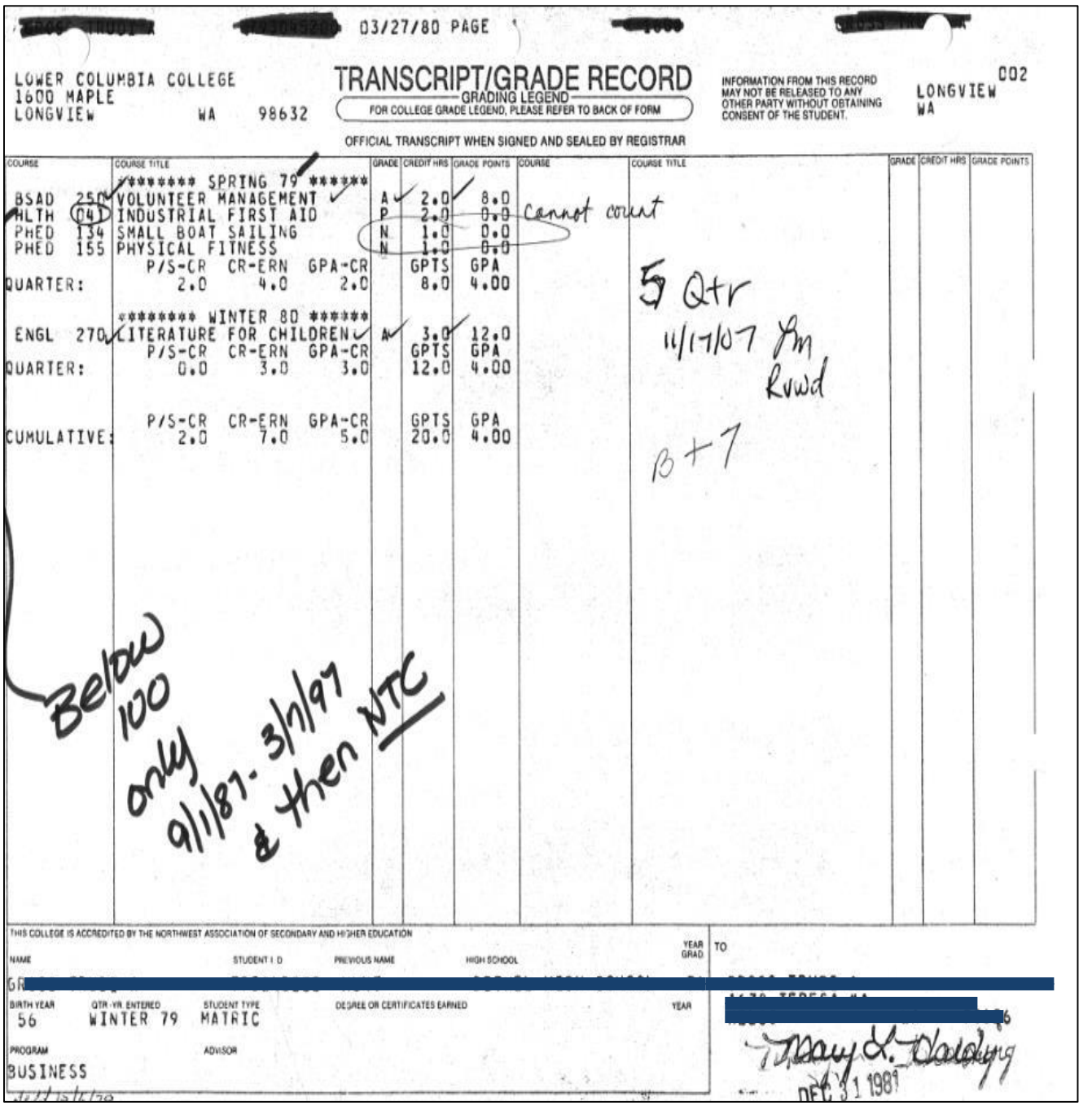
NTC Example: Below 100 and taken prior to 9/1/1987



[redacted] 03/27/80 PAGE 1 [redacted]

LOWER COLUMBIA COLLEGE
1600 MAPLE
LONGVIEW WA 98632

TRANSCRIPT/GRADE RECORD

GRADING LEGEND
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

002
LONGVIEW
WA

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS
	******* SPRING 79 ******			
BSAD 250	VOLUNTEER MANAGEMENT	A	2.0	8.0
HLTH (04)	INDUSTRIAL FIRST AID	P	2.0	0.0
PHED 134	SMALL BOAT SAILING	N	1.0	0.0
PHED 155	PHYSICAL FITNESS	N	1.0	0.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	2.0 4.0 2.0		8.0	4.00
	******* WINTER 80 ******			
ENGL 270	LITERATURE FOR CHILDREN	A	3.0	12.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	0.0 3.0 3.0		12.0	4.00
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
CUMULATIVE:	2.0 7.0 5.0		20.0	4.00

Cannot count

5 Qtr
11/17/07 JM
Rvwd

B+7

Below 100 only 9/1/87 - 3/7/97 & then NTC

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME HIGH SCHOOL YEAR GRAD TO

BIRTH YEAR 56 | QTR-YR ENTERED WINTER 79 | STUDENT TYPE MATRIC | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM BUSINESS | ADVISOR

DEC 31 1989

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QUESTIONS

ABOUT

NON-TRANSFER CREDITS



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NON DEGREE CREDITS

Rules applicable to non-degree credits

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
    a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
        i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
        ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
    b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
    - **S type,** report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
    - **V type,** report only eligible non-degree credits determined by WAC
    - 392-121-259(3).
    - **H type,** eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

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CALCULUATE EDUCATIONAL PLACEMENT
EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 52.5
Subtract 45 - 45.0
Result: 7.5
Placement: MA + 7.5, MA 0 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 97.0
Subtract 45 - 45.0
Result: 52.0
Placement: MA + 52.0, MA 45 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 146.0
Subtract 45 - 45.0
Result: 101.0
Placement: MA + 101.0, MA 90 Column

BA Degree 6/15/99
MA Degree 8/31/08
Add up Credits from BA to MA: 42.0
Subtract 45 - 45.0
Result: - 3.0
Placement: MA + 0, MA 0 Column (A negative = 0)

WAC Definition for Excess Credits:

WAC 392-121-261

Definition—Total eligible credits.

As used in this chapter, "total eligible credits" means the total number of credits determined as follows:

(1) For an employee whose highest degree is a bachelor's degree, sum:

(a) Academic and in-service credits; and

(b) Nondegree credits, determined pursuant to WAC **392-121-259** and reported on Report S-275 prior to the awarding of the bachelor's degree for vocational/career and technical education instructors who obtain a bachelor's degree while employed in the state of Washington as a nondegreed vocational/career and technical education instructor.

(2) For an employee whose highest degree is a master's degree, sum:

(a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and

(b) Academic and in-service credits earned after the awarding or conferring of the master's degree.

(3) For a nondegreed employee sum only nondegree credits.

[Statutory Authority: RCW **28A.150.290**(1). WSR 06-19-045, § 392-121-261, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW **28A.150.290**. WSR 95-21-096 (Order 95-09), § 392-121-261, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW **28A.150.290**, **28A.150.400** and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-261, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW **28A.41.055** and **28A.41.170**. WSR 90-13-088 (Order 15), § 392-121-261, filed 6/20/90, effective 7/21/90.]

When highest degree is master's degree, total the credits like this:

2a. Academic and in-service credits earned after BA and before MA degree.

2b. Academic and in-service credits earned after the MA degree was awarded or conferred.

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		42.0
Subtract 45		- 45.0
Result:		- 3.0

Placement: MA + 0, MA 0 Column (A negative = 0)

From the MA + 0 is where you will begin adding credits for this employee.

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MORE HOMEWORK TIME. Count the degrees and credits on the documents from page 172 to 177.

UNIVERSITY OF CENTRAL ARKANSAS

OFFICE OF THE REGISTRAR

Student No:

Date of Birth: 28-JUL

Date Issued: 09-SEP-2019

Record of:

Page: 1

Current Name:

Issued To: HUMAN RESOURCES ... HIRE
MUKILTEO SCHOOL DISTRICT HR
9401 SHARON DRIVE
EVERETT, WA 98204

Course Level: Undergraduate

Degree Awarded Bachelor of Science in Educ 02-MAY-2015
Primary Degree
Program : BSE, Social Studies 4010
Major : Social Studies
Maj/Concentration : History
Minor : Teaching and Learning
Inst. Honors: cum laude

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

201210 College of Lake County

ECON 2320	PRINCIPLES OF MACROECONOMICS	3.00 CR	
HIST 1310	WORLD HISTORY I	3.00 CR	
KPED ACTV	KPED ACTIVITY	3.00 CR	
THEA 1300	ACTING FOR NON-MAJORS	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201220 College of Lake County

ANTH 2300	PEOPLES AND CULTURES	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 CR	
HIST ELECT	HISTORY ELECTIVE	3.00 CR	
SOC 1300	PRINCIPLES OF SOCIOLOGY	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201320 College of Lake County

EDUC ELECT	EDUCATION ELECTIVE	3.00 CR	
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
WRTG 1320	ACADEMIC WRITING & RESEARCH	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201110 Illinois State University

BIOL 1400	BIOLOGY FOR GENERAL EDUCATION	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	1.00 CR	
HIST 2301	AMERICAN NATION I	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 NC	
MATH 1360	MATHEMATICS IN SOCIETY	4.00 CR	
PSCI 1330	US GOVERNMENT & POLITICS	3.00 CR	
PSYC 1300	GENERAL PSYCHOLOGY	3.00 CR	
WRTG 1310	INTRO TO COLLEGE WRITING	3.00 NC	

Ehrs: 17.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201310 Illinois State University

GEOG 1300	GEOGRAPHY OF WORLD REGIONS	3.00 CR	
HIST 1320	WORLD HISTORY II	3.00 CR	
HIST 2320	INTRO TO HISTORICAL RESEARCH	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
SPCH 1300	BASIC ORAL COMMUNICATION	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201120 Naropa University

GNED ELECT	GENERAL ELECTIVE	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	3.00 CR	
RELG 1320	WORLD RELIGIONS	3.00 CR	

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

Transfer Information continued:

RELG ELECT	RELIGION ELECTIVE	3.00 CR	
RELG ELECT	RELIGION ELECTIVE	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201010 TRINITY INT'L U

PHIL ELECT	PHILOSOPHY ELECTIVE	3.00 CR	

Ehrs: 3.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Summer 2013

EDUC 1240	BASIC EDUC TECH SKILLS	2.00	B	6.00
ENGL 2370	INTRODUCTION TO FICTION	3.00	B	9.00
HIST 4390	THE ROMAN EMPIRE: 40 BC-395 AD	3.00	B	9.00
KPED 1320	CONC LIFETIME HEALTH/FITNESS	3.00	A	12.00
PSCI 3300	STATE GOV'T AND POLITICS	3.00	A	12.00

Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 48.00 GPA: 3.43

Fall 2013

ART 2300	ART APPRECIATION	3.00	B	9.00
GEOG 1320	INTRO TO HUMAN GEOGRAPHY	3.00	A	12.00
HIST 3381	AMERICAN MILITARY HISTORY	3.00	B	9.00
HIST 4300	SEMINAR	3.00	A	12.00
MSIT 3310	LEARNING & DEVELOPMENT	3.00	A	12.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 54.00 GPA: 3.60

Spring 2014

EDUC 3322	DIVERSE LEARNERS	3.00	A	12.00
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00	C	6.00
HIST 3389	TUTORIAL STUDIES IN WORLD HIST	3.00	A	12.00
HIST 4301	AMERICAN ENVIRONMENTAL HISTORY	0.00	W	0.00
HIST 4355	ROLE OF ARKANSAS IN THE NATION	3.00	A	12.00
MSIT 4305	CLASSROOM & BEHAVIOR MGMT	3.00	B	9.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 51.00 GPA: 3.40

Summer 2014

MSIT 4325	DISCIPLINARY LITERACY	0.00	W	0.00
PHYS 1400	PHYSICAL SCIENCE GEN EDUC	4.00	A	16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 2014

EDUC 4210	INTEGRATION TECH TEACH/LEARN	2.00	A	8.00
HIST 4310	TEACHING SOCIAL STUDIES	3.00	A	12.00
HIST 4346	THE SOUTH SINCE 1865	3.00	A	12.00
HIST 4351	SOCIAL STUDIES INTERNSHIP I	3.00	A	12.00
MSIT 4321	CLASSROOM ASSESSMENT	3.00	A	12.00
MSIT 4325	DISCIPLINARY LITERACY	3.00	A	12.00

Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 68.00 GPA: 4.00

Spring 2015

HIST 4680	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00
HIST 4681	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	77.00	77.00	285.00	3.70
TOTAL TRANSFER	86.00	0.00	0.00	0.00
OVERALL	163.00	77.00	285.00	3.70

********** END OF TRANSCRIPT **********

Rebekah B Resnick, University Registrar
Official Signature

This transcript processed and delivered by Credentials' TranscriptsNetwork

PRINTED COPY PRINTED COPY

October 2019.pdf

University of Central Arkansas
Office of the Registrar
201 Donaghey Ave.,Conway, AR 72035
Telephone: (501) 450 -5200
Fax: (501) 450-5734
website: www.uca.edu/registrar
FICE code: 001092

ACADEMIC STATUS

Unless otherwise noted, an individual is academically eligible to continue at the University. A cumulative grade point average of less than 2.0 at the undergraduate level or less than 3.0 at the graduate level is considered academic probation.

ACCREDITATION AND INSTITUTIONAL MEMBERSHIPS

North Central Association of Colleges and Schools, National Council for the Accreditation of Teacher Education, American Assembly of Collegiate Schools of Business, National League for Nursing, Committee on Allied Health Education and Accreditation, American Medical Association, American Physical Therapy Association, American Speech and Hearing Association, American Association of Colleges for Teacher Education, National Association of Schools of Music, Association of State Colleges and Universities, American Association of University Women, Association for Childhood Education International, Council of Graduate Schools, National Council of University Research Administrators and American Association of Collegiate Registrar's and Admissions Officers.

COURSE NUMBERS

Each course has a four-digit number. The first digit indicates the level of the course: 1- Freshman; 2-Sophomore; 3-Junior; 4-Senior; 5 and up-Graduate. The second digit specifies the number of credit hours for the course. The third and fourth digits distinguish the course from other courses within the department.

NOTE: Courses with the prefix IEP and/or UNIV are preparatory courses. IEP and UNIV courses do not count for degree credit and are not used in computing the cumulative grade point average toward earning any degree from the University.

GRADE		POINTS	GRADE		POINTS
A	EXCELLENT	4	WP	WITHDRAWN PASSING	NA
B	GOOD	3	WF	WITHDRAWN FAILING	0
C	AVERAGE	2	CR/NC	CREDIT/NO CREDIT	NA
D	PASSING	1	AU	AUDIT	NA
F	FAILURE	0	NR	NO GRADE REPORTED	NA
X	DEFERRED CREDIT	NA	SA	SATISFACTORY	NA
W	WITHDRAWN	NA	UN	UNSATISFACTORY	NA

Grades with NA points are not used in computing grade point averages.

FRAUDULENT TRANSCRIPT

Act 351 of 1991 (78th General Assembly, State of Arkansas) prohibits the making, forging, or counterfeiting of a transcript of a postsecondary educational institution and prohibits a person from using, offering, or presenting a fraudulent transcript of a postsecondary education institution. A person who violates any provision of this ACT shall be subject to criminal prosecution.

HISTORY

The institution was established in 1907 by the General Assembly as the Arkansas State Normal School. In 1925 the name was changed to the Arkansas State Teachers College, in 1967 to the State College of Arkansas, and in 1975 the institution became the University of Central Arkansas.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this record or disclosure of its contents to any third party without the written consent of the student.

REPEATED COURSE DESIGNATION

A number **1** or letter **A** - indicates the course was repeated for grade improvement. The course counts only once for degree credit, and averages in the grade point calculation.
A number **2** or letter **E** - indicates the course was repeated and the first grade forgiven, and does not calculate in the grade point average.

TRANSCRIPTS FROM OTHER INSTITUTIONS

UCA does not release documents (including transcripts) received from other institutions.

UNIT OF CREDIT

The unit of credit is the semester hour.

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This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than University of Central Arkansas's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, University of Central Arkansas, 201 Donaghey Ave., Conway, AR, 72035-0001 Tel: (501) 450-5200.

Date: 8/17/2017

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Student: Student ID: DOB: Original Start Date: Student GPA: 4.00

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program:	M.Ed. in Health and Wellness Education				
Enrollment #:	JA16108327	Status:	Active		
Start Date:	1/9/2017				
Term: 17JAN09	January 09, 2017		1/9/2017		2/12/2017
ED5303	Principles of Human Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17FEB20	February 20, 2017		2/20/2017		3/26/2017
ED5313	School and Community Issues	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17APR10	April 10, 2017		4/10/2017		5/14/2017
ED5343	Assessment and Evaluation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17MAY22	May 22, 2017		5/22/2017		6/25/2017
ED5353	Principles of Program Design & Implementation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17JUL10	July 10, 2017		7/10/2017		8/13/2017
RES5303	Research Methods and Applied Statistics	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
M.Ed. in Health and Wellness Education	GPA: 4.00		15.00		15.00

*** End of Transcript ***

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Stephanie Hinshaw
Senior Director of Student Operations

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Student No:
Record of
Issued To.

Date Issued: 28-JUN-2019
Page: 1
OF

Course Level: Graduate

Current Program
Major : Curriculum & Instruction
Minor : English Language Development

Degree Awarded Master of Education 30-SEP-2018
Primary Degree
Major : Curriculum & Instruction
Minor : English Language Development

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:			
Fall Semester 2017			
EDGR 502	DEV CHAR THRU CURR (09-OCT-2017 to 11-NOV-2017)	3.00 A	12.00
EDGR 535	THEORIES OF TCHNG/LRNING (13-NOV-2017 to 16-DEC-2017)	3.00 A	12.00
EDGR 602A	CONTEMP EDUCATIONAL THOUGHT (18-DEC-2017 to 23-DEC-2017)	1.00 A	4.00
	Ehrs: 7.00 GPA-Hrs: 7.00 QPts: 28.00 GPA: 4.00		
	Cum: 7.00 GPA-Hrs: 7.00 Qpts: 28.00 GPA: 4.00		
Spring Semester 2018			
EDGR 595	COMMUNITY OF LEARNERS (08-JAN-2018 to 10-FEB-2018)	3.00 A	12.00
EDCI 509	ESSEN LINGUISTICS FOR LANG DEV (12-FEB-2018 to 17-MAR-2018)	3.00 A	12.00
EDCI 506	A DEV APP TO LANG ACQUISITION (19-MAR-2018 to 21-APR-2018)	3.00 A	12.00
EDGR 602B	CONTEMP EDUCATIONAL THOUGHT (23-APR-2018 to 28-APR-2018)	1.00 A	4.00
	Ehrs: 10.00 GPA-Hrs: 10.00 QPts: 40.00 GPA: 4.00		
	Cum: 17.00 GPA-Hrs: 17.00 Qpts: 68.00 GPA: 4.00		
CA: Apr 30, 2018 -Oct 27, 2018			
EDCI 510	LANG ACQUIS & CURR DEV (30-APR-2018 to 02-JUN-2018)	3.00 A	12.00
EDGR 602C	CONTEMP EDUCATIONAL THOUGHT (04-JUN-2018 to 09-JUN-2018)	1.00 A	4.00
EDCI 521	THR LANG DEV CLASS:ACTIV/PRAC (11-JUN-2018 to 14-JUL-2018)	3.00 A	12.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:			
EDGR 601	EDUCATIONAL RESEARCH (16-JUL-2018 to 18-AUG-2018)	3.00 A	12.00
EDGR 698	ACTION RESEARCH (20-AUG-2018 to 22-SEP-2018)	3.00 A	12.00
	Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 52.00 GPA: 4.00		
	Cum: 30.00 GPA-Hrs: 30.00 Qpts: 120.00 GPA: 4.00		
Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	30.00	30.00	120.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	30.00	30.00	120.00	4.00

********** END OF TRANSCRIPT **********

Heather Skocilich, Interim Registrar

This officially sealed and signed transcript is printed on PARCHMENT, INC. paper with the name of the university printed across the face of the document. A raised seal is not required. When photocopied the word COPY should appear.

REJECT DOCUMENT IF SIGNATURE ABOVE IS DISTORTED

Official Transcript

CONCORDIA UNIVERSITY
Office of the Registrar
2811 NE Holman St – Portland, OR 97211
(503) 280-8510 / www.cu-portland.edu

ACCREDITATION

Concordia University is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

INSTITUTIONAL HISTORY

1905 – The school began as a four-year academy to meet the needs of the area for pastors and parochial school teachers for the Lutheran Church.[1]
1950 – The junior college department for men was introduced - The name was changed from Concordia Academy to Concordia College.
1954 – Concordia added the coeducational program.
1962 – Concordia became Accredited by the Northwest Association of Schools and Colleges (NASC).
1971 – Concordia converted to a quarter calendar.
1977 – Concordia became a four-year college.
1980 – Concordia's first students graduated with Baccalaureate Degrees.
1990 – Concordia added a campus in Tokyo, Japan.[2]
1993 – Concordia joined the Concordia University System.
1995 – The school name changed to Concordia University and converted to a semester calendar.
1996 – Concordia was approved for graduate programs.
2004 – The NASC became the NWCCU.
2012 – Concordia University School of Law opens to students in Boise, Idaho.

[1] All transcripts are for Concordia University unless Concordia High School is specifically stated on the transcript
[2] Beginning Fall, 1994, courses taken at the Tokyo campus are transcripted with notation as appropriate

COURSE CREDIT

Fall 1905 – Summer 1971	Semester Calendar[3]
Fall 1971 – Summer 1995	Quarter Calendar[3]
Fall 1995 – Present	Semester Calendar[3]

[3]Unless otherwise noted

PRIOR LEARNING ASSESSMENT

Concordia University has authorized a policy for assessment of prior experiential learning for credit through portfolio review.

GRADING SYSTEM

School of Law courses are graded on a numerical system, the scale ranging from 4.3 to 0.0. For all other programs, the grades and quality points for the grading system are as follows:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
AU Audit	None
CIP In-progress[4]	None
I Incomplete[5]	None
N No Count	None
NP No Pass	None
P Pass ("C" or better)	None
RD Registrar Delay	None
W Withdraw	None
X No basis for grade	None

[4]Courses that extend beyond one semester.
[5]Students who receive an incomplete in a course will have a grade of I_, in which "_" represents the backup grade the student has earned based on the course work completed. Normally, the grade will be changed to this backup grade if the student does not complete the course work by the end of the following semester.

COURSE NUMBERS

000-099 Non-baccalaureate (prior to 1996, all courses with an ELS prefix are also considered non-baccalaureate)
100-299 Lower division
300-499 Upper division
500-699 Graduate
800 Limited graduate seminar credit

400-level courses denoted with a "G" may meet graduate level course requirements at certain institutions with cooperative programs.

REPEATED COURSES

In such cases, the new grade and credit will replace the original in the calculation of the GPA. In the "R" column, "E" indicates excluded and "I" indicates included grade. Both occurrences and grades will remain on the permanent academic record.

CONTINUING EDUCATION COURSES

Courses designated with a CEU prefix reflect ten contact hours of participation per one hour of credit. CEUs may not be applied toward any Concordia University degree or certificate. "P" indicates completion of the requisite hours.

ACADEMIC STANDING

All students are considered to be in good standing unless otherwise noted. Since Fall of 1999, in order to remain academically eligible for enrollment, an undergraduate student must maintain a minimum cumulative and term grade point average of 2.00. Graduate students must maintain a cumulative and term grade point average of 3.00 to remain in good standing.

DEAN'S LIST/GRADUATION HONORS

Undergraduate students who attain a grade point average of 3.50 with a minimum of 12 units attempted for a semester are placed on the Dean's List. Since Fall of 1991, graduation honors are awarded on the undergraduate student's academic work at Concordia. They are awarded with three grades of distinction according to the following formula: summa cum laude – a 3.90 GPA; magna cum laude – a 3.70 GPA; cum laude – a 3.50 GPA.

GRADUATION REQUIREMENTS

Baccalaureate degrees require the completion of General Education Requirements, departmental requirements and a minimum of 124 semester credits of which 45 must be upper division. Masters degrees require a minimum of 30 semester credits of graduate level courses.

TRANSCRIPTS AND CONFIDENTIALITY OF RECORDS

Concordia University follows the policies of the American Association of College Registrars and Admissions Officers (AACRAO) with regard to the content and release of student records. This transcript of academic record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only. Official transcripts show the university's authorized signature and the college seal and are sealed in an official envelope; unofficial copies are marked "unofficial." Third parties are not authorized to release this transcript to other entities.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

CONCORDIA UNIVERSITY • CONCORDIA UNIVERSITY

ADDITIONAL TESTS: When photocopied, a latent security statement containing the words COPY COPY COPY appears over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (503) 280-8510. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

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FILE REVIEW – Credits

Employee: _____

Degree	Institution	Date

Credits After BA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After BA Degree and up to MA Degree - Summary

Total Academic Credits Since BA Degree:	
Total In-Service Credits Since BA Degree:	
TOTAL CREDITS SINCE BA DEGREE:	
If MA Degree, Subtract 45	
Excess Credits to MA	

Credits after MA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After MA Degree – Summary

Total Academic Credits after MA Degree	
Total In-Service Credits after MA Degree	
TOTAL ACTUAL CREDITS AFTER MA DEGREE	
Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE:	

	High Degree	Credits After High Degree	Placement
Started			
Changes +/-			
Ended			

Reviewed by _____**Date**_____

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CREDITS REVIEW GUIDELINES

Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, number of hours actually earned, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

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QUESTIONS

ABOUT

CREDITS



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SECTION 5

Certificated Years of Experience

WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country.** School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.



(1) Professional education employment shall be limited to the following:

(a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;

(c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i**) Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and

(ii) **Sabbatical leave**.

(e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041** (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

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(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of- state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

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subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(**2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows**:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

Helpful table to review experience types.

Types	
Professional Public or Private School	School districts/systems and APPROVED State Private Schools *Get WA Private School list from OSPI annually; http://www.k12.wa.us/privateed/PrivateSchools/default.aspx *Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW *POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit). *Includes Emergency Certification or other Temporary Permits in Washington
Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities	In POSITION comparable to those which require certification in Washington school districts.
Professional Governmental Educational Agency	With Regional Administrative Responsibilities for preschool, elementary and/or secondary education Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician.
Military, Peace Corps or Vista Service	**Which INTERRUPTED Professional Educational Employment**
Sabbatical Leave	Including Sabbatical Leave to serve as Union President
Non-Degreed Vocational	Up to six (6) Years Management Experience *After min. 6000 hours occupational experience regardless of when initial certificate issues *Must be management experience and documented
ESA Experience	New as of 07-08: Up to two (2) years if rules are met. See the ESA Summary Table in the S275 Instructions.

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REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.

2. Make a list of the previous employers. Review this information with the employee.

3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.

4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.

5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.

6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.

7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.

8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

Example 1:	Numerator:	7.5 hrs x 182 days = 1,365 hours	= 1.00 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 2:	Numerator:	7.5 hrs x 92 days = 690 hours	= 0.51 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 3:	Numerator:	4.25 hrs x 91 days = 386.75 hours	= 0.28 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

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quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Example 4: Numerator: 5 credits x 3 quarters = 15 = 0.38 FTE
Denominator: 10 credits x 4 quarters = 40

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.

10. Military experience that did not interrupt the employee's educational employment cannot be counted.

11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"

12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.

13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.

15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that the position required a teaching certificate if required for that type of experience (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

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in our public schools.

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.

17. Check the data very carefully and then prepare your calculations.

18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.

19. Be sure to post Leave without Pay.

20. Post additional experience for less than 1.0 FTE staff (in allowed position).

Item B.7 Notes from S275 instructional book:

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:

- Employment in P–12 schools, refer to subparagraph (1)(a).
- Employment in higher education, refer to subparagraph (1)(b).
- Employment in government education, refer to subparagraph (1)(c).
- Employment interruptions, refer to subparagraph (1)(d).
- Employment in industry, refer to subparagraph (1)(e).
- Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).

2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., 7.5 x 180 = 1,350).

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11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
    Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
    Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: http://www.k12.wa.us/PrivateEd/18.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal "third party" evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
    - tax returns
    - business license
    - bonding insurance
    - social security records

    The following documents are usually considered to be insufficient evidence of employment:
    - resumes
    - job applications
    - sworn affidavits

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EXPERIENCE VERIFICATON FORMS

Samples of a variety of experience verification forms are provided in this section. We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.



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Mukilteo
School District

9401 Sharon Drive
Everett, WA 98204
(425) 356-1322 / FAX (425) 356-1329

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To:

School District Name:
Street Address:
City / State / Zip:

From:

Mukilteo School District
9401 Sharon Drive
Everett, WA 98204

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

Personal Data (to be completed by employee)

Name:
Other Name(s):
SSN:
Position:
School:
Approximate Dates:

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

Employee Signature:	Date:

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in public or private colleges/universities in positions comparable to K-12 certificated positions
2. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
3. List the total number of days a full time employee works in your institution during that year
4. List the total number of hours per day a full time employee works in your institution during that year.
5. List the total days that this employee was paid for.
6. List the total number of hours per day this employee was paid for.
7. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2		3	4	5	6	7
Position Title	List each year of service on a new line.		**Full Time Annual Employment Equals:**		**Exact Hours Paid to this Employee:**		
	Start Date	**End Date**	**Total Paid Days per Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: College Professor	9/16/2013	12/15/2013	180	7.0	120	7.0	840

"We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Questions can be directed to Laura Bradburn at 425-356-1243.

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

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SAMPLE VERIFICATION – COLLEGE/UNIVERSITY

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Position Name. 3. Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO. 4-5. List begin and end date of service for that year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				What did you PAY this employee?				
1	2	3	4	5	6	7	8		9	10	11	12	
Year	Position Name	Adm or Teacher of Record	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 2008-09	*Asst Professor*	*No*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2009-10	*Professor*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	

***We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 lwhat is full time) and 7-12 (what was this person paid by you]. Questions can be directed to our office zt XXXXXXXXXX**

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.			
Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – PRIVATE SCHOOL

Instructions	1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
Call xxx-xxx-xxx for help.	2. Circle Yes or No indicating whether an occupational license was required for the position.
	3. List start/end service dates. Dates must be annual between September 1st and August 31st.
	4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,
	6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.

1	2	3	4	5	6	7	8	
POSITION Grade/Level Subject	Certificate Required Yes/No*	Dates of Service between 9/1 and 8/31 MM/DD/YYYY	Number of Paid Days in Full-time Year In Your District	Number of Paid Hours in Full-time Day In Your District	Number of PAID PAID Days Col 7)	Number of Contract Hours Per Day	Total Hours (Col 6 x	Do Not Use District Verification of FTE awarded.
EX: 1. Teacher, MS Science	(Yes) or No	9/13/86-6/12/87	180	7	173	7.0	(173x7=) 1211.00	
EX: 2. Counselor	Yes or No	10/1/95-12/31/95	180	8	42	8.0	(42x78=) 336.00	

Is your school/organization a state approved or otherwise approved private school? _____ Yes _____ No If yes, please describe that approval:

_____

_____

***Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City	State Zip

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SAMPLE VERIFICATION – District/Educational Agency

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc) 3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No 4-5.. List the actual beginning and ending dates of service for that academic year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				**What did you PAY this employee?**				
1	2	3	4	5	6	7	8		9	10	11	12	
POSITION	Contract Statis	Certificate Required Circle	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 1: Teacher	*P2*	*Yes*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2: Sub Teacher	*Sub*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	
/													

Private School Emloyer: 1, Is your private school "approved" by your state or equivalent authorizing agency? ____YES ____ NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification. ____YES ____ NO.

For Washington State: Balance of Sick Leave Hours to Transfer: _____ (in Hours)

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – ESA EXPERIENCE

Please return this form to:
XXX SCHOOL DISTRICT
HUMAN RESOURCES
Street/PO Box
City, State, Zip
Questions? - Contact XXX at (111) 111-1111

VERIFICATON OF EMPLOYMENT EXPERIENCE FOR _____(Name)

FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

Dates of Service FROM Mo/Day/Yr	**TO** Mo/Day/Yr	Position Title	# of Work Days per year in Full-Time Position in your Facility	# of Work Hours per Day in Full-Time Position in your Facility	Actual # of Days Paid to this Employee* per year listed	Actual # of Hours per day Paid to this Employee**	Did the position meet the criteria of the state definition of Audiology above? Yes or No
Ex 1: 9/3/96	8/31/1997	Audiologist	260	8	260	8	Yes
Ex 2: 11/1/01	6/15/2002	Audiologist	195	7.5	260	8	Yes

* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

** Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

I certify that all information listed above is complete and correct according to the official records on file.

Agency Name		Address and City, State, Zip	
Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City, State, Zip	

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Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

Name of Prior Employee	
Position Held and Estimated Dates of Employment	
Social Security Number	

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District
1122 Main St
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

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EXPERIENCE VERIFICATON ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.

- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.

- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience. Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

For example, according to this chart, when hiring an Occupational Therapist from a non-school employment:

1. Must be able to get an Initial ESA certificate, and

2. Employment in non-school employment must have required Department of Health OT Licensure and OT must have held this licensure.

An example for an SLP:

1. Must be able to get a Limited Conditional certificate, and
2. Employment in non-school employment must be after meeting the minimum education requirements for the Limited Conditional certificate.

ESA Summary Table							
(1) ESA Duty Title	Occupa-tional Therapist	Physical Therapist	[Regis-tered] Nurse	Speech-Language Pathol-ogist or Audiolo-gist	Counselor	Psychol-ogist	Social Worker
(2) Duty Root	43	48	47	45	42	46	44
(3) OSPI Education Credential	ESA Certifi-cate	ESA Certificate	ESA Certifi-cate	ESA Certifi-cate	ESA Certificate	ESA Certificate	ESA Certificate
(4) Type of OSPI Certificate ("Least Restrictive" Certificate)	Initial ESA	Initial ESA	Limited - Condi-tional	Limited - Condi-tional	Limited - Emergency	Limited - Emergency	Limited - Emergency
(5) Authority for OSPI Certificate	WAC 181-79A-223(2)	WAC 181-79A-223(3)	WAC 181-79A-231(1)(c)(iii)	WAC 181-79A-231(1)(c)(iv)	WAC 181-79A-231(3)	WAC 181-79A-231(3)	WAC 181-79A-231(3)
(6) Department of Health - Authority	RCW 18.59	RCW 18.74	RCW 18.79	RCW 18.35	RCW 18.19	RCW 18.83	RCW 18.225
(7) Health Credential - Required? ("Least Restrictive" Criteria-1)	License - Required	License - Required	License - Required	License - Not required	Registra-tion - Not required	License - Not required	License - Not required
(8) Educa-tion Required for Type of OSPI Certificate ("Least Restrictive" Criteria-2)	Bachelor's (or higher) in Occupa-tional Therapy	Bachelor's (or higher) in Physical Therapy	N/A	Bachelor's (or higher) in Speech-Language Pathology or Audiology	Complete all course-work for Master's in Counseling (except internship)	Complete all course-work for Master's in School Psychology (except internship)	Complete all course-work for Master's in Social Work (except internship)

Minimum Certification Requirement

Minimum Non-School Employment Requirement for OT, PT,RN

Minimum Non-School Employment Requirement for SLP, Counselor, Psych, Social Worker

Alternately, you can create a document for each ESA type to attach to the experience form.

ESA Verification Document

Employee Name: _____

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: _____

Name of District Representative: _____

	Item	Requirement Level	Employee Information
1	ESA Duty Title	Occupational Therapist	
2	Duty Root	43	
3	OSPI/PESB Education Requirement	ESA Certificate	
4	Type of OSPI/PESB Certificate ("Least Restrictive"	Initial ESA	
5	Authority for OSPI/PESB Certificate	WAC 181-79-A-223(2)	
6	Department of Health-Authority	RCW 18.59	
7	Health Credential	License Required	
8	Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2)	Bachelors (or higher) in Occupational Therapy	

Experience Example: **ESA Experience – Backing into Hours using Wage Data. You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.**

Poniard Pharmaceuticals Inc. Experience Breakdown:						2080	
From	To	Yearly Earnings	BLS Hourly Rate for RN	Cost of Living Index Inflation Rate	Hours Worked	FTE (Divide F by 2080)	
1/1/1989	12/30/1989	$ 19,000.00	$ 15.98	4.67%	1188.99	0.57	Poniard Pharmaceuticals inc
1/1/1990	12/30/1990	$ 29,737.00	$ 16.86	5.20%	1763.76	0.85	Poniard Pharmaceuticals inc
1/1/1991	12/30/1991		$ 17.87	5.65%			
1/1/1992	12/30/1992		$ 18.35	2.60%			
1/1/1993	12/30/1993		$ 18.97	3.26%			
1/1/1994	12/30/1994		$ 19.46	2.52%			
1/1/1995	12/30/1995		$ 20.02	2.80%			
1/1/1996	12/30/1996		$ 20.58	2.73%			
1/1/1997	12/31/1997		**$ 21.23**	3.04%			
					2,952.75	**1.42**	

Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year

To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Bureau of Labor Statistics showed the median wage in 1997 was $21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from $21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the the FTE for that year.

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Experience Example: ESA Experience – Backing into Hours using Wage Data

1	**Swedish Health Services Experience Breakdown:**						2080	
3	**From**	**To**	**Yearly Earnings**	**BLS Hourly Rate for RN**	**Cost of Living Index Inflation Rate**	**Hours Worked**	**FTE (Divide F by 2080)**	
4	12/15/1983	12/30/1983	$ 519.00	$ 13.90		37.34	0.02	Swedish Health Services
5	1/1/1984	12/30/1984	$ 12,627.00	$ 14.51	4.19%	870.23	0.42	Swedish Health Services
6	1/1/1985	12/30/1985	$ 24,033.00	$ 15.04	3.53%	1597.94	0.77	Swedish Health Services
7	1/1/1986	12/30/1986	$ 24,289.00	$ 15.65	3.89%	1552.01	0.75	Swedish Health Services
8	1/1/1987	12/30/1987	$ 27,685.00	$ 15.88	1.46%	1743.39	0.84	Swedish Health Services
9	1/1/1988	12/30/1988	$ 31,977.00	$ 16.55	4.05%	1932.15	0.93	Swedish Health Services
10	1/1/1989	12/30/1989	$ 13,438.00	$ 17.36	4.67%	774.08	0.37	Swedish Health Services
11	1/1/1990	12/30/1990	$ 1,366.00	$ 18.31	5.20%	74.60	0.04	Swedish Health Services
12	1/1/1991	12/30/1991	$ 18,313.00	$ 19.41	5.65%	943.48	0.45	Swedish Health Services
13	1/1/1992	12/30/1992	$ 19,922.00	$ 19.93	2.60%	999.60	0.48	Swedish Health Services
14	1/1/1993	12/30/1993	$ 10,908.00	$ 20.60	3.26%	529.51	0.25	Swedish Health Services
15	1/1/1994	12/30/1994	$ 13,701.00	$ 21.13	2.52%	648.41	0.31	Swedish Health Services
16	1/1/1995	12/30/1995	$ 11,047.00	$ 21.74	2.80%	508.14	0.24	Swedish Health Services
17	1/1/1996	12/30/1996	$ 5,687.00	$ 23.00	2.73%	247.26	0.12	Swedish Health Services
18	1/1/1997	10/2/1997	$ -					
19						12,458.14	**5.99**	

Because Swedish Medical could not provide the number of hours this employee worked for them, we had to back into the number of hours she worked each year. To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was $23.00, so this amount was used to multiply the inflation rate by. This number was subtracted from $23.00 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the FTE for that year.

EXPERIENCE VERIFICATON – PRIVATE SCHOOLS



You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the State Board of Education website at:

http://sbe.wa.gov/our-work/private-schools

NOTE: Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the "private school" is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district's decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

Sylvan Learning Center as an example is NOT an Approved Private School

Sylvan Verification Form. Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

Instructions for Schools:

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

Instructions for Business and Industry:

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____

Institution	Dates of Service From Mo/Day/Yr to Mo/Day Yr	Number of Paid Days in Full-time Year	Number of Paid Hours in Full-time Day	Number of Hours Paid During This Period	Number of Hours of Substitute Teaching During This Period	Position	State Education License (Certification) Required
SYLVAN LEARNING CENTER	9/25/91 TO 8/25/92			835.5		TEACHER	(Yes) or No
TACOMA, WASH.							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Street Address	SYLVAN LEARNING CENTER 2310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922
Date: 11/11/96 Title: OWNER	City, State Zip	

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATON – COLLEGE/UNIVERSITY

Experience from colleges can be credited when the position is equivalent.



- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.

Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).

- Some colleges will say "if they instruct 10 quarter hours per quarter that is full time." But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

When verifying for a college you MUST to ascertain what constitutes "full time" or the denominator.

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation: 15/40 = .38 FTE

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Email with Ross Bunda regarding position comparability.

Jenni Ballew

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Thursday, February 01, 2001 8:21 AM
To: 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'
Subject: FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----Original Message-----
> From: Ross Bunda
> Sent: Thursday, June 10, 1999 12:35 PM
> To: 'Pat Harmon'
> Cc: Allen Jones
> Subject: RE: Experience Question
>
> You may be confusing 2 different requirements.
>
> Washington Administrative Code 392-121-245(1) counts certificated years of
> experience for K-12 (actually P-12) if the position required
> certification. This K-12 category is the only category where the
> experience requires certification (of the position, not the person).
>
> The "college" category of experience in WAC 392-121-245(2) requires that
> the position be comparable to those which require certification in
> Washington school districts. Colleges do not require employee
> certification as K-12 does, so you compare positions. For example, a
> college teacher would be comparable to a K-12 teacher, which would require
> certification. Also, a college dean or department chair would be
> comparable to perhaps a K-12 principal or superintendent, which would also
> require certification. A college janitor would be comparable to a K-12
> janitor, which would not require certification.
>
> Unless I'm misunderstanding something, the college (Golden Gate Baptist
> Theological Seminary is a regionally accredited institution of higher
> education) administrative assistant position would be comparable to a K-12
> position which would not require certification. I don't know why Golden
> Gate Baptist Theological Seminary would say this position requires
> certification, since colleges do not require "certification" of employees.
> Perhaps they are interpreting the term differently than how we use it in
> K-12 per WAC 392-121-200.
>
> At any rate, this particular experience does not appear to meet the
> requirement of WAC 392-121-245(1) or (2) or any other criteria for
> counting certificated years of experience.
>
>
> Ross Bunda
> Supervisor, Personnel Reporting
> School Apportionment & Financial Services
> Office of Superintendent of Public Instruction
> (360) 753-3585 voice

1

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> (360) 664-3683 fax
> mailto:rbunda@ospi.wednet.edu
> http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
>
>
> ----------
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]
> Sent: Thursday, June 10, 1999 10:28 AM
> To: 'rbunda@ospi.wednet.edu'
> Subject: Experience Question
> Importance: High
>
> Mr. Bunda,
>
> One of our teachers just turned in an experience form that I would like to
> have your opinion on. She was an Administrative Assistant in the Business
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.
> The form from them states that a certificate was required and that she
> worked two full calendar years from '88 - '90.
>
> I am a little unsure about whether I can count this on our State Salary
> Schedule because of the position she held. At face value, I would assume
> we
> can count it, but would just like a second opinion first. This will of
> course move her up two years and we will have to correct our S275 as well
> as
> do retro active pay for her.
>
> If you need any further information from me, please let me know. Thank
> you
> for taking the time to review this and helping me with this decision.
>
> Patricia A. Harmon
> Personnel
> Shelton School District
> 426-2982

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College Experience Example: Inadequate Info

Cape Cod Community College
Human Resources Office
508 362-2131 ext. 4306/4307
email cyacek@capecod.mass.edu

Work History:

Spring Semester 89	Coor. Literacy Program	20 hrs/week
Fall Semester 89	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Spring Semester 90	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Fall Semester 90	Part-time Instructor	Taught one course
Summer 91	Part-time Instructor	Taught one course
Fall Semester 91	Part-time Instructor	Taught two courses (one-half time load)
Fall Semester 92	Part-time Instructor	Taught two courses (one-half time load)
Summer 94	Part-time Instructor	Taught one course
Fall Semester 95	Part-time Instructor	Taught 8 hrs/week
Spring Semester 96	Part-time Instructor	Taught 8 hrs/week
Summer 96	Part-time Instructor	Taught one course
Summer 98	Part-time Instructor	Taught one course
Fall Semester 99	Part-time Instructor	Taught one course

C. W. Yacek
Director of Human Resources
Cape Cod Community College
10/18/00

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Verification Example: Walla Walla College – OK!

University Place School District
Verification of Professional Experience

Employee's Name [redacted] Social Security Number

If Washington Public School Experience: ★ State of Washington Transferable Sick Leave Days Compensable Sick Leave 867 hrs; Non compensable Sick – 32 hours

Sick Leave Sharing (RCW 41.04): Number of donated hours, if any

If Private/Parochial School Experience: ★ Was State Certification required for this position? Yes ____ No X

Use One Line for each Academic Year or Change in Status — **Clearly Identify Leave of Absences**

School District or Institution	State	Dates of Service From Mo/Day/Yr	Dates of Service To Mo/Day/Yr	Days in Full Contract Year	Contract Days Employed	Full Time	Part Time	Hrs Per Day	Position
Walla Walla Comm Coll	WA	8/18/03	6/30/04	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	7/1/04	6/30/05	210	210 210/210	"	1.0	"	"
" "	"	7/1/05	6/30/06	210	210 210/210	"	1.0	"	"
" "	"	8/8/05	8/13/05	6	6 6/210	.0285	X	8	Part-time Faculty
" "	"	7/1/06	6/30/07	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	8/7/06	8/12/06	5	5 5/210	.0238	X	8	Part-time Hourly
" "	"	7/1/07	8/1/07	23	23 23/210	.1095	X	7	Full-time Faculty
		Denominator			Numerater				↑ evaluate

I certify that the above listed verification of professional experience includes per diem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Kathy Storms
Signature of Superintendent or Authorized Official

HR Consultant Asst. II — Title

7/13/06 — Date

500 Tausick Way — Street Address

Walla Walla — City; WA — State; 99362 — Zip

Experience Example: College/University

CONNECTICUT

University of Connecticut, U - 57
Storrs, CT 06269

COLLEGE OF LIBERAL ARTS AND SCIENCES
Department of Modern and Classical Languages
German Studies

Tel. # 860 486 3353

September 23, 1998

TO: Certificated Personnel Specialist,
South Kitsap School District #402

Adult Ed
ok per
Dave
Haunt

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

Terrence C Mc Cormick

Total 3.12 FTE
SKS 11/5/
& Service Ev

Terrence C. Mc Cormick
Assistant Professor of German

Taught	Full	Taught	Full (180/5)		
74-75 (8) 12 qtr	15	28 weeks	36 weeks	= .778	.78
75-76 (8) 12 qtr		"			
76-77 (8) 12 qtr		"			
77-78 (8) 12 qtr		"			

Taught 8.0 x 140 = 1120 .78
Full 8.0 x 180 1440

An Equal Opportunity Employer

86269-1057 (860) 486-3313 Fax: (860) 486-4392

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Experience Example: **College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritus U
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School

APOLLO GROUP™

March 29, 2010

To Whom It May Concern:

[redacted] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [redacted] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

Course	Class Name	Group	Start Date	Credits
MTE/508	Models, Theories and Instructional Strategies	MACJ0N5BT3	02/02/10	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0KY4M0	10/13/09	3
MTE/508	Models, Theories and Instructional Strategies	MAAX0K2J84	09/01/09	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0IDA51	06/09/09	3

If you have any questions please call me at (602) 557-1084.

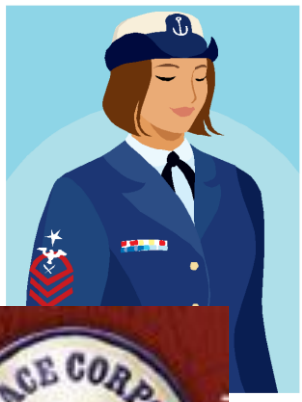
Sincerely,

Gilbert Flores

Gilbert Flores, FPC
Faculty Payroll Supervisor
Human Resources

EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

Military, Peace Corp or VISTA experience that **MUST interrupt** the employee's educational employment to be counted.



VISTA
Fight Poverty with Passion



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Record of Peace Corp Experience

Certificated Work Experience

Location: OH

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1974-1975	Hartland/Lakes	WI	8/1/74	4/30/75	173.0	7.50	1297.5	0.925	0.925	Substitute					
1975-1976	Peace Corps	BE	9/1/75	6/30/76	183.0	8.00	1464.0	1.000	1.925	Teacher					365 days @ 8 hrs
1976-1977	Peace Corps	BE	9/1/76	6/30/77	183.0	8.00	1464.0	1.000	2.925	Teacher					365 days @ 8 hrs
1987-1988	ESD 114 (Tea	W	9/8/87	6/30/88	180.0	5.00	900.0	1.000	3.925	Director					Behavioral Disabilities Director
1988-1989	ESD 114 (Tea	W	7/1/88	6/30/89	192.0	8.00	1536.0	1.000	4.925	Director					Behavioral Disabilities Director
1989-1990	ESD 114 (Tea	W	7/1/89	6/30/90	228.0	8.00	1824.0	1.000	5.925	Director					Behavioral Disabilities Director
1990-1991	ESD 114 (Tea	W	7/1/90	6/30/91	228.0	8.00	1824.0	1.000	6.925	Director					Behavioral Disabilities Director
1991-1992	ESD 114 (Tea	W	7/1/91	6/30/92	260.0	8.00	2080.0	1.000	7.925	Director					Behavioral Disabilities Director
1992-1993	ESD 114 (Tea	W	7/1/92	6/30/93	260.0	8.00	2080.0	1.000	8.925	Director					Behavioral Disabilities Director
1993-1994	ESD 114 (Tea	W	7/1/93	8/31/94	260.0	8.00	2080.0	1.000	9.925	Director					Behavioral Disabilities Director
1994-1995	ESD 114 (Tea	W	9/1/94	8/31/95	260.0	8.00	2080.0	1.000	10.925	Director					Behavioral Disabilities Director
1995-1996	ESD 114 (Tea	W	9/1/95	6/30/96	216.0	8.00	1728.0	1.000	11.925	Director					Behavioral Disabilities Director
1996-1997	Bethel (WA)	W	9/3/96	6/17/97	180.0	7.50	1350.0	1.000	12.925	Teacher					
1997-1998	Bethel (WA)	W	9/2/97	6/18/98	180.0	7.50	1350.0	1.000	13.925	Teacher					
1998-1999	Central Kitsap	W	9/2/98	6/16/99	180.0	7.00	1260.0	1.000	14.925	Teacher					
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	3.30	603.9	0.440	15.365	Special Educatio	P2	OH	MA+90 Column on Step 15	$22,181.72	Resigned 6/13/00.
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	4.20	768.6	0.560	15.925	Special Educatio	P2	OH	MA+90 Column on Step 15	$28,231.28	Resigned 6/13/00.

In-State: 13.000 **District:** 1.000 **Out State:** 2.925 **Cum Fte:** 15.925 **Exempt:** 0.000

EXPERIENCE VERIFICATON – SABBATICAL LEAVE

Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**



From: Cheryl Thresher [mailto:threshec@sao.wa.gov]
Sent: Wednesday, July 16, 2014 11:17 AM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher
Audit Manager, SAO Team SP, (360) 725-5608

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Wednesday, July 16, 2014 10:48 AM
To: Cheryl Thresher
Subject: FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Tuesday, July 15, 2014 1:29 PM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

See below.

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

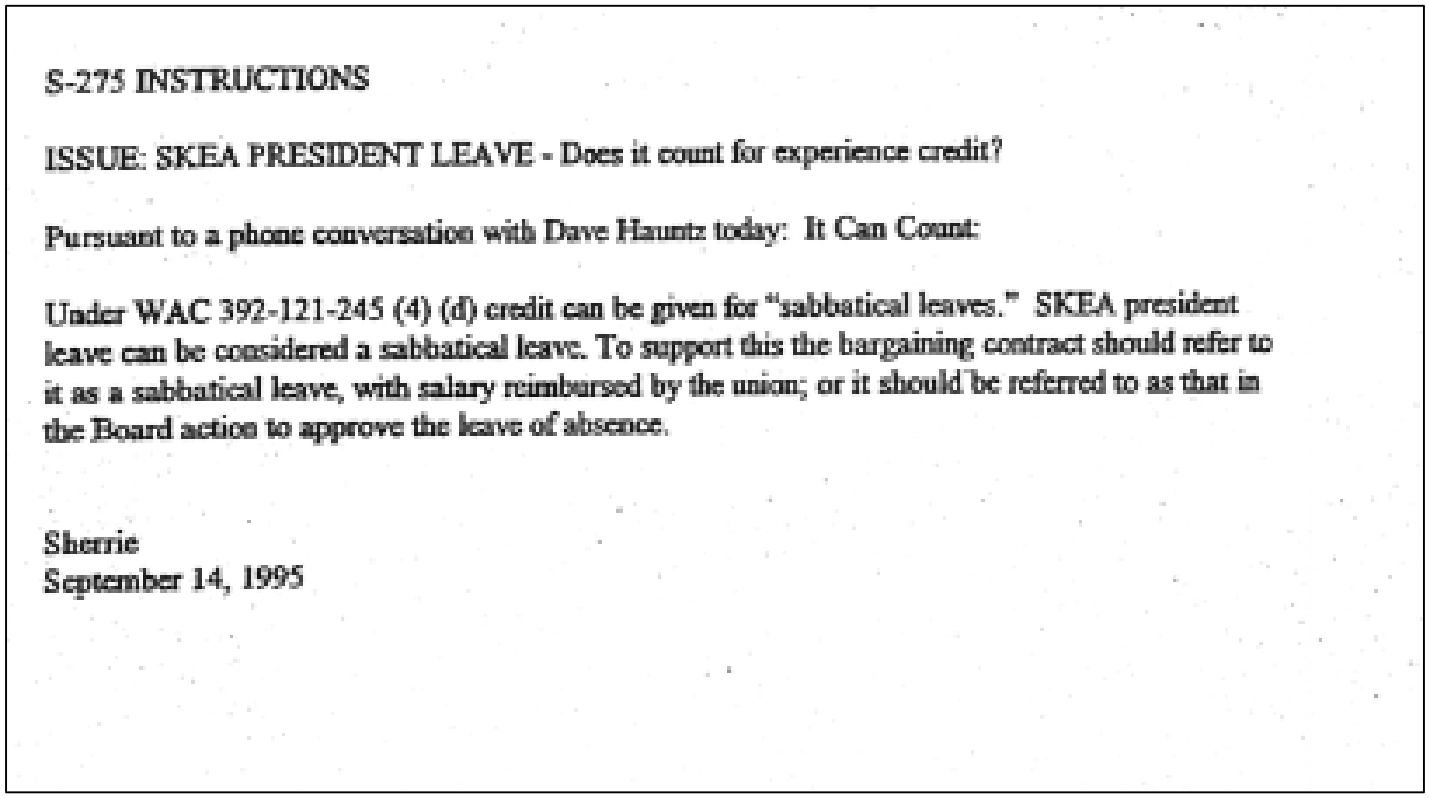
Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Tuesday, July 15, 2014 11:45 AM
To: Ross Bunda
Subject: Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322



S-275 INSTRUCTIONS

ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?

Pursuant to a phone conversation with Dave Hauntz today: It Can Count:

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie
September 14, 1995

EXPERIENCE VERIFICATON – SUBSTITUTE EXPERIENCE

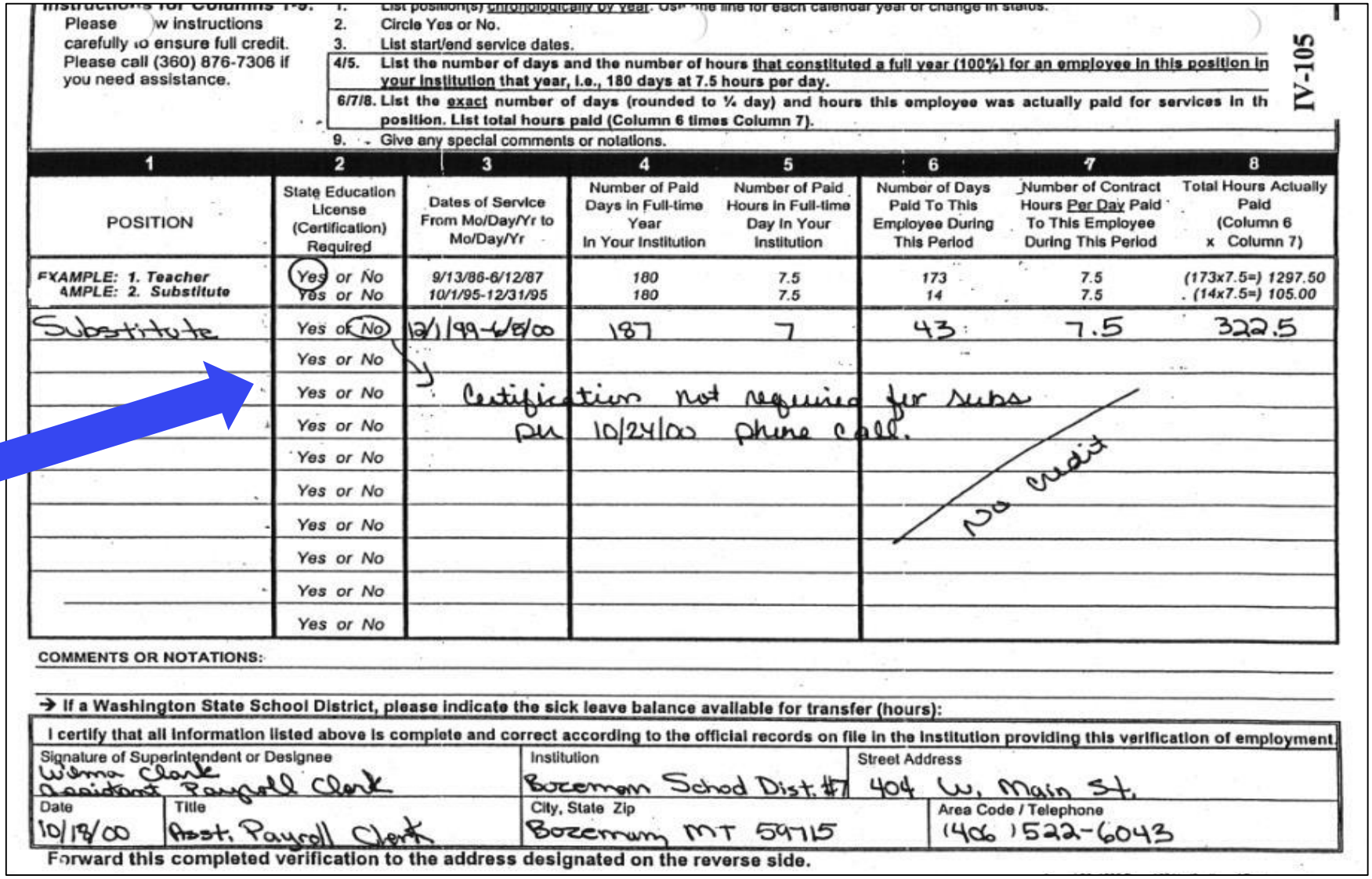
In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

Certification Required! Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).



Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held



Please ...w instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

2. Circle Yes or No.
3. List start/end service dates.
4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in th position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

1 POSITION	2 State Education License (Certification) Required	3 Dates of Service From Mo/Day/Yr to Mo/Day/Yr	4 Number of Paid Days in Full-time Year In Your Institution	5 Number of Paid Hours in Full-time Day In Your Institution	6 Number of Days Paid To This Employee During This Period	7 Number of Contract Hours Per Day Paid To This Employee During This Period	8 Total Hours Actually Paid (Column 6 x Column 7)
EXAMPLE: 1. Teacher	Yes or No	9/13/86-6/12/87	180	7.5	173	7.5	(173x7.5=) 1297.50
AMPLE: 2. Substitute	Yes or No	10/1/95-12/31/95	180	7.5	14	7.5	(14x7.5=) 105.00
Substitute	Yes or (No)	12/1/99-6/8/00	187	7	43	7.5	322.5
	Yes or No						
	Yes or No	Certification not required for subs per 10/24/00 phone call.					
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						

No credit

COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Institution	Street Address
Wilma Clark Assistant Payroll Clerk	Bozeman School Dist. #7	404 W. Main St.
Date / **Title**	**City, State Zip**	**Area Code / Telephone**
10/18/00 / Asst. Payroll Clerk	Bozeman MT 59715	(406) 522-6043

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATION – STUDENT INTERN

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

(a) Conditional certificate.

(b) Substitute certificate.

(c) Emergency certificate.

(d) Emergency substitute certificate.

(e) Nonimmigrant alien exchange teacher.

(f) Intern substitute teacher certificate.

(g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

EXPERIENCE VERIFICATON – MISCELLANEOUS

Experience Allowed but Incorrect – Should Not be Reported – no certification required. Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To: Department of Human Resources Laurel Hall 11919 Oxnard St. N. Hollywood, CA 91606	Date: September 4, 2001 10/22/01 1-MSD exp. per Carol Klein ∅-S275 exp.

Employee: [redacted]	Soc. Sec. #: [redacted]
Other Name(s):	Approx. Dates: 1993-1994
Position(s): Teacher	School Name:

Please complete the information below and return as soon as possible. Thank you for your assistance!

- One line for each academic year or change in status.
- Do not record tutoring, practice work or student teaching.

Employment Dates: From	To	Position:	Total Days Worked	Hours Worked Per Day	Total Days in Full-time Year	Total Hours in Full-time Day	Certification Required? Yes	No
1993	1994	Teacher	1 School yr.					

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave: (hours)	Sick Leave Used in Current Year: (hours)
Donated Sick Leave (past 12 months): Donated to others: (hours) / Received: (hours)	
WA Retirement Plan: Plan 1 Plan 2 Plan 3	

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.

Private ~~District Name~~: Laurel Hall School	Signature Superintendent/Designee: [signature]
Address: 11919 Oxnard St	Title: Business Admin.
City, State Zip N. Hollywood CA 91606	Accredited School? YES NO Date: 9/24/01

Experience Example – 2nd page not signed

1. [redacted] PAID experience in public or private K-12 [redacted] assistant), or in colleges/universities in positions compar
2. Was a professional education license/certification requir
3. Chronologically list start and end dates using one line pe
4. List the total number of days a full time employee works
5. List the total number of hours per day a full time employe
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

[redacted] 1,260.00 1,267.00 1,274.00 1,281.00

[redacted] ational (ESD, OSPI, US Dept. of Education).
job description.
s on a new line.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:		
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
MS Teacher	Yes	9/2/2014	6/17/2015	180	7.0	180	7.0	1260
		9/3/2013	6/18/2014	180	7.0	180	7.0	1260
		9/5/2012	6/19/2013	180	7.0	180	7.0	1260
		9/6/2011	6/25/2012	180	7.0	180	7.0	1260
		9/1/2010	6/22/2011	180	7.0	180	7.0	1260
		8/27/2009	6/16/2010	181	7.0	181	7.0	1267
		8/28/2008	6/15/2009	182	7.0	182	7.0	1274
		8/29/2007	6/18/2008	180	7.0	180	7.0	1260

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment

Date	Print Name	Signature	Title
7/13/2015	Joan Wraalstad	Joan Wraalstad	HR Admin Sec III
Email Address	**Institution**	**Mailing Address**	**Phone**
jwraalstad@lwsd.org	Lake Washington SD #414	P.O Box 97039 Redmond, WA 98073-9739	425-936-1237

	assistant), or in colleges/universities in positions comparable to K-12 certificated positions, or in governmental agencies as a professional (EDS, GOV, OS Dept of Education).
2.	Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3.	Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4.	List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5.	List the total number of hours per day a full time employee works in your institution during that year.
6.	List the total days that this employee was paid for.
7.	List the total number of hours per day this employee was paid for.
8.	Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:			
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
MS Teacher	Yes	8/31/2006	6/25/2007	182	7.0	182	7	1274	1.0
		8/26/2005	6/16/2006	180	7.0	180	7	1260	1.0
		8/30/2004	6/21/2005	180	7.0	180	7	1260	1.0
		9/2/2003	6/24/2004	180	7.0	180	7	1260	1.0
		9/3/2002	6/24/2003	182	7.0	182	7	1274	1.0
		9/4/2001	6/21/2002	182	7.0	182	7	1274	1.0
		9/5/2000	6/21/2001	183	7.0	183	7	1281	1.0
		9/1/1999	6/20/2000	183	7.0	183	7	1281	1.0

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Example – Verification form not clear – emailed to verify as documentation.

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: [redacted] Date of Birth: [redacted] Last 4 of Social Security #: [redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
Teacher-Elementary	Yes	9-2-1998	6-30-1999	180	7.0	180	7.0	1260
" "	Yes	9-8-1999	6-30-2000	183	7.0	183	7.0	1281
" "	Yes	9-1-2000	6-30-2001	183	7.0	160	7.0	1120
Leave of Absence (unpaid)	Yes	3-14-2001	thru 4-13-2001	23	7.0			

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 0

Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A

Received Shared Sick Leave (past 12 months): N/A

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
July 6, 2015	Maria Gomez	[signature]	H.R. Compliance Technician
Email Address	**Institution**	**Mailing Address**	**Phone**
maria.gomez@highlineschools.org	Highline School District	15675 Ambaum Blvd. SW Burien, WA 98166	206/631-3142

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Nam _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
Teacher	yes	9/,195	6/30/96	180	8.0	180	8.0	1440	1.0
		9/,196	6/30/97			180	8.0	1440	1.0
		9/,197	6/30/98			180	8.0	1440	1.0
		9/,198	6/30/99			180	8.0	1440	1.0
		9/,199	6/30/00	183	8.0	183	8.0	1464	1.0
		9/,00	6/30/01			183	8.0	1464	1.0
		9/,01	6/30/02			183	8.0	1464	1.0
		9/,02	3/3/03 LOA	182	8.0	107	8.0	856	.59
								1456	7.59

To Payroll 8/30/17 DB

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): Ø

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): Ø

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
7/28/17			
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Leave of Absence Example

October 2019.pdf

VERIFICATON OF EMPLOYMENT EXPERIENCE
FOR OCCUPATIONAL THERAPIST IN NONSCHOOL POSITIONS:

- o To be completed by administrative official in charge of records
- o Dates of Service: Please use separate line for each year or change in status.
  Please use a fiscal calendar of September through August for each year reported.
- o Clearly identify leave of absence periods

Please return this form to:
MUKILTEO SCHOOL DISTRICT
HUMAN RESOURCES
9401 SHARON DRIVE
EVERETT, WA 98204
Questions?
Contact Lauren Fang @ (425) 356-1322

Name of Employee: [redacted] Employer: Inyo County Superintendent of Schools

(Use 1 line per year) Dates of Service FROM	TO	Position Title	# of Work Days per Year in a Full-Time Position in your Facility	# of Work Hours per Day in a Full-Time Position in your Facility	Total # of Hours Paid to this Employee per year*	Did this position require the employee to perform duties similar to an occupational therapist? Yes or No
9/1/2012	8/31/2013	(EXAMPLE) Part Time Occupational Therapist	260	8	1,040	Yes
10/05/09	03/03/11	Full-time Occupational Therapist	190	8	1,520	YES
*08/31/10	03/03/11	Leave of Absence	[redacted]			

* Actual number of Hours Employed to include all paid personal/sick leave taken as work days during the year.

I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Date 06/30/2015
Printed Name Marlene Dietrich	Title Director, Personnel & Credentials
Address P.O. Drawer G	City, State Zip Independence,CA 93526
Email Address mdietrich@icsos.us	Phone Number (760) 878-2426 ext. 222

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Bradburn Laura D.

From: Marlene Dietrich <mdietrich@icsos.us>
Sent: Friday, July 10, 2015 11:35 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools
P.O. Drawer G
Independence, CA 93526
Phone: (760) 878-2426 ext. 222
Fax: (760) 878-2279

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 11:07 AM
To: 'mdietrich@icsos.us'
Subject: RE: [redacted] Employment

Thank you Marlene. So [redacted] worked 159 8-hour days for a total of 1,272 hours?

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

From: Marlene Dietrich [mailto:mdietrich@icsos.us]
Sent: Friday, July 10, 2015 11:06 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
A full-time OT position is 190 days. For 09/10, the number of days that [redacted] actually worked was 159 days. Please let me know if you have any other questions.

Thanks,
Marlene

Inyo County Superintendent of Schools
P.O. Drawer G

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From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 10:31 AM
To: 'MDIETRICH@ICSOS.US'
Cc: Fang Lauren E.
Subject: [redacted] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [redacted]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

SAMPLE – EXPERIENCE RECORDED BY YEAR

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1991-1992	North Thurston	W	9/4/91	6/30/92	180.0	8.00	1440.0	1.000	1.000	Counselor					
1992-1993	North Thurston	W	9/1/92	6/30/93	180.0	8.00	1440.0	1.000	2.000	Counselor					
1993-1994	North Thurston	W	9/1/93	6/30/94	180.0	8.00	1440.0	1.000	3.000	Counselor					
1995-1996	Clover Park	W	11/11/95	2/15/96	36.0	7.50	270.0	0.200	3.200	Substitute					Counselor Interventionist
1996-1997	Bremerton	W	9/1/96	6/30/97	180.0	7.50	1350.0	1.000	4.200	Counselor					
1997-1998	Chief Leschi -	W	10/3/97	6/30/98	157.0	7.00	1099.0	0.872	5.072	Counselor					
1998-1999	Chief Leschi -	W	9/2/98	6/30/99	180.0	8.00	1440.0	1.000	6.072	Counselor					
1999-2000	Chief Leschi -	W	9/1/99	2/7/00	98.0	8.00	784.0	0.544	6.616	Counselor					
1999-2000	South Kitsap	W	2/14/00	6/13/00	78.0	3.75	292.5	0.213	6.829	Counselor	P2	OH	MA+45 Column on Step 6	$7,878.66	2/14/00 start date

In-State: 6.829 **District:** 0.213 **Out State:** 0.000 **Cum Fte:** 6.829 **Exempt:** 0.000

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BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!

Certificated Work Experience

Location:

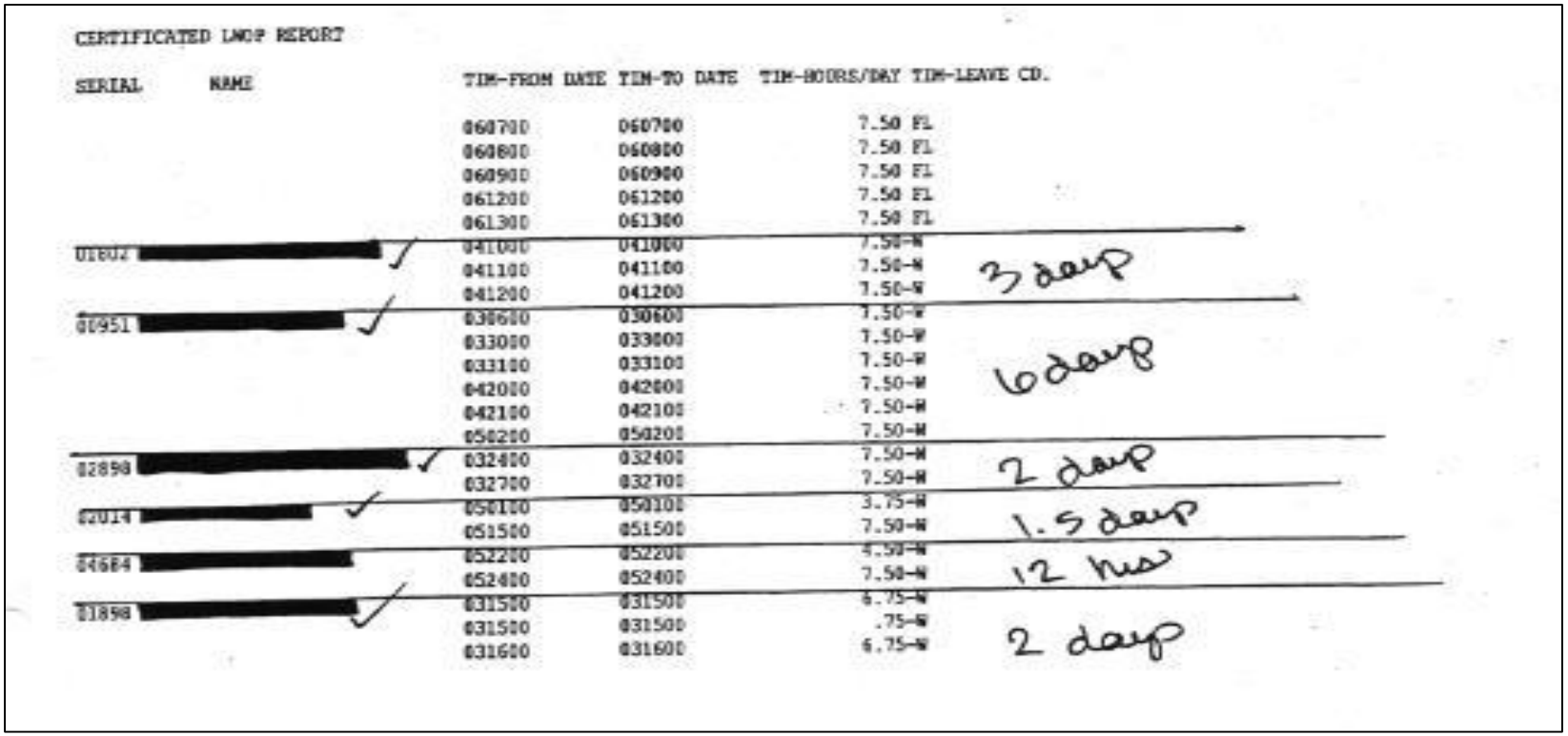
IV-107

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1982-1983	Salem-Keizer	OR	9/1/82	6/30/83	77.0	8.00	616.0	0.420	0.420	Teacher					
1982-1983	Marion County	OR	10/15/82	5/15/83	27.0	8.00	216.0	0.150	0.570	Teacher					
1982-1983	Aumsville	OR	2/15/83	2/19/83	4.0	8.00	32.0	0.020	0.590	Teacher					
1983-1984	Santiago Christ	FC	8/25/83	6/1/84	175.0	8.00	1400.0	1.000	1.590	Teacher					
1984-1985	Santiago Christ	FC	8/20/84	6/5/85	175.0	8.00	1400.0	1.000	2.590	Teacher					
1985-1986	South Kitsap	W	9/3/85	6/18/86	181.0	8.00	1448.0	1.000	3.590	Teacher	P	BG			
1986-1987	South Kitsap	W	9/2/86	6/16/87	181.0	8.00	1448.0	1.000	4.590	Teacher	C	BG			
1987-1988	South Kitsap	W	9/3/87	6/16/88	181.0	8.00	1448.0	1.000	5.590	Teacher	C	BG			
1988-1989	South Kitsap	W	9/6/88	6/20/89	180.0	8.00	1440.0	1.000	6.590	Teacher	C	BG			
1989-1990	South Kitsap	W	9/6/89	6/15/90	180.0	8.00	1440.0	1.000	7.590	Teacher	C	BG			
1990-1991	South Kitsap	W	9/5/90	6/20/91	180.0	7.50	1350.0	1.000	8.590	Teacher	C	HC			
1991-1992	Hungary	FC	9/2/91	6/12/92	180.0	5.50	990.0	1.000	9.590	Teacher					Overseas Teacher
1991-1992	South Kitsap	W	9/4/91	6/16/92	180.0	3.50	630.0	0.470	10.060	Teacher					
1991-1992	South Kitsap	W	6/16/92	6/16/92				-0.470	9.590	←					Adjust FTE > 1 ←
1992-1993	South Kitsap	W	9/2/92	6/17/93	180.0	7.50	1350.0	1.000	10.590	Teacher	C	HC			
1993-1994	South Kitsap	W	9/6/93	6/16/94	180.0	7.50	1350.0	1.000	11.590	Teacher	C	HC			
1994-1995	South Kitsap	W	9/6/94	6/20/95	180.0	7.50	1350.0	1.000	12.590	Teacher	C	HC			Card: 12.6
1995-1996	South Kitsap	W	9/6/95	6/20/96	180.0	7.50	1350.0	1.000	13.590	Teacher	C	HC			
1996-1997	South Kitsap	W	9/3/96	6/12/97	180.0	7.50	1350.0	1.000	14.590	Teacher	C	HC	MA+45 Column on Step 14	$43,619.00	
1997-1998	South Kitsap	W	9/1/97	6/10/98	180.0	7.50	1350.0	1.000	15.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1998-1999	South Kitsap	W	9/2/98	6/11/99	180.0	7.50	1350.0	1.000	16.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	7.50	1372.5	1.000	17.590	Teacher	C	HC	MA+45 Column on Step 16	$49,236.00	

In-State: 14.000 **District:** 14.000 **Out State:** 3.590 **Cum Fte:** 17.590 **Exempt:** 0.000

DEDUCT LWOP!!

Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.



CERTIFICATED LWOP REPORT

SERIAL	NAME	TIM-FROM DATE	TIM-TO DATE	TIM-HOURS/DAY	TIM-LEAVE CD.	
		060700	060700	7.50	FL	
		060800	060800	7.50	FL	
		060900	060900	7.50	FL	
		061200	061200	7.50	FL	
		061300	061300	7.50	FL	
01602	[redacted] ✓	041000	041000	7.50	W	
		041100	041100	7.50	W	3 days
		041200	041200	7.50	W	
01951	[redacted] ✓	030600	030600	7.50	W	
		033000	033000	7.50	W	
		033100	033100	7.50	W	
		042000	042000	7.50	W	6 days
		042100	042100	7.50	W	
		050200	050200	7.50	W	
02898	[redacted] ✓	032400	032400	7.50	W	
		032700	032700	7.50	W	2 days
02014	[redacted] ✓	050100	050100	3.75	W	
		051500	051500	7.50	W	1.5 days
04684	[redacted]	052200	052200	4.50	W	
		052400	052400	7.50	W	12 hrs
01898	[redacted] ✓	031500	031500	6.75	W	
		031500	031500	.75	W	
		031600	031600	6.75	W	2 days

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Recorded LWOP Record

Certificated Work Experience

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary
1997-1998	Bremerton	W	9/1/97	6/30/98	89.0	7.50	667.5	0.490	0.490	Occupational Th				
1998-1999	South Kitsap	W	9/2/98	6/11/99	171.0	7.50	1282.5	0.950	1.440	Occupational Th	P1	OSE	MA+90 Column on Step 1	$31,825.00
1999-2000	South Kitsap	W	8/25/99	6/13/00	3.7	7.50	27.5	0.020	1.460	Occupational Th				
1999-2000	South Kitsap	W	8/25/99	6/13/00	177.0	7.50	1327.5	0.967	2.427	Occupational Th	P2	OSE	MA+90 Column on Step 1	$34,994.00

In-State: 2.427 **District:** 1.937 **Out State:** 0.000 **Cum Fte:** 2.427 **Exempt:** 0.000

ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee's regular base contract so Enrichment or supplemental contracts for "Enrichment like" work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.



EXPERIENCE VERIFICATON – ACCREDITATION NOT REQUIRED

Experience – Accreditation not a requirement!

From: Ross Bunda
Sent: Wednesday, July 23, 2014 3:51 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation
No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.
Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:44 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Wednesday, July 23, 2014 3:27 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

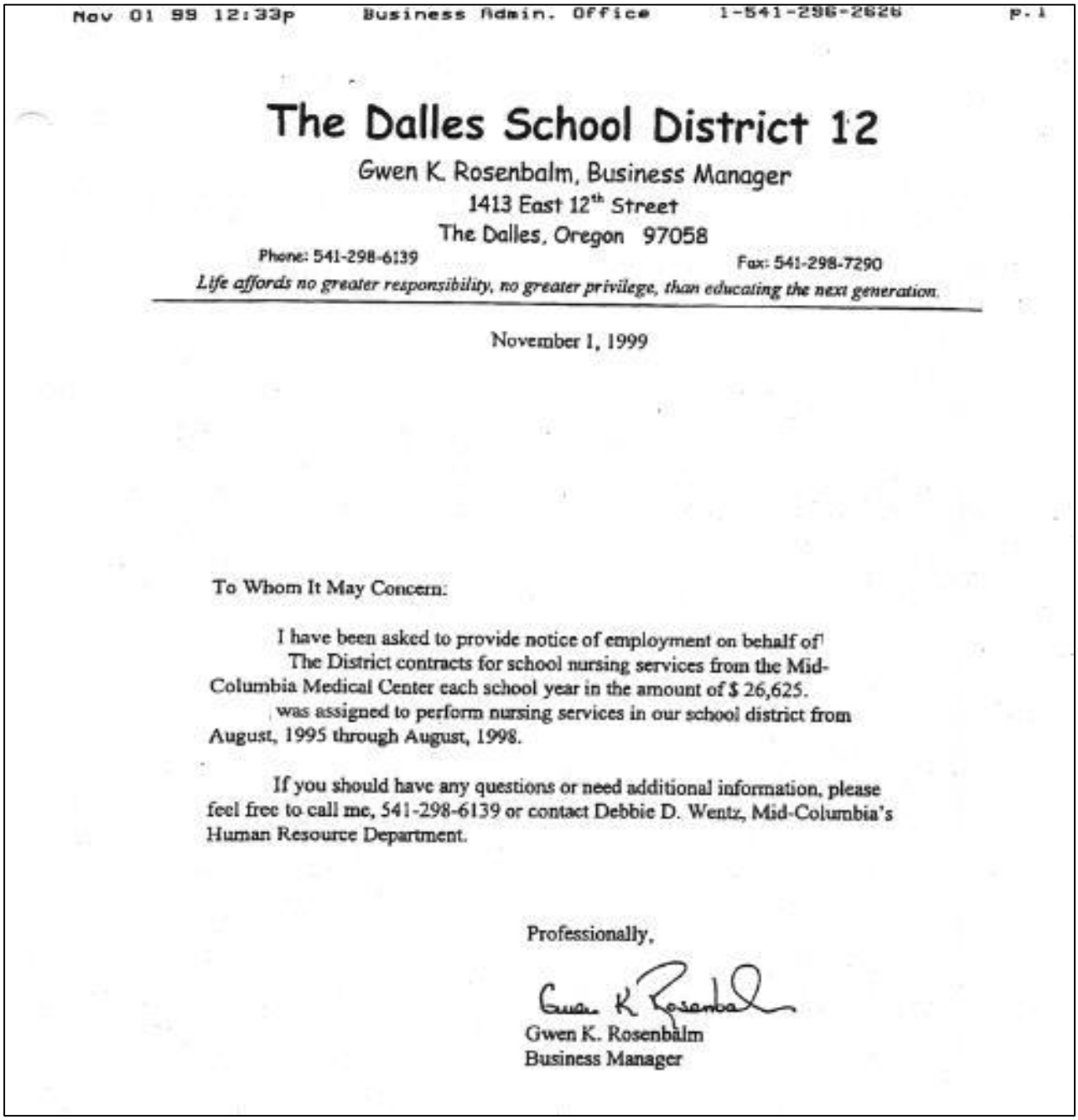
From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:19 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited.**" I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.



Nov 01 99 12:33p Business Admin. Office 1-541-296-2626 p.1

The Dalles School District 12

Gwen K. Rosenbalm, Business Manager
1413 East 12th Street
The Dalles, Oregon 97058
Phone: 541-298-6139 Fax: 541-298-7290
Life affords no greater responsibility, no greater privilege, than educating the next generation.

November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of . The District contracts for school nursing services from the Mid-Columbia Medical Center each school year in the amount of $ 26,625. was assigned to perform nursing services in our school district from August, 1995 through August, 1998.

If you should have any questions or need additional information, please feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's Human Resource Department.

Professionally,

Gwen K. Rosenbalm
Business Manager

OLD RULES – NO PERSONAL SERVICE CONTRACTS!



Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.

Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements

Sherrie Evans

From: Ross Bunda [Ross.Bu
Sent: Friday, June 08, 2007 8:59 AM
To: Sherrie Evans
Subject: RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-254."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 830 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A.400.200) on Report 1803.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:ross.bunda@k12.wa.us
http://www.k12.wa.us/safs

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Thursday, June 07, 2007 6:08 PM
To: Ross Bunda
Subject: Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

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QUESTIONS

ABOUT

EXPERIENCE



REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.

REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

(2) "Non-degreed" for a certificated instructional employee who:

(a) **Holds no bachelor's or higher level degree**; or
(b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but**:

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate,** pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

Step One: Report with a Degree or No-Degree?

- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
  - Agriculture Education – V010000
  - Business Education – V070000
  - Marketing Education – V080000
  - Business and Marketing Education – V 078000
  - Family and Consumer Sciences Education – V200002
  - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.

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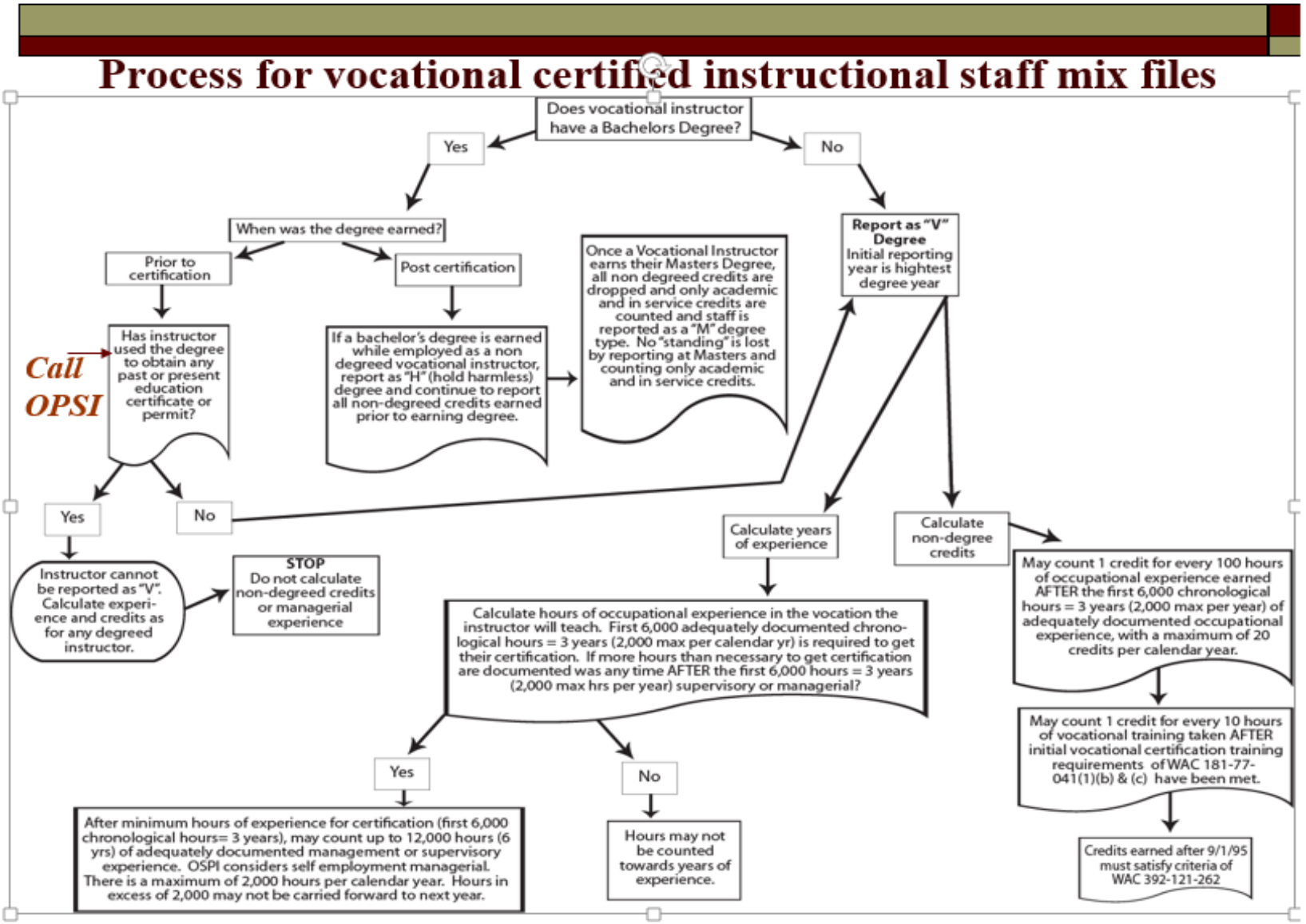
*These rules were effective 8/31/2007. If the person had a degree the questions was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

Vocational Records Process



Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficulty especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non- degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

Example 1: You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

Example 2: You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

Example 3: You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

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Vocational Example – Initial Worksheet based on experience in resume:

EMPLYOEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degre Cum
1986	6/?/86	12/31/86	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1987	1/1/87	2/?/987	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1988	3/?/88	12/31/88	Interglobal Temp Services	Word Processor			0	0.000	0	0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	Interglobal Temp Services	Word Processor			0.00	0.000		0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	China House	Desktop			0.00	0.000		0.00	0.000	0.00	0.00
1989	11/?/90	12/31/89	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	1/1/90	11/?/90	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	11./?/90	12/31/90	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1992	1/1/92	12/31/92	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1993	1/1/93	8/?/93	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000	0.00	0.00
1993	10/?/93	12/31/93	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1994	1/1/94	2/?/94	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1995	2./?/95	4/?/95	Snelling & Snelling	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1995	5/?/95	12/?/95	Wash State Parks	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1996	1/?/96	12/31/96	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1997	1/1/97	12/31/97	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	1/1/98	9/?/98	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	9/?/98	12/31/98	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
1999	1/1/99	8/31/99	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
			TOTALS							**0.00**	**0.00**	**0.00**	

Vocational Worksheet Example 1:

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1978	1/1/78	12/31/78	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	2000.00	0	0		
1979	1/1/79	12/31/79	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	4000.00	0	0		
1980	1/1/80	12/31/81	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	6000.00	0	0	MIN OCC MET	
1981	1/1/81	8/31/82	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	8000.00	0.00	0.000	20.00	20
1982	1/1/82	8/31/83	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	10000.00	0.00	0.000	20.00	40
1983	1/1/83	8/31/84	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	12000.00	2000.00	1.000	20.00	60
1984	1/1/84	8/31/85	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	14000.00	2000.00	1.000	20.00	80
1985	1/1/85	8/31/86	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	16000.00	2000.00	1.000	20.00	100
1986	1/1/86	8/31/87	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	18000.00	2000.00	1.000	20.00	120
1987	1/1/87	8/31/88	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	20000.00	2000.00	1.000	20.00	140
1988	1/1/88	5/1/89	Smith Auto	Foreman	8.00	100	800.00	0.400	800.00	20800.00	800.00	0.400	8.00	148
1988	5/2/89	12/31/88	Bellingham Tech	Program Instructor	8.00	150	1200.00	0.600	1200.00	22000.00	1200.00	0.600	12.00	160
1989	1/1/89	12/31/89	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	24000.00	2000.00	0.000	20.00	180
1990	1/1/90	12/31/90	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	26000.00	2000.00	0.000	20.00	200
1991	1/1/91	12/31/91	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	28000.00	2000.00	0.000	20.00	220
			TOTALS				**28000.00**	**14.00**			**18,000.00**	**6.00**	**220.00**	**220.00**
												MAX 6.0		

Reached Max 6.0 years

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: MA 0 Step 6

NOTES:

1. **2,000 hours paid occupational experience is the maximum allowed per year.**
2. 2,000 hours paid occupational experience equals one year of experience.
3. Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4. Years of experience granted = annual management hours divided by 2000

Vocational Worksheet Example 2:

CATHY COOK

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1997	W4 $2,263.64		Camp Fun	AM Baker			258.41	0.129	258.41	258.41	0.000	0.000	0.00	0.00
1998	No Records		Camp Fun	AM Baker			0.00	0.000	0.00	258.41	0.000	0.000	0.00	0.00
1999	1/1/99	12/31/99	Camp Fun	AM Baker			967.00	0.484	967.00	1225.41	0.000	0.000	0.00	0.00
2000	1/1/00	12/31/00	Camp Fun	AM Baker			1894.25	0.947	1894.25	3119.66	0.000	0.000	0.00	0.00
2001	1/1/01	2/28/01	Camp Fun	AM Baker			127.75	0.064	127.75	3247.41	0.000	0.000	0.00	0.00
2001	3/1/01	12/31/01	Great Bakery	Baker			1457.00	0.729	1457.00	4704.41	0.000	0.000	0.00	0.00
2002	1/1/02	12/31/02	Great Bakery	Baker			1295.59	0.648	1295.59	6000.00	0.000	0.000	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2002	1/1/02	12/31/02	Great Bakery	Baker			562.41	0.281			0.000	0.000	5.62	5.62
2003	1/1/03	12/31/03	Great Bakery	Baker			2013.00	1.000			0.000	0.000	20.00	25.62
2004	1/1/04	12/31/04	Great Bakery	Baker			1989.00	0.995			0.000	0.000	19.89	45.51
2005	1/1/05	7/16/05	Great Bakery	Baker			874.00	0.437			0.000	0.000	8.74	54.25
2005	7/17/05	12/31/05	No Employment								0.000	0.000	0.00	54.25
2006	12/1/06	3/1/07	All Time Sports	Lodge Manager - verified Supervisory			362.00	0.181			362.000	0.181	3.62	57.87
2007	12/1/07	3/5/08	All Time Sports	Lodge Manager - verified Supervisory			360.00	0.180			360.000	0.180	3.60	61.47
2008	12/1/08	3/1/09	All Time Sports	Lodge Manager - verified Supervisory			61.00	0.031			61.000	0.031	0.61	62.08
2008	6/21/08	11/18/08`	Wenatchee Valley College	Instructor			40.00	0.020			40.000	0.020	0.40	62.48
			TOTALS				**6261.41**				**823.000**	**0.412**		**62.5**
												MAX 6.0		

Issues:	
1	Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off.
2	Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by emloyer.
3	1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by $9 per hour??
4	1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record.
5	Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she
6	I don't concur with previous calculation from prior district based on data provided.
7	I don't see any other educational records for her so my report is based on her occupational experience.
8	For 1997 Using W-4 of $2,263.64 used Bureau Stats showing wage for 1999 was $9.06. $2,263.64 divided by $8.76 per hour = 258.41 work hours at Camp fun for 1997. Added to record.
9	Backed off of that a 3.5% Cost of Living for 1998 and used $ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were $9.00 per hour for the same work per that employer).
10	Verified that Super Mountain was a retail clerk and not related so not counting that experience.
11	Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College.
12	Placement should be correct at BA 45 Step 0 (.392 years)

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Vocational Worksheet Example 3:

LUCY LAWYER

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Experience Granted	ee Credits Granted	Non-Degree Cum
1998	7/1/98	12/31/98	Chelan County Juvenille Center	Juvenille Custody	8.00	132	1056.00	0.528	1056.00	1056.00	0	0	0.00	0.00
1999	1/1/99	12/31/99	Chelan County Juvenille Center	Juvenille Custody	8.00	260	2000.00	1.000	2000.00	3056.00	0	0	0.00	0.00
2000	1/1/00	12/31/00	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000	2000.00	5056.00	0	0	0.00	0.00
2001	1/1/01	6/13/01	Chelan County Juvenille Center	Admin Asst	8.00	118	944.00	0.472	944.00	6000.00	0	0	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2001	6/14/01	12/31/01	Chelan County Juvenille Center	Admin Asst	8.00	142	1216.00	0.608			0.000	0.000	12.16	12.16
2002	1/1/02	12/31/02	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	32.16
2003	1/1/03	12/31/03	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	52.16
2004	1/1/04	12/31/04	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	72.16
2005	1/1/05	12/31/05	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	92.16
2006	1/1/06	12/31/06	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	112.16
2007	1/1/07	12/31/07	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	132.16
2008	1/1/08	12/31/08	Chelan County Juvenille Center	Office Manager-	8.00	260	2000.00	1.000			2000.000	1.000	20.00	152.16
2009	1/1/09	2/23/09	Chelan County Juvenille Center	Office Manager-	8.00	38	304.00	0.152			304.000	0.152	3.04	155.20
Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits														
2009		5/31/09	WSU	Child Abuse			2.00	s					3.00	158.20
2009		5/31/09	WSU	Voc Tchr Training			3.00	Semesters					4.50	162.70
			TOTALS				**15520.00**	**7.76**			#####	**1.152**		**162.7**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.

PLACEMENT: (Voc) MA 0 Step 1

Vocational Worksheet Example 4:

JERRY JAILER
Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occupational Experience	Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1992	3/20/92	12/31/92	ABC Indian Nation	Counselor - Probation	8.00	208	1664.00	0.832	1664.00	1664.00	0	0	0	0
1993	1/1/93	12/31/93	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	3664.00	0	0	0	0
1994	1/1/94	12/31/94	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	5664.00	0	0	0	0
1995	1/1/95	2/28/95	ABC Indian Nation	Probation Officer	8.00	42	336.00	0.168	336.00	6000.00	0	0	0	0
Meets minimum 6000 occupational hours in the industry														
1995	3/1/95	12/31/95	ABC Indian Nation	Counselor - Probation	8.00	218	1744.00	0.872			1744.00	0.872	17.44	17.44
1996	1/1/96	12/31/96	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	37.44
1997	1/1/97	12/31/97	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	57.44
1998	1/1/98	12/31/98	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	77.44
1999	1/1/99	12/31/99	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	97.44
2001	1/1/00	12/31/00	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	117.44
2002	1/1/02	2/14/02	ABC Schools	Drug Prevention	8.00	32	256.00	0.128			256.00	0.128	2.56	120.00
2003	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	136.40
2004	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	152.80
2005	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	169.20
			TOTALS				**#####**	**8.87**	**0**		**0**	**6.000**		**169.2**
												Max 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: (Voc) MA 0 Step 6

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

Issues:	
1.	Verified Counselor-Probation Officer was related to CTE Assignment
2	Verified Drug Prevention Officer was related to CTE Assignment

Vocational Worksheet Example 5:

VAL VIDEO

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
2004	7/1/04	12/31/04	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2005	1/1/05	12/31/05	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2006	1/1/06	12/31/06	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2007	7/1/07	12/31/07	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2008	1/1/08	12/31/08	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2009	1/1/09	2/28/09	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE														
			TOTALS				**0.00**	**0.00**	**0**	**0.00**	**0.00**	**0.000**	**0.00**	**0.00**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.
requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

PLACEMENT: (Voc) BA 0 Step 0

Issues:

1. Self employed 2004 - 2009. Owner of both businesses
2. Documentation presented includes:
   - a. Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually & $20 processing receipt
   - b. Secretary of State document verifying ABC Video Store Inc as a business
   - c. Ledger balance sheet from Bank for Val's Video for March 09
   - d. Bank statements for Val'sVideo for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months
   - e. Bank statements for Val's Video for Jan-Dec 2008 = 12 months
   - f. Bank statements for Val's Video for Jan-Feb 2009 = 2 months

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Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Yea**r (January 1 to December 31), the actual hours of work paid. This becomes the "numerator." The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If "normal" documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
    a. Tax returns
    b. Business license
    c. Bonding insurance
    d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to "back into" the experience.

Note: These same rules apply when verifying ESA experience ☺

Vocational Example – Backing into Experience

EMPLOYEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degree Cum
1989	See Tab 2-BLS Wages 89-90		Volt Service Corp; Marketing Plus, Steeler	Word Proceessing; Desk Top Publish			1762.18	0.881	1762.18				
1990	See Tab 2-BLS Wages 89-90		Volt Service	Word Proceessing;			254.71	0.127	2016.89				
1990	2/14/90	12/31/90	Microsoft	Software Test Engineer	8	229	1832.00	0.916	3848.89				
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	250	2000.00	1.000	5848.89				
1992	1/1/92		Microsoft	Software Test Engineer	8	18.889	151.11	0.076	**6000.00**				
MEETS MINIMAL OCCUPATION 6000 HOURS													
1992	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	231.111	1848.89	0.924		0.00	0.000	18.49	18.49
1993	1/1/93	8/14/93	Microsoft	Software Test Engineer	8	162	1296.00	0.648		0.00	0.000	12.96	31.45
1993	See Tab 3-BLS Wages 93-94		Cliff's Computers - See Tab 4 BLS	Technical Support Engineer			125.62	0.063		0.00	0.000	1.26	32.71
1994	See Tab 3-BLS Wages 93-94		Cliff's Computers & Longview Fiber - See Tab 4 BLS	Technical Support Engineer			321.23	0.161		0.00	0.000	3.21	35.92
1998	See Tab 4-BLS Wages 98-99		Wenatchee Valley College & Go Pages	Administrative Assistant			1378.62	0.689		0.00	0.000	13.79	49.70
1999	See Tab 4-BLS Wages 98-99		Go Pages	Administrative Assistant			862.55	0.431		0.00	0.000	8.63	58.33
			TOTALS							**0.00**	**0.00**	**58.33**	
											MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

requirement has been met.

1	2,000 hours paid occupational experience is the maximum allowed per year

99-00 Placement: BA 45 Step 0

Bureau of Labor Statistics Wage Data for 1999. Always document web site:
http://www.bls.gov/bls/blswage.htm



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Occupational Employment Statistics

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1999 National Occupational Employment and Wage Estimates

43-4021 Correspondence Clerks

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

Employment	46,160	RSE = 4.9 %
Mean hourly wage	$11.48	RSE = 0.9 %
Mean annual wage	$23,880	RSE = 0.9 %

(1)

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$8.14	$9.35	$11.05	$13.01	$15.81
Annual Wage	$16,920	$19,460	$22,980	$27,060	$32,890

BLS Wage Information for Occupation of "Correspondence Clerks"

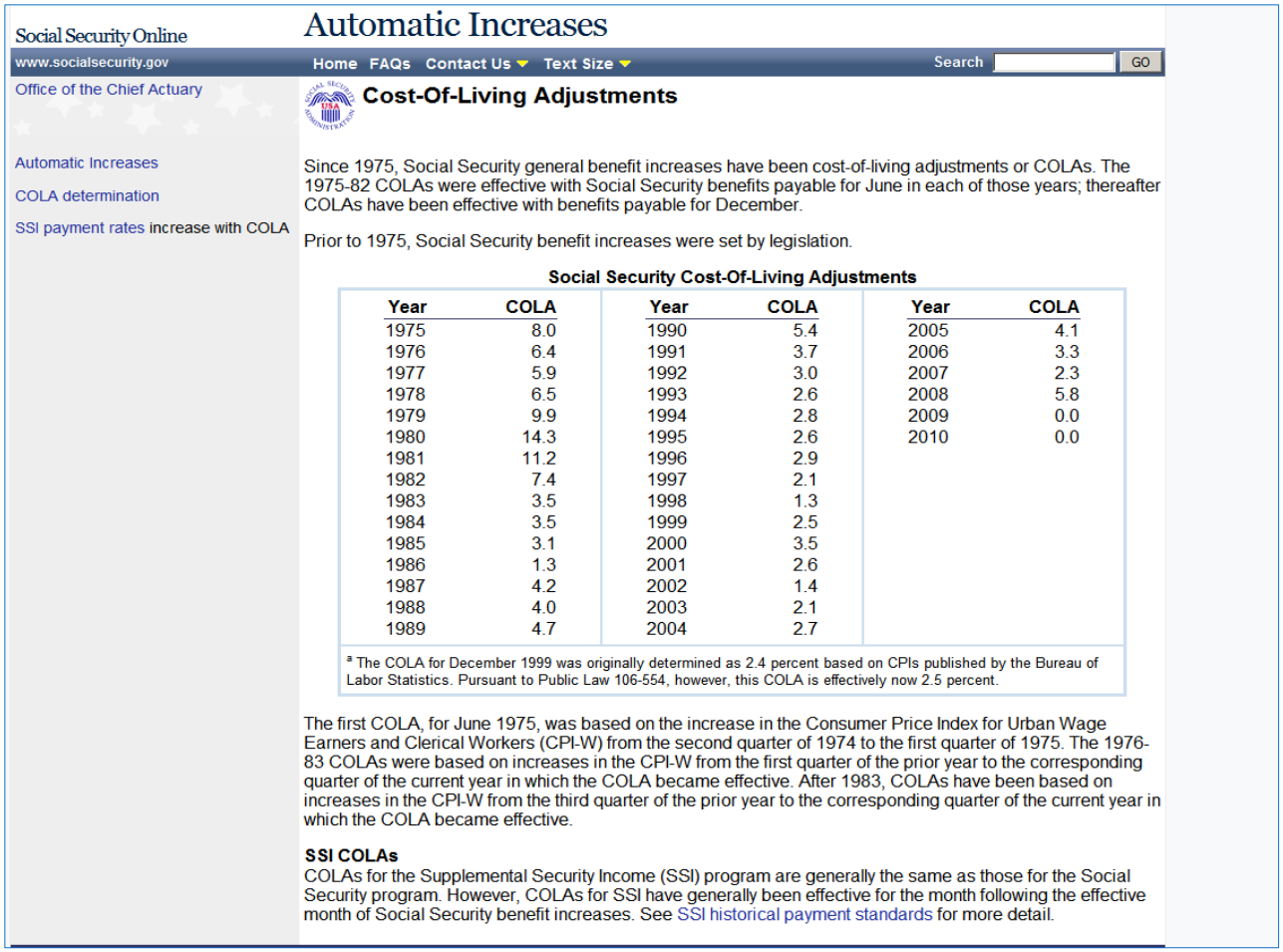
XX Employee was employed as a word processor and did desk top publishing.

1999 11.48 Mean Hourly Wage

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

http://www.ssa.gov/oact/cola/colaseries.html



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Office of the Chief Actuary

Automatic Increases

COLA determination

SSI payment rates increase with COLA

Automatic Increases

Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

Social Security Cost-Of-Living Adjustments

Year	COLA	Year	COLA	Year	COLA
1975	8.0	1990	5.4	2005	4.1
1976	6.4	1991	3.7	2006	3.3
1977	5.9	1992	3.0	2007	2.3
1978	6.5	1993	2.6	2008	5.8
1979	9.9	1994	2.8	2009	0.0
1980	14.3	1995	2.6	2010	0.0
1981	11.2	1996	2.9		
1982	7.4	1997	2.1		
1983	3.5	1998	1.3		
1984	3.5	1999	2.5		
1985	3.1	2000	3.5		
1986	1.3	2001	2.6		
1987	4.2	2002	1.4		
1988	4.0	2003	2.1		
1989	4.7	2004	2.7		

[a] The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

SSI COLAs

COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See SSI historical payment standards for more detail.

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Compute to 1989-90	Reduce by Cola	Reduce by Cola
1999	$ 11.48	
1998	$ 11.33	1.3%
1997	$ 11.09	2.1%
1996	$ 10.77	2.9%
1995	$ 10.49	2.6%
1994	$ 10.20	2.8%
1993	$ 9.93	2.6%
1992	$ 9.63	3.0%
1991	$ 9.28	3.7%
1990	**$ 8.78**	5.4%
1989	**$ 8.36**	4.7%
1989	**Social Security Wages**	
Volt Service		$ 1,819.00
Marketing Plus		$ 10,863.29
Steeler Inc.		$ 2,057.07
	Total 1989:	$ 14,739.36
1989 Determined Hrly Rate		$ 8.36
Determined Hours Worked	1989	**1762.18**
1990	**Social Security Wages**	
Volt Service		$ 2235.50
	Total 1990:	$ 2235.50
1990 Determined Hrly Rate		$ 8.78
Determined Hours Worked	1990	**254.71**

REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

> (b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2). Clock hours of vocational/career and technical educator used in determining non-degree credits MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. WAC 181-77-003 (2) is listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.

Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!

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WAC 392-121-259 – Non-degreed Credits

As used in this chapter, "nondegree credits" means credits recognized for nondegreed certificated instructional employees as follows:

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience (100 hours = one credit) as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) (earned AFTER 6000 hours has been met) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Nondegree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year. (Max credits per year = 20)

(iii) Nondegree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d). (Experience gained working in a school, college, government agency, military or sabbatical requiring a certificate can be counted towards non-degreed credits)

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12) (courses, seminars, workshops for CTE certification compliance). Clock hours of vocational/career and technical education educator training used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), (complete a PESB approved program) regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

3a. 100 occupational hours equals one credit

3a.i Non-degreed credits from occupational experience must be earned after 6000 hours has been met

3a.ii Maximum non-degreed credits per year is 20

3b. Non-degreed credits from clock hours must be earned after completion of PESB approved program.

WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

The high degree is changed and reported as "H" for Hold Harmless!

For high degree 'H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

Examples—Vocational/CTE Instructors and Nondegree Credits

2J: A vocational/CTE instructor whose highest degree type is **V** has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits.*

2K: Another vocational/CTE instructor whose highest degree type is **B** has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits,* because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

2L: A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type **V** and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type **H.** Continue to report 75 credits in *Item B.6, Nondegree Credits,* but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits,* and *B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits.*

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Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer
Address of Employer
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

Employee SSN	
Dates of Service	
Position(s) Held	

The employee has also provided a release for this information by the signature indicated below:

> I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.

_____

Employee Signature Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)
(Title)

Sample Vocational Experience Verification Form

Verification of Occupational Experience for Vocational Teachers

Please follow instructions carefully to ensure full credit on our salary schedule for this employee.
List dates of service from Mo/Day/Yr to Mo/Day/Yr for each **calendar** year. **Use one line for each work year or change in position.**

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (Management experience is defined by WAC 180-77-003(6) as "…work as a supervisor, foreman, or manager in the occupational area in which the person will instruct.") Instructional Area _____
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.

Dates of Service for each year (M/D/Y – M/D/Y)	Position Title	Management Position? Yes or No	Hours Per Day Worked	Days Per Year Worked	Hours Per Year Worked	Other Comments
Example: 2/10/00 – 12/31/00	*Auto Mechanic*	*No*	*8.0*	*214*	*1712*	*Hired as Auto Mechanic*
Example: 1/1/01 – 8/31/00	*Lead Auto Mechanic*	*Yes*	*8.0*	*173*	*1384*	*Resigned – moved*

Employer Verification Signature	Employer Verification Title	Employer Verification Email Address
Date	Telephone Number	Fax Number

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QUESTIONS

ABOUT

V OR S STAFF REPORTING



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HELPFUL REMINDERS!

1. **Colleges/Technical Schools**. Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

Helpful Questions:

Question 1

Was the employer a college/university or technical/vocational school? This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

Was the position held comparable to a certificated position in Washington school districts?

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

Dean of Students	Yes – would be comparable
Graduate Assistant	Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading.
Administrative Assistant	Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful.
Custodian	No – not comparable.

2. **Governmental Agency**. Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

Helpful Questions:

Question 1

Was the employer a governmental agency as defined above? Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

Was the position held a "professional" position? There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional ("Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

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equivalent.") A job description can be helpful in making this decision. Other than the examples cites above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service**. Military, Peace Corps, or Vista service which interrupted professional education employment.

Helpful Questions:

Question 1

Did the service interrupt the professional education employment of the employee? If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

Does it matter what position they were employed in? No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

Helpful Questions:

Question 1

Can the teacher's union president's leave time be reported as sabbatical leave? Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct**. Additionally such experience must have been acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Helpful Questions:

Question 1

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Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents? Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2
Did the experience occur after the person acquired 6000 work hours in the occupation to be taught? You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3
Did the position meet the management definition requirement? You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

Helpful Questions:

Question 1
Who is the employer? Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2
What if we are not able to obtain a verification form directly from the employer? Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3
Are there specific requirements? Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.

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SECTION 6

Lessons

Learned

From

Auditors

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FY13 Staff Mix Errors

Cause of error	Number references in audit memos	Percent
Clerical error (math computation, data input….)	32	21%
Misclassification of credits (generally excess/academic)	29	19%
Credits not reported	26	17%
Double counted credits	15	10%
Lack of support for credits reported	7	5%
Rounding errors or inconsistencies	7	5%
Did not convert semester credits to quarter credits	4	3%
Miscalculate years experience	3	2%
System conversion date issue - credits not counted	3	2%
Relied on incorrect yrs experience calculation prior district	3	2%
Unknown	2	1%
Reported in-service less than 3 hours in length	2	1%
Lack of credit approvals	2	1%
Did not report credits because already M + 90	2	1%
Miscalculation substitute experience or did not report	2	1%
Reported tribal instructors exp + credits to match pay	2	1%
lacked employee contract	1	1%
lack of support yrs experience	1	1%
Did not deduct 45 credits at Masters	1	1%
Files only reviewed when salary changes	1	1%
Miscalculation excess credits	1	1%
Did not convert in-service hours to credits	1	1%
Counted in-service credits registered for but not taken	1	1%
Reported credits prior to BA	1	1%
Incorrect vocational instructor calculations	1	1%
District requires original transcripts - not in file	1	1%
Exceeded 1 FTE per year	1	1%
Instructor contract FTE increased but S275 not updated	1	1%
Reported out-of-state in-service credits	1	1%
No support for highest degree earned	1	1%
Total	155	

Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPI must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

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Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the warding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392- 121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K–12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K–12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

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Things we have learned from our reviews and working with auditors!

- Start Early
- Be Organized
- Be Detailed
- Be Very, Very Knowledgeable
- Keep current with training/info
- Keep historical notebooks (S 275 instructions)
- Maintain documentation!!!
- Be conservative – ask first, then pay and/or report
- Seek help – the auditors are your friends – really!!!
- Keep notations on S275 edits

BE CAREFUL WITH…….

- Course Approval Codes
- Conversion of Semester Hours
- Master Degree Dates/Credits
- "Inservice" Hours Rules
  - Clock Hours
  - Non-Transfer Credits
  - Approved providers
- Vocational Placements
  - Non-Degree Credits
  - Documentation of experience
- Experience Calculations
  - After 1/1/92 - Documentation
  - Calculate "Denominator"
  - All Substitutes – 180 days

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TIME SCHEDULES

We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!



- ✓ **Jan-Feb**
  - **Enrollment Projections**
  - **2nd Semester Schedule Checks**
  - **Check Certification to Assignments**
  - **Out-of-Endorsements to Board**
  - **Updating S275**
  - **Double Check K-4 Allocation Report**
  - **State Auditors Arrive**

- ✓ **Feb-March**
  - **Preliminary Staffing Projections**
  - **Staffing Analysis**
  - **Budget Changes**
  - **Meetings/Communications**

- ✓ **March-April**
  - **Staffing Placements**
  - **Transfer Processes**
  - **Confirm Leave Returns**
  - **Recruitment Activities**
  - **Firming up Staffing**
  - **Updating S 275**
  - **Negotiations**

- ✓ **April-May**
  - **Transfer Processes**
  - **Issue Certificated Contracts (Board authority)**
  - **Issue RIF or non-renewal notices if applicable**
  - **Recruitment and Hiring**
  - **Finalizing Staffing**
  - **Negotiations**

- ✓ **May-June**
  - **Finalize Staffing and Budgets**
  - **Hiring Activities**

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- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**

- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**

- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**

- ✓ **December**
  - **Adjust S 275 for December reporting**

Helpful Contacts

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QUESTIONS

ABOUT

AUDITS



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SECTION 7

REVIEWING YOUR DATA

1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

http://www.k12.wa.us/safs/reports1801.asp

Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.

- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
01	160.745	9,246,885	57,525	651,607	4,054	1,601,097	9,960	18.34	1.61835	35,546
21	25.320	1,448,002	57,188	121,816	4,811	249,619	9,859	18.71	1.65495	34,556
22	0.900	57,756	64,173	4,279	4,754	9,167	10,185	18.75	1.88482	34,047
24	2.500	153,954	61,582	12,652	5,061	25,463	10,185	18.77	1.80868	34,048
31	14.230	767,011	53,901	76,946	5,407	145,655	10,236	19.09	1.54703	34,842
34	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
45	1.860	104,114	55,975	5,857	3,149	19,253	10,351	19.69	1.50606	37,167
51	4.660	263,820	56,614	18,934	4,063	47,017	10,090	17.78	1.66277	34,048
55	6.252	350,966	56,137	22,639	3,621	55,758	8,918	18.05	1.70739	32,879
56	2.100	138,313	65,863	16,097	7,665	21,298	10,142	17.92	1.88482	34,944
58	5.300	321,870	60,730	283,594	53,508	53,981	10,185	18.07	1.78366	34,048
64	0.190	10,334	54,389	747	3,932	1,907	10,035	18.87	1.59744	34,048
65	1.160	61,598	53,102	4,436	3,824	11,693	10,080	18.89	1.55961	34,048
88	1.770	108,993	61,578	7,153	4,041	18,027	10,185	18.02	1.80856	34,048
97	1.000	146,000	146,000			11,213	11,213	17.28	1.88482	77,461
Program 21 Instructional	24.720	1,388,215	56,158	121,816	4,928	242,891	9,826	18.71	1.64937	34,048
Program 21 Administrative	0.600	59,787	99,645			6,728	11,213	18.70	1.88482	52,867
K-12 Program 21 Instructional	21.950	1,217,367	55,461	25,677	1,170	214,679	9,780	18.70	1.62892	34,048

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
Program 26, 56, and 59 Instructional	2.000	128,348	64,174	16,097	8,049	20,288	10,144	17.87	1.88482	34,048
Program 26, 56, and 59 Administrative	0.100	9,965	99,650			1,010	10,100	18.70	1.88482	52,870
Program 31 Instructional	13.630	711,035	52,167	76,946	5,645	138,927	10,193	19.12	1.53216	34,048
Program 31 Administrative	0.600	55,976	93,293			6,728	11,213	18.74	1.88482	49,497
Program 34 Instructional	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
K-3 BEA Instructional	56.408	2,960,752	52,488	29,106	516	541,022	9,591	18.52	1.54185	34,042
4-6 BEA Instructional	32.591	1,858,521	57,026			323,284	9,919	17.89	1.67433	34,059
7-8 BEA Instructional	24.099	1,326,045	55,025	8,172	339	236,654	9,820	18.33	1.61606	34,049
9-12 BEA Instructional	52.150	2,843,837	54,532	16,957	325	534,591	10,251	18.62	1.60162	34,048
K-12 BEA Instructional	165.248	8,989,155	54,398	87,322	528	1,635,552	9,898	18.39	1.59766	34,048
K-12 BEA Administrative	0.487	46,004	94,464			11,324	23,253	18.75	1.30317	72,488
BEA	179.235	10,350,930	57,751	740,680	4,132	1,791,476	9,995	18.40	1.61461	35,768
Instructional	213.200	11,751,105	55,118	1,223,026	5,737	2,110,084	9,897	18.40	1.61883	34,048
Administrative	16.187	1,515,431	93,620	3,244	200	175,322	10,831	18.39	1.82434	51,317
Other				6,757						
Active	229.387	13,266,536	57,835	1,233,027	5,375	2,285,405	9,963	18.40	1.63333	35,409



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QUESTIONS

ABOUT REVIEWING YOUR DATA



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SECTION 8

APPENDIX

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Engrossed House Bill 2242

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadl, he said, "This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged;** OSPI is required to adopt rules by the 2019 – 20 school year."

Background:
Engrossed House Bill 2242 (EHB 2242)
In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

Basic Education: The Washington State Constitution provides, "It is the paramount duty of the state to make ample provision for the education of all children residing within its borders..." The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.
.
Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. However, only half of the state salary increase under the new model was provided for the

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2018-19 school year, deferring full funding until the 2019-20 school year. The **court determined that the phase-in of the state salary allocations did not comply with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

School District Salaries: In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with 50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the2018-19 school year.

Before EHB 2242:

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience.**
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

After EHB 2242 (this is what will change how districts will report to the state):

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will allocate salary funding to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:ŸŸ
  - Certificated Staff (CIS) — an average salary of $65,216;
  - Administrative Staff (CAS) — an average salary of $6,805; and
  - Classified Staff (CLS) — an average salary of $46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS less than $40,000, or more than $90,000, and
- salaries for CIS with five years' experience must be at least 10 percent more than the minimum salary.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

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- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

Salary Regionalization: Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

Supplemental Contracts: School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

Temporary Limits on Salary Increases:
EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

Inflation Measures: According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

Local School District Levies and LEA:
In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

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Before EHB 2242:
Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

After EHB 2242:
Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of $2,500 per pupil or a rate of $1.50 per $1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of $1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum $1.50 tax rate is $1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

Enrichment Levy Restrictions: EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education**. **Use of local levies for supplemental contracts must also meet this requirement**. School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

http://fiscal.wa.gov/BudgetOLEAPDocs

http://www.k12.wa.us/Workgroups/SalaryGrid.aspx

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From:	conners@skschools.org
Sent time:	10/11/2019 11:24:05 AM
To:	lund@skschools.org
Cc:	tallman@skschools.org
Subject:	RE: clock hours
Attachments:	October 2019.pdf

Hi Shannon,

I'm reviewing the transcripts and we will keep you posted. Thank you!!

Sarah Conner
HR Classified & Certificated Support Specialist
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From: Lund, Shannon <lund@skschools.org>
Sent: Wednesday, October 9, 2019 2:46 PM
To: Tallman, Rachel <tallman@skschools.org>
Subject: clock hours

Good afternoon! I just checked my pdenroller and I am at 776.50. I also took 15 credits last year. That should put me at Master's plus 90. I just wanted to confirm that amount through you.

Thank you!
Shannon Lund

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WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

S-275 REPORTING MANUAL

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Washington School Personnel Association

Contact: admin@wspa.net

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Section 2: The S-275 Overview

Section 3: Who?, What?, When?

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

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SECTION 1

School Finance

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SCHOOL FINANCE AND THE S275 REPORT

DISCLAIMER: THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

WASHINGTON STATE CONSTITUTION:

Article IX, Section 1.

"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."

Article IX, Section 2.

"The Legislature shall provide a general and uniform system of public schools..."

Article III, Section 22.

"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

The Courts:

Doran Decisions (Thurston County)

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

McCleary vs. Washington

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations for:
  - **K-12 basic education salaries,**
  - **professional development days, and**
  - **the prototypical school funding mode**

Legislature

- Establishes regulations for funding or what we call "apportionment."

School Funding

- State apportionment is a major source, but many other sources exist.

Role of OSPI:

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature
- **State Specific Funds**: LAP, Transportation, Special Education, Grants
- **Federal Funds**: Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational

S-275 Personnel Report

- Electronic personnel reporting process developed during late 1970's.

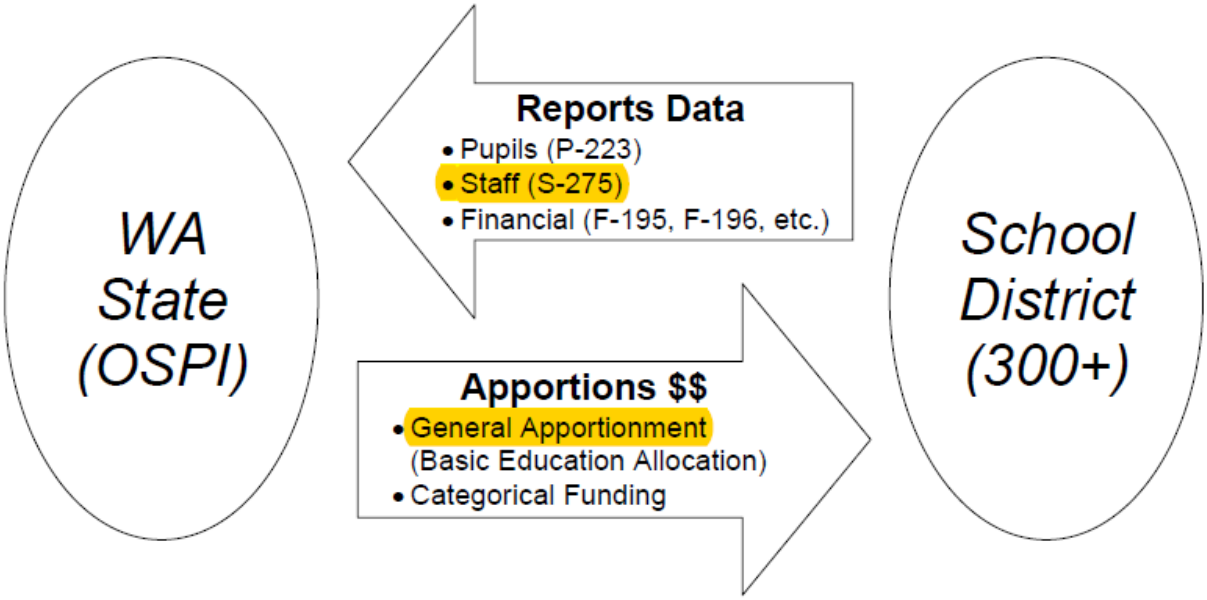
- Provides yearly record [census] of WA school personnel:
  - Certificated & classified staff (150,000+ employees)
  - School districts (295) & educational service districts (9)
  - Charter schools (10) & tribal compact schools (7)

- Data is used:
  - To calculate apportionment/allocations to school districts:
    - K-12 staff ratio
    - K-3 funded class size (2016–17, 2019–20+)
    - National board bonus (2016–17+)

For research, analysis, & policy development

This information provided by Ross Bunda

K–12 Funding Relationship



This information provided by Ross Bunda

Terms Used in State Reporting of School Data:

- Staff ~ Personnel ~ Employees (example: S-275)
  - CIS - Certificated Instructional Staff (teachers, counselors, etc.)
  - CAS - Certificated Administrative Staff (principals, etc.)
  - CLS - Classified Staff (custodians, bus drivers, etc.)
    - ✓ Districts report persons (actual staffing).
    - ✓ State funds positions (allocated staffing levels).

- Pupils ~ Students ~ Enrollment (example: P-223)

- Revenue ~ Funding ~ Allocation ~ Apportionment ~ $$ school districts receive, from state and other sources (examples: F-203, Report 1191)

- Expenditures ~ Costs ~ $$ school districts give, to employees and other entities (example: F-196)

Students generate revenue;

staff generate expenditures.

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Monthly Apportionment Process

- Payments made monthly to school districts (payroll).
  - ➢ Reports posted electronically to Web

- September–December based on budgeted (F-203) enrollment & staffing factors.

- January–August recalculated monthly based on actual enrollment (P-223) & staffing (S-275) factors.
  - ➢ Annual average year-to-date enrollment
  - ➢ Staff-per-student allocations (+2.0% inflation for 2019–20)
    - Salary allocation per CIS FTE: $66,520 (+ Regn. & Expr. factor)
    - Salary allocation per CAS FTE: $98,741 (+ (Regn. factor)
    - Salary allocation per CLS FTE: $47,720 (+ Regn. factor)
- Final apportionment (13th month) paid in January after end of school year.

This information provided by Ross Bunda

Apportionment Payment Schedule

• September	9.0%
· October	8.0%
· November	5.0%
· December	9.0%
· January	8.5%
· February	9.0%
· March	9.0%
· April	9.0%
· May	5.0%
· June	6.5%
· July	12.5%
· August	10.0%
	100%

Based on budgeted data (F-203)

Adjusted to actual data (P-223, S-275)

This information provided by Ross Bunda

Staff Ratio

- K–12 staff ratio = FTE staff / FTE students * 1000.
  - Must be at least 46/1000 (Chapter 392-127 WAC)

- Which staff are included in the K–12 ratio calculation?
  - CIS FTE (duty roots 31–49 & 63–64) in Grades K–12 in basic education (programs 01, 03, 31, 34, 45, & 97)
  - Plus a %* of CIS FTE in special education (program 21) in K–12.
  - Students & staff in ALE (program 02) are excluded.

- Staff FTE from S-275.

- Student FTE from P-223 (& Form 1160 to select different enrollment month - see S-275 instructions).

** % is shown on Report 1159, line B.7. See OSPI/SAFS website for 2019–20 Budget Preparations, Special Education Percentage for Revenue 3121 Calculation for 2019–20.*

This information provided by Ross Bunda

K–3 Funded Class Size for 2019–20

- One measurement/calculation for all of grades K–3.

  - Districts (vs. schools) are funded based on demonstrated class size in K–3.
    - Max class size funding = 17.00 students per teacher.
    - Minimum class size funding = 25.23 students per teacher.

  - Teacher FTE in grade group codes K, 1, 2, & 3 from S-275.
    - In programs 01, and % of program 21.
    - In teacher duty roots 31, 33, 34, 52, & 63.
    - Supplemental teachers allowed, hired (or re-assigned) after Oct 1, not on S-275.

  - Student FTE from P-223 annual average year-to-date.

  - Calculations done January, March, & June.

  - “Trial” calculations in 2018–19

This information provided by Ross Bunda

Bonus for National Board for Professional Teaching Standards Certification

- 8,248 national board certified teachers (NBCTs) received bonus in 2018–19, based on S-275 data + manual adj.

		Base Bonus	+	Challenging Schools Bonus
○ salary bonus	→	$5,397	+	$ 5,000
○ benefits	→	$1,245	+	$ 1,153
@ 23.06%*		$6,642	=	$12,795 total

  - 6.2 % social security
  - 1.45% Medicare (OASDI)
  - 15.41% retirement (TRS)

- Bonus eligibility criteria per WAC 392-140-973:
  - Hold current NB certification during entire school year.
  - Assigned CIS duties (duty root 31–49, 52, or 63–64).

Employed full-time or part-time (>0 FTE) under written contract.

This information provided by Ross Bunda

Bonus for National Board Certification

- Base bonus is not pro-rated per FTE.
- Challenging schools (CS) bonus is pro-rated based on FTE assignment to challenging, high-poverty schools.
- District offices (bldg codes 1000–1356)
  - Have no students, and therefore
  - Have no student poverty; and
  - Are not eligible for CS bonus.
- First-year NBCTs who attain their initial NB cert during the SY receive 60% of the annual bonus ($3,238), to reflect the portion of the SY they are NB cert.
- Eligibility based on S-275 data report, plus tweaks:
  - Add NBCTs hired after Oct 1 and not reported on S-275.
  - For NBCTs with CS assignments, adjust FTE for resignations, unpaid leave, change in school assignments after Oct 1, etc.
  - NBCTs employed at 2+ districts will get the larger bonus amount.

This information provided by Ross Bunda

Notes for 2019–20 National Board Bonus

- Bonus amount = $5,505 for 2019–20 (+2.0%); challenging schools bonus remains $5,000.

- Districts should identify all district NBCTs and report on S-275 with NB cert expiration date.
  - Include new hires to district, especially from out-of-state.
  - Include staff that get initial NB cert during 2019–20.

- Proposed rule revisions:
  - Include new (2019) ESA duty category of Behavior Analyst, duty root 49, to those eligible for bonus.
  - Change deadline to finalize FTE of employees assigned to high poverty, challenging schools (from June 15th) to the last day of school or June 30th, whichever occurs first.
  - All bonus requests, to include S-275 and manual data adjustments, must be submitted to OSPI by July 1st of the school year and shall be paid in July apportionment.

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Adjustments to State Salary Allocations

- Regionalization Factors
  - ➢ State allocations for CIS, CAS, & CLS salaries increased for (111) districts with higher than average housing costs.
  - ➢ Applies to school years 2018–19 through 2022–2023.
  - ➢ Increases = 6%, 12%, or 18%; increases of 24% in 2018–19 phase down to 18% by 2022–23.
- Experience Factor
  - ➢ State allocations for CIS salaries increased for (56) districts with higher than average experience and education.
    - ✓ District CIS median years of experience > statewide average, and
    - ✓ District ratio of CIS with advanced degrees > statewide ratio.
  - ➢ Applies to school years 2019–20 through 2022–23.
  - ➢ Increase = 4%.
- Rebase every 4 years after 2022–23.

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CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	24%
3. Multiply 1 & 2 for CIS Average Salary	$82,485
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$21,900,704

Without Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	0%
3. Multiply 1 & 2 for CIS Average Salary	$66,520
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$17,661,858

Reminders for 2019–20

- **Staff mix discontinued:**

➢ The 2018 Washington legislature made significant changes to how public schools are funded and educators are compensated.

➢ Staff mix discontinued after 2017–18; state no longer provides funding to school districts for teacher salary and benefits tied to their education level (degree & credits) and years of experience.

➢ <u>There is no statewide salary allocation schedule after 2017–18, and no state funding model that uses degrees, credits, and certificated years of experience</u>.

➢ Districts now determine their own compensation schedule for teachers and ESAs, much like they have for certificated administrative and classified staff, including what may count and what may not count for compensation purposes.

- However, for now OSPI will continue to collect degree, credits, and experience data for certificated staff, as in previous years.

This information provided by Ross Bunda

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S-275 Written Guidance

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions
- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff
- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - http://www.k12.wa.us/SAFS/data/reportformatter.asp# From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19**: Must not pay district CIS base salary that is less than $40,760 times regionalization or more than $91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

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Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program Object District
XXXX – XX – XXXX – XXXX – XXXX
Activity Location

1. The first 2 digits represent the "program code" from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5th and 6th digits are the "activity code" representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the "object code". The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13-14 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

Examples:

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

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Assignment Code Structure

ASSIGNMENT CODES

XX – XX – XXX

XX = Program Code

XX = Activity Code

XXX = Duty Code

Examples:

01-27-310

Basic Education

Instructional

Elementary Teacher

21-27-330

Special Education

Instructional

Ungraded classroom teacher

97-14-940

Classified Personnel Specialist

97-72-980

Network Administrator

97-28-963

Coach

01-27-320 for teacher and 01-21-400 for Department Chair

80% Teacher, 20% Department Chair

State Program and Activity Codes (from the 275 Instructions Book)

Appendix A: Assignment Codes for School Districts and ESDs

I. Program Codes for School Districts

Program Code	Program Title
01	Basic Education
02	Basic Education—Alternative Learning Experience
03	Basic Education—Dropout Reengagement
18	Federal Stimulus—Competitive Grants
21	Special Education—Supplemental—State
22	Special Education—Infants and Toddlers—State
24	Special Education—Supplemental—Federal
25	Special Education—Infants and Toddlers—Federal
26	Special Education—Institutions—State
29	Special Education—Other—Federal
31	Vocational—Basic—State
34	Middle School Career and Tech Education—State
38	Vocational—Federal
39	Vocational—Other Categorical
45	Skill Center—Basic—State
46	Skill Center—Federal
47	Skill Center—Facility Upgrades
51	Disadvantaged—Federal
52	School Improvement—Federal
53	Migrant—Federal
54	Reading First—Federal
55	Learning Assistance Program—State
56	State Institutions, Centers and Homes—Delinquent
57	Institutions—Neglected and Delinquent—Federal
58	Special and Pilot Programs—State
59	Institutions—Juveniles in Adult Jails
61	Head Start—Federal
62	Math and Science—Professional Dev—Federal
64	Limited English Proficiency—Federal
65	Transitional Bilingual—State
67	Indian Education—Federal—JOM
68	Indian Education—Federal—ED
69	Compensatory—Other
71	Traffic Safety
73	Summer School
74	Highly Capable
75	Professional Development—State
76	Targeted Assistance—Federal
78	Youth Training Programs—Federal
79	Instructional Programs—Other
81	Public Radio/Television
86	Community Schools
88	Child Care
89	Other Community Services
97	Districtwide Support
98	School Food Services
99	Pupil Transportation
CP	Capital Projects Funds
SB	Associated Student Body

II. Activity Codes for School Districts**

Activity Code	Activity Title
11	Board of Directors
12	Superintendent's Office
13	Business Office
14	Human Resources
15	Public Relations
21	Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees.
22	Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants.
23	Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skill center directors and supervisors.
24	Guidance and Counseling
25	Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students.
26	Health/Related Services
27	Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils.
28	Extracurricular
31	Instructional Professional Development
32	Instructional Technology
33	Curriculum
34	Professional Learning—State
41	Supervision (Food Services)
44	Operations (Food Services)
51	Supervision (Pupil Transportation)
52	Operations (Pupil Transportation)
53	Maintenance (Pupil Transportation)
61	Supervision (Maintenance and Operation)
62	Grounds Maintenance
63	Operation of Buildings
64	Maintenance
65	Utilities
67	Building and Property Security
72	Information Systems
73	Printing
74	Warehousing and Distribution
75	Motor Pool
91	Public Activities
CP	Capital Projects Funds
SB	Associated Student Body

**Partial information is shown here for clarification. Refer to the *2018–19 Accounting Manual for Public School Districts in the State of Washington* for full details on each activity code.

Duty Codes (from the 275 Instructions Book)

11x **Superintendent** - Functions as the chief executive officer of a district.

12x **Deputy/Assistant Superintendent** - Performs system wide executive management functions in the superintendent's office of a district.

13x **Other District Administrator** - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

21x **Elementary Principal** - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

22x **Elementary Vice Principal** - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

23x **Secondary Principal** - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

24x **Secondary Vice Principal** - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

25x **Other School Administrator** - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

31x **Elementary Homeroom Teacher** - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.

32x **Secondary Teacher** - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.

33x **Other Teacher** - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

34x **Elementary Specialist Teacher** - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.

40x **Other Support Personnel** - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.

41x **Library Media Specialist** - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.

42x **Counselor** - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

43x **Occupational Therapist** - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

44x **Social Worker** - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

45x **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.

46x **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.

47x **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.

48x **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

49x **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.

51x **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

52x **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

610 **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.

611 **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.

630 **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

640 **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

900 **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.

903 **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.

91y **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.

92y **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.

93y **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.

94y **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

95y **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

96y **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

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97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.

98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.

99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

X may be either suffix 0, 1, or 2.

Y may be either suffix 0 or 3.

Z relates only to duty code 61 and may be either suffix 0 or 1.

Report, with suffix:

0 – Certificated base contracts and all classified employment time-driven assignments except as noted below

1 – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of $200).

2 – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

3 – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

Refer to the S-275 Personnel Reporting Handbook for additional guidance on duty codes.

Summary: Assignment Code Suffix				
Assignment Type	Duty Code Suffix			
	0	1	2	3
Certificated	Base Contract Assignment.	Not Time-Driven Supplemental Assignments.	Time-Driven Supplemental Assignments.	Suffix 3 not used for certificated assignments.
Classified	Time-Driven Assignments.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Not Time-Driven Assignments.
S-275 Update Rules (See the Corrections and Updates Table on page 28.)				
Certificated	After October 1, update only for negotiated contract changes.	Update for actual assignments in excess of $200.	Update for new assignments made available to any group of employees, even if less than $200.	Suffix 3 not used for certificated assignments.
Classified	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1.

Summary of Required Salary Reporting				
Type of Salary Which Must Be Reported	**Duty Code Suffix Used**	Employee Has **Certificated Only** Assignments on October 1 Snapshot	Employee Has **Classified Only** Assignments on October 1 Snapshot	Employee Has **Both Certificated and Classified** Assignments on October 1 Snapshot
October 1 snapshot **certificated** base contract duty assignments.	**0**	Yes	Not Applicable	Yes
October 1 snapshot **classified** duty assignments.	**0**	Not Applicable	Yes	Yes
	3	Not Applicable	Yes	Yes
Any **certificated supplemental contract** assignments for additional responsibility or incentive **(not time-driven)** with a total salary earned which is greater than $200.	**1**	Yes	No	Yes
Any **certificated supplemental contract** assignments for extra, optional or extended days and hours **(time-driven)** made available to any group of certificated employees including this individual, even if less than $200.	**2**	Yes	No	Yes
Classified duty assignments made after the October 1 snapshot.	**0**	Yes	No	Yes
	3	Yes	No	Yes

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OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: www.wasbo.org
- WSPA Workshops: www.wspa.net
- Human Resources Leadership Program (HELP)
- OSPI: http://www.k12.wa.us
  - S-275 Reporting Instructions:
    - Then select Policy & Funding » School Apportionment » Instructions and Tools » Personnel Reporting, then appropriate school year
  - School Apportionment:
    - Then select Policy & Funding » School Apportionment » Apportionment, Enrollment, & Fiscal Reports
- State Auditor's Office: www.sao.wa.gov
- ESD Fiscal Offices: http://www.k12.wa.us/maps/ESDmap.aspx

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SECTION 2

The S-275 Process Overview

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THE S-275 REPORTING PROCESS OVERVIEW

Background of the S-275

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-
275 report.

HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Staff ratio compliance**:
  - The number of full-time equivalent (FTE) staff reported on the S-275 are used in calculating staff-to-student ratios that determine school district compliance with maintaining a minimum ratio of 46 certificated instructional staff per 1,000 FTE students (K–12), and the monetary penalty for not maintaining this ratio.
  - Beginning in the 2019–20 school year, funding allocations for class size reductions in K–3 to 17 students per teacher will be limited to the actual demonstrated class sizes in each school district, based on teachers reported on the S-275 in K–3. This K–3 class size compliance is similar to that required in the 2016–17 school year, but not required in the 2017–18 and 2018–19 school years.
- **National board bonus**:
  OSPI uses data reported on districts' S-275 report to identify those teachers with current certification by the national board for professional teaching standards who

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are eligible for the national board bonus based on their certificated instructional duties, including those eligible for the additional bonus based on assignments to challenging, high-poverty schools.

- **Prototypical Funding Comparison**: The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public**:
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).
    - A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). **School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions. While staff mix data is not used to determine funding, other portions of the report are still required.

ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **The biggest change to reporting is the staff mix factor has been discontinued .** Even though the laws have changed that no longer require the need for mix factor data for the 2019 – 2020 school year, OSPI is still collecting the staff mix factor data, i.e. credits, degrees and experience.

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REPORTING OVERVIEW



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SECTION 3

Who?

What?

When?

WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

If all four conditions are met, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K–12 staff ratio compliance. However, they are not included in determining salary compliance.

Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.

2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do not report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.

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WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.

5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

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WHAT TO REPORT?

Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

October 1 – CBRTN Code

C Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

B Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

R Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

T Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.

N New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.

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Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

Blank	May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education.
P	Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97.
K	An assignment with kindergarten students.
1	A teacher assignment with elementary Grade 1 students or with ungraded students aged 6.
2	A teacher assignment with elementary Grade 2 students or with ungraded students aged 7.
3	A teacher assignment with elementary Grade 3 students or with ungraded students aged 8.
4	A teacher assignment with elementary Grade 4 students or with ungraded students aged 9.
5	A teacher assignment with elementary Grade 5 students or with ungraded students aged 10.
6	A teacher assignment with elementary Grade 6 students or with ungraded students aged 11.
E	An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11.
M	An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13.
H	An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20.

Notes:

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

Grade	Teacher Duty Roots 31–33, 52, & 63	Duty Roots 40–49 & 64
Preschool	P	P
Kindergarten	K	K
1	1	E
2	2	
3	3	
4	4	
5	5	
6	6	
7–8	M	M
9–12	H	H

Position Details

- Hours associated with base contract or base assignment
- Exclude time when employee is not performing duties (meals, travel)
- Exclude hours associated with supplemental contracts (TRI)
- FTE
  - Calculate Certificated FTE, i.e., 7.5 x 180 = 1350 Fulltime; 3.75 x 180 = 675 Actual; 675/1350 = .50 FTE
    - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
  - Calculate Classified FTE on 2080 hours (8 x 260)

  Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)
  570/2080 = .274

Insurance/Benefit Information

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

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WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Schedule of Reporting Target Dates	
October 1, 2019	The snapshot date for all staff.
November 1–27, 2019	Initial data submission period for the S-275 reporting process.
November 27, 2019	All initial S-275 data due to OSPI on or before this date.
December 31, 2019	Corrections to edit exceptions so that snapshot data are complete and accurate.
January 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
February 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
March 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
April 20, 2020	OSPI calculates monthly apportionment using data received as of this date.
May 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
June 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
July 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 31, 2020	Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based.
September 30, 2020	Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2019, for entry into the 2018–19 S-275 personnel files located at OSPI.

Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

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- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

Notes—Corrections and Updates:

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.

2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days**, **assignment salary**, **supplemental assignment salary and hours per year**, and **benefit changes** due to negotiated contract agreements for the school year.

3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for $200 or more made after October 1 to reflect additional contracts** for services provided during the school year.

4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1** to reflect negotiated changes for the school year. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than $200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching

6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**

7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).

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8. There is no provision in law for supplemental contracts for classified employees.

Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

Corrections and Updates to S-275 Data			
Item #	**Reporting Item**	**Corrections**	**Updates**
A.2	Certification Number	Yes	No
A.3	Social Security Number	Yes	No
A.4	Individual's Name	Yes	No
A.5	Birth Date	Yes	No
A.6	Sex Code	Yes	No
A.7	Hispanic Ethnicity Code	Yes	No
A.8	Race Code	Yes	No
A.9	October 1 - CBRTN Code	Yes	No
A.10	National Board Certification Expiration Date	Yes	** a **
B.2	October 1 - Highest Degree Year	Yes	No
B.3	October 1 - Academic Credits since Highest Degree	Yes	No
B.4	October 1 - In-service Credits since Highest Degree	Yes	No
B.5	October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree	Yes	No
B.6	October 1 - Nondegree Credits	Yes	No
B.7	October 1 - Certificated Years of Experience	Yes	No
C.1	October 1 - Certificated Base Contract Hours Per FTE Day	Yes	**YES**
C.2	October 1 - Certificated Base Contract FTE Number of Days	Yes	**YES**
C.3	October 1 - Certificated FTE	Yes	No
C.4	Current - Total Final Salary	Yes	**YES**
C.5	Current - Annual Insurance Benefits	Yes	**YES**
C.6	Current - Annual Mandatory Benefits	Yes	**YES**
D.1	October 1 - Building Code	Yes	No
D.2	October 1 - Assignment (Program-Activity-Duty) Code		
	• Duty Code Suffix **0**	Yes	** 0 **
	• Duty Code Suffix **1**	Yes	** 1 **
	• Duty Code Suffix **2**	Yes	** 2 **
	• Duty Code Suffix **3**	Yes	** 3 **
D.3	October 1 - Grade Group Assignment Code	Yes	No
D.4	October 1 - Percent of Certificated Contracted Time	Yes	No
D.5	October 1 - Assignment Hours Per Year	Yes	No
D.6	Current - Assignment Salary	Yes	**YES**

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Note	Explanation (See discussion of assignment codes beginning on page 90)
** a **	Update for first-year national board certified teachers (who attain initial national board certification during the 2018–19 school year) and those with national board expiration dates during 2018 that renew their national board certification.
** 0 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for time-driven classified assignments received after October 1—see note 5, page 26.
** 1 **	Update for actual assignments in excess of $200.
** 2 **	Update for all assignments made available even if less than $200—see note 4, page 26 and the discussion of suffix 2 beginning on pages 92.
** 3 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for not time-driven classified assignments received after October 1—see note 5, page 26.

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QUESTIONS

ABOUT

WHO WHAT WHEN



SECTION 4

Degrees

Credits

In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

Please note, that the instructions and information provided in the following sections are to give guidance to human resource professionals on the traditional way that Credits, Degrees and Experience have been evaluated for salary placement and reported on the S-275.

Keep documentation to support your decisions!

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THE LAW ON DOCUMENTATION

WAC 392-121-280

School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts and charter schools shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts and charter schools shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned" at the end of the term for which it appears on the transcript**: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits**. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

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(3) Districts and charter schools shall **document in-service credits**;

1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts and charter schools shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC** 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts and charter schools shall **document certificated years of experience as follows**:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

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documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

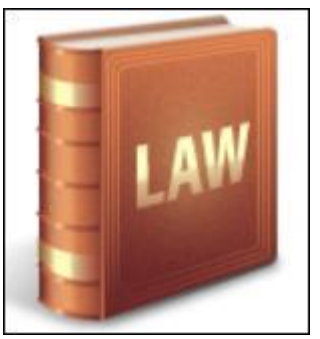
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection**.

(7**) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply**.



AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.



1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
   a. Dictates the form of the transcript.
   b. Requires the transcript to be sealed.
   c. Requires the transcript to be signed.

You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

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of good practice for educational credential evaluation, please visit http://www.naces.org/. The more commonly used evaluation agencies used for foreign transcripts are listed below:

e-Val Reports 3213 W. Wheeler St. #287 Seattle, WA 98199 206-257-4249 www.e-valreports.com	Educational Credential Evaluators Inc. PO Box 514070 Milwaukee, WI 53203-3470 414-289-3400 www.ece.org
Foundational for International Services Inc. 505 Fifth Ave South, Suite 101 Edmonds, WA 98020 425-248-2255 www.fis-web.com	International Consultants of Delaware, Inc. PO Box 8629 Philadelphia, PA 19101-8629 (215) 243-5858 www.icdeval.com
International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 www.ierf.org	Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 www.jsilny.com
World Education Services Bowling Green Station PO Box 5087 New York, NY 10274-5087 212) 966-6311 www.wes.org	

CLOCK HOURS

- Approved clock hour transcript providers can be found at https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:

- Annual Professional Growth Plan (PGP) Verification and PGP Equivalency - available 7-2006 and after (Form SPI 1128-8)
- First Peoples' Language, culture, or oral tribal (Form SPI 1128-4)
- For Clock Hours Providers only. Available upon request (Form SPI 1125*)
- National Board Assessment/Certification (Form SPI 1128-2)
- Paraeducator Fundamental Course of Study (Form 1128-10)
- Professional Growth Team member as part of approved professional certificate program - programs no longer available (Form SPI 1126)
- Professional Growth Team Member (Form SPI 1126-1)
- ProTeach Assessment Scorer (Form SPI 1128-7)
- ProTeach Portfolio External Assessment (Form SPI 1128-5)
- Supervisor/NBPTS Clock Hours (Form SPI 1128 - this form replaced with 1128-1 and 1128-2)
- Supervisor of Training (Form SPI 1128-1)
- Teacher Performance Assessment Scorer (Form SPI 1128-6)

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- School Accreditation Site Team (Form SPI 1128-9)
- Suicide Prevention Training Verification (Form SPI 4020S)
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

To view an OSPI form go to this link:
https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The forms listed above are the only acceptable forms of documentation for approved clock hours. Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds ~~an ESA certificate and~~ a state health professions license that requires continuing education**.

While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers**. Check OSPI's website for accurate list as it is changing frequently.

CONTINUING EDUCATION UNITS

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. While this form is used for certification purposes, if the same CEU's are used for salary placement, it is a good idea to require this form to be attached to the certificates of attendance or other forms validating attendance. One form can be attached to multiple verification documents.

DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!

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QUESTIONS

ABOUT

DOCUMENTATION



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HIGHEST DEGREE (WAC 392-121-250)

B Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H.**

H Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)

G Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.

M Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M.**

D Persons holding a **doctorate** degree as the highest degree.

V Report an employee as non-degreed with degree type **V** only if:

- The employee holds no bachelor's or higher level degree; or
- The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
- Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
- The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.

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BA 135 – Degree type "G"

Email Exchange with Ross Bunda – OSPI

Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree "G".

Sherrie Evans

BA 135 "G"

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Friday, October 01, 1999 4:15 PM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:
(a) The employee has a masters degree; or
(b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.

- Her BA + 135 did not generate state salary allocations before January 1, 1992.

- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 392-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

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<http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm>

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Degree Type G – Continued

16/17 S275 Personnel Reporting Instructions page 30: "Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."

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QUESTIONS

ABOUT

DEGREES



ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

EXAMPLE OF ROUNDING CREDITS

Example 1l—Rounding Credits and Experience						
	Credits			Experience		
School districts accumulate/record:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 2 decimal places.	3.44	6.45
School districts report on S-275:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 1 decimal place.	3.4	6.5
For LEAP salary placement, OSPI rounds:	Credits to the nearest whole number.	44	90	Experience to the nearest whole number.	3	7

A Discussion on Rounding Credits



Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI
OK to round either way but you MUST BE CONSISTENT!!

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.

From: sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]
Sent: Wednesday, January 18, 2006 4:21 PM
To: Dale Sando
Subject: Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

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.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.
---------- Original message ----------
From: "Dale Sando" <sandod@sao.wa.gov>

Sherrie, here is what I got from Ross.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Thursday, January 12, 2006 4:37 PM
To: Dale Sando
Subject: RE: Inservice Credits rounding

Hello, Dale
You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

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http://www.k12.wa.us/safs

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From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:29 AM
To: Ross Bunda
Subject: RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Wednesday, January 11, 2006 11:17 AM
To: Dale Sando; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: RE: Inservice Credits rounding

What is more important, accuracy or consistency?

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http://www.k12.wa.us/safs

From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:09 AM
To: Ross Bunda; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: Inservice Credits rounding

We have a question on rounding in-service credits. If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!

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Course Criteria



(1) Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

(2) Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district and charter school employers; and

(3) Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's or charter school's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the

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"WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: 'Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

> In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following…" and then it names the criteria.
>
> Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.
>
> Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:
>
> 1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
> 2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
> 3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation

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was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-262 and 392-121-280(3)(b. This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution: If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

Model Language for the WAC Stamp Course Approval Documentation

***Be sure to identify which of the 7 criteria apply to the courses being recorded. In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**

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Example 1

The signature below documents that a determination has been Made that the courses listed on this transcript and/or clock hour documentation meet the requirements of WAC 392-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 2

The (school district name) certifies that it has reviewed this documentation and finds that courses listed herein meet the criteria as established under WAC 92-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 3

School District Name

Date:_____

The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262(1). 1-2-3-4-5-6-7

x_____

Authorized District Representative

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Course Criteria Notes



- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.

- If you hire someone who has worked in another district, you must accept the criteria that district has approved.

- If the course was not "evaluated" by the prior district, you may review it and approve or deny the course.

- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.

- Recommendation is to use a "WAC Stamp" in lieu of the course approval forms.

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QUESTIONS

ABOUT

ROUNDING OR

COURSE CRITERA



CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.



Type	Comment
Academic	Quarter, Semester, Unit
In-Service	Clock Hours, Certain CEU units, and Non-Transfer Credits
Non-Degree	Non-Degree Credits (CTE and Special)

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ACADEMIC CREDITS- WAC 392-121-255



WAC 392-121-255 Definition—Academic credits. As used in this chapter, "academic credits" means credits determined as follows:

(1) Credits are **earned after the awarding or conferring of the employee's first bachelor's degree;**

(2) Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

(3) Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

(4) Credits are **transferable or applicable to a bachelor's or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

Non-Transfer Credit Rule

(5) Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262**;

Course Criteria WAC – 7 criteria

(6) Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

(7) The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

1.0 Semester = 1.5 Quarter

(8) Accumulate credits **rounded to one decimal place**.

ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:



School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.

- An academic credit is deemed **"earned" at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection; **NOTE:** You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.

- You cannot record credits from another institution that are listed on that institution's transcript.

- Use a template to remember course end dates:

Quarter	Date		Semester	Date
Fall	12/31		Fall	1/31 of the next year
Winter	3/31			
Spring	6/30		Spring	5/31
Summer	8/31		Summer	8/31

ADDITIONAL NOTES FOR ACADEMIC CREDITS

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an * (As of August 3, 2016)

REGIONAL ACCREDITING ASSOCIATIONS

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
* Higher Learning Commission
* Middle States Commission on Higher Education
* New England Association of Schools and Colleges Commission on Institutions of Higher Education
* Northwest Commission on Colleges and Universities
* Southern Association of Colleges and Schools Commission on Colleges
* WASC Senior College & University

NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS

Association for Biblical Higher Education Commission on Accreditation
Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
Commission on Accrediting of the Association of Theological Schools
Transnational Association of Christian Colleges and Schools Accreditation Commission

NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS



* Accrediting Bureau of Health Education Schools
* Accrediting Commission of Career Schools and Colleges
* Accrediting Council for Continuing Education and Training
* Accrediting Council for Independent Colleges and Schools

Council on Occupational Education
Distance Education Accrediting Commission

* National Accrediting Commission of Career Arts and Sciences, Inc.

PROGRAMMATIC ACCREDITING ASSOCIATIONS

Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing
Accreditation Commission for Midwifery Education
Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
Accreditation Council for Pharmacy Education

2. The following are not regional accrediting bodies:
    a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

    Regionally Accredited Institutions http://chea.org/search/default.asp
    Online Accredited Institutions www.deac.org
    OSPIs website on Accreditation: https://www.k12.wa.us/certification/helpful-links/accredited-collegesuniversities

Example – Accredited: American InterContinental University

1-855-377-1888 (TEL:1-855-377-1888)

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

NOTE. This institution is accredited by the Higher Learning Commission which is now an approved agency.

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org/). ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.

ACBSP ACCREDITED

The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of Council for the Accreditation of Educator Preparation (CAEP) (http://caepnet.org/) for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the Council for Interior Design Accreditation (CIDA) (http://accredit-id.org/). The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be found here (/~/media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf).

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under 19 TAC§§1.110-1.120 (http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

http://www.aiuniv.edu/about/why-aiu/regional-accreditation 7/1/2015

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Not Accredited: Center Graduate College

Center Graduate College
Transcript

Student Name: [redacted]
Student ID: [redacted]
Address: [redacted]
TACOMA WA 98407

Office of the Registrar
20665 4th Street
Saratoga, CA 95070-5878

Semester	Year	Course Number	Course Title	Units	Grade	Code	Section #
MID YR	1992	EDM 211-A	MATH A WAY OF THINKING	3.0	A	C	92735A

Key:

Grades:
A = All work completed, credit earned.
I = Course work incomplete, credit not yet earned.

Code:
C = Units are in graduate semester.
A = Audit, no grade assigned.
U = Continuing education units.
D = Courses taken through Dominican College of San Rafael.
L = Courses taken through Loyola Marymount University
¬ = Decimal after course number refers to the level.

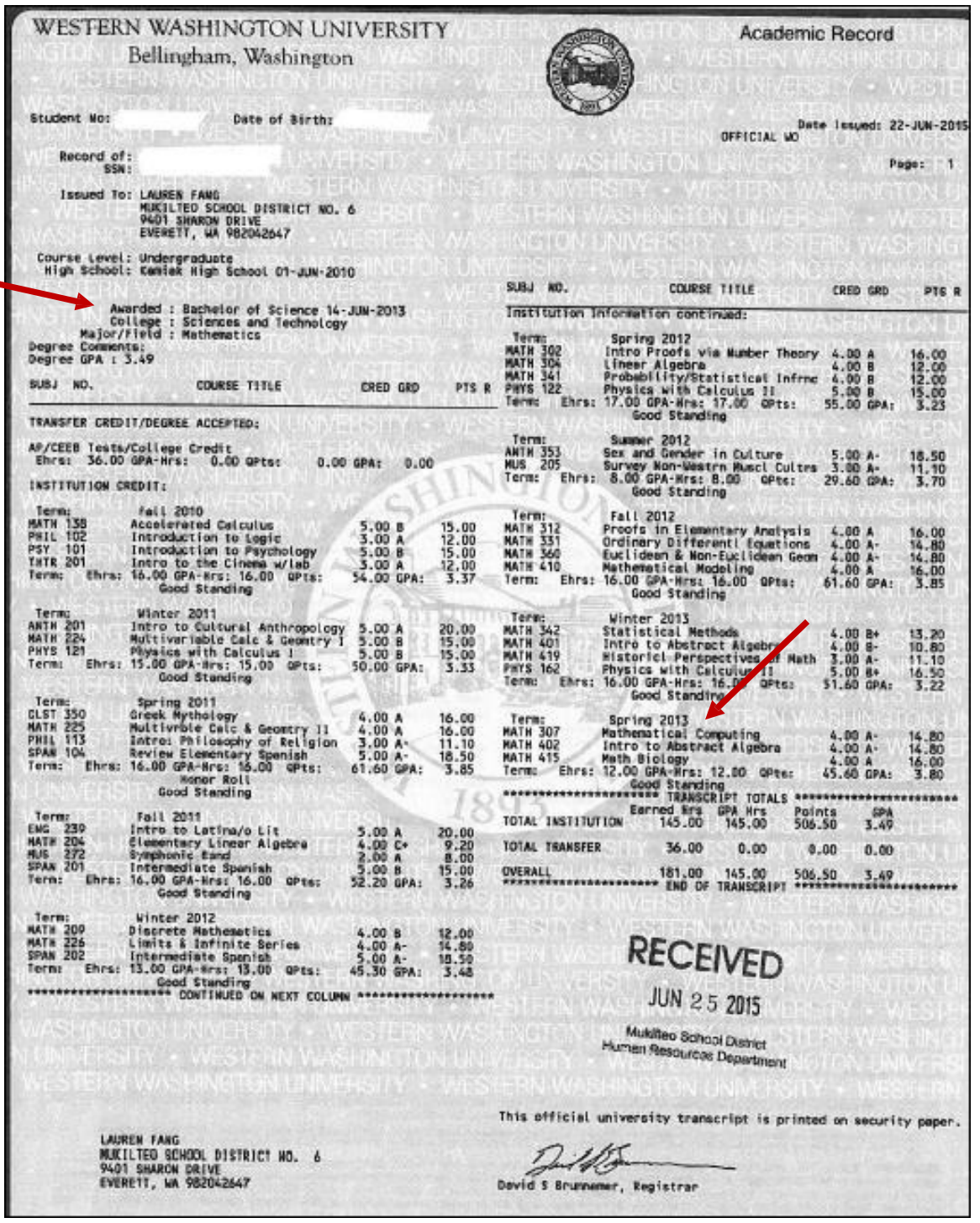
---Official Seal---

Registrar
01/08/96
Reference Number:
082986

Official Transcript of Record, not Valid Without Seal and Signature of Registra

Page 1 of 1

Academic Credits Example: **Western Washington University**. Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN:

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Undergraduate
High School: Kamiak High School 01-JUN-2010

Awarded : Bachelor of Science 14-JUN-2013
College : Sciences and Technology
Major/Field : Mathematics
Degree Comments:
Degree GPA : 3.49

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

TRANSFER CREDIT/DEGREE ACCEPTED:

AP/CEEB Tests/College Credit
Ehrs: 36.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Term:	Fall 2010			
MATH 138	Accelerated Calculus	5.00	B	15.00
PHIL 102	Introduction to Logic	3.00	A	12.00
PSY 101	Introduction to Psychology	5.00	B	15.00
THTR 201	Intro to the Cinema w/lab	3.00	A	12.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 54.00 GPA: 3.37				
	Good Standing			
Term:	Winter 2011			
ANTH 201	Intro to Cultural Anthropology	5.00	A	20.00
MATH 224	Multivariable Calc & Geometry I	5.00	B	15.00
PHYS 121	Physics with Calculus I	5.00	B	15.00
Term: Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 50.00 GPA: 3.33				
	Good Standing			
Term:	Spring 2011			
CLST 350	Greek Mythology	4.00	A	16.00
MATH 225	Multivrble Calc & Geometry II	4.00	A	16.00
PHIL 113	Intro: Philosophy of Religion	3.00	A-	11.10
SPAN 104	Review Elementary Spanish	5.00	A-	18.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Honor Roll			
	Good Standing			
Term:	Fall 2011			
ENG 239	Intro to Latina/o Lit	5.00	A	20.00
MATH 204	Elementary Linear Algebra	4.00	C+	9.20
MUS 272	Symphonic Band	2.00	A	8.00
SPAN 201	Intermediate Spanish	5.00	B	15.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 52.20 GPA: 3.26				
	Good Standing			
Term:	Winter 2012			
MATH 209	Discrete Mathematics	4.00	B	12.00
MATH 226	Limits & Infinite Series	4.00	A-	14.80
SPAN 202	Intermediate Spanish	5.00	A-	18.50
Term: Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 45.30 GPA: 3.48				
	Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:	Spring 2012			
MATH 302	Intro Proofs via Number Theory	4.00	A	16.00
MATH 304	Linear Algebra	4.00	B	12.00
MATH 341	Probability/Statistical Infrnc	4.00	B	12.00
PHYS 122	Physics with Calculus II	5.00	B	15.00
Term: Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23				
	Good Standing			
Term:	Summer 2012			
ANTH 353	Sex and Gender in Culture	5.00	A-	18.50
MUS 205	Survey Non-Western Musc Cultrs	3.00	A-	11.10
Term: Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70				
	Good Standing			
Term:	Fall 2012			
MATH 312	Proofs in Elementary Analysis	4.00	A	16.00
MATH 331	Ordinary Differentl Equations	4.00	A-	14.80
MATH 360	Euclidean & Non-Euclidean Geom	4.00	A-	14.80
MATH 410	Mathematical Modeling	4.00	A	16.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Good Standing			
Term:	Winter 2013			
MATH 342	Statistical Methods	4.00	B+	13.20
MATH 401	Intro to Abstract Algebra	4.00	B-	10.80
MATH 419	Historicl Perspectives of Math	3.00	A-	11.10
PHYS 162	Physics with Calculus II	5.00	B+	16.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22				
	Good Standing			
Term:	Spring 2013			
MATH 307	Mathematical Computing	4.00	A-	14.80
MATH 402	Intro to Abstract Algebra	4.00	A-	14.80
MATH 415	Math Biology	4.00	A	16.00
Term: Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80				
	Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	145.00	145.00	506.50	3.49
TOTAL TRANSFER	36.00	0.00	0.00	0.00
OVERALL	181.00	145.00	506.50	3.49

********** END OF TRANSCRIPT **********

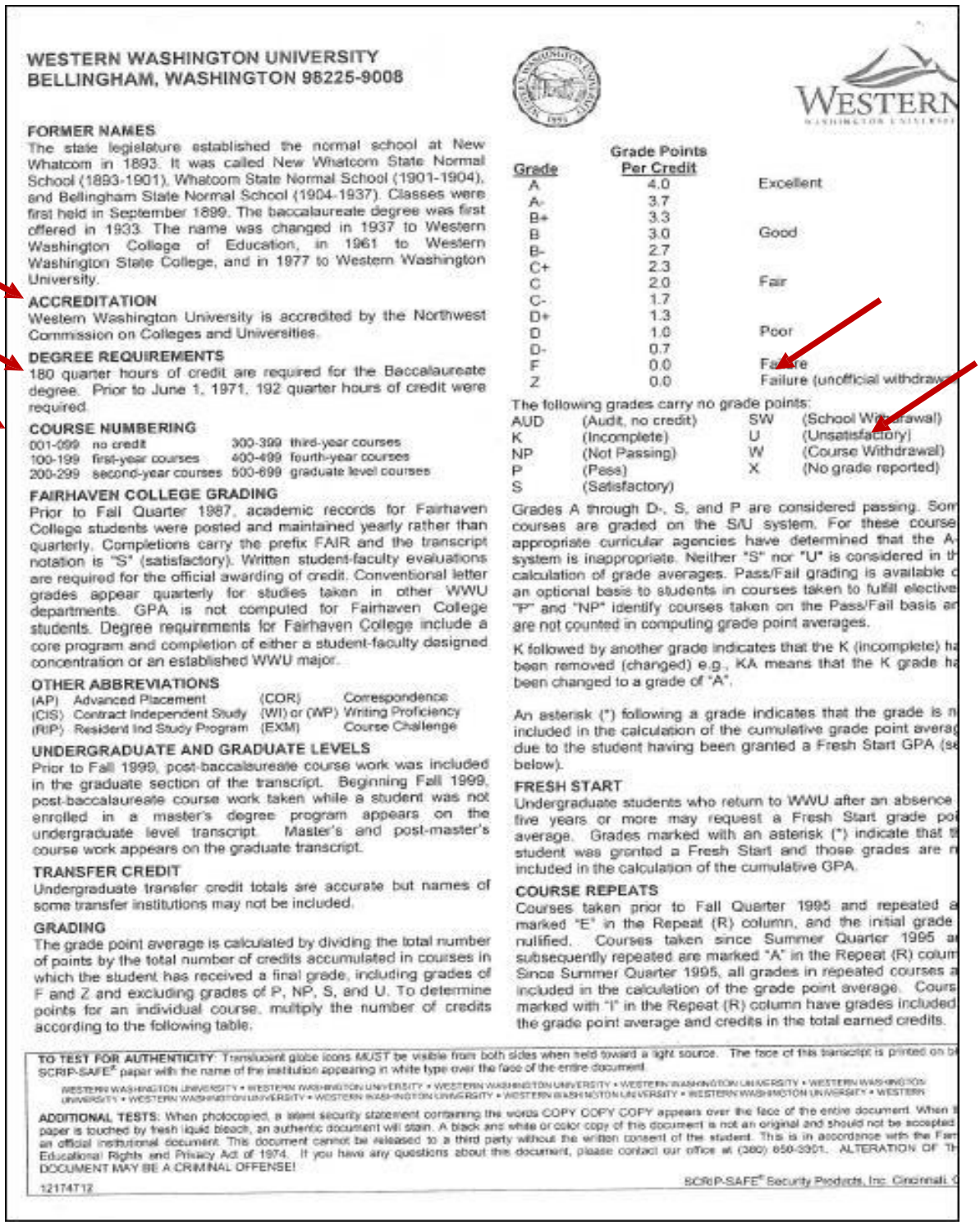
RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper.

David S Brunsmer, Registrar

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.



WESTERN WASHINGTON UNIVERSITY
BELLINGHAM, WASHINGTON 98225-9008

WESTERN

FORMER NAMES
The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

ACCREDITATION
Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

DEGREE REQUIREMENTS
180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

COURSE NUMBERING

001-099	no credit	300-399	third-year courses
100-199	first-year courses	400-499	fourth-year courses
200-299	second-year courses	500-699	graduate level courses

FAIRHAVEN COLLEGE GRADING
Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

OTHER ABBREVIATIONS

(AP)	Advanced Placement	(COR)	Correspondence
(CIS)	Contract Independent Study	(WI) or (WP)	Writing Proficiency
(RIP)	Resident Ind Study Program	(EXM)	Course Challenge

UNDERGRADUATE AND GRADUATE LEVELS
Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

TRANSFER CREDIT
Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

GRADING
The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table.

Grade	Grade Points Per Credit	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure
Z	0.0	Failure (unofficial withdraw

The following grades carry no grade points:

AUD	(Audit, no credit)	SW	(School Withdrawal)
K	(Incomplete)	U	(Unsatisfactory)
NP	(Not Passing)	W	(Course Withdrawal)
P	(Pass)	X	(No grade reported)
S	(Satisfactory)		

Grades A through D-, S, and P are considered passing. Som courses are graded on the S/U system. For these course appropriate curricular agencies have determined that the A- system is inappropriate. Neither "S" nor "U" is considered in th calculation of grade averages. Pass/Fail grading is available o an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis ar are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) ha been removed (changed) e.g., KA means that the K grade ha been changed to a grade of "A".

An asterisk (*) following a grade indicates that the grade is n included in the calculation of the cumulative grade point averag due to the student having been granted a Fresh Start GPA (se below).

FRESH START
Undergraduate students who return to WWU after an absence five years or more may request a Fresh Start grade poi average. Grades marked with an asterisk (*) indicate that th student was granted a Fresh Start and those grades are n included in the calculation of the cumulative GPA.

COURSE REPEATS
Courses taken prior to Fall Quarter 1995 and repeated a marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 ar subsequently repeated are marked "A" in the Repeat (R) colum Since Summer Quarter 1995, all grades in repeated courses a included in the calculation of the grade point average. Cours marked with "I" in the Repeat (R) column have grades included the grade point average and credits in the total earned credits.

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on bl SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

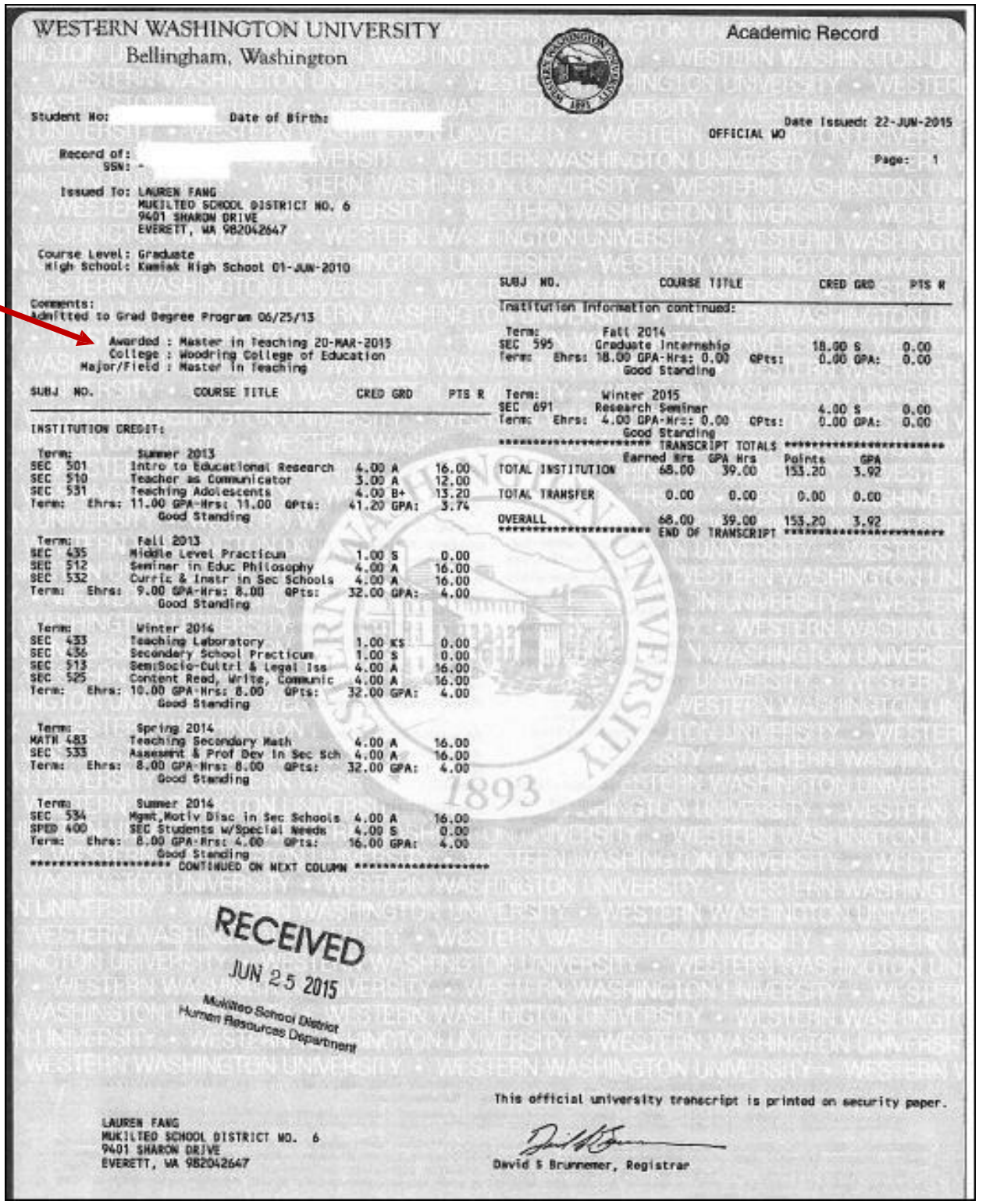
WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN WASHINGTON UNIVERSITY • WESTERN

ADDITIONAL TESTS: When photocopied, a latent security statement containing the words COPY COPY COPY appears over the face of the entire document. When t paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Fam Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (360) 650-3901. ALTERATION OF TH DOCUMENT MAY BE A CRIMINAL OFFENSE!

12174T12

SCRIP-SAFE® Security Products, Inc. Cincinnati, O

Academic Credits Example: Western Washington University – Masters' Degree Awarded. Make sure you see "awarded, confirmed or conferred" not just "admitted or enrolled." Also note, Master's is awarded 5/20/15. All credits should be recorded on or before the MA award date.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN: -

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Graduate
High School: Kamiak High School 01-JUN-2010

Comments:
Admitted to Grad Degree Program 06/25/13

Awarded : Master in Teaching 20-MAR-2015
College : Woodring College of Education
Major/Field : Master in Teaching

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

INSTITUTION CREDIT:

Term:		Summer 2013			
SEC	501	Intro to Educational Research	4.00	A	16.00
SEC	510	Teacher as Communicator	3.00	A	12.00
SEC	531	Teaching Adolescents	4.00	B+	13.20
Term:	Ehrs: 11.00	GPA-Hrs: 11.00 GPts:	41.20	GPA:	3.74
		Good Standing			
Term:		Fall 2013			
SEC	435	Middle Level Practicum	1.00	S	0.00
SEC	512	Seminar in Educ Philosophy	4.00	A	16.00
SEC	532	Curric & Instr in Sec Schools	4.00	A	16.00
Term:	Ehrs: 9.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Winter 2014			
SEC	433	Teaching Laboratory	1.00	KS	0.00
SEC	436	Secondary School Practicum	1.00	S	0.00
SEC	513	Sem:Socio-Cultrl & Legal Iss	4.00	A	16.00
SEC	525	Content Read, Write, Communic	4.00	A	16.00
Term:	Ehrs: 10.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Spring 2014			
MATH	483	Teaching Secondary Math	4.00	A	16.00
SEC	533	Assesmnt & Prof Dev in Sec Sch	4.00	A	16.00
Term:	Ehrs: 8.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Summer 2014			
SEC	534	Mgmt,Motiv Disc in Sec Schools	4.00	A	16.00
SPED	400	SEC Students w/Special Needs	4.00	S	0.00
Term:	Ehrs: 8.00	GPA-Hrs: 4.00 GPts:	16.00	GPA:	4.00
		Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:		Fall 2014			
SEC	595	Graduate Internship	18.00	S	0.00
Term:	Ehrs: 18.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			
Term:		Winter 2015			
SEC	691	Research Seminar	4.00	S	0.00
Term:	Ehrs: 4.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	68.00	39.00	153.20	3.92
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	68.00	39.00	153.20	3.92

********** END OF TRANSCRIPT **********

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Mukilteo School District
Human Resources Department

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

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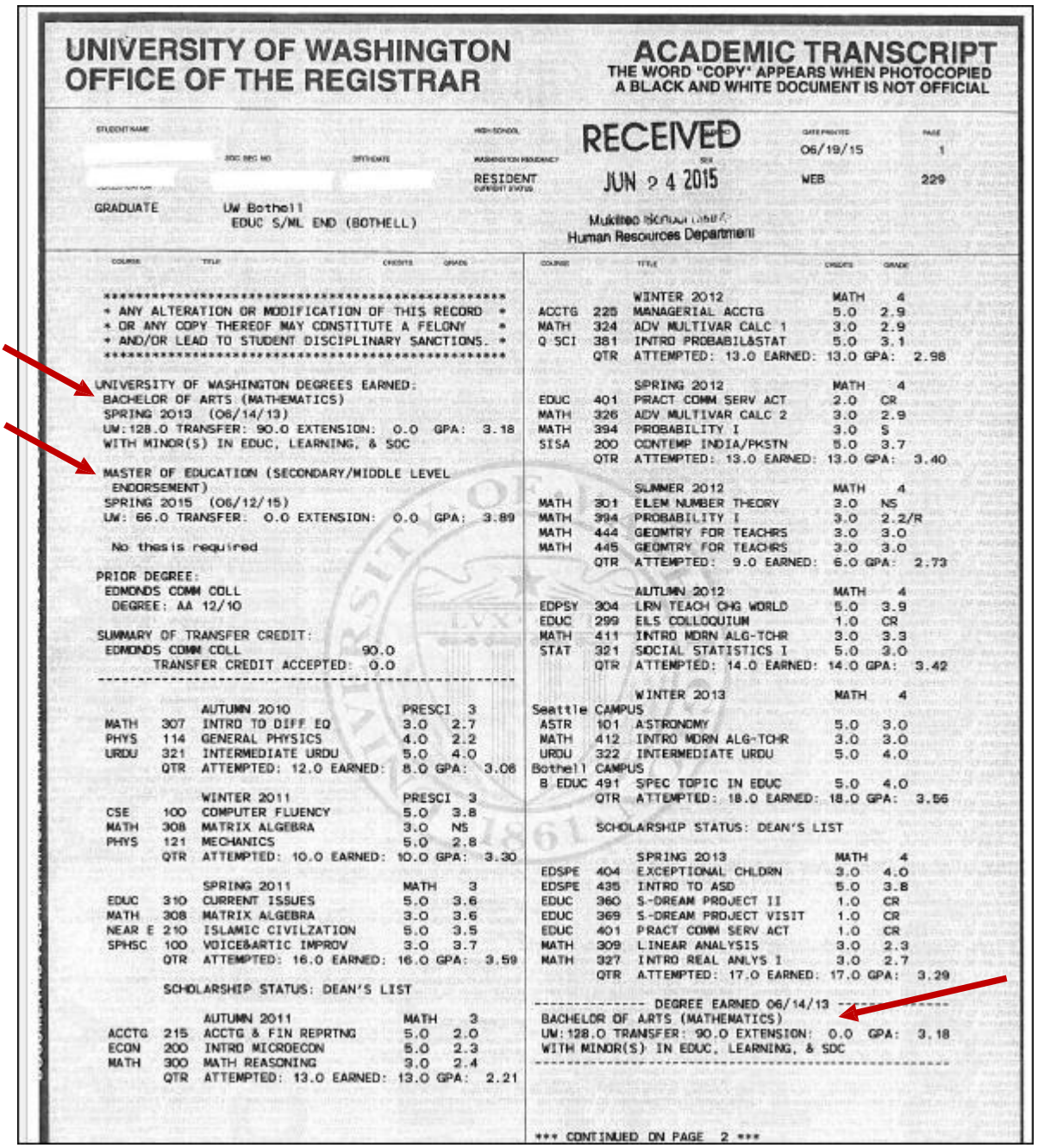
David S Brunnemer, Registrar

October 2019.pdf

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!

Academic Credits Example: **University of Washington. Bachelors' and Master's Degree**. Accredited. Quarter Hours.



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Human Resources Department

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06/19/15 PAGE 1
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GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

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UNIVERSITY OF WASHINGTON DEGREES EARNED:
BACHELOR OF ARTS (MATHEMATICS)
SPRING 2013 (06/14/13)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
SPRING 2015 (06/12/15)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

No thesis required

PRIOR DEGREE:
EDMONDS COMM COLL
DEGREE: AA 12/10

SUMMARY OF TRANSFER CREDIT:
EDMONDS COMM COLL 90.0
TRANSFER CREDIT ACCEPTED: 0.0

		AUTUMN 2010	PRESCI	3	
MATH	307	INTRO TO DIFF EQ	3.0	2.7	
PHYS	114	GENERAL PHYSICS	4.0	2.2	
URDU	321	INTERMEDIATE URDU	5.0	4.0	
	QTR	ATTEMPTED: 12.0 EARNED:	8.0	GPA:	3.06
		WINTER 2011	PRESCI	3	
CSE	100	COMPUTER FLUENCY	5.0	3.8	
MATH	308	MATRIX ALGEBRA	3.0	NS	
PHYS	121	MECHANICS	5.0	2.8	
	QTR	ATTEMPTED: 10.0 EARNED:	10.0	GPA:	3.30
		SPRING 2011	MATH	3	
EDUC	310	CURRENT ISSUES	5.0	3.6	
MATH	308	MATRIX ALGEBRA	3.0	3.6	
NEAR E	210	ISLAMIC CIVILZATION	5.0	3.5	
SPHSC	100	VOICE&ARTIC IMPROV	3.0	3.7	
	QTR	ATTEMPTED: 16.0 EARNED:	16.0	GPA:	3.59

SCHOLARSHIP STATUS: DEAN'S LIST

		AUTUMN 2011	MATH	3	
ACCTG	215	ACCTG & FIN REPRTNG	5.0	2.0	
ECON	200	INTRO MICROECON	5.0	2.3	
MATH	300	MATH REASONING	3.0	2.4	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.21
		WINTER 2012	MATH	4	
ACCTG	225	MANAGERIAL ACCTG	5.0	2.9	
MATH	324	ADV MULTIVAR CALC 1	3.0	2.9	
Q SCI	381	INTRO PROBABIL&STAT	5.0	3.1	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.98
		SPRING 2012	MATH	4	
EDUC	401	PRACT COMM SERV ACT	2.0	CR	
MATH	326	ADV MULTIVAR CALC 2	3.0	2.9	
MATH	394	PROBABILITY I	3.0	S	
SISA	200	CONTEMP INDIA/PKSTN	5.0	3.7	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	3.40
		SUMMER 2012	MATH	4	
MATH	301	ELEM NUMBER THEORY	3.0	NS	
MATH	394	PROBABILITY I	3.0	2.2/R	
MATH	444	GEOMTRY FOR TEACHRS	3.0	3.0	
MATH	445	GEOMTRY FOR TEACHRS	3.0	3.0	
	QTR	ATTEMPTED: 9.0 EARNED:	6.0	GPA:	2.73
		AUTUMN 2012	MATH	4	
EDPSY	304	LRN TEACH CHG WORLD	5.0	3.9	
EDUC	299	ELS COLLOQUIUM	1.0	CR	
MATH	411	INTRO MDRN ALG-TCHR	3.0	3.3	
STAT	321	SOCIAL STATISTICS I	5.0	3.0	
	QTR	ATTEMPTED: 14.0 EARNED:	14.0	GPA:	3.42
		WINTER 2013	MATH	4	
Seattle CAMPUS					
ASTR	101	ASTRONOMY	5.0	3.0	
MATH	412	INTRO MDRN ALG-TCHR	3.0	3.0	
URDU	322	INTERMEDIATE URDU	5.0	4.0	
Bothell CAMPUS					
B EDUC	491	SPEC TOPIC IN EDUC	5.0	4.0	
	QTR	ATTEMPTED: 18.0 EARNED:	18.0	GPA:	3.56

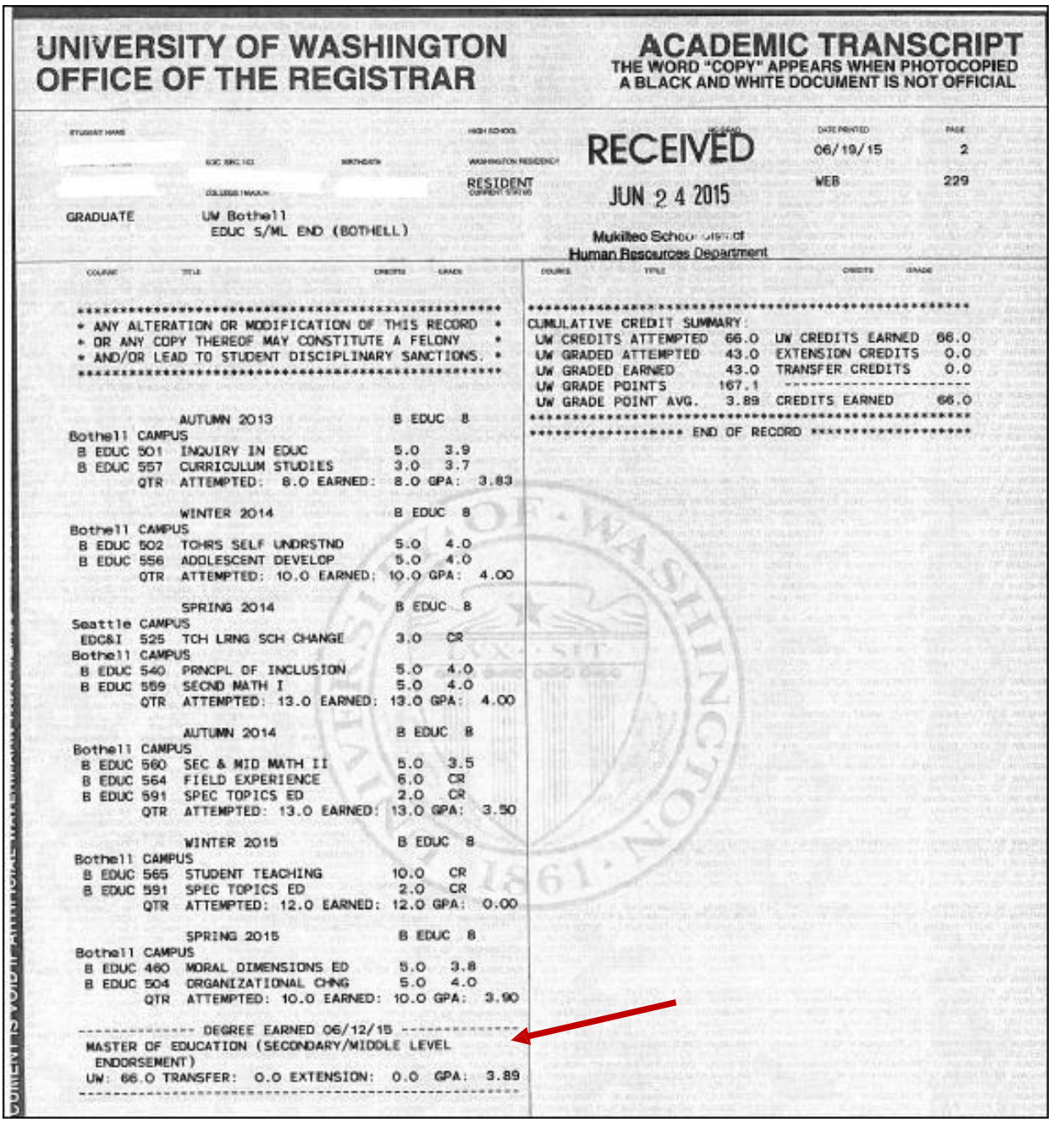
SCHOLARSHIP STATUS: DEAN'S LIST

		SPRING 2013	MATH	4	
EDSPE	404	EXCEPTIONAL CHLDRN	3.0	4.0	
EDSPE	435	INTRO TO ASD	5.0	3.8	
EDUC	360	S-DREAM PROJECT II	1.0	CR	
EDUC	369	S-DREAM PROJECT VISIT	1.0	CR	
EDUC	401	PRACT COMM SERV ACT	1.0	CR	
MATH	309	LINEAR ANALYSIS	3.0	2.3	
MATH	327	INTRO REAL ANLYS I	3.0	2.7	
	QTR	ATTEMPTED: 17.0 EARNED:	17.0	GPA:	3.29

---------- DEGREE EARNED 06/14/13 ----------
BACHELOR OF ARTS (MATHEMATICS)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

*** CONTINUED ON PAGE 2 ***

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!



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RESIDENT

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

COURSE TITLE CREDITS GRADE

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AUTUMN 2013 B EDUC B
Bothell CAMPUS
B EDUC 501 INQUIRY IN EDUC 5.0 3.9
B EDUC 557 CURRICULUM STUDIES 3.0 3.7
QTR ATTEMPTED: 8.0 EARNED: 8.0 GPA: 3.83

WINTER 2014 B EDUC B
Bothell CAMPUS
B EDUC 502 TCHRS SELF UNDRSTND 5.0 4.0
B EDUC 556 ADOLESCENT DEVELOP 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 4.00

SPRING 2014 B EDUC B
Seattle CAMPUS
EDC&I 525 TCH LRNG SCH CHANGE 3.0 CR
Bothell CAMPUS
B EDUC 540 PRNCPL OF INCLUSION 5.0 4.0
B EDUC 559 SECND MATH I 5.0 4.0
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 4.00

AUTUMN 2014 B EDUC B
Bothell CAMPUS
B EDUC 560 SEC & MID MATH II 5.0 3.5
B EDUC 564 FIELD EXPERIENCE 6.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.50

WINTER 2015 B EDUC B
Bothell CAMPUS
B EDUC 565 STUDENT TEACHING 10.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 0.00

SPRING 2015 B EDUC B
Bothell CAMPUS
B EDUC 460 MORAL DIMENSIONS ED 5.0 3.8
B EDUC 504 ORGANIZATIONAL CHNG 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.90

---------- DEGREE EARNED 06/12/15 ----------
MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

CUMULATIVE CREDIT SUMMARY:

UW CREDITS ATTEMPTED	66.0	UW CREDITS EARNED	66.0
UW GRADED ATTEMPTED	43.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	43.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	167.1		
UW GRADE POINT AVG.	3.89	CREDITS EARNED	66.0

****************** END OF RECORD ******************

October 2019.pdf

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

DoW 1582 (Rev. 9/02)

TRANSCRIPT OF ACADEMIC RECORD
This transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

EXPLANATORY NOTES

AUTHENTICATION OF THIS TRANSCRIPT:
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

ACADEMIC CALENDAR:
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

EXPLANATION OF GRADE SYMBOLS:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

GRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

SPECIAL SYMBOLS:
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

SCHOOL OF DENTISTRY:
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

SCHOOL OF LAW:
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

SCHOOL OF MEDICINE:
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

SCHOOL OF PHARMACY:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

COURSE LEVEL:
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

TRANSCRIPTS:
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

ACCREDITATION:
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

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PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.
Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16.

		Fall Term 1999-2000 (Regular Student)	
PHI	312	Intermediate Logic	*
		J. P. Burgess	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
PHI	707	R.C.:Meta-Ethics:Error Theories	*
		D. K. Lewis	

		Spring Term 1999-2000 (Regular Student)	
PHI	339	Philosophyical Analysis Since 1950	*
		S. Soames	
PHI	513	Perceptual Content	*
		S. D. Kelly	
PHI	516	Locke and Rousseau	*
		H. K. Lottenbach	

		Fall Term 2000-2001 (Regular Student)	
PHI	300	Plato and His Predecessors	*
		J. M. Cooper	
PHI	502	Philosophy of Kant	*
		B. M. Longenesse	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
		Assistant in Instruction - Part Time	

		Spring Term 2000-2001 (Regular Student)	
PHI	514	Recent and Contemp. Phil: Fact and Value	AUD
		G. A. Rosen	
PHI	535	Philosophy of Mind	*
		K. E. Bennett	

		Fall Term 2001-2002 (Regular Student)	
PHI	338	Philosophical Analysis from 1900 to 1950	AUD
		S. Soames	
PHI	540	Metaphysics	*
		G. A. Rosen	

		Spring Term 2001-2002 (Regular Student)	
PHI	523	Problems of Philosophy	*
		G. A. Rosen	
PHI	534	Philosophy of Language	AUD
		S. Soames	
PHI	599	Dissertation Seminar	*
		P. Benacerraf	

REMARKS:
******** Language Exam in German Passed on 05/22/01
******** General Exam for Philosophy Passed on 01/31/02
******** Leave of Absence 09/01/02
******** Voluntary Withdrawal 07/01/04

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MAY 24 2016
Mukilteo School District
Human Resources Department

RE

Lauren Fang
9401 Sharon Drive
Everett, WA 98204
USA

End of transcript

Poly Winfrey Griffin, Registrar

TRANSCRIPT EXPLANATION PRINTED ON REVERSE SIDE

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PRINCETON UNIVERSITY

GRADING SYMBOLS

In undergraduate courses (numbered below 500) and independent work

A+	Exceptional; significantly exceeds the highest expectations for undergraduate work
A	Outstanding; meets the highest standards for the assignment or course
A-	Excellent; meets very high standards for the assignment or course
B+	Very good; meets high standards for the assignment or course
B	Good; meets most of the standards for the assignment or course
B-	More than adequate; shows some reasonable command of the material
C+	Acceptable; meets basic standards for the assignment or course
C	Acceptable; meets some of the basic standards for the assignment or course
C-	Acceptable, while falling short of meeting basic standards in several ways
D	Minimally acceptable; lowest passing grade
F	Failing; very poor performance
P	Grades of A+ through C- in courses taken on pass/D/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P) Satisfactory
AUD	Completion of required work in a course taken on an audit basis
INC	Course not completed at end of term (late completion authorized)
T	Course successfully completed at another institution for Princeton credit
UNR	Course grades not reported by instructor
W	Student withdrew from the University after the term's ninth week of class

In graduate courses (numbered 500 and above)

With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear:

HP	High Pass (used in some graduate courses in the School of Architecture)
LP	Low Pass (used in some graduate courses in the School of Architecture)
N or *	No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by *

GRADING POLICY 2004-2014

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

COURSE OF STUDY

Undergraduate students at Princeton enroll in a four-year course of study as candidates for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit; one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually include one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

Graduate students pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered *in absentia* are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-generals Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held to a light source. The face of the transcript is printed on light brown SCRIP-SAFE® paper bordered in orange on four sides with the name of the institution appearing in white type over the face of the entire document.

ADDITIONAL TESTS: The repeated words UNOFFICIAL COPY appear as a latent image. A black and white or color copy of the document is not an original and should not be accepted as an official institutional document. In accordance with the Family Educational Rights and Privacy Act of 1974, this document cannot be released to a third party without the written consent of the student. If you have any questions about this document, please contact our office at registrar@princeton.edu or (609) 258-3361.

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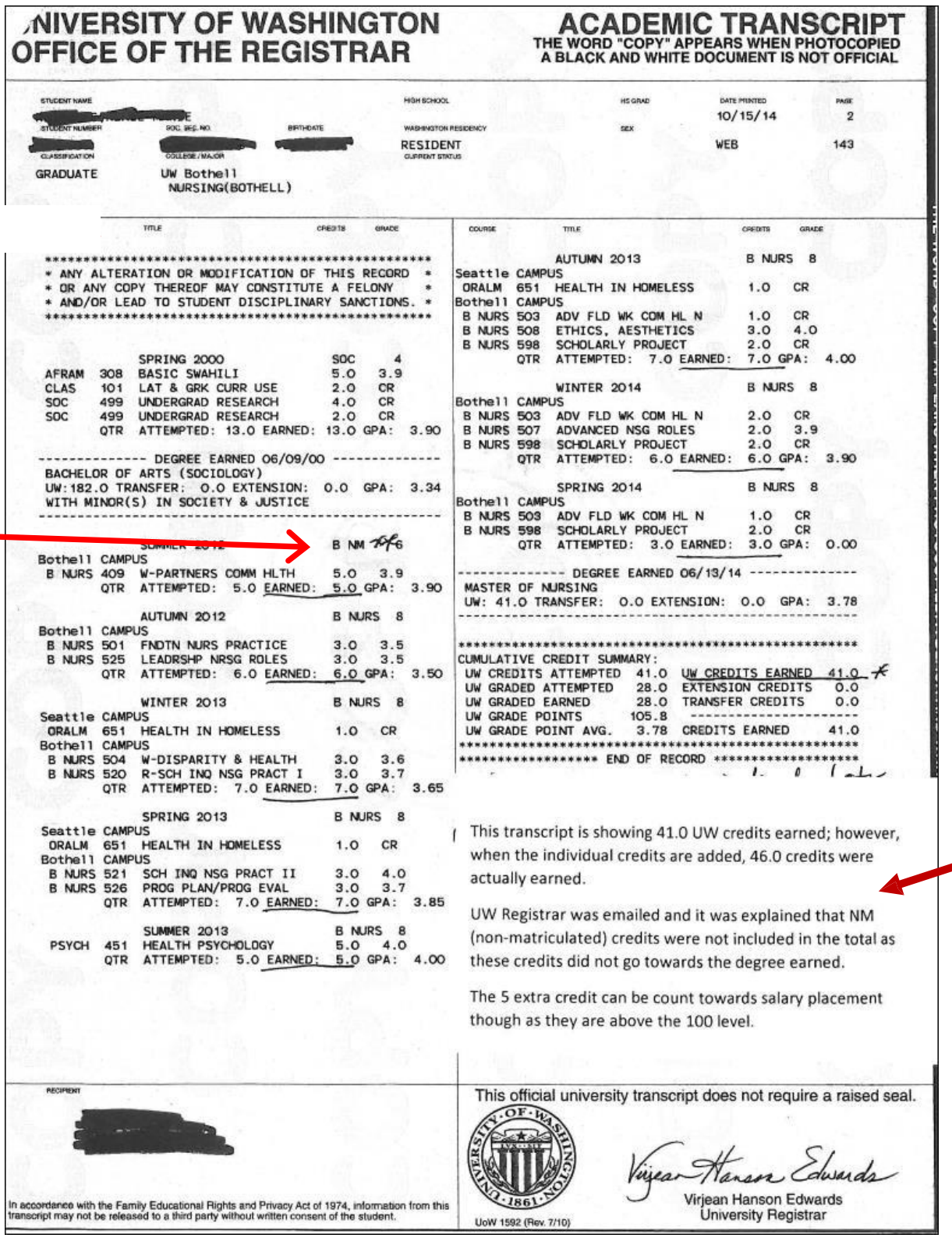
Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.



NIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

STUDENT NAME [redacted]E
STUDENT NUMBER [redacted] SOC. SEC. NO. [redacted] BIRTHDATE [redacted]
CLASSIFICATION: GRADUATE
COLLEGE / MAJOR: UW Bothell NURSING(BOTHELL)
HIGH SCHOOL
WASHINGTON RESIDENCY: RESIDENT
CURRENT STATUS
HS GRAD
SEX
DATE PRINTED: 10/15/14
PAGE: 2
WEB
143

COURSE		TITLE	CREDITS	GRADE
		********** ANY ALTERATION OR MODIFICATION OF THIS RECORD * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * **********		
		SPRING 2000	SOC	4
AFRAM	308	BASIC SWAHILI	5.0	3.9
CLAS	101	LAT & GRK CURR USE	2.0	CR
SOC	499	UNDERGRAD RESEARCH	4.0	CR
SOC	499	UNDERGRAD RESEARCH	2.0	CR
	QTR	ATTEMPTED: 13.0 EARNED: 13.0 GPA:		3.90
		---------- DEGREE EARNED 06/09/00 ----------		
		BACHELOR OF ARTS (SOCIOLOGY)		
		UW:182.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.34
		WITH MINOR(S) IN SOCIETY & JUSTICE		
		[illegible]	B NM	5
Bothell	CAMPUS			
B NURS	409	W-PARTNERS COMM HLTH	5.0	3.9
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		3.90
		AUTUMN 2012	B NURS	8
Bothell	CAMPUS			
B NURS	501	FNDTN NURS PRACTICE	3.0	3.5
B NURS	525	LEADRSHP NRSG ROLES	3.0	3.5
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.50
		WINTER 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	504	W-DISPARITY & HEALTH	3.0	3.6
B NURS	520	R-SCH INQ NSG PRACT I	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.65
		SPRING 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	521	SCH INQ NSG PRACT II	3.0	4.0
B NURS	526	PROG PLAN/PROG EVAL	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.85
		SUMMER 2013	B NURS	8
PSYCH	451	HEALTH PSYCHOLOGY	5.0	4.0
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		4.00

COURSE		TITLE	CREDITS	GRADE
		AUTUMN 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	508	ETHICS, AESTHETICS	3.0	4.0
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		4.00
		WINTER 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	2.0	CR
B NURS	507	ADVANCED NSG ROLES	2.0	3.9
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.90
		SPRING 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 3.0 EARNED: 3.0 GPA:		0.00
		---------- DEGREE EARNED 06/13/14 ----------		
		MASTER OF NURSING		
		UW: 41.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.78

********** CUMULATIVE CREDIT SUMMARY: **********

UW CREDITS ATTEMPTED	41.0	UW CREDITS EARNED	41.0
UW GRADED ATTEMPTED	28.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	28.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	105.8		
UW GRADE POINT AVG.	3.78	CREDITS EARNED	41.0

********** END OF RECORD **********

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

The 5 extra credit can be count towards salary placement though as they are above the 100 level.

RECIPIENT [redacted]

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

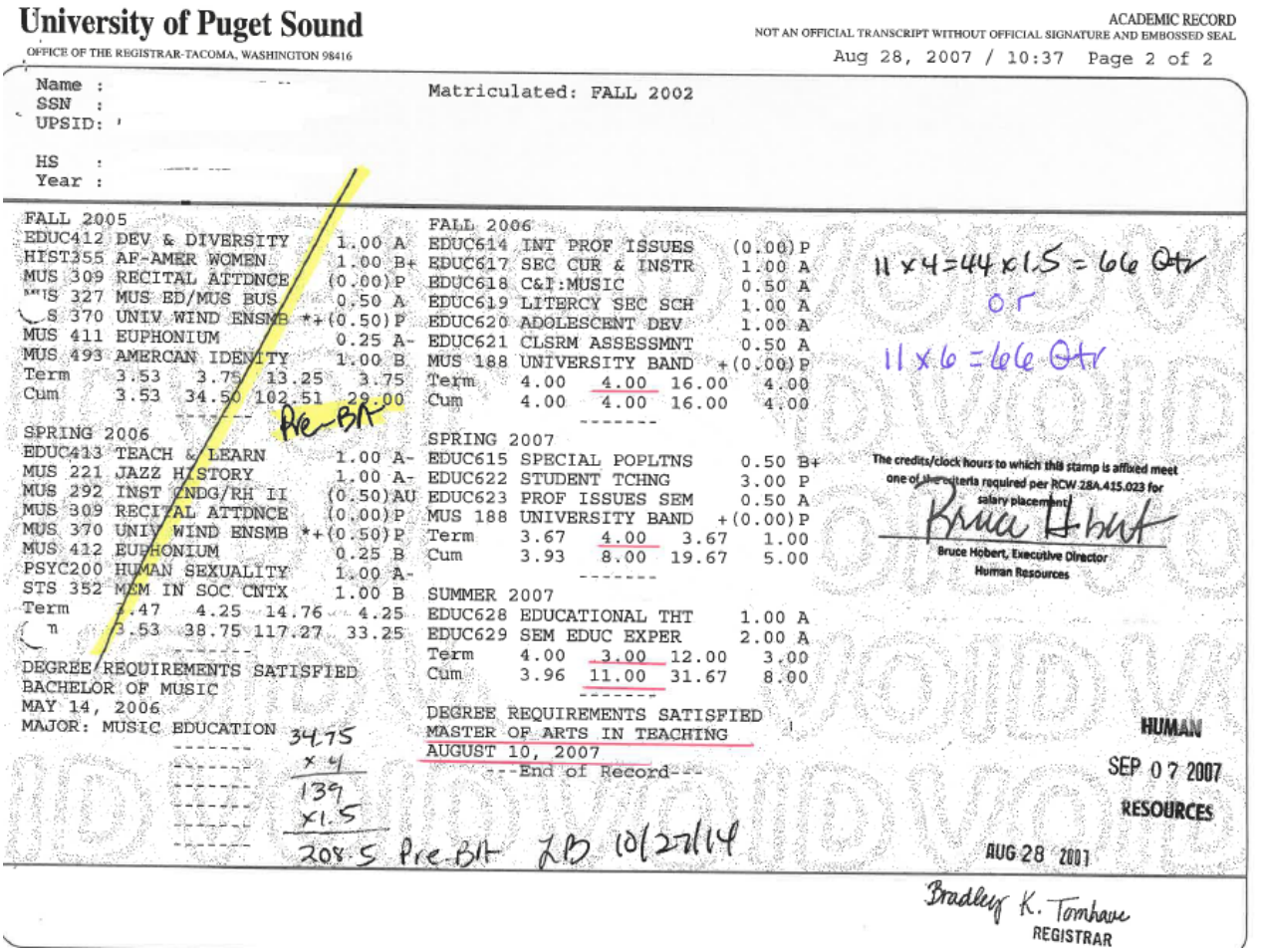
This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
Virjean Hanson Edwards
University Registrar

UoW 1592 (Rev. 7/10)

Academic Credits Example: University of Puget Sound is Units. 1.0 Unit = 4 Semester Hours or 1.0 Unit = 6.0 Quarter Hours if earned beginning Summer 1984.



University of Puget Sound
OFFICE OF THE REGISTRAR-TACOMA, WASHINGTON 98416

ACADEMIC RECORD
NOT AN OFFICIAL TRANSCRIPT WITHOUT OFFICIAL SIGNATURE AND EMBOSSED SEAL
Aug 28, 2007 / 10:37 Page 2 of 2

Name :
SSN :
UPSID:

HS :
Year :

Matriculated: FALL 2002

FALL 2005
EDUC412 DEV & DIVERSITY 1.00 A
HIST355 AF-AMER WOMEN 1.00 B+
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 327 MUS ED/MUS BUS 0.50 A
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 411 EUPHONIUM 0.25 A-
MUS 493 AMERCAN IDENITY 1.00 B
Term 3.53 3.75 13.25 3.75
Cum 3.53 34.50 102.51 29.00

Pre-BA

SPRING 2006
EDUC413 TEACH & LEARN 1.00 A-
MUS 221 JAZZ HISTORY 1.00 A-
MUS 292 INST CNDG/RH II (0.50)AU
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 412 EUPHONIUM 0.25 B
PSYC200 HUMAN SEXUALITY 1.00 A-
STS 352 MEM IN SOC CNTX 1.00 B
Term 3.47 4.25 14.76 4.25
Cum 3.53 38.75 117.27 33.25

DEGREE REQUIREMENTS SATISFIED
BACHELOR OF MUSIC
MAY 14, 2006
MAJOR: MUSIC EDUCATION

FALL 2006
EDUC614 INT PROF ISSUES (0.00)P
EDUC617 SEC CUR & INSTR 1.00 A
EDUC618 C&I:MUSIC 0.50 A
EDUC619 LITERCY SEC SCH 1.00 A
EDUC620 ADOLESCENT DEV 1.00 A
EDUC621 CLSRM ASSESSMNT 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 4.00 4.00 16.00 4.00
Cum 4.00 4.00 16.00 4.00

SPRING 2007
EDUC615 SPECIAL POPLTNS 0.50 B+
EDUC622 STUDENT TCHNG 3.00 P
EDUC623 PROF ISSUES SEM 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 3.67 4.00 3.67 1.00
Cum 3.93 8.00 19.67 5.00

SUMMER 2007
EDUC628 EDUCATIONAL THT 1.00 A
EDUC629 SEM EDUC EXPER 2.00 A
Term 4.00 3.00 12.00 3.00
Cum 3.96 11.00 31.67 8.00

DEGREE REQUIREMENTS SATISFIED
MASTER OF ARTS IN TEACHING
AUGUST 10, 2007
---End of Record---

11 x 4 = 44 x 1.5 = 66 Qtr
or
11 x 6 = 66 Qtr

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.
Bruce Hobert
Bruce Hobert, Executive Director
Human Resources

34.75
x 4
139
x 1.5
208.5 Pre-BA LB 10/27/14

HUMAN
SEP 07 2007
RESOURCES

AUG 28 2007

Bradley K. Tomhave
REGISTRAR

October 2019.pdf

University of Puget Sound
Office of the Registrar
Tacoma, WA 98416-1034
(253) 879-3217

IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THIS TRANSCRIPT IS ISSUED ON THE CONDITION THAT IT IS NOT TO BE RELEASED TO A THIRD PARTY WITHOUT THE STUDENTS WRITTEN PERMISSION.

The University of Puget Sound was founded in 1888. It was known as the College of Puget Sound from 1913 to 1960, when it again became the University of Puget Sound. The University is fully accredited by the Northwest Association of Schools and Colleges, an accreditation recognized by all other regional accrediting associations in the United States.

CREDIT VALUE

Prior to Fall 1969, the University of Puget Sound operated on a semester calendar and granted credit in semester hours. From Fall 1969 through Spring 1984, the University operated on a 4-1-4 calendar and granted credit in units, with one unit equaling 5 quarter credits or 3⅓ semester credits. Beginning Summer 1984, the University is again on a semester calendar, granting credit in units, with one unit equaling 4 semester credits or 6 quarter credits.

DEGREE REQUIREMENTS

Prior to Fall 1969, 125 semester credits were required for graduation. From Fall 1969 to Fall 1971, 35 units plus 4 PE activities were required for graduation. From Fall 1971 to Spring 1984, 36 units were required for graduation, with a maximum of 2 activity units allowed within the 36. Beginning Summer 1984, 32 units are required for graduation, with a maximum of 1.5 activity units allowed within the 32. Beginning Fall 1984, activity overload grades are excluded from the grade point average. To help track degree progress of students enrolled under both the 4-1-4 calendar (36-unit degree) and semester calendar (32-unit degree), units earned prior to Summer 1984 were "converted" by a factor of 8/9. (The conversion factor derives from the change in units required from 36 to 32. Note that 32/36=8/9.) This "conversion" notation on the transcript is solely for the purpose of internal University degree-tracking. For purpose of transfer, unit equivalencies described above in **CREDIT VALUE** apply.

END-OF-TERM TOTALS

Totals computed at the end of each academic term's work prior to Fall 1979 were (reading from left to right): (1) cumulative grade point average, (2) cumulative units earned, (3) term grade point average, and (4) term units earned. Beginning Fall 1979 term (top line) and cumulative (bottom line) totals are: (1) grade point average, (2) units earned, (3) grade points, and (4) graded units.

COURSE NUMBERING SYSTEM

1922-1939		1939-August, 1955		September, 1955-Present*	
1-20	Freshman Level	1-49	Freshman Level	100-199	Freshman Level
20-29	Sophomore Level	50-99	Sophomore Level	200-299	Sophomore Level
Above 29	Upper Level and Advanced Credit	100-149	Junior Level	300-399	Junior Level
		150-199	Senior Level	400-499	Senior Level
		200-Above	Graduate Level	500-699	Graduate Level

Winterim courses and PE activity courses have used different numbering systems but all courses offered by the University of Puget Sound are 4-year degree level courses.

TRANSCRIPT SYMBOLS

+	indicates activity credit
*	indicates activity credit limit exceeded
( )	indicates credit not counted in hours for degree
G	indicates credit accepted towards graduate degree
H	indicates Honors enriched course
L	indicates course includes laboratory

GRADING SYSTEM (Beginning Fall 1979, transfer grades are NOT included in University of Puget Sound grade average.)

Prior to 1926

1*	Superior
1, 1-	Good
2+, 2, 2-	Average
3+, 3	Poor
3-	Barely Passing
Inc.	Incomplete
4-	Conditioned
4	Failure

***1927-1946**

A	Superior
B	Good
C	Average
D	Passing
I	Incomplete
K	Conditioned
F	Failure

**1926 same as above except*
D Poor
E Passing

1947-Fall 1976*

A	Unusual Excellence
B	Superior
C	Average
D	Passing
P	Failure
I	Incomplete
IP	In Progress
AU	Audit
W	Satisfactory at Withdrawal
UF	Unsatisfactory at Withdrawal
WU	Unofficial Withdrawal

**Beginning Fall 1967*
P Pass

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Spring 1977-Present

Grade	Points	Explanation
P	-	Pass (C- or above)
W	-	Withdrawal
WF	0.00	Withdrawal Failing*
AU	-	Audit (no credit)
I	-	Incomplete
INC	-	Incomplete (Permanent)
IP	-	In Progress

**Computed in grade point average*

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Academic Credits Example: **Pacific Lutheran University operates on semesters!**

Date Issued: 28-AUG-2003
GEN

PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447-0003 • 253/535-7161

Page: 1

Record o
Issued To: "

Course Level: Continuing Education

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 2003

EDUC 501D	New Horizons in Education	3.33	P	0.00
EDUC 501J	No Child Left Behind	3.50	P	0.00

Ehrs: 6.83 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

6.83 x 1.5 = 10.25

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	6.83	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	6.83	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

October 2019.pdf

Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

ACCREDITATION
Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

CALENDAR
PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

GRADING SYSTEM

THROUGH MAY, 1980:

GRADE	POINTS	EXPLANATION
A	4.00	Excellent
B	3.00	Good
C	2.00	Average
D	1.00	Passing
E	0.00	Failure
WE	0.00	Failure
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WP	0.00	Withdrawal Passing
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal

JUNE, 1980 - PRESENT:

GRADE		POINTS	EXPLANATION
A+,	*IA+	4.00	Excellent
A,	*IA	4.00	
A-,	*IA-	3.67	
B+,	*IB+	3.33	
B,	*IB	3.00	Good
B-,	*IB-	2.67	
C+,	*IC+	2.33	
C,	*IC	2.00	
C-,	*IC-	1.67	
D+,	*ID+	1.33	
D,	*ID	1.00	Passing
D-,	*ID-	0.67	
E,	*IE	0.00	Failure
EW		0.00	Unofficial Withdrawal

The following are not used in GPA

GRADE	POINTS	EXPLANATION
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
NC	0.00	No Credit
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal
UW	0.00	Unofficial Withdrawal

** The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.*
*** Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.*

COURSE NUMBERING
011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

CODES
Pass-Plus grades (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.
Course repeats are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.
Credit by exam (challenge) courses are indicated by an X prior to the course number (ex: X467).

UNIVERSITY HONORS
Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.
The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

NOTE
In accordance with the Family Educational Rights and Privacy Act, this transcript may not be released to a third party without the student's permission.

Academic Credits Example: Quarter or Semester? Be sure to read the back.

LOUISIANA TECH UNIVERSITY®
RUSTON, LOUISIANA 71272

ACADEMIC TRANSCRIPT

NAME –
STUDENT NUMBER

Official Louisiana Tech University Graduate Transcript

Current Academic Program:
College of Education
Nondegree program, graduate level
Major: Life Long Learning - Educ Extension

Degrees Awarded:
Master of Arts in Teaching Feb 26, 2011
College of Education
Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ Gr 6-12
Cum GPA: 3.889

Previous Degrees:
Bachelor of Arts May 10, 2008
HENDRIX COLLEGE
Major: Biology

Admitted Program:
College of Education
Master of Arts in Teaching
Major: Secondary Educ Gr 6-12

COURSE NUMBER	COURSE TITLE	GRADE	SEMESTER HOURS	QUALITY POINTS
Fall 2009				
EDCI-435	TRENDS AND ISSUES IN EDUCATION	A	3.00	12.00
PSYC-507	LEARNING & DEVELOPMENT	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	6.00	24.00	4.000
	Cumulative	6.00	6.00	6.00	24.00	4.000
Winter 2010						
EDCI-434	DIVERSE LEARNERS	A	3.00	12.00
EDCI-464	MAT & METH: TEACHING SCIENCE	A	3.00	12.00
EDCI-521	ASSESSMENT: STUDENTS & PROGRAMS	B	3.00	9.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	33.00	3.667
	Cumulative	15.00	15.00	15.00	57.00	3.800
Spring 2010				
EDCI-575	PRACTICUM IN EDUCATION	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	3.00	3.00	0.00	0.00	0.000
	Cumulative	18.00	18.00	15.00	57.00	3.800
Summer 2010				
EDCI-403	MAT & METH: TEACHING READING	A	3.00	12.00
EDCI-471	CLASSROOM MANAGEMENT	A	3.00	12.00
EDCI-500	RES APPL FOR TCHRS & EDUC LEADER	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	36.00	4.000
	Cumulative	27.00	27.00	24.00	93.00	3.875
Fall 2010				
EDCI-472	TRANSITIONAL & VOCATIONAL PROCED	A	3.00	12.00
EDUC-530C	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	3.00	12.00	4.000
	Cumulative	33.00	33.00	27.00	105.00	3.889
Winter 2011				
EDCI-599	E-PORTFOLIO	S	0.00	
EDUC-530F	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	6.00	
UNIV-640	GRADUATION - EDU GRAD	NR	0.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	0.00	0.00	0.000
	Cumulative	39.00	39.00	27.00	105.00	3.889

Requirements completed for Master of Arts in Teaching

No Further Entries This Page

No Further Entries This Column

Robert D. Vento, Jr.
UNIVERSITY REGISTRAR

PRINT DATE 07-03-17

LAUREN FANG
MUKILTEO SCHOOL DISTRICT
REFNUM: 20076303343
EVERETT WA 98204-2647

This transcript processed and delivered by Credentials' TranscriptsNetwork

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LOUISIANA TECH UNIVERSITY

Office of the Registrar
P.O. Box 3155, Ruston, LA 71272
Telephone: (318) 257-2176 FAX: (318) 257-4041
www.latech.edu

ACCREDITATION: Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

SEMESTER CREDIT HOUR AWARDED/QUARTER ACAMEDIC CALENDAR: Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

FULL-TIME ENROLLMENT: An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

SYSTEM OF GRADING

GRADE	QUALITY POINTS	
A	4	Excellent
B	3	Superior
C	2	Average
D	1	Minimum for credit
F	0	Failure
S	0	Satisfactory
I	0	Incomplete
IA, IB, IC, ID	0	Incomplete plus average grade in course at end of term
PI	0	Permanent Incomplete (Thesis or Dissertation – no progress; will not be completed at TECH)
W	0	Dropped course
AU	0	Audit
NC	0	No Credit
NR	0	No Grade Required

COURSE NUMBERS

001 - 099	Developmental education – not acceptable for degree credit
100 - 199	Freshman courses
200 - 299	Sophomore courses
300 - 399	Junior courses
400 - 499	Senior courses/selected courses approved for Graduate credit
500 - 599	Master's courses
600 - 699	Master's courses/selected courses approved for Doctoral credit
700 - 799	Doctoral courses

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This Academic Transcript from Louisiana Tech University located in Ruston, LA is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of Louisiana Tech University in facilitating the delivery of academic transcripts from Louisiana Tech University to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than Louisiana Tech University's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, Louisiana Tech University, P.O. Box 3155, Ruston, LA 71272-0001, Tel: (318) 257-2176.

October 2019.pdf

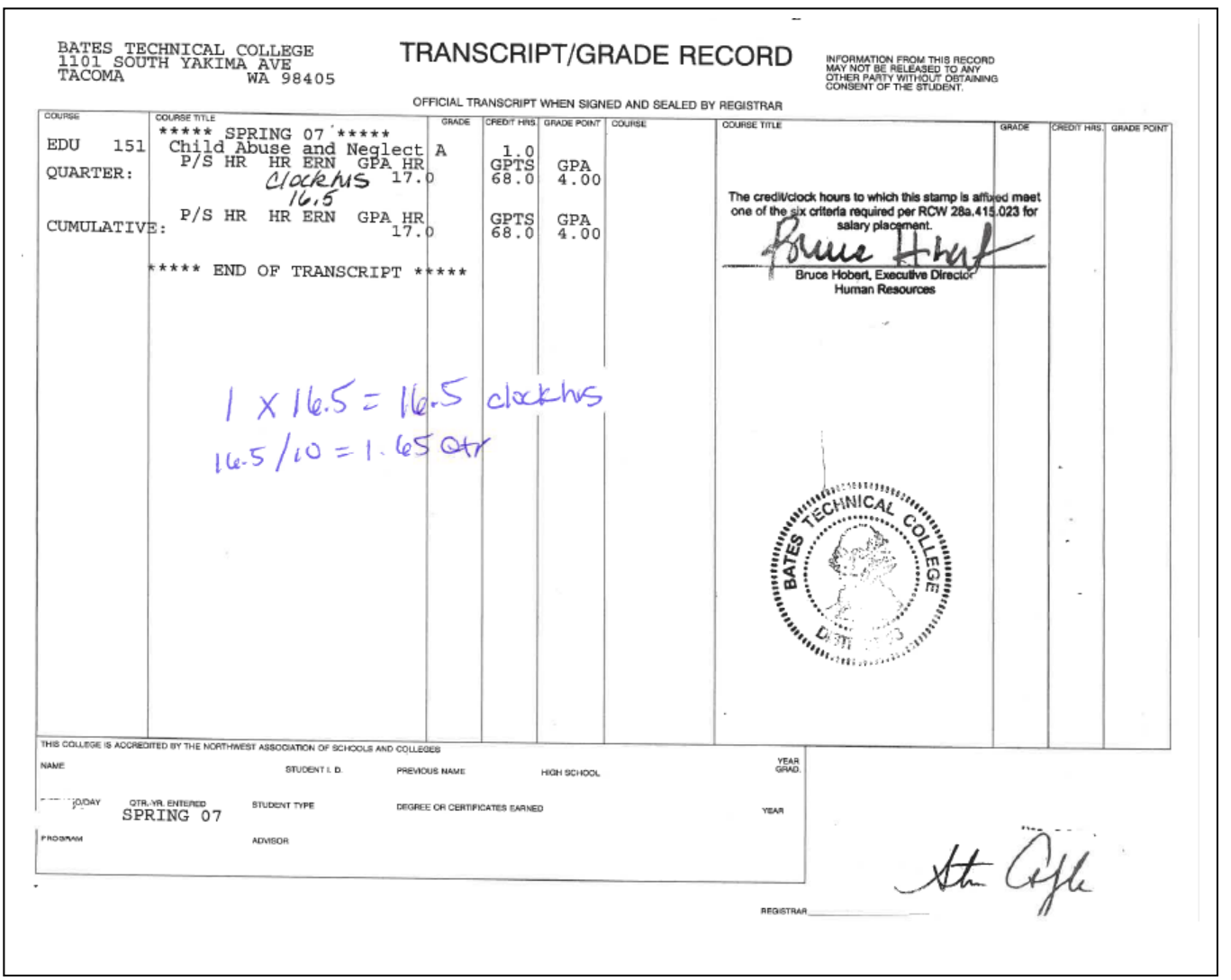
Academic Credits Example: Bates Technical College

Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College

Date: 08/26/04
Re: Reading transcripts
Phone #: (253) 680-7014
Explanation of transcript:

a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

Bates Transcript where Letter Grade = Quarter Hour Credits



BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT
	***** SPRING 07 *****			
EDU 151	Child Abuse and Neglect	A	1.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA
	Clockhrs 17.0 16.5		68.0	4.00
CUMULATIVE:	P/S HR HR ERN GPA HR		GPTS	GPA
	17.0		68.0	4.00
	***** END OF TRANSCRIPT *****			

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28a.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

1 X 16.5 = 16.5 clockhrs
16.5 / 10 = 1.65 Qtr

BATES TECHNICAL COLLEGE

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME | STUDENT I. D. | PREVIOUS NAME | HIGH SCHOOL | YEAR GRAD.

DAY/EVE | QTR./YR. ENTERED SPRING 07 | STUDENT TYPE | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM | ADVISOR

REGISTRAR

October 2019.pdf

Bates Transcript where Number Grade = Clock Hour Credits

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POINT
	***** WINTER 00 *****			
MSAL 501	MARKETING AND SALES	W		
>MKT 091	OCCUP. HUMAN RELATIONS	3	8.0	
>MKT 115	BUSINESS CONCEPTS	4	11.0	
>MKT 116	MARKETING PRINCIPLES	3	6.0	
>MKT 245	BUSINESS/MKT CAREERS I	4	2.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	448.0		1557.0	3.48
	***** SPRING 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** FALL 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** WINTER 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SPRING 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 01 *****			
MICOM 501	INFO TECHNOLOGIES			
>CIT 091	OCCUP. HUMAN RELATIONS	3	3.5	
>CIT 092	OCCUP. COMMUNICATIONS	3	5.0	
>CIT 093	OCCUP. MATH PRINCIPLES	3	2.0	
>CIS 101	CMPTR CONCEPTS/TECH I	3	3.0	
>CIS 102	CMPTR CONCEPTS/TECH II	3	2.0	
>CSAT 271	INTERNET DEVELOPMENT	3	5.0	
>CSAT 272	INTERNET DEVELOPMENT II	3	5.0	
>CSAT 275	WEB AUTHORING EDITOR	3	5.0	

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POI
	*** SUMMER 01--CONT. ***			
>CIS 132	HARDWARE MGMT/MAINT. I	3	5.0	X16.5=
>CAS 101	BEGIN WORD PROCESSING	3	5.0	
>CAS 103	INTERM. WORD PROCESSING	3	3.0	
>CAS 105	BEGINNING SPREADSHEETS	3	4.0	
>CAS 107	INTERM. SPREADSHEETS	3	5.0	
>CAS 115	DATABASES I	3	5.0	
>CAS 117	DATABASES II	3	4.0	
>MMED 110	DESKTOP PRESENTATIONS I	3	5.0	
>MMED 235	i-NET+	3	5.0	
>MMED 240	IMAGE EDITING	3	5.0	
>NETWK205	NETWORKING ESSENTIALS	3	5.0	
>NETWK206	NETWORK+	3	5.0	
>NETWK223	MICROSOFT WORKSTATION	3	5.0	
>NETWK233	MICROSOFT SERVER	3	5.0	
>NETWK256	SERVER IN THE ENTERPRIS	3	5.0	
>NETWK234	MS WINDOWS SERVER	3	5.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	1795.0		5385.0	3.00
	P/S HR HR ERN GPA HR		GPTS	GPA
CUMULATIVE:	2243.0		6942.0	3.09

TRANSFER FROM TACOMA COMMUNITY COLLEGE
ENGL 102-Composition 5.0 CR
SPCH 100-Speech Comm 5.0 CR
MATH 115-College Algebra 5.0 CR

***** END OF TRANSCRIPT *****

RECEIVED
JUL 30 2004
HUMAN RESOURCES

BATES TECHNICAL COLLEGE DISTRICT 28

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME [redacted] HIGH SCHOOL [redacted] YEAR GRAD [redacted]

HIGH YEAR [redacted] CRS. VR. ENTERED [redacted] STUDENT TYPE [redacted] DEGREE OR CERTIFICATES EARNED DEGREE-MICOM YEAR SUM01

PROGRAM NETWRK/SOFTWRE SPC ADVISOR [redacted]

October 2019.pdf

Back of Bates Technical College Transcript:

Bates TECHNICAL COLLEGE

GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn ***professional-technical ratings*** according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

Professional-Technical Ratings:

Rating of 4: Performs above industry entry-level requirements / standards. Highly competent.

Rating of 3: Performs at industry entry-level requirements / standards. Competent.

Rating of 2: Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.

Rating of 1: Exposed to training, but not progressing.

Rating of 0: No instruction offered or not evaluated

"W" means withdrawn from program.

"I" followed by any rating indicates In-progress– no credit awarded.

"P" followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.

"IC" means incomplete and is only used for academic classes

"S" means satisfactory

"U" means unsatisfactory

Academic courses use the traditional letter grade system:

Letter grade	Grade Point Value (GPTS)
A	4.0-3.8
A-	3.7-3.4
B+	3.3-3.1
B	3.0-2.8
B-	2.7-2.4
C+	2.3-2.1
C	2.0

Continuing education courses are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

COURSE NUMBERING SYSTEM

000-099	Pre-college level.
101-199	College-level, normally encountered first year.
200-299	College-level, normally encountered second year.

Registrar 253.680.7014
Credentials Evaluator 253.680.7015
Records Office 253.680.7019

CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

For example:

	Grade/Rating	Value	x	Clock Hours	=	Grade Points
Human Relations	B-	2.7		55		148.5
Safety Standards	4	4.0		66		264
Wildland Firefighter I	3	3.0		41		123
				162		535.5

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

TRANSCRIPT NOTATIONS

Credit by Exam – Students who successfully challenge specific coursework may receive credit.

Transfer Credit – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.

Official Transcript – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College. Transcripts that do not meet these requirements are not considered official.

November, 2003

October 2019.pdf

Bates Technical College Transcript – Summer 2019 Cyber Intrusion

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

A COURSE WITH "&" IS COMMON AMONG
WASHINGTON STATE COMM & TECH COLLEGES
WITH THE SAME COURSE.

***** SUMMER 19 *****

EDU	104	PH CAREER/TECH EDU	S	3.0	0.0
EDU	106	OCCUPATIONAL ANALYSIS	S	3.0	0.0
EDU	151	ABUSE & NEGLECT CHILDREN	S	1.0	0.0
EDU	229	DIVERSE NEED OF STUDENTS	S	3.0	0.0

	P/S CR	CR ERN	GPA CR	GPTS	GPA
QUARTER:	10.0	10.0	0.0	0.0	0.00
CUMULATIVE:	10.0	10.0	0.0	0.0	0.00
COLLEGE LEVEL	10.0	10.0	0.0	0.0	0.00

***** END OF TRANSCRIPT *****

Morenita Jacobs

October 2019.pdf

Bates TECHNICAL COLLEGE

July 31, 2019

Bates Technical College is in the process of recovering from a cyber intrusion from a third party who disabled our computer infomation systems on July 16-17.

As a college, we realize the severity and impact this is having on our students and the services that they may require. The Washington State Board for Community and Technical Colleges are in support of our efforts.

During this time we are asking that you accept these documents as official documents until we are able to return to normal practices.

Morenika Jacobs

Best Regards,

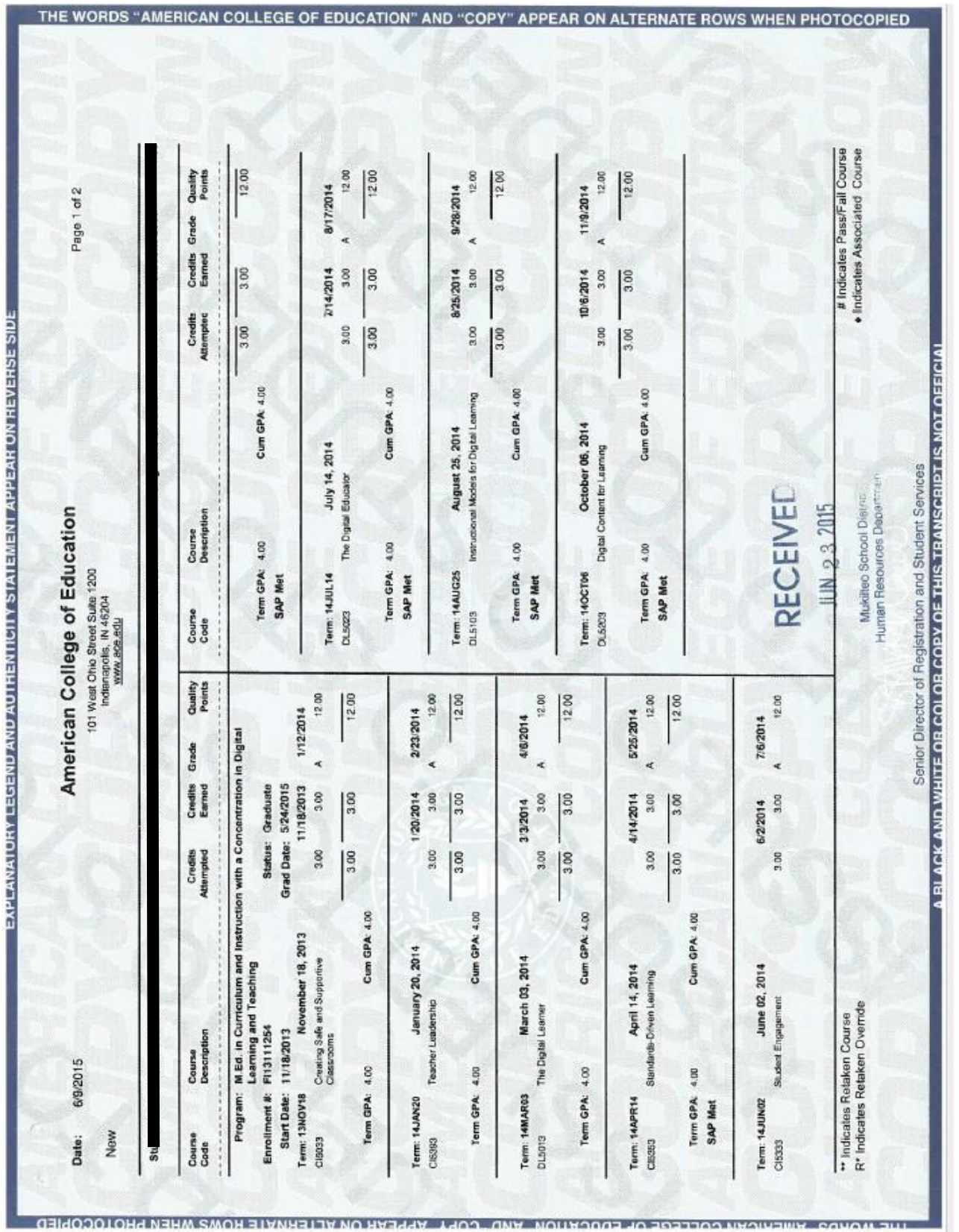
Morenika Jacobs

Registrar

Bates Technical College

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405 | 253.680.7000
Mohler Campus | 2320 S. 19 St., Tacoma, WA 98405 | 253.680.7700
South Campus | 2201 S. 78 St., Tacoma, WA 98409 | 253.680.7400
Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.

Academic Credits Example: **American College of Education. Watch for Quarter or Semester courses!**



THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

EXPLANATION/LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Page 1 of 2

Date: 6/9/2015

New

St [redacted]

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching					
Enrollment #: FI13111254			Status: Graduate		
Start Date: 11/18/2013			Grad Date: 5/24/2015		
Term: 13NOV18	November 18, 2013		11/18/2013		1/12/2014
CI8023	Creating Safe and Supportive Classrooms	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14JAN20	January 20, 2014		1/20/2014		2/23/2014
CI8093	Teacher Leadership	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14MAR03	March 03, 2014		3/3/2014		4/6/2014
DL5013	The Digital Learner	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14APR14	April 14, 2014		4/14/2014		5/25/2014
CI8353	Standards-Driven Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14JUN02	June 02, 2014		6/2/2014		7/6/2014
CI8333	Student Engagement	3.00	3.00	A	12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Term GPA: 4.00	Cum GPA: 4.00	3.00	3.00		12.00
SAP Met					
Term: 14JUL14	July 14, 2014		7/14/2014		8/17/2014
DL5023	The Digital Educator	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14AUG25	August 25, 2014		8/25/2014		9/28/2014
DL5103	Instructional Models for Digital Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14OCT06	October 06, 2014		10/6/2014		11/9/2014
DL5203	Digital Content for Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

RECEIVED
JUN 23 2015
Mukilteo School District
Human Resources Department

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Senior Director of Registration and Student Services

A BLACK AND WHITE OR COLOR COPY OF THIS TRANSCRIPT IS NOT OFFICIAL

Back of American College of Education:

AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM

500-599	Graduate Level Courses
5000-5999	Graduate Level Courses
6000-6999	Doctorate or Advanced Studies Courses

GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

*Grade is not included in grade point average computation.
** "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

Class in Progress:

SID BID Date of Birth: Date Issued: 23-AUG-2019
Official eTranscript-PDF

Record of:
Issued To: E-TRANSCRIPT ISSUED TO Page: 1

Course Level: Graduate

DECLARED PROGRAM(S):
Master of Music
College : College of the Arts
Campus : Kent Campus
Major : Music Education

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:					
Spring 2018					
MUS	63263	KC	ADVANCED STUDIES GENERAL MUSIC	3.00 A	12.00
MUS	63274	KC	FOUNDATIONS OF MUSIC EDUCATION	3.00 A-	11.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 23.10 GPA: 3.850				
Summer 2018					
MUS	52171	KC	MUSIC FROM WORLD CULTURES	3.00 A	12.00
MUS	63241	KC	INQUIRY IN MUSIC TEACHING I	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Fall 2018					
MUS	52131	KC	AMERICA'S MUSIC	3.00 A	12.00
MUS	63242	KC	INQUIRY IN MUSIC TEACHING II	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Spring 2019					
MUS	61170	KC	MUSIC ANALYSIS	3.00 B	9.00
MUS	67243	KC	TECHNOLOGY FOR MUSIC TEACHING	3.00 A	12.00
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.500				
Summer 2019					
MUS	63262	KC	ADVANCED STUDIES INSTRUMENTAL	3.00 B+	9.90
MUS	68598	KC	RESEARCH	1.00 A	4.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:					
	Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 13.90 GPA: 3.475				
Fall 2019					
IN PROGRESS WORK					
MUS	63198	KC	CAPSTONE PROJECT	4.00 IN PROGRESS	
	In Progress Credits 4.00				

********** TRANSCRIPT TOTALS **********

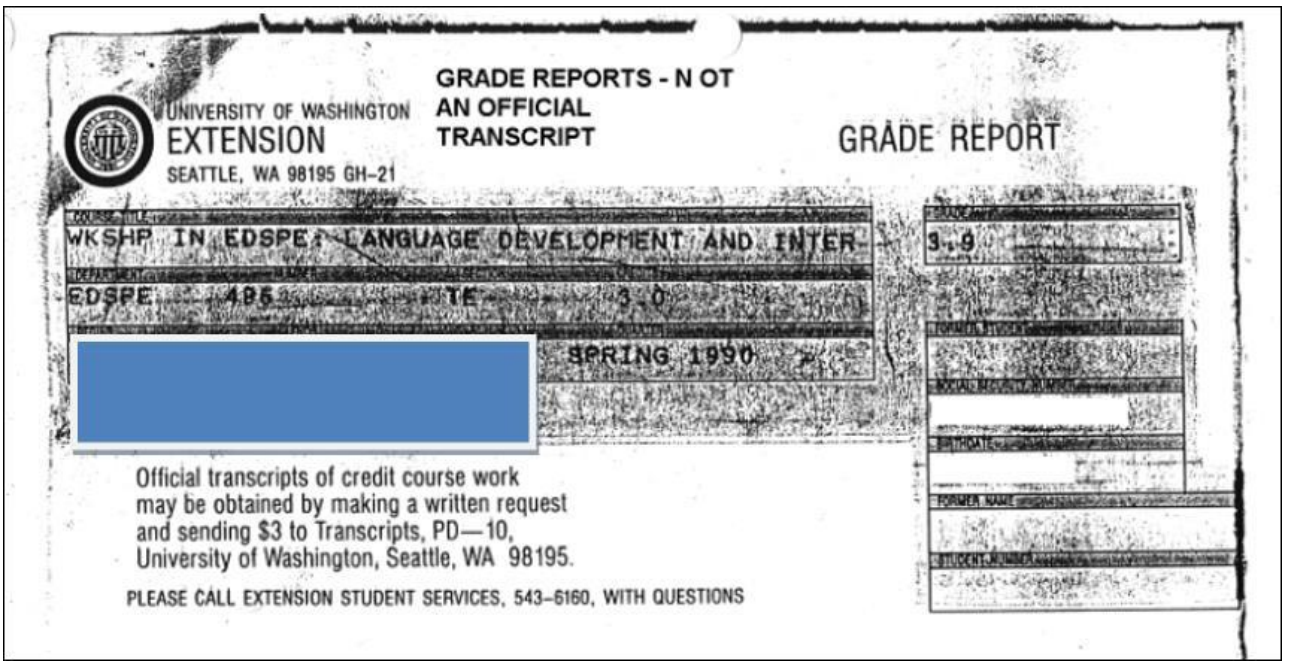
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	28.00	28.00	98.20	3.507
TOTAL TRANSFER	0.00	0.00	0.00	0.000
OVERALL	28.00	28.00	98.20	3.507

********** END OF TRANSCRIPT **********

KENT STATE UNIVERSITY
TRANSCRIPT OF ACADEMIC RECORD

Gail M. Rebeta
Gail M. Rebeta
University Registrar

Academic Credits Example: **Grade Report is NOT an official transcript**. Do NOT record credits from a grade report.



GRADE REPORTS - N OT AN OFFICIAL TRANSCRIPT

UNIVERSITY OF WASHINGTON
EXTENSION
SEATTLE, WA 98195 GH-21

GRADE REPORT

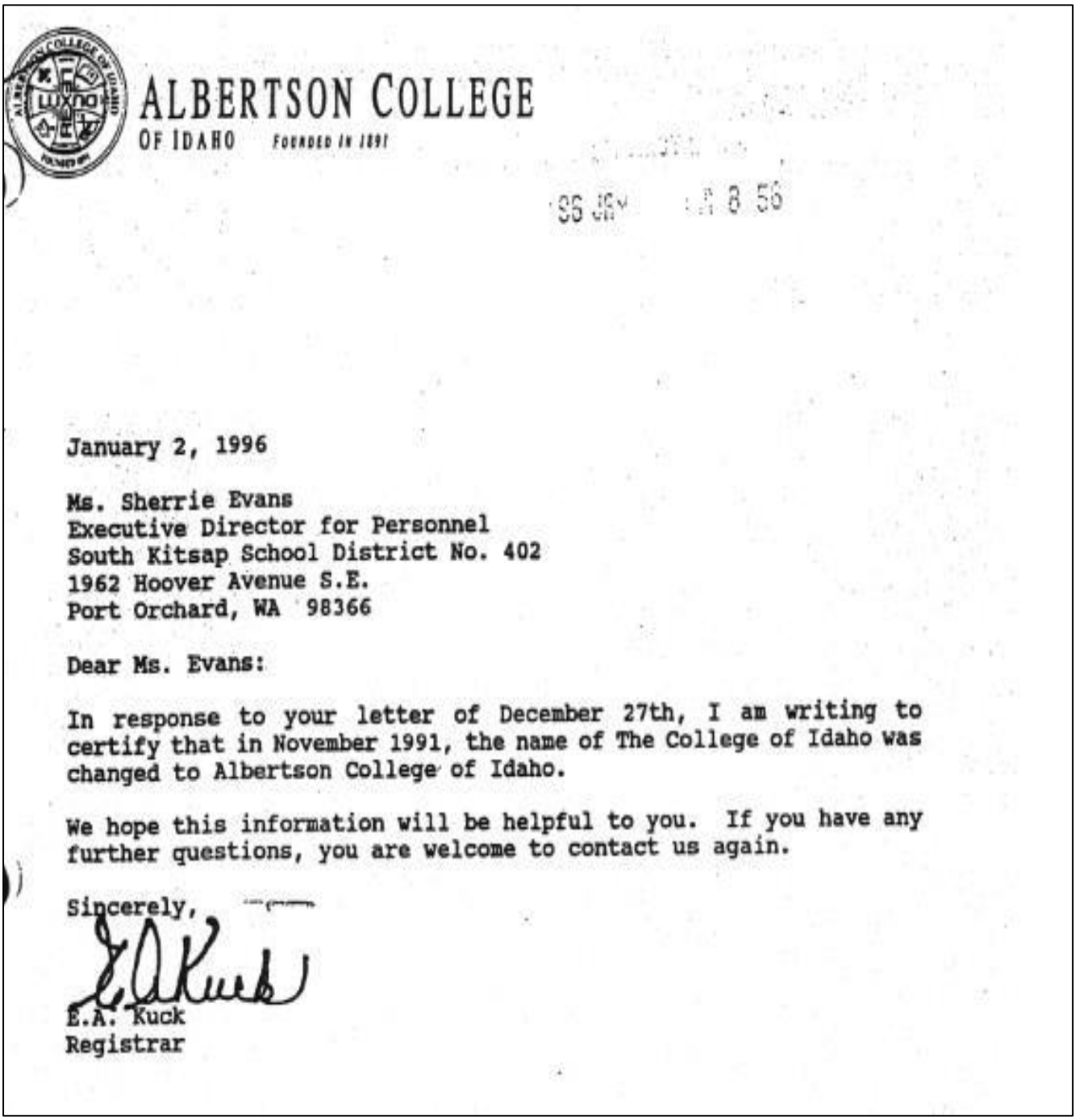
WKSHP IN EDSPE: LANGUAGE DEVELOPMENT AND INTER- 3.9
EDSPE 485 TE 3.0
SPRING 1990

Official transcripts of credit course work may be obtained by making a written request and sending $3 to Transcripts, PD—10, University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

October 2019.pdf

Academic Credits Example: **College Changes Name**. Albertson College is the College of Idaho.



ALBERTSON COLLEGE
OF IDAHO Founded in 1891

January 2, 1996

Ms. Sherrie Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Avenue S.E.
Port Orchard, WA 98366

Dear Ms. Evans:

In response to your letter of December 27th, I am writing to certify that in November 1991, the name of The College of Idaho was changed to Albertson College of Idaho.

We hope this information will be helpful to you. If you have any further questions, you are welcome to contact us again.

Sincerely,

E.A. Kuck
Registrar

Academic Credits Example: Evaluation of International Transcript. Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

Foundation for International Services, Inc.
19015 North Creek Parkway
Suite 103
Bothell, Washington 98011-8029 USA
Telephone: 425-487-2245
Facsimile: 425-487-1989
E-Mail: FIS@MAIL.COM

EVALUATION REPORT

Name: [redacted]

Date: October 7, 1998

Country: England

Ref: 65674/AMK

Purpose of Evaluation: Teacher Certification

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits:	90
Grade Point Average:	3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

Course	US Sem. Cr.	US Grade
Year 1		
History	10	B
Art	10	B
English Literature	10	B
	30	
Year 2		
History	15	B
Art	15	B
	30	
Year 3		
History (including Study of Political Theory)	15	B
Art	15	B
	30	

October 2019.pdf

Jenni Ballew

From: FIS [fis@ricochet.net]
Sent: Friday, February 04, 2000 3:41 PM
To: Jenni Ballew
Subject: Re: [redacted]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation #[redacted] for [redacted]. After reviewing the file, FIS reaffirms our earlier equivalency that [redacted] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [redacted] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse
Director of Administration
Foundation for International Services, Inc.

----- Original Message -----
From: Jenni Ballew <ballew@skitsap.wednet.edu>
To: <FIS@MAIL.COM>
Sent: Thursday, January 27, 2000 1:27 PM
Subject: [redacted]

> Foundation for International Services, Inc. prepared an evaluation report
> for [redacted] on October 7, 1998. [redacted] is currently
> substituting for South Kitsap School District and we have a question about
> her highest degree.
>
> According to the evaluation report, [redacted] highest degree (The
University
> of Leads in England) U.S. education equivalent is "Undergraduate major in
> art education from an accredited college or university in the United
> States." This does not specifically state that she has the equivalent of
a
> master's degree--does she?
>
> Your assistance would really be appreciated!!
>
> Jenni Ballew
> Certificated Personnel Specialist
> South Kitsap School District
>
>

October 2019.pdf

Academic Credits Example: **Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

Email exchange between South Kitsap and Ross Bunda, OSPI
Monday, August 20, 2001 9:40 AM
Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap
Question: I have an individual with a Master's Degree in Theology and a Master's Degree in Divinity. I understand the Master's Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, all before the 9/1/95 criteria were adopted. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

Response from Ross Bunda
Monday, August 20th, 2001 10:06 AM
YES.

October 2019.pdf

Additional email verifying religious courses after 9/1/95 must meet criteria.

Jenni Ballew

"om: Ross Bunda [RBunda@ospi.wednet.edu]
Monday, July 31, 2000 3:27 PM
'Jenni Ballew'
[redacted]
Subject: RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs/

-----Original Message-----
From: Jenni Ballew [mailto:ballew@skitsap.wednet.edu]
Sent: Monday, July 31, 2000 2:37 PM
To: Ross Bunda
Subject: Religious Credits

I have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.)she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew
South Kitsap School District
360-876-7372

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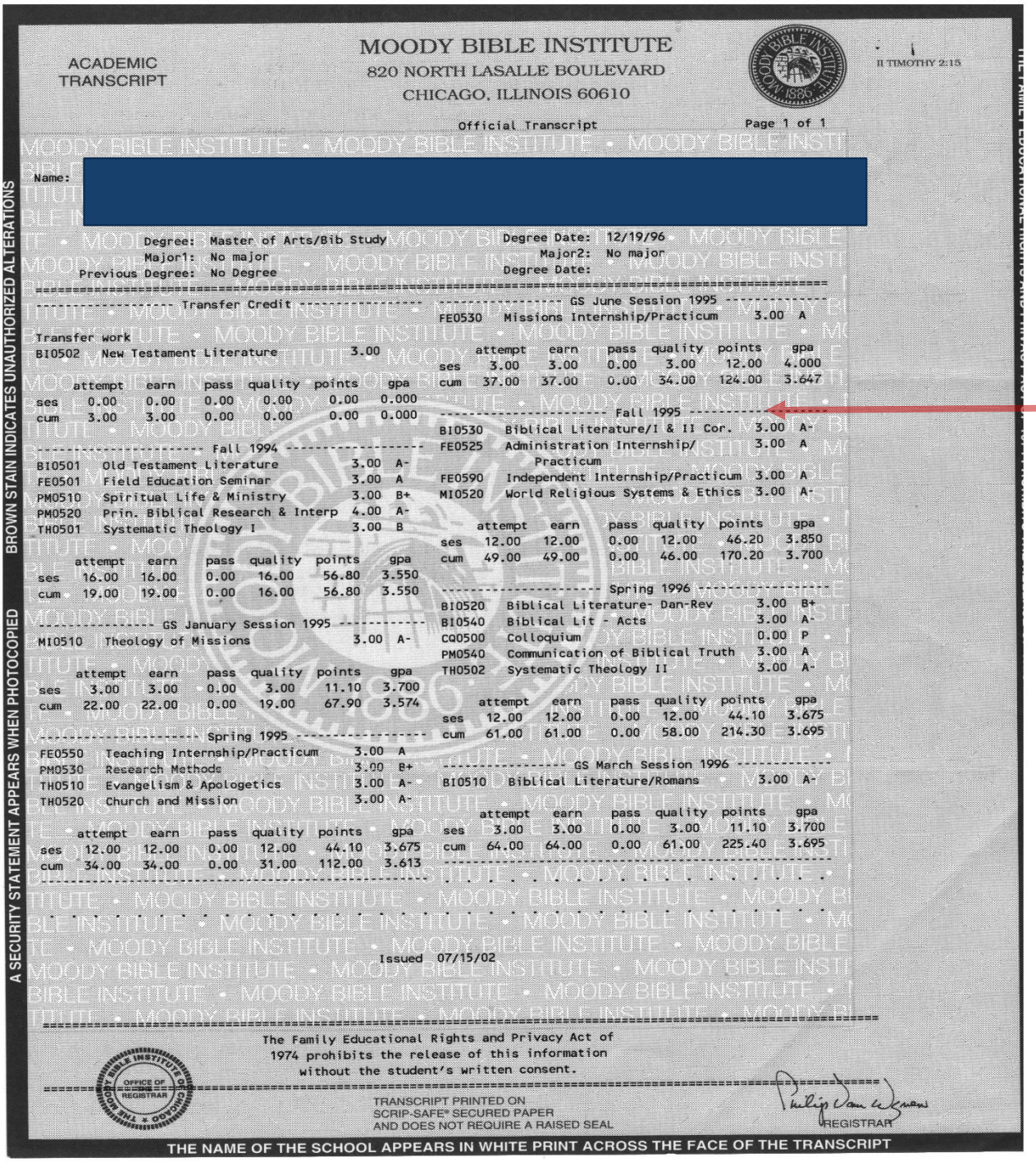
Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):



ACADEMIC TRANSCRIPT

MOODY BIBLE INSTITUTE
820 NORTH LASALLE BOULEVARD
CHICAGO, ILLINOIS 60610

II TIMOTHY 2:15

Official Transcript — Page 1 of 1

Name: [redacted]

Degree: Master of Arts/Bib Study — Degree Date: 12/19/96
Major1: No major — Major2: No major
Previous Degree: No Degree — Degree Date:

---------- Transfer Credit ----------

Transfer work
BI0502 New Testament Literature 3.00

	attempt	earn	pass	quality	points	gpa
ses	0.00	0.00	0.00	0.00	0.00	0.000
cum	3.00	3.00	0.00	0.00	0.00	0.000

---------- Fall 1994 ----------

BI0501	Old Testament Literature	3.00	A-
FE0501	Field Education Seminar	3.00	A
PM0510	Spiritual Life & Ministry	3.00	B+
PM0520	Prin. Biblical Research & Interp	4.00	A-
TH0501	Systematic Theology I	3.00	B

	attempt	earn	pass	quality	points	gpa
ses	16.00	16.00	0.00	16.00	56.80	3.550
cum	19.00	19.00	0.00	16.00	56.80	3.550

---------- GS January Session 1995 ----------

MI0510	Theology of Missions	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	22.00	22.00	0.00	19.00	67.90	3.574

---------- Spring 1995 ----------

FE0550	Teaching Internship/Practicum	3.00	A
PM0530	Research Methods	3.00	B+
TH0510	Evangelism & Apologetics	3.00	A-
TH0520	Church and Mission	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	34.00	34.00	0.00	31.00	112.00	3.613

---------- GS June Session 1995 ----------

FE0530	Missions Internship/Practicum	3.00	A

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	12.00	4.000
cum	37.00	37.00	0.00	34.00	124.00	3.647

---------- Fall 1995 ----------

BI0530	Biblical Literature/I & II Cor.	3.00	A-
FE0525	Administration Internship/ Practicum	3.00	A
FE0590	Independent Internship/Practicum	3.00	A
MI0520	World Religious Systems & Ethics	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	46.20	3.850
cum	49.00	49.00	0.00	46.00	170.20	3.700

---------- Spring 1996 ----------

BI0520	Biblical Literature- Dan-Rev	3.00	B+
BI0540	Biblical Lit - Acts	3.00	A-
CQ0500	Colloquium	0.00	P
PM0540	Communication of Biblical Truth	3.00	A
TH0502	Systematic Theology II	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	61.00	61.00	0.00	58.00	214.30	3.695

---------- GS March Session 1996 ----------

BI0510	Biblical Literature/Romans	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	64.00	64.00	0.00	61.00	225.40	3.695

Issued 07/15/02

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this information without the student's written consent.

OFFICE OF THE REGISTRAR

TRANSCRIPT PRINTED ON SCRIP-SAFE® SECURED PAPER AND DOES NOT REQUIRE A RAISED SEAL

Philip Van Wyngaarden
REGISTRAR

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

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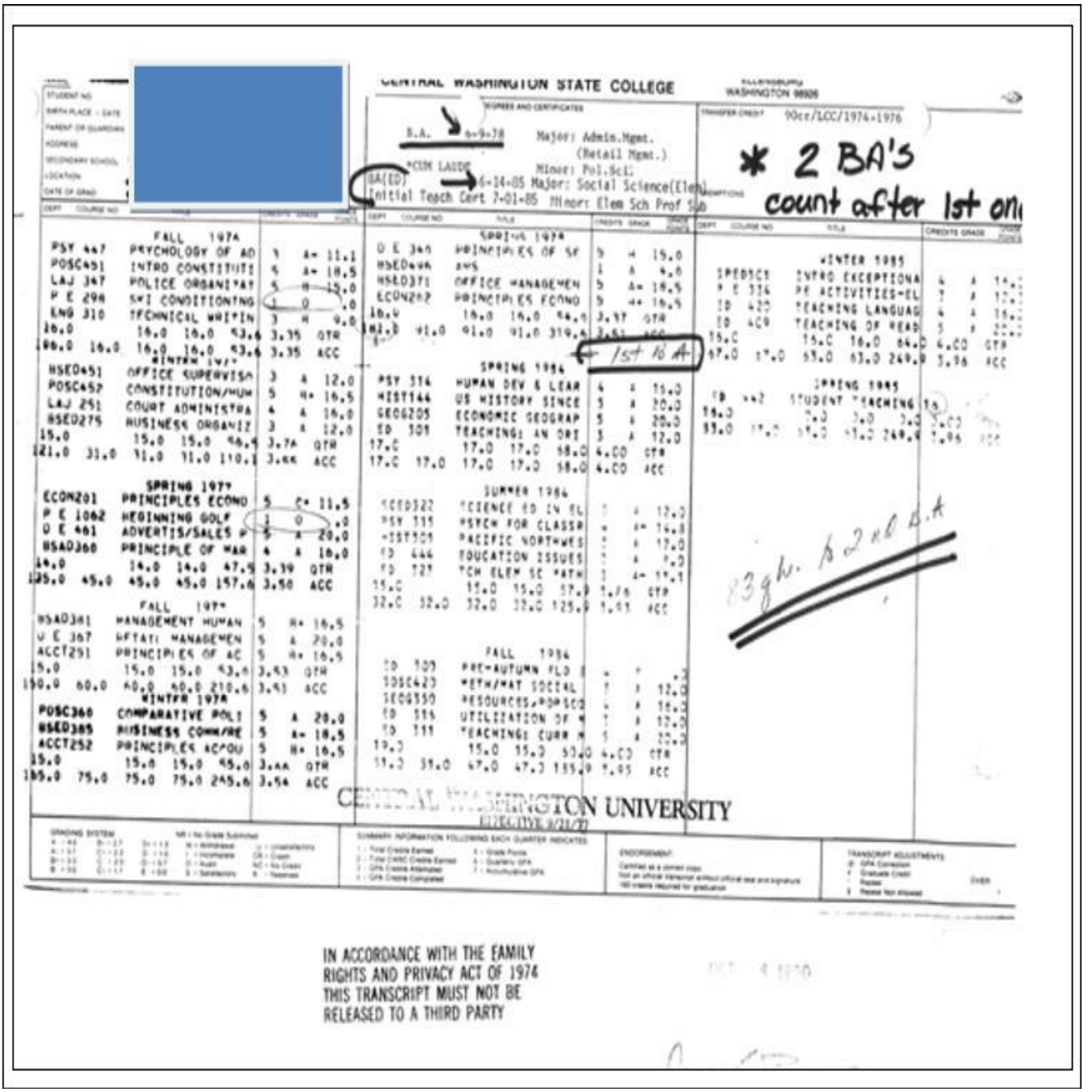
Academic Credits Example: Two BA Degrees

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2nd BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, no credits can be counted for the second BA degree.



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The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date. The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**

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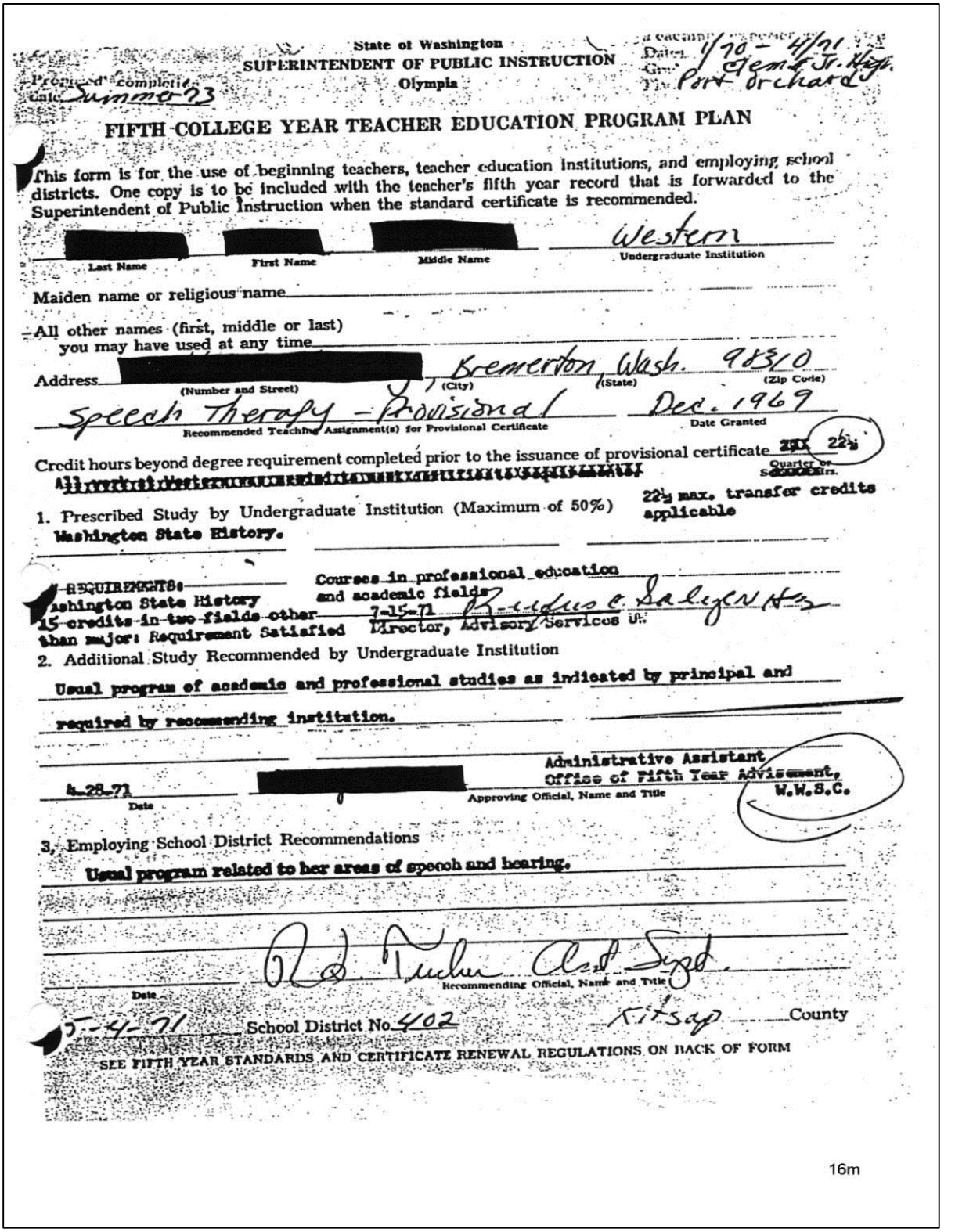
Sample Fifth Year Plan



State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

Date 1/70 – 4/71
Port Orchard

Proposed completion date Summer 73

FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

[redacted] [redacted] [redacted] Western
Last Name First Name Middle Name Undergraduate Institution

Maiden name or religious name

All other names (first, middle or last) you may have used at any time

Address [redacted] (Number and Street) Bremerton (City) Wash. (State) 98310 (Zip Code)

Speech Therapy – Provisional Dec. 1969
Recommended Teaching Assignment(s) for Provisional Certificate Date Granted

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate 22½ Quarter or Semesters.

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) 22½ max. transfer credits applicable

Washington State History.

REQUIREMENTS: Courses in professional education and academic fields
Washington State History
15 credits in two fields other than major: Requirement Satisfied 7-15-71 Director, Advisory Services

2. Additional Study Recommended by Undergraduate Institution

Usual program of academic and professional studies as indicated by principal and required by recommending institution.

4-28-71 Date [redacted] Approving Official, Name and Title Administrative Assistant Office of Fifth Year Advisement, W.W.S.C.

3. Employing School District Recommendations

Usual program related to her areas of speech and hearing.

Date Recommending Official, Name and Title

5-4-71 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM

16m

October 2019.pdf

South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hauntz
Apportionment and Research
Office of State Superintendent
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.

We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

Sincerely,

Sherrie Eggen

Sherrie Eggen
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

must be earned after the date of BA was awarded per the transcript –

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South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,
Apportionment and Research
Office of the State Superintendent of Instruction
Old Capitol Building
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit purusant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

Sherrie J. Eggen
Executive Director for Personnel

cc: Jack Nelson, SKEA President

16o

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QUESTIONS

ABOUT ACADEMIC

CREDITS



October 2019.pdf

IN SERVICE CREDITS- WAC 392-121-257

CLOCK HOURS

Rules applicable to clock hour credits include:

1. Credits must be a minimum of one (1) hour. This is effective July 2019 as that is when PESB board approved the change from 3 hours to one. Courses taken prior to this date still need to be 3 hours.
2. Continuing education units (CEUs) from accredited colleges or universities, whether in-state or out-of-state, will now be accepted as clock hours. Other non-credit bearing units, such as Professional Development Units (PDUs), will also be accepted. Credits from these same institutions are already accepted. (181-85-025)
3. All educators who hold specific Department of Health (DOH) licenses, not just educational staff associates (ESAs), can use hours that satisfy the DOH licensure requirements as clock hours for continuing education. (181-85-077)
4. Continuing education hours (STARS hours) from the Washington Department of Children, Youth & Families (DCYF) will be accepted as clock hours. (181-85-025)
5. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
6. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
7. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
8. There is no repeat restriction on clock hours.
9. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form.
   http://www.k12.wa.us/certification/clockhours.aspx
10. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
11. Ten clock hours equals one quarter hour credit.
12. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of

1 - 4 NEW AS OF JULY 2019

October 2019.pdf

an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.

13. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits IF they were completed between 9/1/1987 and 3/8/1997.
14. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
15. Accumulate credits rounded to one decimal place.

Clock Hour Example: Not an acceptable clock hour documentation form



NO!

Certificate Of Completion

This certificate acknowledges that

[redacted]

has successfully completed the
READ NATURALLY Seminar
offered at
Seattle, WA

The READ NATURALLY seminar trains participants to successfully combine teacher modeling, repeated reading, and self-monitoring of progress to improve reading fluency and accelerate reading achievement.

6 — Number of Activity Hours

June 21, 2004 — Date of Completion

Signature

This Certificate of Completion could be used for your ESA staff that hold Washington State Department of Health licenses as noted on OSPI's website, http://www.k12.wa.us/certification/LicenseHours.aspx. If this type of document was used for ESA staff, it would need to include the following:

1. Name of provider
2. Name of person attending
3. Name of course
4. Date of course
5. Number of hours earned

Additionally, an ESA Clock Hour Verification Form should be completed and turned in with the document: https://www.k12.wa.us/sites/default/files/public/certification/certapp/4098V%20-%209-16-2019%20ADA%20-%20ER.pdf

October 2019.pdf

ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form



CERTIFICATE OF COMPLETION

Professional Development OPPORTUNITIES

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

THIS CERTIFICATE IS PRESENTED AS EVIDENCE OF COMPLETION OF ASCD'S INSTITUTE ON

ASCD Summer Conference on Differentiating Instruction

June 30-July 2, 2007—Salt Lake City, Utah

(16.5 Clock Hours)

[redacted]

7/2/07

DATE

Gene R. Carter

GENE R. CARTER
ASCD EXECUTIVE DIRECTOR

ASCD · 1703 NORTH BEAUREGARD STREET, ALEXANDRIA, VIRGINIA 22311-1714 · 1-703-578-9600

October 2019.pdf



SOPRIS WEST
EDUCATIONAL SERVICES

NO!

CERTIFICATE OF COMPLETION

[redacted]

has successfully completed 13 hours of instruction by attending the
Read Well First Grade Training Workshop
February 27-28, 2004
Portland, Oregon

Jane Indorf, M.Ed.

Read Well

Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.

CE Credits Online

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

ONLINE INSTITUTION DATA

CE Credits Online
23224 NE 156th PL
Woodinville, Washington 98077
425.788.7275
www.cecreditsonline.org

ONLINE STUDENT DATA

Name:

Address:

Phone:

ACADEMIC RECORD

Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

Completion Date: 11/17/2015

Number of Hours: 45.00

Letter Grade: Passed

NARRATIVE EVALUATION

This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

AUTHORIZATION OF COURSE COMPLETION

Cathy Rose

11/17/2015

October 2019.pdf

RECEIVED
DEC 17 2015

OESD 114
Serving the Kitsap & Olympic Peninsulas

Mukilteo School District
Human Resources Department

Olympic ESD 114
REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments
105 National Ave N., Bremerton, WA 98312
See Reverse Side for Further Information

- **$2.00 Per Clock Hour**
- **$10.00 Research Fee (per class) applies 90 calendar days after program ends**
- **Use blue or black ink**
- **Do not alter printed portions of form**

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114. This form must be received along with your payment within 90 calendar days of the program end date, or a $10.00 research fee will apply. ***Upon receipt of completed form and all fees for clock hours,*** **this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.**

SECTION 1: PERSONAL INFORMATION

Name

Male (Female)
Circle One

Birth Date (required for ID)

Address

Other name(s) under which records may be listed.

City/State/Zip

Home Phone

Work Phone

E-1
Building (Required)

Mukilteo
District (Required)

Email address

Note! If you have a new address/phone #/last name, or have changed school districts, check this box → ☐

SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)

I, ear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

11/30/15
Date

Signature of Participant

SECTION 3: WORKSHOP INFORMATION

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics
Title of Program

CEC683
Clock Hour ID

45
Total Clock Hours Available

OEDS 114 on behalf of CE Credits Online
Sponsoring District or Agency

11/17/15
Program End Date

Stephanie Parker
Person Responsible for Program

(360) 405-5801
Phone Number

SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)

Number of Clock Hours Earned:	45	X $ 2.00	$ 90.00
Research Fee (if submitted 90 days after program ending date):		$10.00	$ —
Total Amount of Payment Enclosed:			$ 90.00

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114

SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)

Verification. When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821-

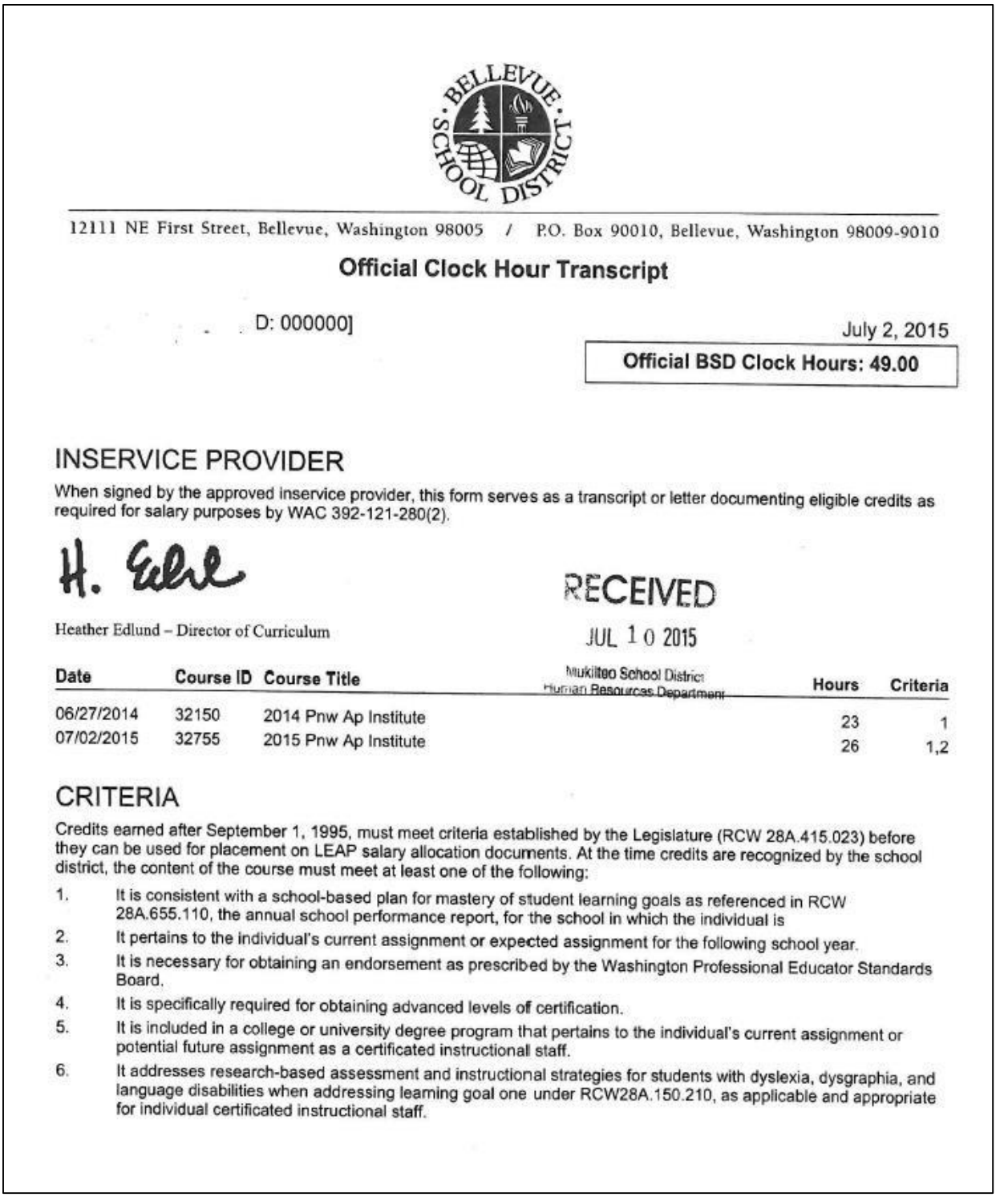
The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Olympic ESD 114 Authorization

Bruce Hobert, Executive Director
Human Resources

Revised 8/08

Clock Hour Example: Bellevue School District. Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) Some transcripts may also indicate the approved course criteria item for listed courses.



BELLEVUE SCHOOL DISTRICT

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

Official Clock Hour Transcript

D: 000000]

July 2, 2015

Official BSD Clock Hours: 49.00

INSERVICE PROVIDER

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

H. Edlund

Heather Edlund – Director of Curriculum

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

Date	Course ID	Course Title	Hours	Criteria
06/27/2014	32150	2014 Pnw Ap Institute	23	1
07/02/2015	32755	2015 Pnw Ap Institute	26	1,2

CRITERIA

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

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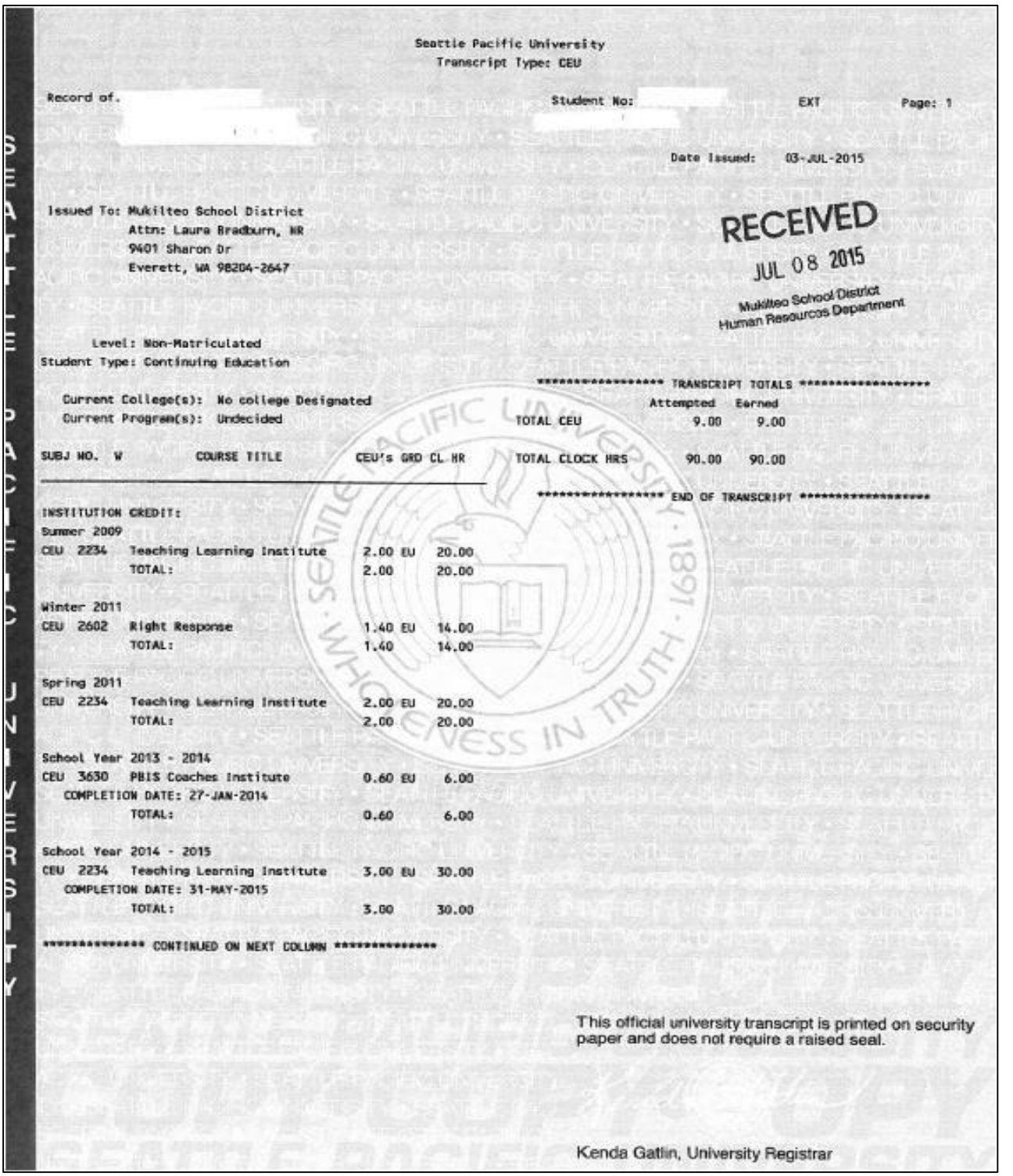
Clock Hour Example: Seattle Pacific University. Colleges and universities must be accredited in order to accept Continuing Education Units (CEUs) from them. The same is true for Professional Development Units (PDUs).



Seattle Pacific University
Transcript Type: CEU

Record of. Student No: EXT Page: 1

Date Issued: 03-JUL-2015

Issued To: Mukilteo School District
Attn: Laura Bradburn, HR
9401 Sharon Dr
Everett, WA 98204-2647

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JUL 08 2015
Mukilteo School District
Human Resources Department

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

********** TRANSCRIPT TOTALS **********

	Attempted	Earned
TOTAL CEU	9.00	9.00
TOTAL CLOCK HRS	90.00	90.00

********** END OF TRANSCRIPT **********

SUBJ NO.	W	COURSE TITLE	CEU's	GRD	CL HR
INSTITUTION CREDIT:					
Summer 2009					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
Winter 2011					
CEU 2602		Right Response	1.40	EU	14.00
		TOTAL:	1.40		14.00
Spring 2011					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
School Year 2013 - 2014					
CEU 3630		PBIS Coaches Institute	0.60	EU	6.00
COMPLETION DATE: 27-JAN-2014					
		TOTAL:	0.60		6.00
School Year 2014 - 2015					
CEU 2234		Teaching Learning Institute	3.00	EU	30.00
COMPLETION DATE: 31-MAY-2015					
		TOTAL:	3.00		30.00

********** CONTINUED ON NEXT COLUMN **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot record clock hours until document is signed.

WEA
WASHINGTON EDUCATION ASSOCIATION

RECEIVED
JUN 02 2015

Center for Education Quality
P O Box 9100
Federal Way, WA 98063
253-765-7088

Continuing Education Clock Hour Credit
INSERVICE REGISTRATION

Mukilteo School District
Human Resources Department

Use this form to verify your attendance at the inservice offering outline in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I – Information – Participant

Last Name	First Name	Middle Initial	Maiden or Former Name
		A	

Date of Birth (m, d, y)	Social Security Number (Optional)	(Optional)
		☒ Female ☐ Male

Home Address	Phone: Hom.
State WA Zi	Phone Business ( )

Section II – Inservice Provider – Clock Hours

Class Number 3743

Title of Inservice offering		
2015 SPARKS - Pilchuck		
Total Number of Clock Hours Available for Inservice Offering: 12.5	First Day of Inservice: 5/7/2015	Last Day of Inservice: 5/9/2015
Sponsoring Provider Name (Agency Granting Clock Hours): Washington Education Association		Business Telephone Number: (253) 765-7063
Provider Address: PO Box 9100, Federal Way WA 98063-9100		
Sponsoring Provider Inservice Contact Person: Diane Flynn		Telephone Number

Section III – Affidavit – Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The **intentional misrepresentation** of a material fact in this form **subjects the holder to revocation of his/her certificate** pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Original Signature of Participant — Washington Certificate Number — Date: 6/2/15

Bruce Hobert, Executive Director
Human Resources

Section IV – Inservice Provider – Verification

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee — Date: 5/9/15

FORM SPI 1125(Rev/1/99) facsimile

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Clock Hours: WAC 181-85-033

CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth tea**m, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty 20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45)** continuing education credit hours for a **total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**

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181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

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Clock Hour Example: Supervisor Form. Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30 as of 11/2016.

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

M90 + 91

CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)
SUPERVISOR OF TRAINING

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

WAC 181-85-033(3)

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

SECTION I

TO BE COMPLETED BY APPLICANT

1. NAME LAST FIRST MIDDLE S.
MAIDEN/FORMER NAME
2. ADDRESS
3. DATE OF BIRTH
CITY/STATE/ZIP
4. SOCIAL SECURITY NUMBER (optional)
5. TELEPH
6. E-MAIL
BUSINESS
8.

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: January 2017 TO May 2017

[X] "Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant — Date: 06/06/2017

SECTION II

TO BE COMPLETED BY INSTITUTION/EMPLOYER

This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER | DATE

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Email with David Brenna regarding how many clock hours can be earned.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 2:30 PM
To: Bradburn Laura D.
Subject: FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

David Brenna
Senior Policy Analyst
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
PO Box 47236
Olympia, WA 98504
360-725-6238
www.pesb.wa.gov

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, July 31, 2017 10:08 AM
To: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

Laura Bradburn
Certification Specialist

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Thursday, June 08, 2017 1:22 PM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Cc: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

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My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

Ross Bunda
Supervisor, Personnel Reporting

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Thursday, June 8, 2017 11:54 AM
To: Ross Bunda <Ross.Bunda@k12.wa.us>
Subject: Supervisor Clock Hours

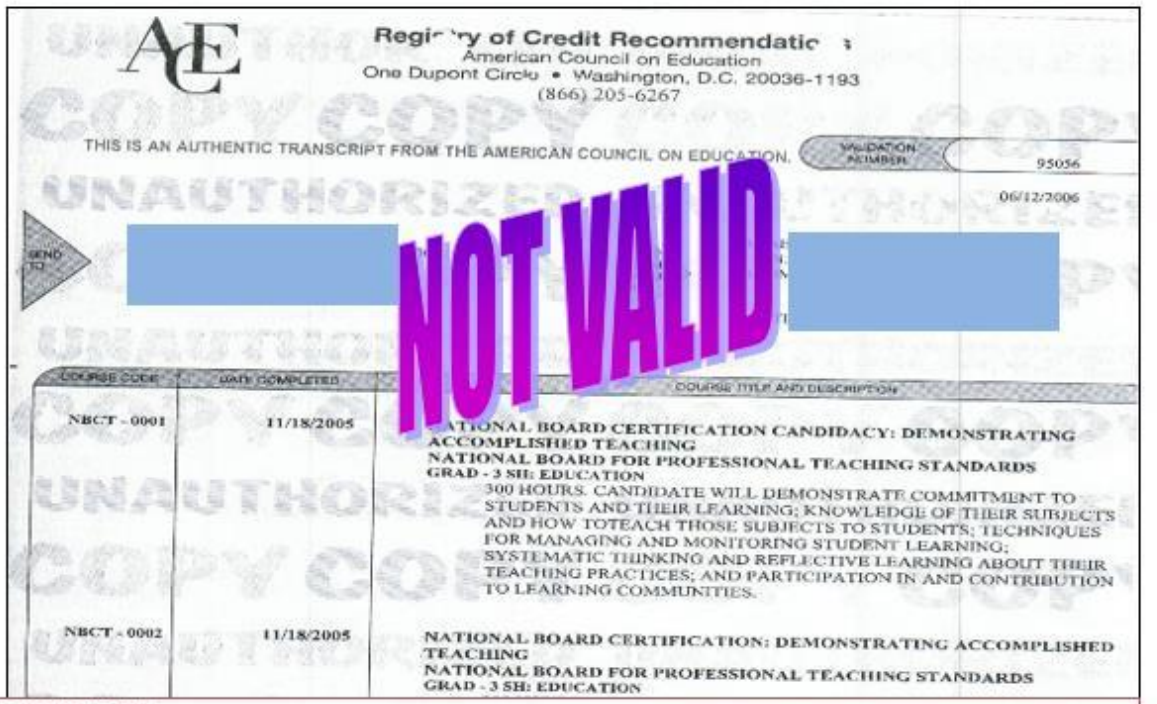
Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

Laura Bradburn
Certification Specialist

Clock Hour Example: National Board Form. Use the Correct Form!



Regi ry of Credit Recommendatic
American Council on Education
One Dupont Circle • Washington, D.C. 20036-1193
(866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER: 95056

06/12/2006

SEND TO:

NOT VALID

COURSE CODE	DATE COMPLETED	COURSE TITLE AND DESCRIPTION
NBCT - 0001	11/18/2005	ATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION 300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TOTEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES.
NBCT - 0002	11/18/2005	NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION

Johnston, Celeste

From: Laura Gooding [Laura.Gooding@k12.wa.us]
Sent: Friday, August 28, 2009 4:31 PM
To: Johnston, Celeste
Subject: RE: Help with ACE credits

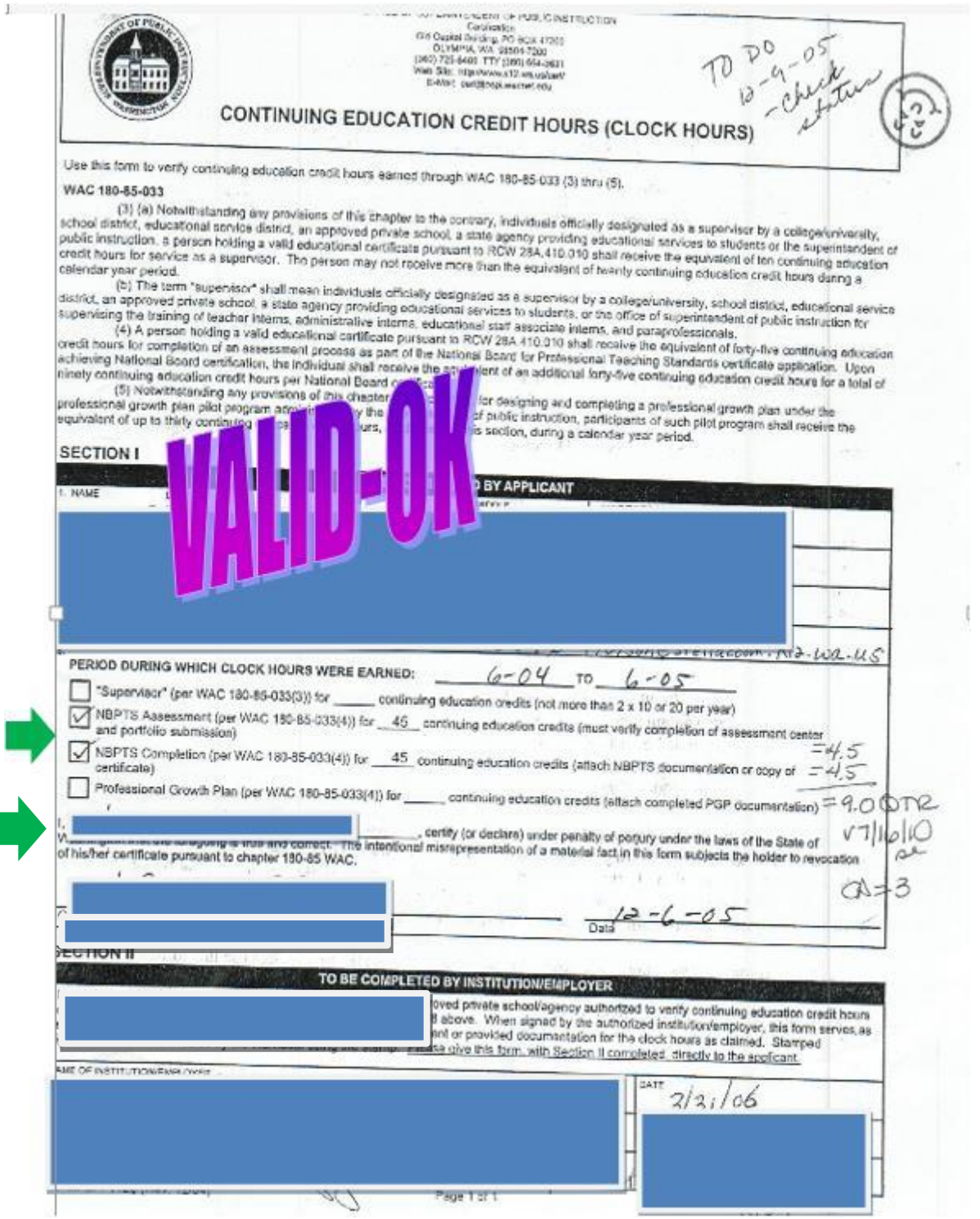
Hi Celeste,

ACE is not an approved provider of Washington clock hours, nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: http://www.k12.wa.us/certification/certapp/1128-2.pdf

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

October 2019.pdf



NOTE: If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

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Ok to Repeat Clock Hours

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Tuesday, February 03, 2004 8:46 AM
To: 'Janet Hodson'
Subject: RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

-----Original Message-----
From: Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]
Sent: Tuesday, February 03, 2004 8:45 AM
To: rbunda@ospi.wednet.edu
Subject: Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

Provider is not approved, but class is on an approved form: Note: WSTA is an approved provider, but is not listed as the provider on the form.

Carol Sandison
Washington Science Teachers Association
Clock Hour Designee
wstaclockhours@gmail.com

Continuing Education Clock Hours for LEAP Schedule and/or 150 Clock Hours Requirements OR Vocational Clock Hours Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME (Last, First, Middle)	MAIDEN OR FORMER NAME
DATE OF BIRTH / SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NUMBER (Optional) ☐ Female ☐ Male
HOME ADDRESS (Street, City, State, Zip Code)	TELEPHONE NUMBER HOME / BUSINESS

SECTION II - INSERVICE PROVIDER - CLOCK HOURS In-Service # 18.11

TITLE OF INSERVICE OFFERING: Science Energizing Engineering		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING: 6	FIRST DAY OF INSERVICE: July 17, 2018	LAST DAY OF INSERVICE: July 17, 2018
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS): Snohomish County PUD		BUSINESS TELEPHONE NUMBER: ( )
PROVIDER ADDRESS: 2320 California St. Everett, WA 98201		
SPONSORING PROVIDER INSERVICE CONTACT PERSON: Jenni Lamarca		TELEPHONE NUMBER: (425)783-8292

Clock Hours Include STEM content ☒ Yes ☐ No Clock Hours include TPEP content ☐ Yes ☒ No

SECTION III - AFFIDAVIT - PARTICIPANT

I, _____ swear/affirm that I earned 6 clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also,

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085).

Original Signature of Participant — Date: 7/17/18

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(3).

Jenni Lamarca
Original Signature of Inservice Provider or Designee — Date: 7-17-18

FORM SPI 1125 (Rev. 11/15)

_____Credit _____ Cash __X__ Check to 'WSTA' 377 Amt R'vd $20.00 By JL

Official Clock hour transcript by an approved OSPI clock hour transcript provider.

Mukilteo School District

Official Clock Hours Transcript

Mukilteo School District
9401 Sharon Drive, Everett, WA 98024

Name:

Employee ID: 3671
Issued: 09/23/2019

#		Course #	Course Title	Start Date	End Date	Clock Hours Form #	Enrollment Status	Clock Hours
1.		10525	Teaching to Strengths: Supporting Students Living with Trauma, Violence and Stress	08/28/2019	08/28/2019	46516664	Completed	3.5 Hours Clock hours
2.		10410	HS Technology Focused LIT: March 1st	03/01/2019	03/01/2019	72591734	Completed	0.0 Hours Clock hours
3.		10396	Fun with Functional Chunks	02/01/2019	02/01/2019	68584694	Completed	3.5 Hours Clock hours
4.		10266	KA Instructional Technology Bits and Bytes	10/10/2018	06/14/2019	78318135	Completed	*- Not Set -*
5.		10246	Supporting Equity and Excellence at Kamiak	09/21/2018	06/07/2019	73241810	Completed	13.5 Hours Clock hours

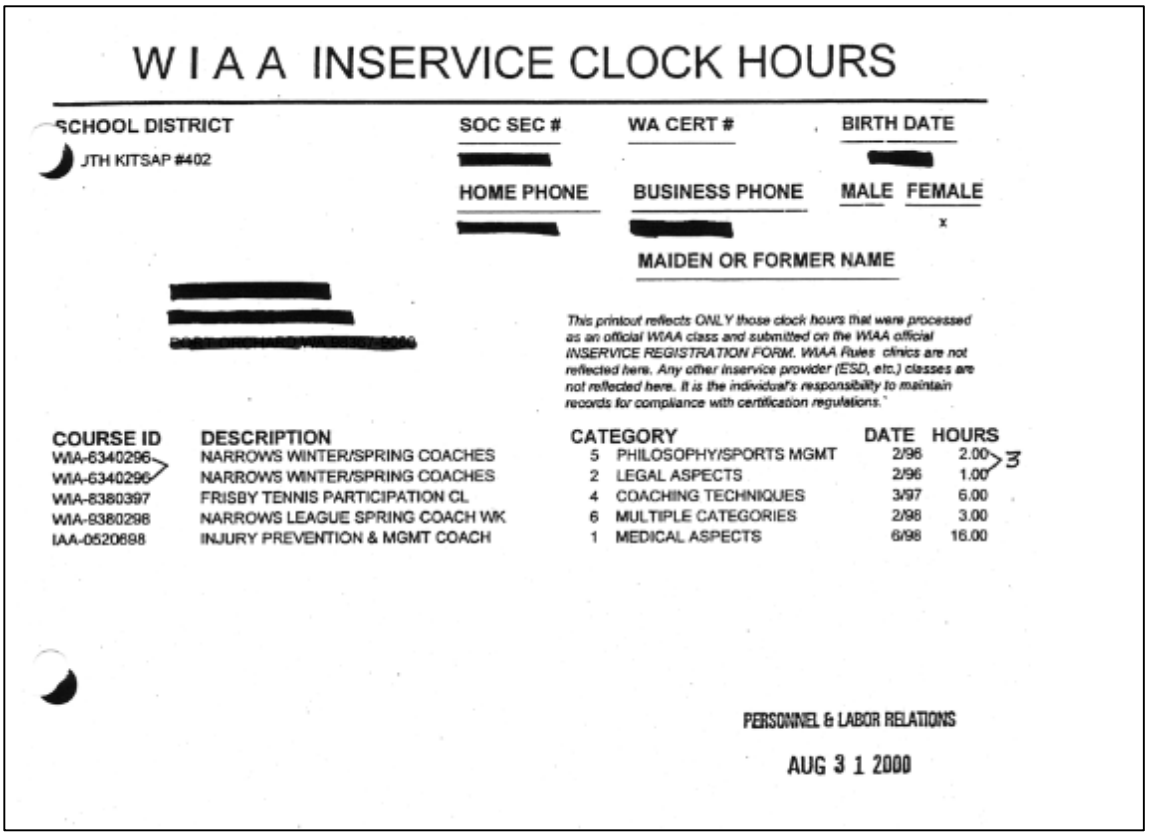
*Total Does Not Includes Credit Pending Survey Completion

Total:

Hours	
20.5	Clock hours
	STEM Clock Hours
	TPEP Clock Hours
	No Clock Hours

Mukilteo School District is an approved in-service transcript provider in the State of Washington by OPSI

WIAA Hours can be combined if course # is same



W I A A INSERVICE CLOCK HOURS

SCHOOL DISTRICT
JTH KITSAP #402

SOC SEC # [redacted]
WA CERT #
BIRTH DATE [redacted]

HOME PHONE [redacted]
BUSINESS PHONE [redacted]
MALE
FEMALE x

MAIDEN OR FORMER NAME

[redacted]

This printout reflects ONLY those clock hours that were processed as an official WIAA class and submitted on the WIAA official INSERVICE REGISTRATION FORM. WIAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.

COURSE ID	DESCRIPTION	CATEGORY		DATE	HOURS
WIA-6340296	NARROWS WINTER/SPRING COACHES	5	PHILOSOPHY/SPORTS MGMT	2/96	2.00
WIA-6340296	NARROWS WINTER/SPRING COACHES	2	LEGAL ASPECTS	2/96	1.00
WIA-8380397	FRISBY TENNIS PARTICIPATION CL	4	COACHING TECHNIQUES	3/97	6.00
WIA-8380298	NARROWS LEAGUE SPRING COACH WK	6	MULTIPLE CATEGORIES	2/98	3.00
IAA-0520698	INJURY PREVENTION & MGMT COACH	1	MEDICAL ASPECTS	6/98	16.00

3

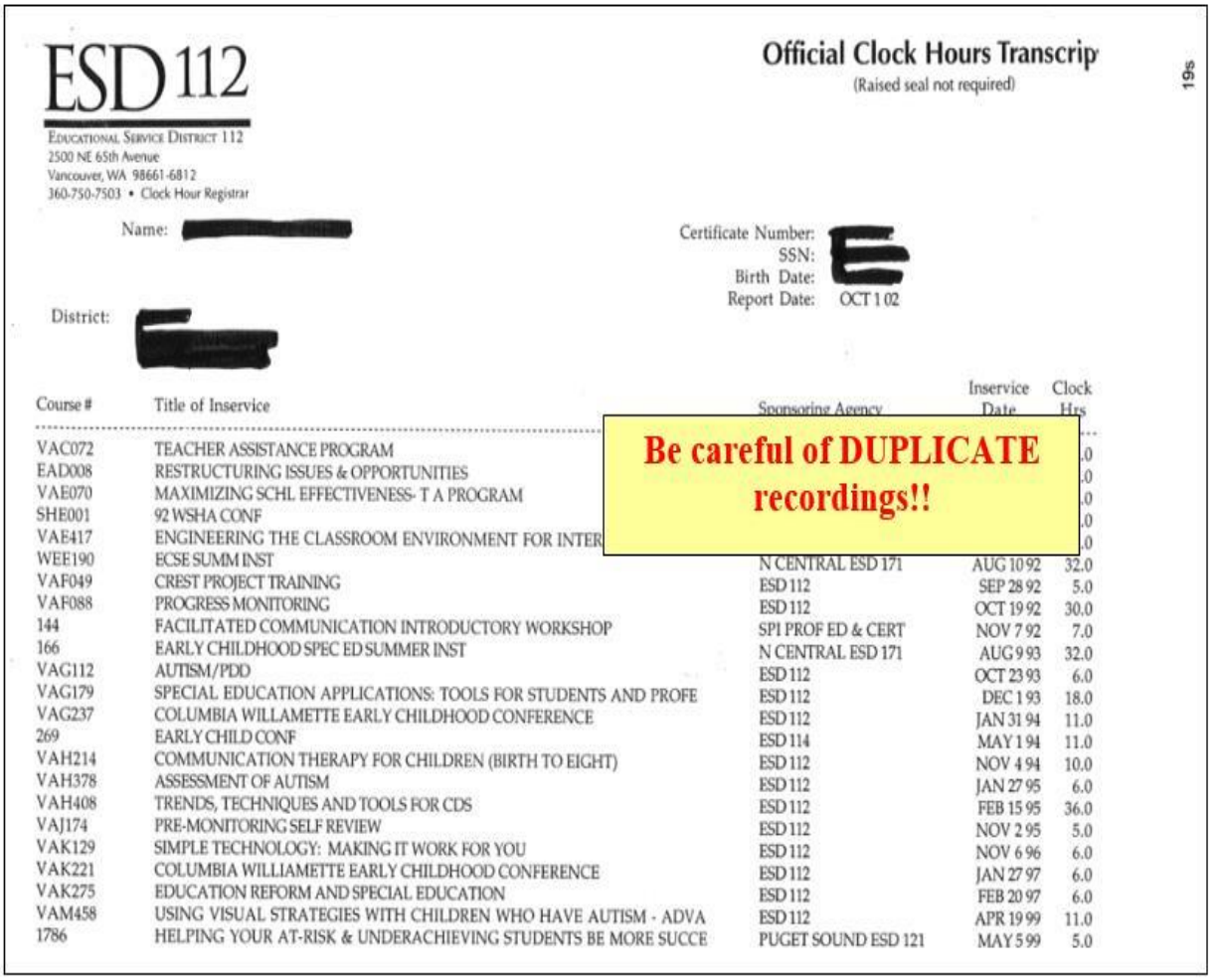
[redacted]

PERSONNEL & LABOR RELATIONS

AUG 3 1 2000

October 2019.pdf

ESD Clock Hour Transcripts are OK!



ESD 112

EDUCATIONAL SERVICE DISTRICT 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-750-7503 • Clock Hour Registrar

Official Clock Hours Transcrip

(Raised seal not required)

19s

Name: [redacted]

Certificate Number:
SSN:
Birth Date:
Report Date: OCT 1 02

District: [redacted]

Course #	Title of Inservice	Sponsoring Agency	Inservice Date	Clock Hrs
VAC072	TEACHER ASSISTANCE PROGRAM			.0
EAD008	RESTRUCTURING ISSUES & OPPORTUNITIES			.0
VAE070	MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM			.0
SHE001	92 WSHA CONF			.0
VAE417	ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER			.0
WEE190	ECSE SUMM INST	N CENTRAL ESD 171	AUG 10 92	32.0
VAF049	CREST PROJECT TRAINING	ESD 112	SEP 28 92	5.0
VAF088	PROGRESS MONITORING	ESD 112	OCT 19 92	30.0
144	FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP	SPI PROF ED & CERT	NOV 7 92	7.0
166	EARLY CHILDHOOD SPEC ED SUMMER INST	N CENTRAL ESD 171	AUG 9 93	32.0
VAG112	AUTISM/PDD	ESD 112	OCT 23 93	6.0
VAG179	SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE	ESD 112	DEC 1 93	18.0
VAG237	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 31 94	11.0
269	EARLY CHILD CONF	ESD 114	MAY 1 94	11.0
VAH214	COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT)	ESD 112	NOV 4 94	10.0
VAH378	ASSESSMENT OF AUTISM	ESD 112	JAN 27 95	6.0
VAH408	TRENDS, TECHNIQUES AND TOOLS FOR CDS	ESD 112	FEB 15 95	36.0
VAJ174	PRE-MONITORING SELF REVIEW	ESD 112	NOV 2 95	5.0
VAK129	SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU	ESD 112	NOV 6 96	6.0
VAK221	COLUMBIA WILLIAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 27 97	6.0
VAK275	EDUCATION REFORM AND SPECIAL EDUCATION	ESD 112	FEB 20 97	6.0
VAM458	USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA	ESD 112	APR 19 99	11.0
1786	HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE	PUGET SOUND ESD 121	MAY 5 99	5.0

Be careful of DUPLICATE recordings!!

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OSPI's Form SPI 1126 – watch for changes on the form.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 1:09 PM
To: Bradburn Laura D.
Subject: FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:54 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe
Accounts Payable/Receivable

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, August 28, 2017 10:46 AM
To: Jodi Lowe <jlowe@cashmere.wednet.edu>
Subject: RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:20 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: quick question
Importance: High

Hi –
Hopefully this will just take you a second…please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe
Accounts Payable/Receivable

Cashmere School District
210 S. Division
Cashmere, WA 98815

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Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

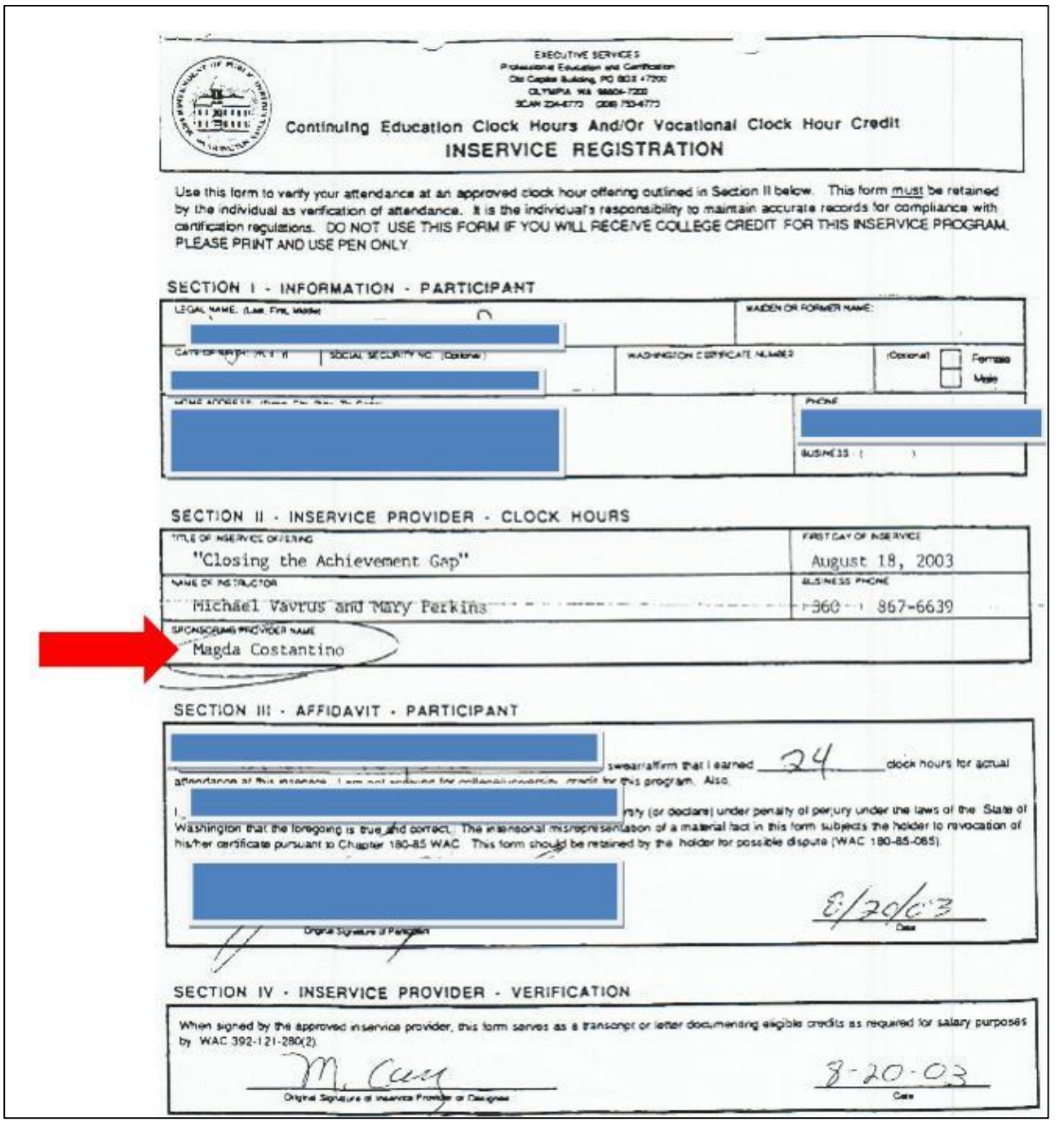
Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

-----Original Message-----
From: Leslie Hansen [mailto:lhansen@upsd.wednet.edu]
Sent: Wednesday, March 28, 2007 8:33 AM
To: Laura Gooding
Subject: Bates Tech

Hi Laura,
I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.
My question is:
Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen
University Place School District
253-566-5600

Clock Hour Example: NOT a Valid Provider. This course was incorrectly posted in a review we did. The provider was not valid.



EXECUTIVE SERVICES
Professional Education and Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
SCAN 234-4773 (206) 753-4773

Continuing Education Clock Hours And/Or Vocational Clock Hour Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM.
PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME. (Last, First, Middle) [redacted]
MAIDEN OR FORMER NAME:
DATE OF BIRTH (MO, D, Y) | SOCIAL SECURITY NO. (Optional) [redacted]
WASHINGTON CERTIFICATE NUMBER (Optional)
Female / Male
HOME ADDRESS [redacted]
PHONE [redacted]
BUSINESS ( )

SECTION II - INSERVICE PROVIDER - CLOCK HOURS

TITLE OF INSERVICE OFFERING: "Closing the Achievement Gap"
FIRST DAY OF INSERVICE: August 18, 2003
NAME OF INSTRUCTOR: Michael Vavrus and Mary Perkins
BUSINESS PHONE: 360 - 867-6639
SPONSORING PROVIDER NAME: Magda Costantino

SECTION III - AFFIDAVIT - PARTICIPANT

[redacted] swear/affirm that I earned 24 clock hours for actual attendance at this inservice. I am not employed for millennial/research credit for this program. Also,
I, [redacted] ...ity (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intensional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-065).
[redacted]
Original Signature of Participant
6/20/03
Date

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).
M. Cary
Original Signature of Inservice Provider or Designee
8-20-03
Date

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Clock Hours Not Allowed Prior to BA Degree

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Monday, November 15, 1999 9:32 AM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: Clock Hour Clerification

WAC 392-121-257 Definition--In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]
> Sent: Thursday, November 11, 1999 10:04 AM
> To: Ross Bunda (E-mail)
> Subject: Clock Hour Clerification
>
> If a person takes clock hours prior to their BA, do they count? My
> answer
> was no because they are pre-BA, but I wanted to double check. Thanks.
>
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
> South Kitsap Schools
> 1962 Hoover Ave SE, Port Orchard, WA 98366
> (360) 876-7306
> skevans@orca.esd114.wednet.edu
>

INSTRUCTOR AND CLOCK HOURS

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.



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QUESTIONS

ABOUT

CLOCK HOURS



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CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

Continuing education credit for state professional licensure

Educators may use credits, clock hours, or continuing education units that satisfy continuing education requirements for state professional licensure from the Washington state department of health towards fulfilling professional educator standards board continuing education credit hour requirements. WAC 181-85-077

Rules applicable to continuing education credits include:

1. Credits must be a minimum of ONE (1) hour.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** EDUCATORS to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educator must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203,204,& 205) **effective January 1, 2011**
- Licensed social worker (WAC 246-809-600),
- Licensed speech-language pathologist or audiologist (WAC 246-828-510)
- Licensed athletic trainer (WAC 246-916-060), or
- Licensed home care aide (WAC 246-980-110)

Educators may use hours earned to renew their Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB)

Educators with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

http://www.k12.wa.us/certification/LicenseHours.aspx.

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CEU Example: Bureau of Education & Research for an SLP



Bureau of Education & Research
915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

CERTIFICATE OF PARTICIPATION

This certifies that

was a participant in
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE LANGUAGE INTERVENTIONS

sponsored by the
BUREAU OF EDUCATION & RESEARCH
that was scheduled on
05/15/2014
8:30 to 3:15

BELLEVUE, WA

This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.

Mark D. Ito
Professional Development Director

DOH NEW FORM as of 9/2019. Can be attached to a single course or a group of courses. OSPI: http://www.k12.wa.us/certification/Certapp/4098V.pdf

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400, TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

DOH LICENSURE HOUR VERIFICATION

1. NAME LAST FIRST MIDDLE	5. MAIDEN/FORMER NAME
2. ADDRESS	6. DATE OF BIRTH
3. CITY/STATE/ZIP	7. SOCIAL SECURITY NO. (OPTIONAL)
4. TELEPHONE: BUSINESS HOME	8. CERTIFICATION NO.
	9. E-MAIL

The Professional Educator Standards Board rules for continuing education provide that educators may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code. The Professional Educator Standards Board rules for continuing education provide that hours used to maintain a valid Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB) may be used towards the continuing education credit hour requirement for renewal established in Chapter 181-85 of the Washington Administrative Code.

To comply with the rules described above, complete the following and submit or upload this form as a PDF to the Professional Certification office of OSPI with your completed renewal application in the Electronic Certification (E-Cert) system.

Specify Type of License_____ License Number _____

Date Original License Issued _____

Current License Expiration Date _____

State in Which License was Issued _____

I, _____ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license and/or Board Certified Behavior Analyst certificate (listed above). The intentional misrepresentation of a material fact in this form subjects the holder to revocation of their certificate pursuant to Chapter 181-85 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

_____ / _____

Signature Date

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QUESTIONS

ABOUT

CEU's?



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NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the credit is transferable or applicable to a bachelor's or more advanced degree program.

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

"May be" is not "shall" – Emails with Ross Bunda & Dale Sando

Sherrie Evans

From: Dale Sando [sandod@sao.wa.gov]
Sent: Friday, July 06, 2007 12:47 PM
To: Sherrie Evans; Ross Bunda
Cc: Cheryl Thresher
Subject: [SPAM] RE: Academic Credits Question
MSK: [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, July 06, 2007 6:36 AM
To: 'Ross Bunda'; Dale Sando
Subject: Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc.
WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program; Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

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- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops), and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit; to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

> Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.
>
> I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back:
>
> The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.
>
> Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not; meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits**. This is a quarter credit school. So take 2.0 x 10 and report 20 hours.

2. **Chapman University, 2041G for 3.0 credits**. This is a semester school. So first take 3.0 x 1.5 to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

Colleges that typically have these non-transfer credits include but are not limited to:



- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara

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NTC Example: Seattle Pacific University beginning 9/1/1992

Seattle Pacific University – 5000 level

Engaging the culture, changing the world®

Seattle Pacific
UNIVERSITY

April 1, 2014

Sherrie Evans
HRM Plus
PO Box 84
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.

- In 1976 Seattle Pacific College became Seattle Pacific University.

- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.

- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

Sincerely,

Ruth L Adams

Ruth Adams
University Registrar

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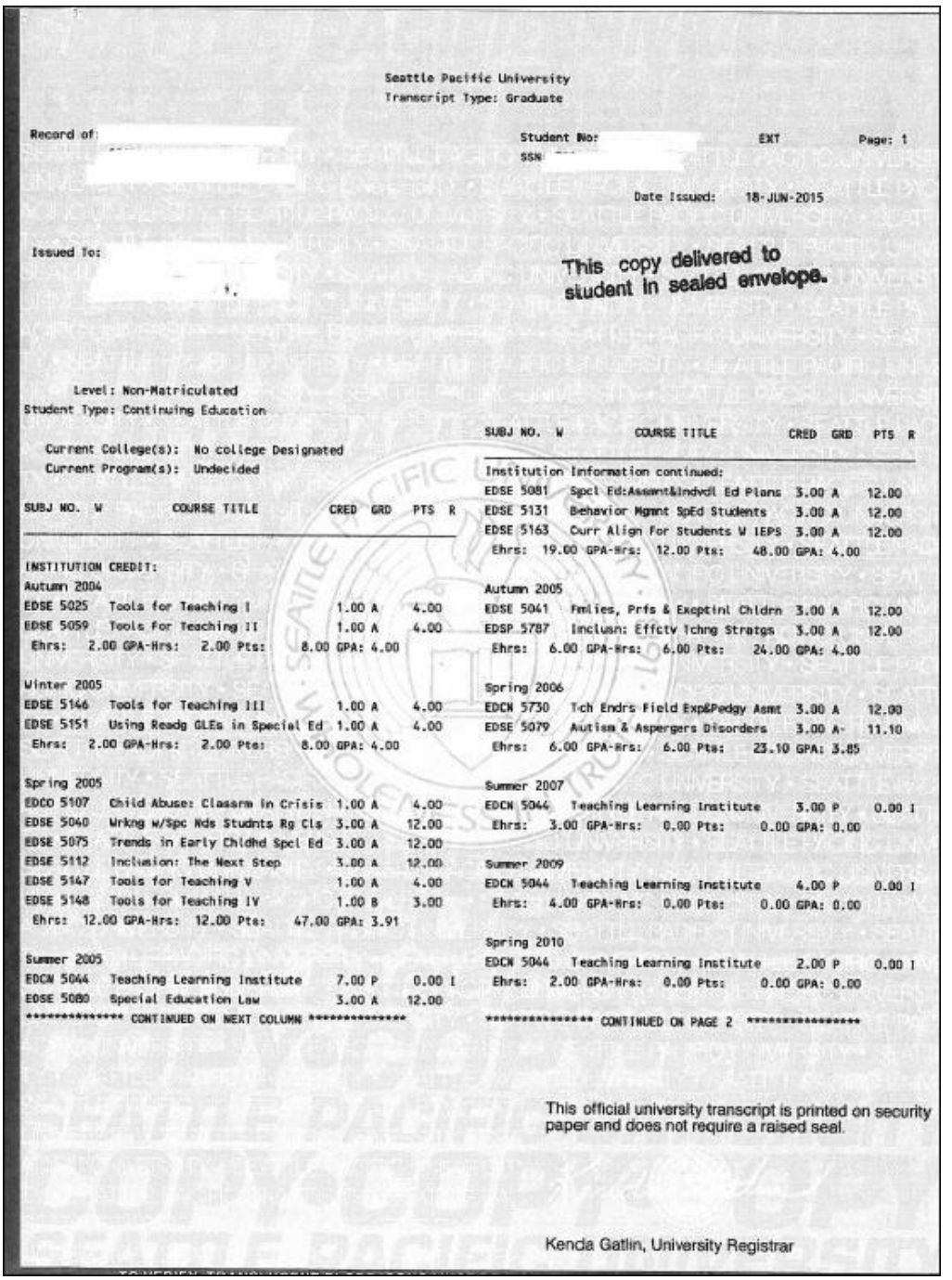
Sample of Non-Transfer Credits from Seattle Pacific University

Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.



Seattle Pacific University
Transcript Type: Graduate

Record of:

Student No: EXT Page: 1
SSN

Date Issued: 18-JUN-2015

Issued To:

This copy delivered to student in sealed envelope.

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

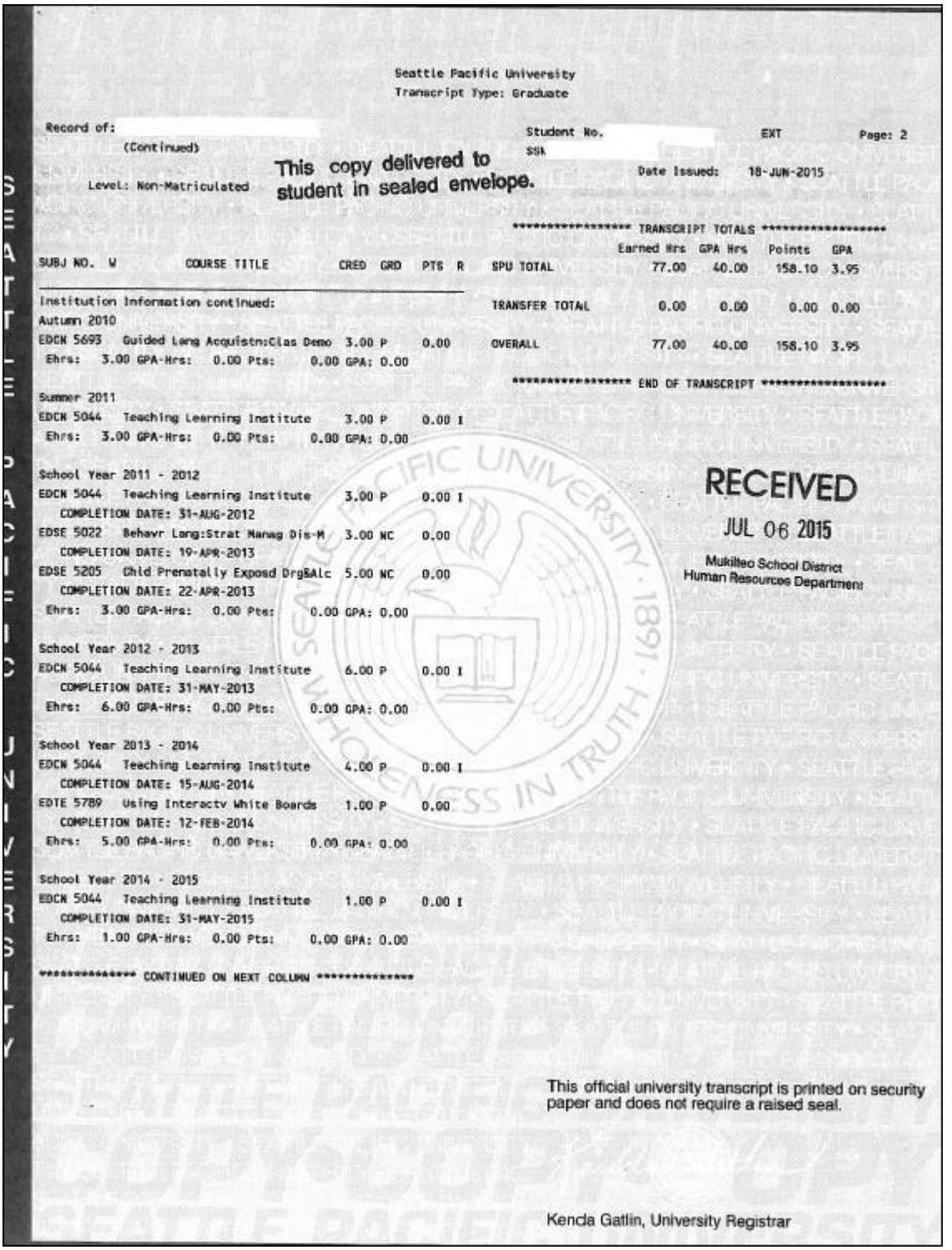
SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:						
Autumn 2004						
EDSE 5025		Tools for Teaching I	1.00	A	4.00	
EDSE 5059		Tools for Teaching II	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Winter 2005						
EDSE 5146		Tools for Teaching III	1.00	A	4.00	
EDSE 5151		Using Readg GLEs in Special Ed	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Spring 2005						
EDCO 5107		Child Abuse: Classrm in Crisis	1.00	A	4.00	
EDSE 5040		Wrkng w/Spc Nds Studnts Rg Cls	3.00	A	12.00	
EDSE 5075		Trends in Early Childhd Spcl Ed	3.00	A	12.00	
EDSE 5112		Inclusion: The Next Step	3.00	A	12.00	
EDSE 5147		Tools for Teaching V	1.00	A	4.00	
EDSE 5148		Tools for Teaching IV	1.00	B	3.00	
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91						
Summer 2005						
EDCN 5044		Teaching Learning Institute	7.00	P	0.00	I
EDSE 5080		Special Education Law	3.00	A	12.00	
********** CONTINUED ON NEXT COLUMN **********						

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
EDSE 5081		Spcl Ed:Assmnt&Indvdl Ed Plans	3.00	A	12.00	
EDSE 5131		Behavior Mgmnt SpEd Students	3.00	A	12.00	
EDSE 5163		Curr Align For Students W IEPS	3.00	A	12.00	
Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00						
Autumn 2005						
EDSE 5041		Fmlies, Prfs & Exceptnl Chldrn	3.00	A	12.00	
EDSP 5787		Inclusn: Effctv Tchng Stratgs	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00						
Spring 2006						
EDCN 5730		Tch Endrs Field Exp&Pedgy Asmt	3.00	A	12.00	
EDSE 5079		Autism & Aspergers Disorders	3.00	A-	11.10	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85						
Summer 2007						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2009						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Spring 2010						
EDCN 5044		Teaching Learning Institute	2.00	P	0.00	I
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
********** CONTINUED ON PAGE 2 **********						

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

October 2019.pdf



Seattle Pacific University
Transcript Type: Graduate

Record of:
(Continued)
Level: Non-Matriculated

Student No.
SSN

EXT

Page: 2

Date Issued: 18-JUN-2015

This copy delivered to student in sealed envelope.

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
Autumn 2010						
EDCN 5693		Guided Lang Acquistn:Clas Demo	3.00	P	0.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2011						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2011 - 2012						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
COMPLETION DATE: 31-AUG-2012						
EDSE 5022		Behavr Lang:Strat Manag Dis-M	3.00	NC	0.00	
COMPLETION DATE: 19-APR-2013						
EDSE 5205		Chld Prenatally Exposd Drg&Alc	5.00	NC	0.00	
COMPLETION DATE: 22-APR-2013						
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2012 - 2013						
EDCN 5044		Teaching Learning Institute	6.00	P	0.00	I
COMPLETION DATE: 31-MAY-2013						
Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2013 - 2014						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
COMPLETION DATE: 15-AUG-2014						
EDTE 5789		Using Interactv White Boards	1.00	P	0.00	
COMPLETION DATE: 12-FEB-2014						
Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2014 - 2015						
EDCN 5044		Teaching Learning Institute	1.00	P	0.00	I
COMPLETION DATE: 31-MAY-2015						
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
SPU TOTAL	77.00	40.00	158.10	3.95
TRANSFER TOTAL	0.00	0.00	0.00	0.00
OVERALL	77.00	40.00	158.10	3.95

********** END OF TRANSCRIPT **********

RECEIVED
JUL 06 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.

October 2019.pdf

Back of the SPU Transcript

Seattle Pacific University
Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, Washington 98119-1997
Phone: (206) 281-2031 Web: www.spu.edu CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

Accreditation
Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAfME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

Cascade College
Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

Degree Requirements
180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

Course Numbering System
Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core master's or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

Length of Quarter: 10 weeks
Year long term dates: (Completion Dates Vary)
2011 – 2012 through 2015-2016: Sept 1 – August 31
2016-2017 forward: July 1 – June 30

Length of One Continuing Education Unit (CEU): 10 Clock Hours
In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

Grading System

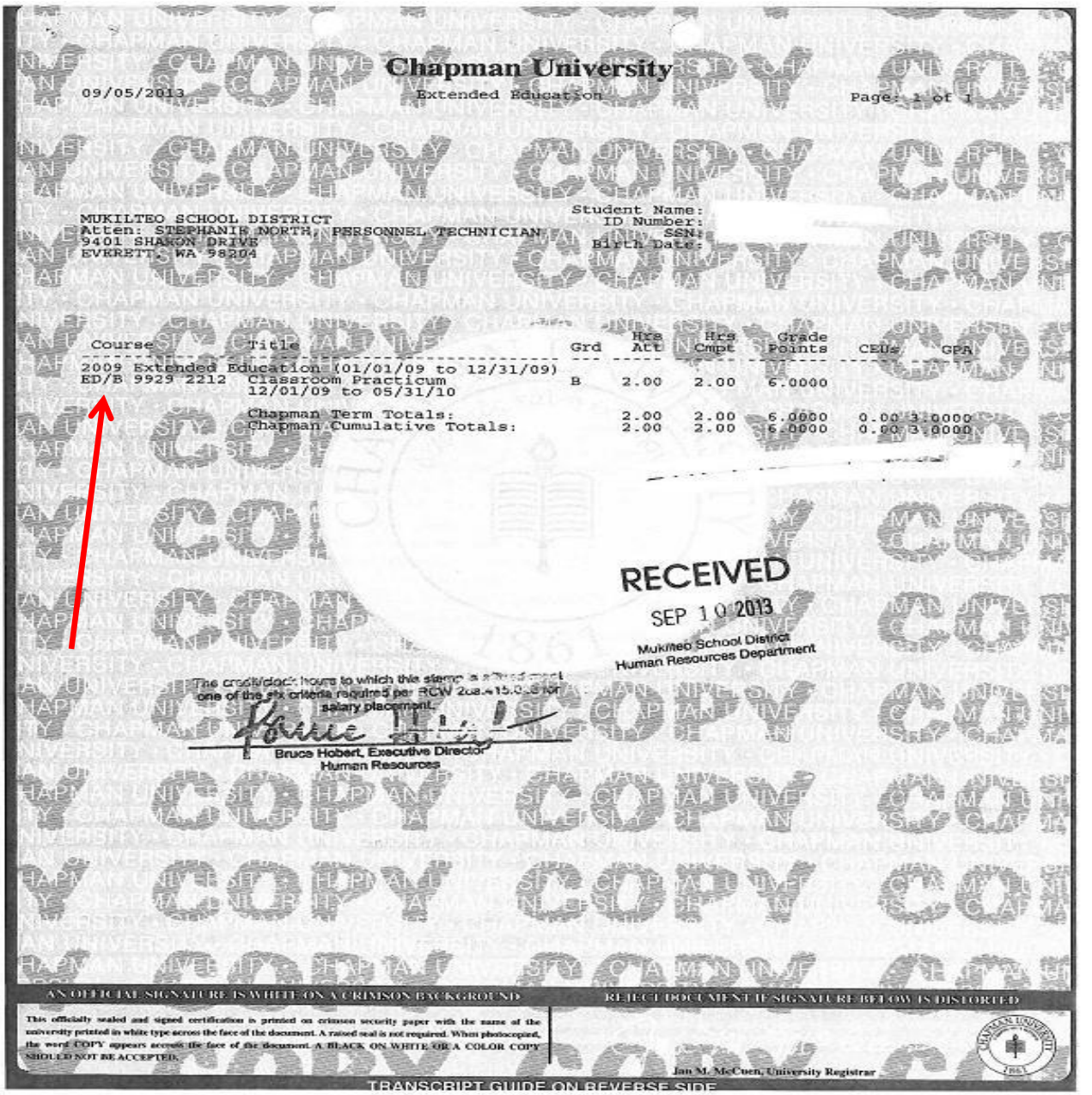
Grade	*Points*	*Description*
A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Incomplete Attainment, but with credit allowed
E		Incomplete Attainment, with no credit allowed
P		Satisfactory (Equivalent to C or better) Pass/No Credit option
NC		No Credit (Pass/No Credit option)
N		In Progress (becomes permanent after one academic year)
I		Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E")
G		In Progress (becomes permanent after three academic years)
AU		Audit
W		Official withdrawal and week of quarter withdrawn
HW		Hardship Withdrawal
UW		Unofficial withdrawal (Discontinued Autumn 1992)
0		No grade received
1 CEU		10 clock hours earned
EU		Earned units
NU		Not earned units

Abbreviations

"CBE"	following course title indicates Credit by Exam
"DR"	following course title indicates Directed Research
"IR"	following course title indicates Independent Reading
"IS"	following course title indicates Independent Study
"M"	following course title indicates Media courses

Repeat Courses
Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

NTC Example: **Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.



Chapman University

09/05/2013 Extended Education Page: 1 of 1

MUKILTEO SCHOOL DISTRICT
Atten: STEPHANIE NORTH, PERSONNEL TECHNICIAN
9401 SHARON DRIVE
EVERETT, WA 98204

Student Name:
ID Number:
SSN:
Birth Date:

Course	Title	Grd	Hrs Att	Hrs Cmpt	Grade Points	CEUs	GPA
2009 Extended Education (01/01/09 to 12/31/09)							
ED/B 9929 2212	Classroom Practicum 12/01/09 to 05/31/10	B	2.00	2.00	6.0000		
	Chapman Term Totals:		2.00	2.00	6.0000	0.00	3.0000
	Chapman Cumulative Totals:		2.00	2.00	6.0000	0.00	3.0000

RECEIVED
SEP 10 2013
Mukilteo School District
Human Resources Department

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28A.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND — REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

This officially sealed and signed certification is printed on crimson security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY appears across the face of the document. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

NTC Example: University of the Pacific.

Student: [redacted]

S.S.N.:
Birthdate: [redacted]

University of the Pacific
Stockton, California 95211

Lifelong Learning
Official Permanent Record
of Course Completion

URSE MBER	TITLE	UNITS COMP	GRADE	DATE COMP
S982.94	Effective Football Methods	3.0	A	05/17/94
S909.00	Athletic Speed & Endurance	2.0	A	07/28/94

GRADING SYSTEM:

A - Excellent, all requirements completed thoroughly
B - Good, most requirements completed thoroughly
C - Satisfactory, requirements satisfied but not thorough
D - Passing, missing requirements and little interest
F - Failure, no requirements completed satisfactorily
X - Failed to submit for grade within time limitation

University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.

The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.

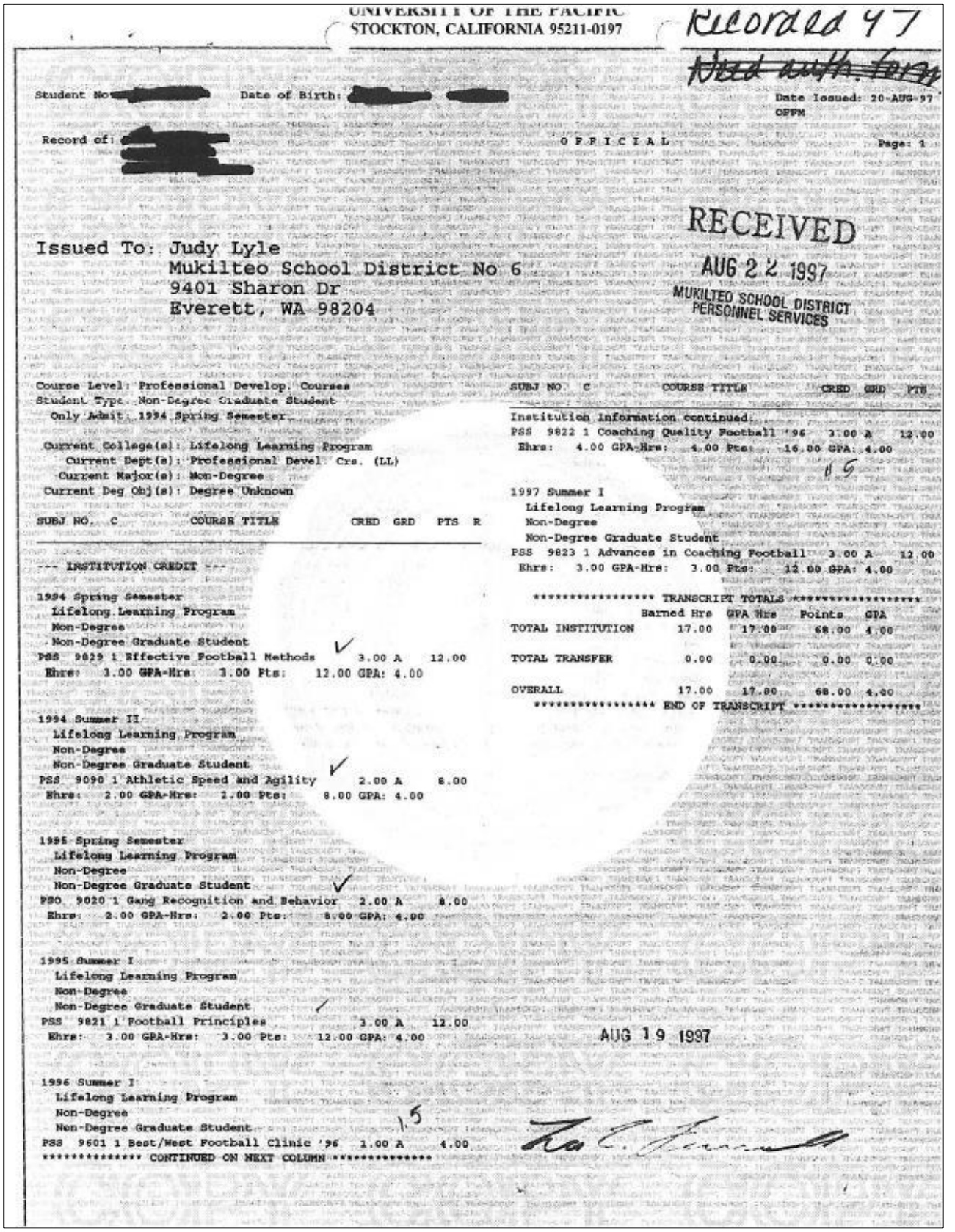
Date: 8/2/94

Thomas E Kail

Thomas E. Kail, Interim Dean

October 2019.pdf

NTC Example: **University of the Pacific.**



UNIVERSITY OF THE PACIFIC
STOCKTON, CALIFORNIA 95211-0197

Recorded 97

~~Need auth. form~~

Student No: [redacted] Date of Birth: [redacted]

Date Issued: 20-AUG-97
OPPM

Record of: [redacted]

OFFICIAL

Page: 1

RECEIVED
AUG 22 1997
MUKILTEO SCHOOL DISTRICT
PERSONNEL SERVICES

Issued To: Judy Lyle
Mukilteo School District No 6
9401 Sharon Dr
Everett, WA 98204

Course Level: Professional Develop. Courses
Student Type: Non-Degree Graduate Student
Only Admit: 1994 Spring Semester

Current College(s): Lifelong Learning Program
Current Dept(s): Professional Devel Crs. (LL)
Current Major(s): Non-Degree
Current Deg Obj(s): Degree Unknown

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R

--- INSTITUTION CREDIT ---

1994 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9829 1 Effective Football Methods 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1994 Summer II
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9090 1 Athletic Speed and Agility 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSO 9020 1 Gang Recognition and Behavior 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9821 1 Football Principles 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1996 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9601 1 Best/West Football Clinic '96 1.00 A 4.00
********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS

Institution Information continued:
PSS 9822 1 Coaching Quality Football '96 3.00 A 12.00
Ehrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00

1997 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9823 1 Advances in Coaching Football 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	17.00	17.00	68.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	17.00	17.00	68.00	4.00

********** END OF TRANSCRIPT **********

AUG 19 1997

October 2019.pdf

NTC Example: University of the Pacific.

Office of the Registrar
Stockton CA 95211-0197

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

Grade:	System Effective to 9/1/56	System Effective 9/1/56 to 9/1/75	System Effective 9/1/75
A	3	4	4.0
A-			3.7
B+			3.3
B	2	3	3.0
B-			2.7
C+			2.3
C	1	2	2.0
C-			1.7
D+			1.3
D	0	1	1.0
F	0	0	0.0

Other Grades and Symbols:

AU	- Audit
E	- Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71)
H	- Pass with honors. (Discontinued 9/1/71)
I	- Work not completed during term, additional time allowed.
INC	- Work not completed during term, additional time allowed. (Discontinued 9/1/71)
LGU	- Letter grade units.
n	- When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed.
N	- Deferred grading.
NC	- No Credit - does not count in grade point average.
NG	- No grade received from the instructor.
NGR	- No grade received from the instructor. (Discontinued 1972)
P	- Pass, no grade points.
S	- Satisfactory, no grade points. (Discontinued 9/1/71)
U	- Unsatisfactory (Discontinued 9/1/71)
W	- Authorized withdrawal from courses after the prescribed period. (Since 2/1980)
Wf	- Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71)
Wp	- Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71)
+	- Denoted passing grade where credit earned by examination. Grade point average not affected. (Discontinued 9/1/71)

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

A	- Excluded from units passed.
E	- Excluded from Grade Point Average.
I	- Included in Grade Point Average.

Course Numbering:

1-199	- Undergraduate Courses
200-299	- Graduate Courses - Master's Level
300-399	- Graduate Courses - Doctoral Level
9000-9999	- Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.)

Units of Credits:

Semester	- One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester.
Summer Session	- One unit represents 30 minutes of instruction daily for five weeks.
Winter Term (1970-1983)	- Four units represent one month of instruction during January.
January Term (since 1992)	- Four units represent one month of instruction during January.

G.P.A. Requirements:
Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

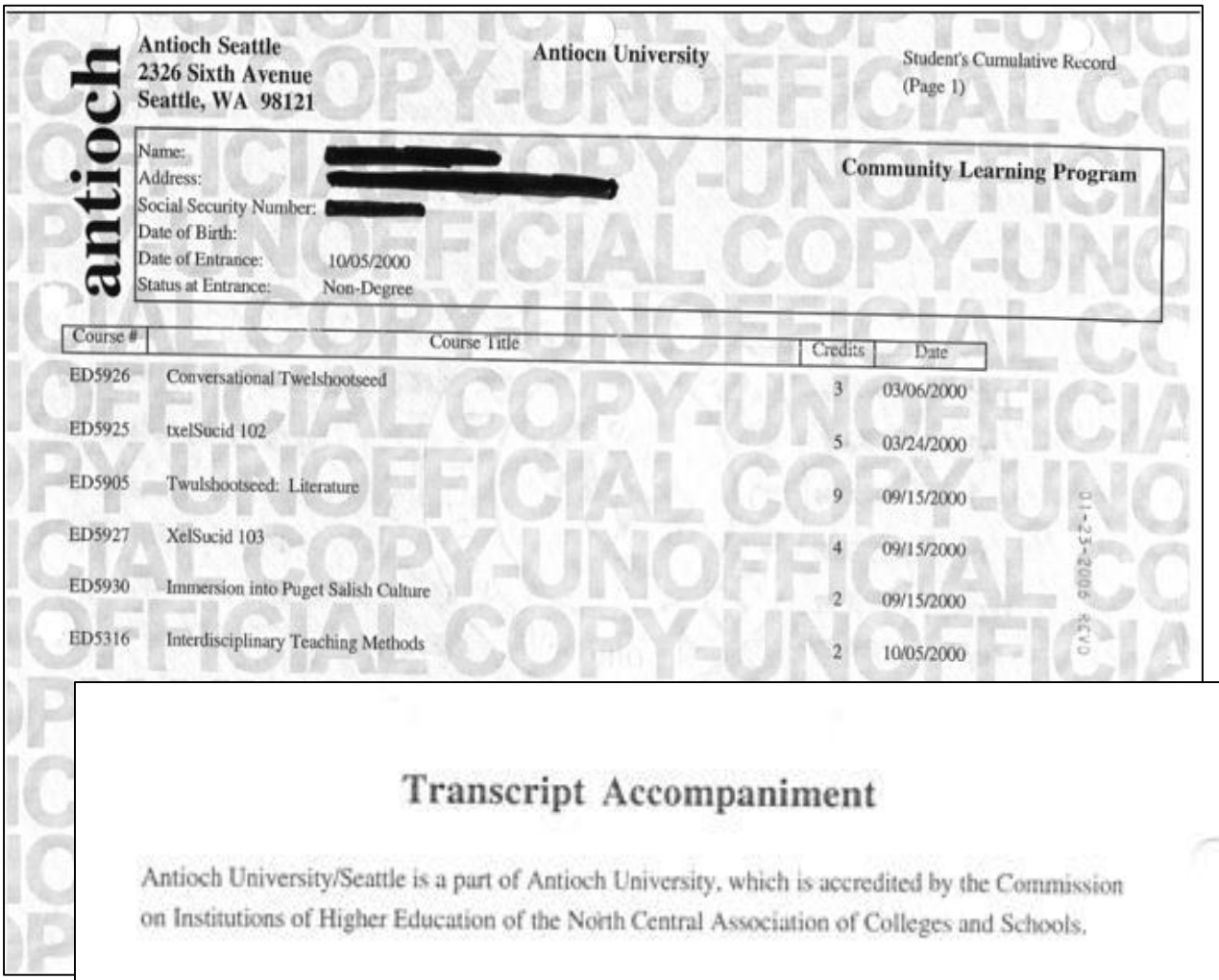
Certification: This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.

Authenticity Tests: Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.

October 2019.pdf

NTC Example: Antioch



antioch

Antioch Seattle
2326 Sixth Avenue
Seattle, WA 98121

Antiocn University

Student's Cumulative Record
(Page 1)

Name: [redacted]
Address: [redacted]
Social Security Number: [redacted]
Date of Birth:
Date of Entrance: 10/05/2000
Status at Entrance: Non-Degree

Community Learning Program

Course #	Course Title	Credits	Date
ED5926	Conversational Twelshootseed	3	03/06/2000
ED5925	txelSucid 102	5	03/24/2000
ED5905	Twulshootseed: Literature	9	09/15/2000
ED5927	XelSucid 103	4	09/15/2000
ED5930	Immersion into Puget Salish Culture	2	09/15/2000
ED5316	Interdisciplinary Teaching Methods	2	10/05/2000

01-23-2006 RCVD

UNOFFICIAL COPY

Transcript Accompaniment

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

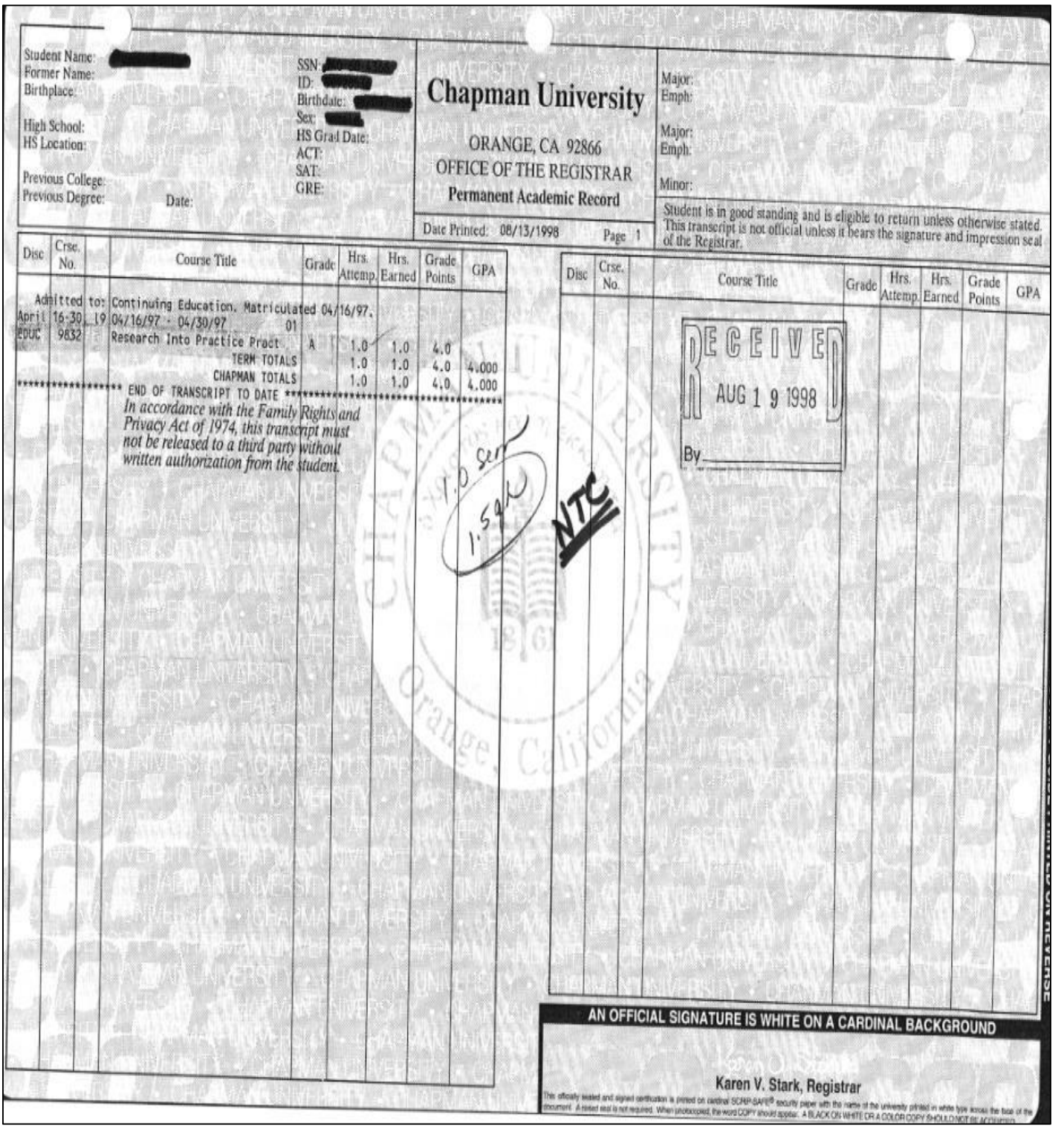
The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses, or a grade of B or higher in 500 (graduate) level courses.

October 2019.pdf

NTC Example: Chapman



Student Name: [redacted]
Former Name:
Birthplace:

High School:
HS Location:

Previous College:
Previous Degree: Date:

SSN: [redacted]
ID: [redacted]
Birthdate: [redacted]
Sex: [redacted]
HS Grad Date:
ACT:
SAT:
GRE:

Chapman University
ORANGE, CA 92866
OFFICE OF THE REGISTRAR
Permanent Academic Record

Date Printed: 08/13/1998 Page 1

Major:
Emph:

Major:
Emph:

Minor:

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA
Admitted to: Continuing Education. Matriculated 04/16/97.							
April 16-30, 19		04/16/97 - 04/30/97 01					
EDUC	9832	Research Into Practice Proct	A	1.0	1.0	4.0	
		TERM TOTALS		1.0	1.0	4.0	4.000
		CHAPMAN TOTALS		1.0	1.0	4.0	4.000
********** END OF TRANSCRIPT TO DATE **********							

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.

1.0 sem
1.5 qtr

NTC

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA

RECEIVED
AUG 19 1998
By

AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND

Karen V. Stark, Registrar

This officially sealed and signed certification is printed on cardinal SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

October 2019.pdf

NTC Example: Back of Chapman

CHAPMAN
University
Orange, California 92666

Course work shown may have been completed at Chapman University in Orange or at an Academic center. All courses are given residence credit, having been officially approved by the university as to content, credits and instructor.

Accreditation

Chapman University is accredited by, and is a member of, the Western Association of Schools and Colleges, the Council on the Institute of Food Technologies, the Board Registered Nursing of the State of California, College ıtrance Examination Board, Western College Association, Association of Independent Colleges and Universities, American Council on Education, American Association of Colleges for Women, and the Board of Higher Education of the Disciples of Christ.

Calendar

The university operates on a two semester calendar – fall and spring. Each regular 3 credit course represents three hours of university work per week for approximately 15 weeks. In addition, the university offers a 4 week January interterm and two 6 week summer sessions. The Academic Centers are on a semester calendar and their term lengths may vary according to location.

Course Numbering System

Until the fall semester, 1971, courses were numbered 1 ough 99; upper division 100-199, and graduate ourses were 200 and above. Unless otherwise indicated on the transcript, course numbers 100-199 gave graduate credit to students who had graduate standing. Courses numbered with a prefix of X were taken in the Extended Day Division of the university (until 1959) and are to be regarded as the same as courses without the prefix.

Beginning in the fall semester, 1971, lower division courses are numbered as follows: 001-099, Non-degree courses or CEU courses designed to meet specific needs; 100-299, lower division courses of freshman and sophomore level; 300-399, upper division courses of junior and senior level which do not give graduate credit; 400-499 upper division courses of junior and senior level which may be used as graduate credit for graduate students; 500-599 graduate courses for graduate students and seniors by consent of the department chair; 600-699, graduate courses designed for graduate students only; 800-899, professional courses (extension credit) in departments other than education. These courses may or may not be used to satisfy baccalaureate degree requirements. Lower division continuing education courses are designated with a (V) before the course title. 900-999 Professional development credit courses in education for teachers and school administrators designed to serve the needs of those requiring professional upgrading. Those desiring such credits should consult their school district office prior to enrollment. Enrollment as a school teacher or school administrator is required for enrollment. Prior to February 1, 1975, courses numbered 900-999 were not acceptable in education are accepted as extension credit. Beginning January 1994, 0001-0999 non-degree CEU courses; 8000-8999 baccalaureate elective credit (with departmental approval); 9000-9999 professional development credit. N/A is extension credit course work and is not applicable to a degree without advance approval. Beginning September 1, 1993 N/A is used as the grading symbol Non-attended.

Grading System

A, superior, 4 g.p.; A-, 3.7 g.p.; B+, 3.3 g.p.; B, excellent, 3 g.p.; B-, 2.7 g.p.; C+, 2.3 g.p.; C, average, 2.0 g.p.; C-, 1.7 g.p.; D+, 1.3 g.p.; D, inferior, 1 g.p.; D-, .7 g.p.; F, failed, 0 g.p.; E, incomplete, shortage of course work or examination, used until September 1, 1977; I used for incomplete beginning September 1, 1977; P, passed, satisfactory completion of course; NP, No Pass, requirements for credit not satisfied; Au; Audit, no credit; NR, no report, no record of grade received; W, official withdrawal from the course; NA, not attended; SP, satisfactory progress, beginning August 29, 1994; Thesis grading only: HP, high pass; P, pass; NC, no credit. Courses taken on a Pass/Fail or Pass/No Pass basis are not computed in the grade point average. Grade points prior to September, 1958: A-3, B-2, C-1, D-0, F-minus 1. The university semester unit is a credit of one hour per week for one semester.

A full time load for undergraduates is 12 to 18 units and for graduate students 9-12 units (this varies for the Academic Centers based on the length of the term). A minimum for 124 credits with a 2.0 (C) average is required for the bachelor's degree and 30-36 units with a 3.0 (B) average is required for the Master's degree.

Academic Standing

Scholastic standing is good unless indicated by one of the following:

Probation - g.p.a. below 2.0 and has two semesters (three at the Academic Centers to achieve a cumulative g.p.a. of 2.0

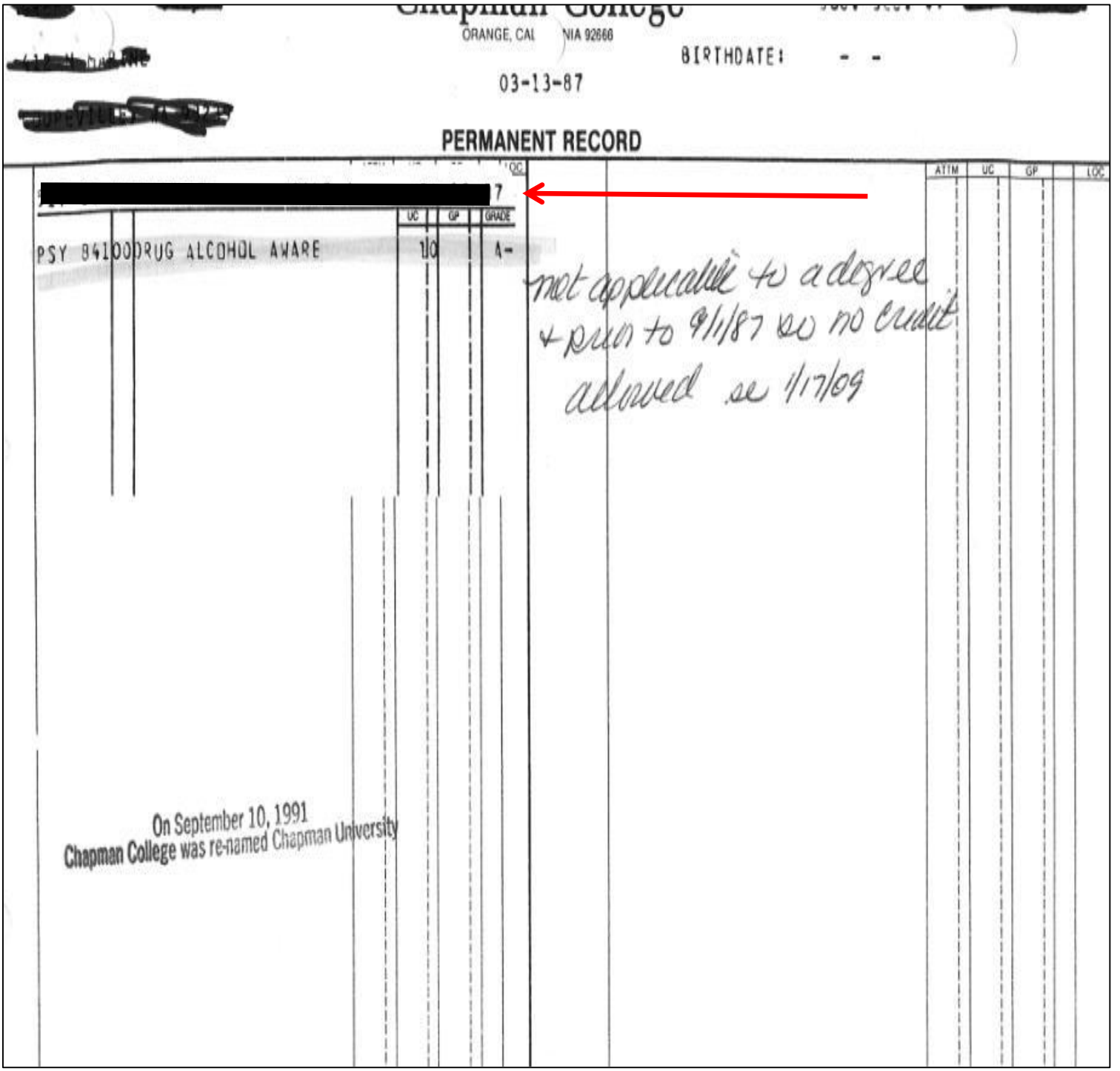
Continued on probation - g.p.a. below 2.0 and has one semester to achieve a cumulative g.p.a. or be subject to dismissal

Dismissed - student has a g.p.a. below 2.0 for at least 2 semesters and is no longer eligible to continue

TO TEST FOR AUTHENTICITY: The face of this document has a cardinal background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

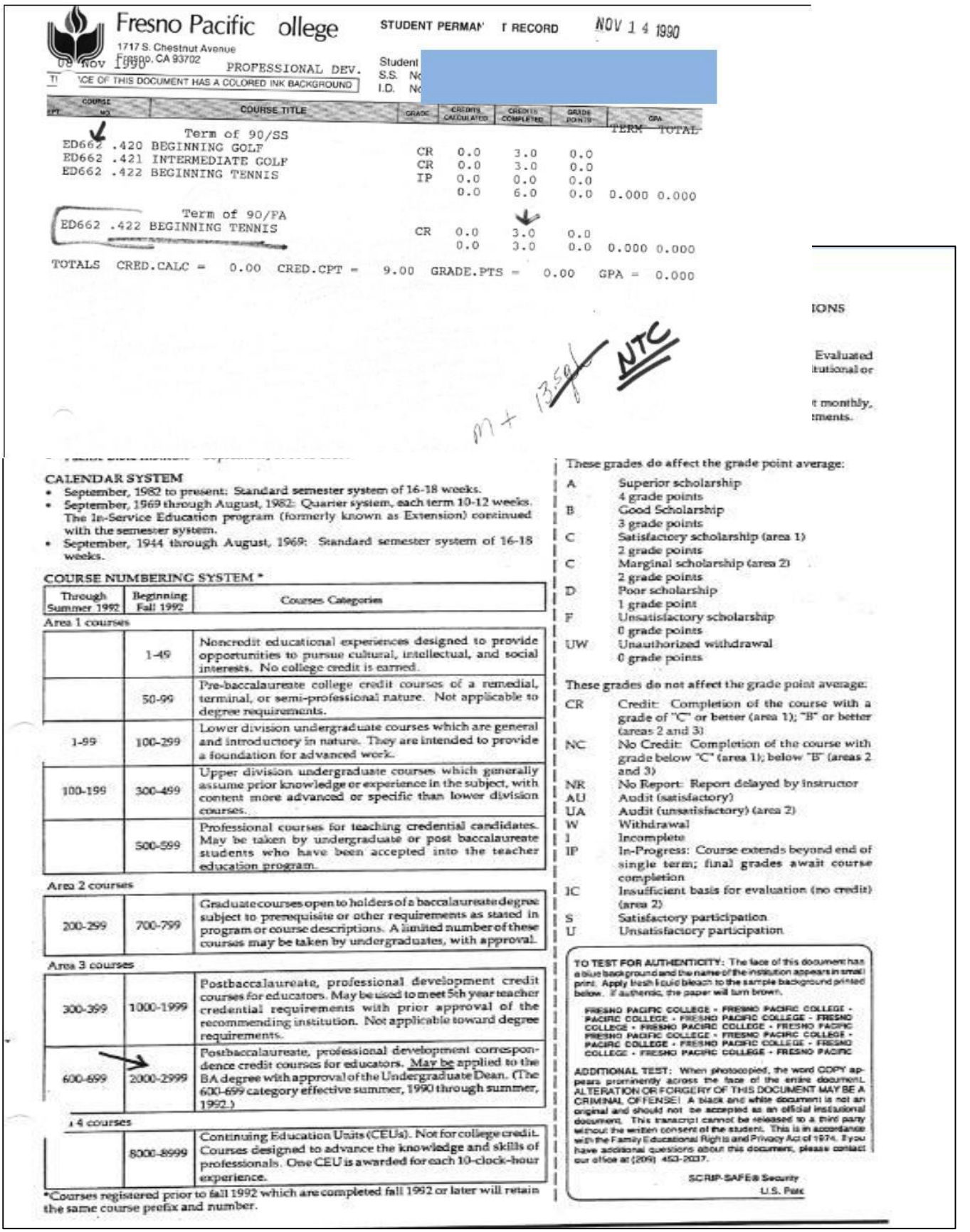
CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY •

NTC Example: **Prior to 9/1/1987 – not allowable**



October 2019.pdf

NTC Example: Fresno Pacific



Fresno Pacific College

1717 S. Chestnut Avenue
Fresno, CA 93702

STUDENT PERMANENT RECORD

NOV 14 1990

08 NOV 1990

PROFESSIONAL DEV.

[redacted]

NOTICE OF THIS DOCUMENT HAS A COLORED INK BACKGROUND

COURSE NO	COURSE TITLE	GRADE	CREDITS CALCULATED	CREDITS COMPLETED	GRADE POINTS	GPA TERM	GPA TOTAL
	Term of 90/SS						
ED662 .420	BEGINNING GOLF	CR	0.0	3.0	0.0		
ED662 .421	INTERMEDIATE GOLF	CR	0.0	3.0	0.0		
ED662 .422	BEGINNING TENNIS	IP	0.0	0.0	0.0		
			0.0	6.0	0.0	0.000	0.000
	Term of 90/FA						
ED662 .422	BEGINNING TENNIS	CR	0.0	3.0	0.0		
			0.0	3.0	0.0	0.000	0.000

TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000

M+ 13.5 NTC

IONS

Evaluated
tutional or

t monthly,
tments.

CALENDAR SYSTEM

- September, 1982 to present: Standard semester system of 16-18 weeks.
- September, 1969 through August, 1982: Quarter system, each term 10-12 weeks. The In-Service Education program (formerly known as Extension) continued with the semester system.
- September, 1944 through August, 1969: Standard semester system of 16-18 weeks.

COURSE NUMBERING SYSTEM *

Through Summer 1992	Beginning Fall 1992	Courses Categories
Area 1 courses		
	1-49	Noncredit educational experiences designed to provide opportunities to pursue cultural, intellectual, and social interests. No college credit is earned.
	50-99	Pre-baccalaureate college credit courses of a remedial, terminal, or semi-professional nature. Not applicable to degree requirements.
1-99	100-299	Lower division undergraduate courses which are general and introductory in nature. They are intended to provide a foundation for advanced work.
100-199	300-499	Upper division undergraduate courses which generally assume prior knowledge or experience in the subject, with content more advanced or specific than lower division courses.
	500-599	Professional courses for teaching credential candidates. May be taken by undergraduate or post baccalaureate students who have been accepted into the teacher education program.
Area 2 courses		
200-299	700-799	Graduate courses open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. A limited number of these courses may be taken by undergraduates, with approval.
Area 3 courses		
300-399	1000-1999	Postbaccalaureate, professional development credit courses for educators. May be used to meet 5th year teacher credential requirements with prior approval of the recommending institution. Not applicable toward degree requirements.
600-699	2000-2999	Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.)
Area 4 courses		
	8000-8999	Continuing Education Units (CEUs). Not for college credit. Courses designed to advance the knowledge and skills of professionals. One CEU is awarded for each 10-clock-hour experience.

*Courses registered prior to fall 1992 which are completed fall 1992 or later will retain the same course prefix and number.

These grades do affect the grade point average:

A	Superior scholarship 4 grade points
B	Good Scholarship 3 grade points
C	Satisfactory scholarship (area 1) 2 grade points
C	Marginal scholarship (area 2) 2 grade points
D	Poor scholarship 1 grade point
F	Unsatisfactory scholarship 0 grade points
UW	Unauthorized withdrawal 0 grade points

These grades do not affect the grade point average:

CR	Credit: Completion of the course with a grade of "C" or better (area 1); "B" or better (areas 2 and 3)
NC	No Credit: Completion of the course with grade below "C" (area 1); below "B" (areas 2 and 3)
NR	No Report: Report delayed by instructor
AU	Audit (satisfactory)
UA	Audit (unsatisfactory) (area 2)
W	Withdrawal
I	Incomplete
IP	In-Progress: Course extends beyond end of single term; final grades await course completion
IC	Insufficient basis for evaluation (no credit) (area 2)
S	Satisfactory participation
U	Unsatisfactory participation

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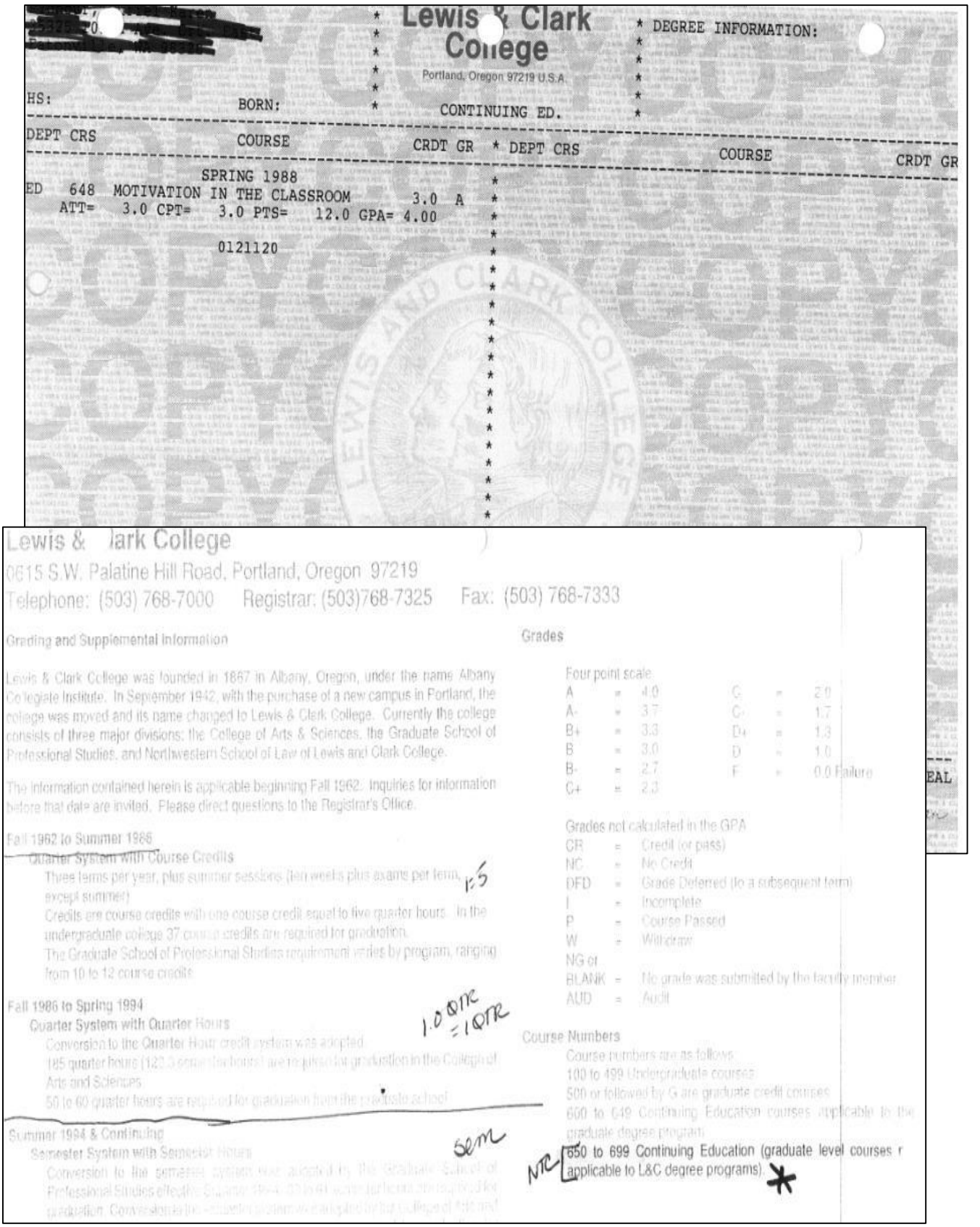
FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC

ADDITIONAL TEST: When photocopied, the word COPY appears prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact our office at (209) 453-2037.

SCRIP-SAFE® Security
U.S. Pat.

October 2019.pdf

NTC Example: Lewis & Clark



Lewis & Clark College

Portland, Oregon 97219 U.S.A.

CONTINUING ED.

DEGREE INFORMATION:

HS: BORN:

DEPT CRS	COURSE	CRDT	GR
	SPRING 1988		
ED 648	MOTIVATION IN THE CLASSROOM	3.0	A

ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA= 4.00

0121120

Lewis & Clark College

0615 S.W. Palatine Hill Road, Portland, Oregon 97219

Telephone: (503) 768-7000 Registrar: (503)768-7325 Fax: (503) 768-7333

Grading and Supplemental Information

Lewis & Clark College was founded in 1867 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

Fall 1962 to Summer 1986

Quarter System with Course Credits

Three terms per year, plus summer sessions (ten weeks plus exams per term, except summer)

Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.

The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

Fall 1986 to Spring 1994

Quarter System with Quarter Hours

Conversion to the Quarter Hour credit system was adopted.

185 quarter hours (123.3 semester hours) are required for graduation in the College of Arts and Sciences.

50 to 60 quarter hours are required for graduation from the graduate school.

Summer 1994 & Continuing

Semester System with Semester Hours

Conversion to the semester system was adopted by the Graduate School of Professional Studies effective Summer 1994. 93 semester hours are required for graduation. Conversion to the semester system was adopted for the College of Arts and

Grades

Four point scale

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0 Failure
C+	=	2.3			

Grades not calculated in the GPA

CR	=	Credit (or pass)
NC	=	No Credit
DFD	=	Grade Deferred (to a subsequent term)
I	=	Incomplete
P	=	Course Passed
W	=	Withdraw
NG or BLANK	=	No grade was submitted by the faculty member
AUD	=	Audit

Course Numbers

Course numbers are as follows:

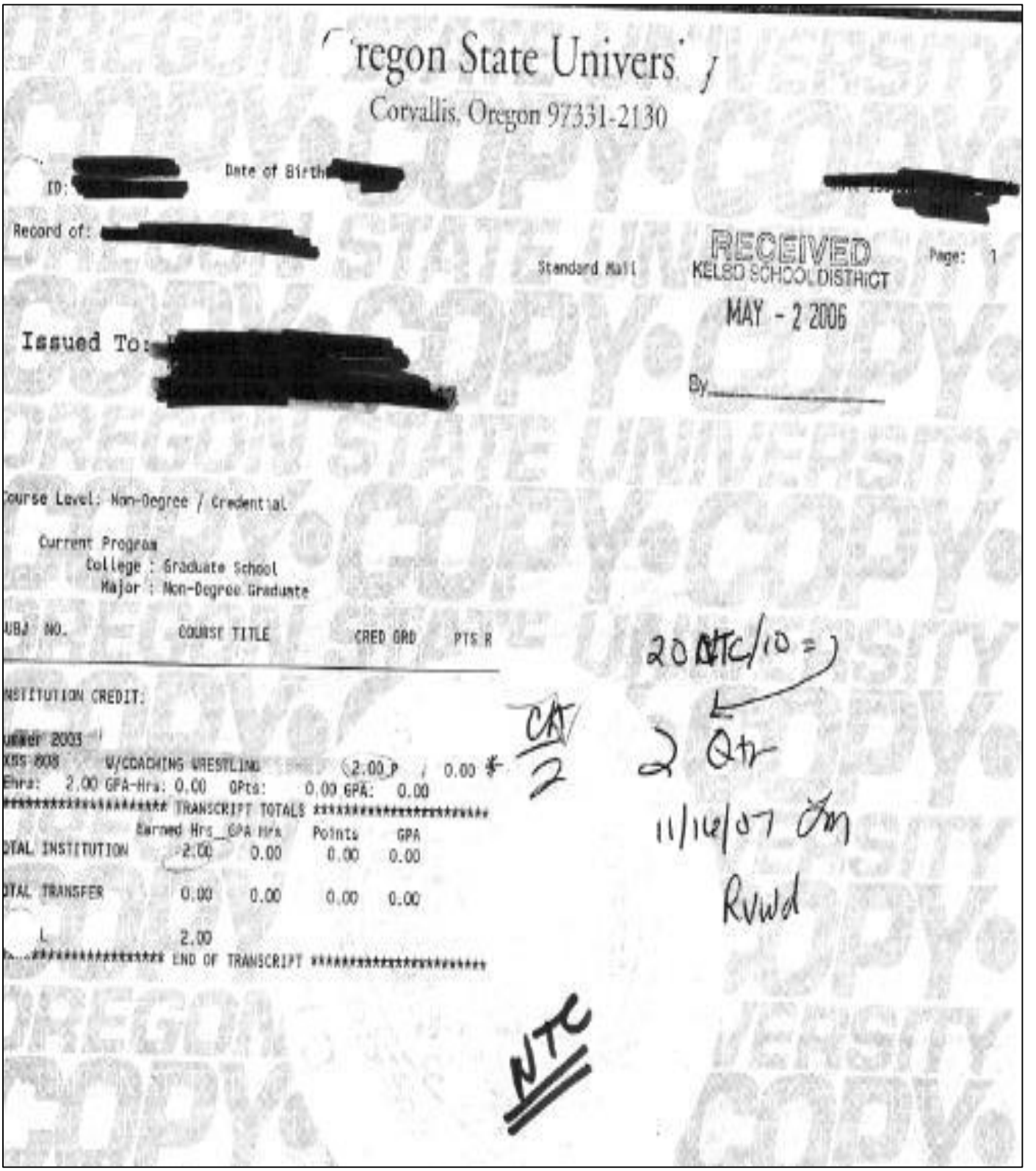
100 to 499 Undergraduate courses

500 or followed by G are graduate credit courses

600 to 649 Continuing Education courses applicable to the graduate degree program

650 to 699 Continuing Education (graduate level courses not applicable to L&C degree programs) *

NTC Example: Oregon State



'regon State Univers'

Corvallis, Oregon 97331-2130

ID: [redacted] Date of Birth [redacted] [redacted]

Record of: [redacted]

Standard Mail

RECEIVED
KELSO SCHOOL DISTRICT
MAY - 2 2006
By_____

Page: 1

Issued To: [redacted]

Course Level: Non-Degree / Credential

Current Program
College : Graduate School
Major : Non-Degree Graduate

UBJ NO.	COURSE TITLE	CRED GRD	PTS R

NSTITUTION CREDIT:

ummer 2003
XSS 808 W/COACHING WRESTLING 2.00 P / 0.00 *
Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
OTAL INSTITUTION	2.00	0.00	0.00	0.00
OTAL TRANSFER	0.00	0.00	0.00	0.00
L	2.00			

********** END OF TRANSCRIPT **********

20 NTC/10 =
2 Qtr
11/16/07 JM
Rvwd

CA/2

NTC

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NTC Example: **Seattle University 900 Level Courses**

Seattle University

Seattle, Washington 98122-4340
(206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

ACCREDITATION

Seattle University is accredited by the Northwest Association of Schools and Colleges.

UNITS OF CREDIT

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

COURSE NUMBER SYSTEM

Until 1957			*After 1957*		
1 - 90	lower division		0 - 099	remedial	
100 - 199	advanced subjects		100 - 299	lower division	
200 - 299	graduate courses		300 - 499	advanced subjects	
			500 - 599	masters courses	
			600 - 699	doctoral courses	
			800 - 999	post-baccalaureate professional development	

GRADING SYSTEM

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION
A	4.0	SUPERIOR	B-	2.7		D+	1.3	
A-	3.7		C+	2.3		D	1.0	POOR
B+	3.3		C	2.0	ADEQUATE	D-	0.7	
B	3.0	GOOD	C-	1.7		F	0.0	FAILING

OTHER GRADES

HW *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.

I *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.

IP *Course in Progress*

M *Missing Grade* — Not available from instructor at time transcript was printed.

N *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.

Q *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.

R *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

W *Official Withdrawal*

Y *Audit* — not included in credit or grade computations.

YW *Audit Withdrawal*

Z *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

FALL 1998 AND AFTER:

P *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.

CR *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).

or

Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.

NC *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.

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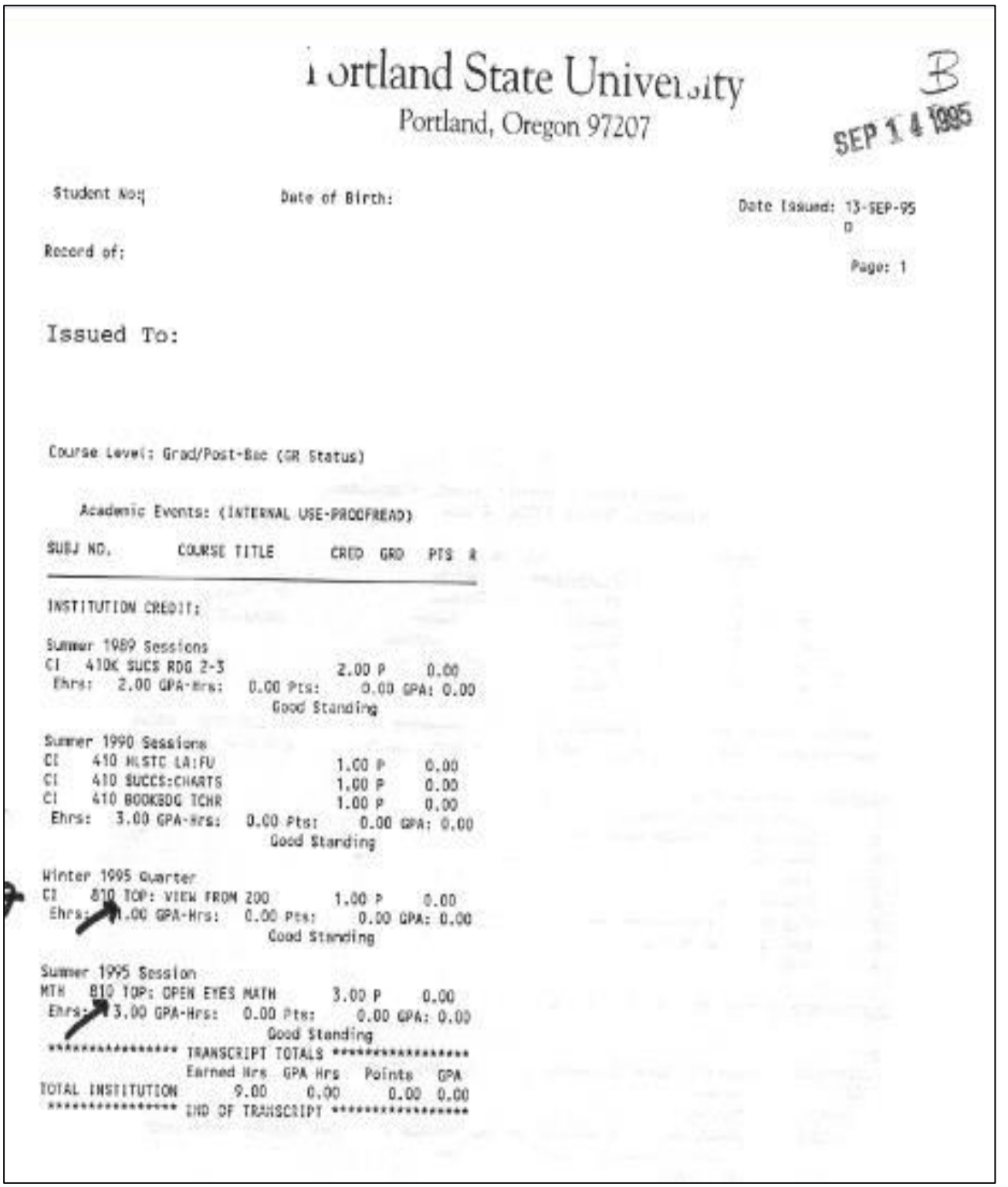
NTC Example: **Portland State**



Portland State University
Portland, Oregon 97207

B
SEP 14 1995

Student No: Date of Birth: Date Issued: 13-SEP-95
D

Record of: Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 1989 Sessions
CI 410K SUCS RDG 2-3 2.00 P 0.00
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1990 Sessions
CI 410 HLSTC LA:FU 1.00 P 0.00
CI 410 SUCCS:CHARTS 1.00 P 0.00
CI 410 BOOKSDG TCHR 1.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Winter 1995 Quarter
CI 810 TOP: VIEW FROM 200 1.00 P 0.00
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1995 Session
MTH 810 TOP: OPEN EYES MATH 3.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.00	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

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PORTLAND STATE UNIVERSITY

Office of Admissions & Records
Post Office Box 751
Portland, Oregon 97207-0751

PSU ID: 002216

ACCREDITATION

Portland State University is accredited by the Northwest Association of Secondary and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

FORMER NAMES

Portland State University was originally established as Vanport Extension Center in 1946; in 1952 the name was changed to Portland State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, f.k.a. the Oregon State System of Higher Education (OSSHE), organized in 1932. Records prior to 1946 record Portland Extension courses offered by OSSHE's General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972; records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which passing grades varied. GED/DCE coursework may also be recorded as other institutions. By September 1979, DCE offerings became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 186 quarter hours minimum; effective Fall 1994, 180 hours.

GRADING SYSTEM

Grade	Points	Undergraduate	Graduate
A	4	Excellent	Excellent
B	3	Superior	Satisfactory
C	2	Average	Below Standards
D	1	Inferior	Failure (no credit)
F	0	Failure	Failure

Plus/Minus grades are effective starting Fall 1992. (A, A- ... D-, F)

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

MARKING SYSTEM (all disregarded in GPA)

I	Incomplete; mark is permanent after one calendar year
IP	In-progress; select graduate courses only, UNST 421
P	Pass; undergraduate equated to a C- grade or better, graduate to B- or better
NP	No Pass
W	Withdrawn with no penalty
X	No grade received/No basis for grade
*, Y	Invalid grade reported by instructor
AU	Audit

OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours:

AUD	Audited course
R or RPT	Repeated course
G, L or GRD	Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record.
H or HON	Honors course
E	Credit by Examination
—	Other codes internal use only

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" [Repeat]:

E	Excluded from GPA
I	Included in GPA

TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer.

COURSE NUMBERING SYSTEM

0–49	Non-baccalaureate
50–99	Basic, limited, or no degree credit
100–299	Lower Division
300–499	Upper Division
500–699	Graduate
700	Post-bac, non-degree credit
800	In-service, limited graduate degree credit

4/5/6/800–810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Interns; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics. 1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.

FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

UNST 101 (5 ch)	5 credits general elective
UNST 101, 102 (10 ch)	10 credits general elective
UNST 101, 102, 103 (15 ch)	3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters

CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanation may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RO-12/98)

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NTC Example: Santa Clara

SANTA CLARA UNIVERSITY
STUDENT RECORDS OFFICE
SANTA CLARA, CA 95053

GRADING HISTORY

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

A	4.0	C	2.0	P	Passed	NR	Not Reported
A-	3.7	C-	1.7	NP	Not Passed	W	Withdrawn
B+	3.3	D+	1.3	AUD	Audit	***	Not Yet Graded
B	3.0	D	1.0	I	Incomplete	+/-	Taken for enrichment only (obsolete as of Summer 1981)
B-	2.7	D-	0.7	N	Continuing Work		
C+	2.3	F	0.0				

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

CALENDAR SYSTEM

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

COURSE NUMBERING SYSTEM

(all programs except School of Law)

001-099	Lower division, undergraduate	200-799	Graduate
100-199	Upper division, undergraduate	500-799	Non-Degree Credit

CONTINUING EDUCATION/NON-DEGREE CREDIT

X is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

HONORS PROGRAM

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

CLASS RANK

Rank in class is not computed and not available except in the School of Law.

HAND CARRIED TRANSCRIPTS

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS

In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary line appearing at the top of the computer-generated transcript.

THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

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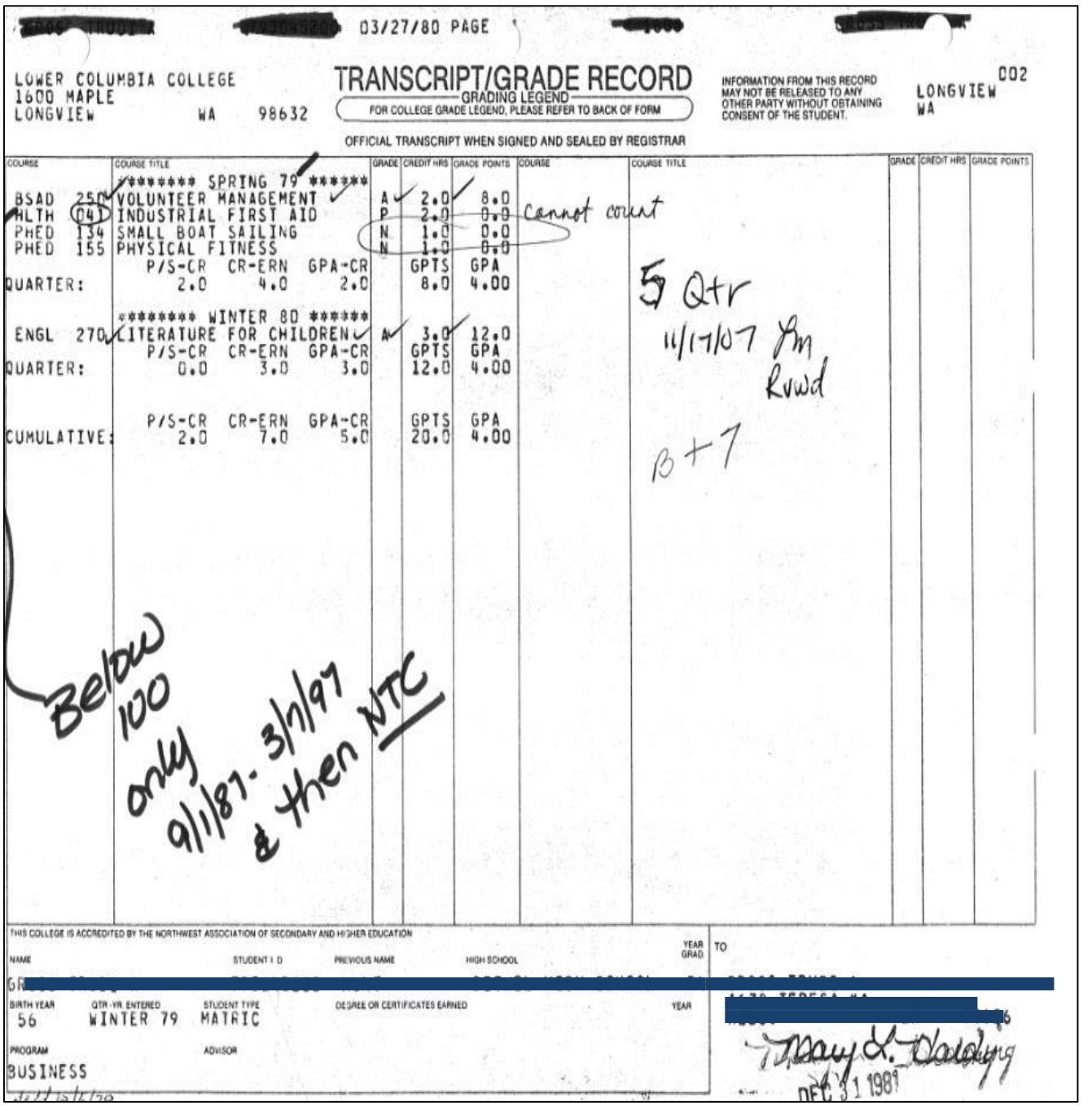
NTC Example: Below 100 and taken prior to 9/1/1987



[redacted] 03/27/80 PAGE 1 [redacted]

LOWER COLUMBIA COLLEGE
1600 MAPLE
LONGVIEW WA 98632

TRANSCRIPT/GRADE RECORD

GRADING LEGEND
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

002
LONGVIEW
WA

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS
	******* SPRING 79 ******			
BSAD 250	VOLUNTEER MANAGEMENT	A	2.0	8.0
HLTH (04)	INDUSTRIAL FIRST AID	P	2.0	0.0
PHED 134	SMALL BOAT SAILING	N	1.0	0.0
PHED 155	PHYSICAL FITNESS	N	1.0	0.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	2.0 4.0 2.0		8.0	4.00
	******* WINTER 80 ******			
ENGL 270	LITERATURE FOR CHILDREN	A	3.0	12.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	0.0 3.0 3.0		12.0	4.00
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
CUMULATIVE:	2.0 7.0 5.0		20.0	4.00

Cannot count

5 Qtr
11/17/07 JM
Rvwd

B+7

Below 100 only 9/1/87 - 3/7/97 & then NTC

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME HIGH SCHOOL YEAR GRAD TO

BIRTH YEAR 56 | QTR-YR ENTERED WINTER 79 | STUDENT TYPE MATRIC | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM BUSINESS | ADVISOR

DEC 31 1989

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QUESTIONS

ABOUT

NON-TRANSFER CREDITS



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NON DEGREE CREDITS

Rules applicable to non-degree credits

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
    a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
        i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
        ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
    b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
    - **S type,** report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
    - **V type,** report only eligible non-degree credits determined by WAC
    - 392-121-259(3).
    - **H type,** eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

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CALCULUATE EDUCATIONAL PLACEMENT
EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 52.5
Subtract 45 - 45.0
Result: 7.5
Placement: MA + 7.5, MA 0 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 97.0
Subtract 45 - 45.0
Result: 52.0
Placement: MA + 52.0, MA 45 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 146.0
Subtract 45 - 45.0
Result: 101.0
Placement: MA + 101.0, MA 90 Column

BA Degree 6/15/99
MA Degree 8/31/08
Add up Credits from BA to MA: 42.0
Subtract 45 - 45.0
Result: - 3.0
Placement: MA + 0, MA 0 Column (A negative = 0)

WAC Definition for Excess Credits:

WAC 392-121-261

Definition—Total eligible credits.

As used in this chapter, "total eligible credits" means the total number of credits determined as follows:

(1) For an employee whose highest degree is a bachelor's degree, sum:

(a) Academic and in-service credits; and

(b) Nondegree credits, determined pursuant to WAC **392-121-259** and reported on Report S-275 prior to the awarding of the bachelor's degree for vocational/career and technical education instructors who obtain a bachelor's degree while employed in the state of Washington as a nondegreed vocational/career and technical education instructor.

(2) For an employee whose highest degree is a master's degree, sum:

(a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and

(b) Academic and in-service credits earned after the awarding or conferring of the master's degree.

(3) For a nondegreed employee sum only nondegree credits.

[Statutory Authority: RCW **28A.150.290**(1). WSR 06-19-045, § 392-121-261, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW **28A.150.290**. WSR 95-21-096 (Order 95-09), § 392-121-261, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW **28A.150.290**, **28A.150.400** and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-261, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW **28A.41.055** and **28A.41.170**. WSR 90-13-088 (Order 15), § 392-121-261, filed 6/20/90, effective 7/21/90.]

When highest degree is master's degree, total the credits like this:

2a. Academic and in-service credits earned after BA and before MA degree.

2b. Academic and in-service credits earned after the MA degree was awarded or conferred.

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		42.0
Subtract 45		- 45.0
Result:		- 3.0

Placement: MA + 0, MA 0 Column (A negative = 0)

From the MA + 0 is where you will begin adding credits for this employee.

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MORE HOMEWORK TIME. Count the degrees and credits on the documents from page 172 to 177.

UNIVERSITY OF CENTRAL ARKANSAS

OFFICE OF THE REGISTRAR

Student No:

Date of Birth: 28-JUL

Date Issued: 09-SEP-2019

Record of:

Page: 1

Current Name:

Issued To: HUMAN RESOURCES ... HIRE
MUKILTEO SCHOOL DISTRICT HR
9401 SHARON DRIVE
EVERETT, WA 98204

Course Level: Undergraduate

Degree Awarded Bachelor of Science in Educ 02-MAY-2015
Primary Degree
Program : BSE, Social Studies 4010
Major : Social Studies
Maj/Concentration : History
Minor : Teaching and Learning
Inst. Honors: cum laude

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

201210 College of Lake County

ECON 2320	PRINCIPLES OF MACROECONOMICS	3.00 CR	
HIST 1310	WORLD HISTORY I	3.00 CR	
KPED ACTV	KPED ACTIVITY	3.00 CR	
THEA 1300	ACTING FOR NON-MAJORS	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201220 College of Lake County

ANTH 2300	PEOPLES AND CULTURES	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 CR	
HIST ELECT	HISTORY ELECTIVE	3.00 CR	
SOC 1300	PRINCIPLES OF SOCIOLOGY	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201320 College of Lake County

EDUC ELECT	EDUCATION ELECTIVE	3.00 CR	
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
WRTG 1320	ACADEMIC WRITING & RESEARCH	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201110 Illinois State University

BIOL 1400	BIOLOGY FOR GENERAL EDUCATION	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	1.00 CR	
HIST 2301	AMERICAN NATION I	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 NC	
MATH 1360	MATHEMATICS IN SOCIETY	4.00 CR	
PSCI 1330	US GOVERNMENT & POLITICS	3.00 CR	
PSYC 1300	GENERAL PSYCHOLOGY	3.00 CR	
WRTG 1310	INTRO TO COLLEGE WRITING	3.00 NC	

Ehrs: 17.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201310 Illinois State University

GEOG 1300	GEOGRAPHY OF WORLD REGIONS	3.00 CR	
HIST 1320	WORLD HISTORY II	3.00 CR	
HIST 2320	INTRO TO HISTORICAL RESEARCH	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
SPCH 1300	BASIC ORAL COMMUNICATION	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201120 Naropa University

GNED ELECT	GENERAL ELECTIVE	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	3.00 CR	
RELG 1320	WORLD RELIGIONS	3.00 CR	

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

Transfer Information continued:

RELG ELECT	RELIGION ELECTIVE	3.00 CR	
RELG ELECT	RELIGION ELECTIVE	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201010 TRINITY INT'L U

PHIL ELECT	PHILOSOPHY ELECTIVE	3.00 CR	

Ehrs: 3.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Summer 2013

EDUC 1240	BASIC EDUC TECH SKILLS	2.00	B	6.00
ENGL 2370	INTRODUCTION TO FICTION	3.00	B	9.00
HIST 4390	THE ROMAN EMPIRE: 40 BC-395 AD	3.00	B	9.00
KPED 1320	CONC LIFETIME HEALTH/FITNESS	3.00	A	12.00
PSCI 3300	STATE GOV'T AND POLITICS	3.00	A	12.00

Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 48.00 GPA: 3.43

Fall 2013

ART 2300	ART APPRECIATION	3.00	B	9.00
GEOG 1320	INTRO TO HUMAN GEOGRAPHY	3.00	A	12.00
HIST 3381	AMERICAN MILITARY HISTORY	3.00	B	9.00
HIST 4300	SEMINAR	3.00	A	12.00
MSIT 3310	LEARNING & DEVELOPMENT	3.00	A	12.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 54.00 GPA: 3.60

Spring 2014

EDUC 3322	DIVERSE LEARNERS	3.00	A	12.00
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00	C	6.00
HIST 3389	TUTORIAL STUDIES IN WORLD HIST	3.00	A	12.00
HIST 4301	AMERICAN ENVIRONMENTAL HISTORY	0.00	W	0.00
HIST 4355	ROLE OF ARKANSAS IN THE NATION	3.00	A	12.00
MSIT 4305	CLASSROOM & BEHAVIOR MGMT	3.00	B	9.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 51.00 GPA: 3.40

Summer 2014

MSIT 4325	DISCIPLINARY LITERACY	0.00	W	0.00
PHYS 1400	PHYSICAL SCIENCE GEN EDUC	4.00	A	16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 2014

EDUC 4210	INTEGRATION TECH TEACH/LEARN	2.00	A	8.00
HIST 4310	TEACHING SOCIAL STUDIES	3.00	A	12.00
HIST 4346	THE SOUTH SINCE 1865	3.00	A	12.00
HIST 4351	SOCIAL STUDIES INTERNSHIP I	3.00	A	12.00
MSIT 4321	CLASSROOM ASSESSMENT	3.00	A	12.00
MSIT 4325	DISCIPLINARY LITERACY	3.00	A	12.00

Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 68.00 GPA: 4.00

Spring 2015

HIST 4680	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00
HIST 4681	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	77.00	77.00	285.00	3.70
TOTAL TRANSFER	86.00	0.00	0.00	0.00
OVERALL	163.00	77.00	285.00	3.70

********** END OF TRANSCRIPT **********

Rebekah B Resnick, University Registrar
Official Signature

This transcript processed and delivered by Credentials' TranscriptsNetwork

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October 2019.pdf

University of Central Arkansas
Office of the Registrar
201 Donaghey Ave.,Conway, AR 72035
Telephone: (501) 450 -5200
Fax: (501) 450-5734
website: www.uca.edu/registrar
FICE code: 001092

ACADEMIC STATUS

Unless otherwise noted, an individual is academically eligible to continue at the University. A cumulative grade point average of less than 2.0 at the undergraduate level or less than 3.0 at the graduate level is considered academic probation.

ACCREDITATION AND INSTITUTIONAL MEMBERSHIPS

North Central Association of Colleges and Schools, National Council for the Accreditation of Teacher Education, American Assembly of Collegiate Schools of Business, National League for Nursing, Committee on Allied Health Education and Accreditation, American Medical Association, American Physical Therapy Association, American Speech and Hearing Association, American Association of Colleges for Teacher Education, National Association of Schools of Music, Association of State Colleges and Universities, American Association of University Women, Association for Childhood Education International, Council of Graduate Schools, National Council of University Research Administrators and American Association of Collegiate Registrar's and Admissions Officers.

COURSE NUMBERS

Each course has a four-digit number. The first digit indicates the level of the course: 1- Freshman; 2-Sophomore; 3-Junior; 4-Senior; 5 and up-Graduate. The second digit specifies the number of credit hours for the course. The third and fourth digits distinguish the course from other courses within the department.

NOTE: Courses with the prefix IEP and/or UNIV are preparatory courses. IEP and UNIV courses do not count for degree credit and are not used in computing the cumulative grade point average toward earning any degree from the University.

GRADE		POINTS	GRADE		POINTS
A	EXCELLENT	4	WP	WITHDRAWN PASSING	NA
B	GOOD	3	WF	WITHDRAWN FAILING	0
C	AVERAGE	2	CR/NC	CREDIT/NO CREDIT	NA
D	PASSING	1	AU	AUDIT	NA
F	FAILURE	0	NR	NO GRADE REPORTED	NA
X	DEFERRED CREDIT	NA	SA	SATISFACTORY	NA
W	WITHDRAWN	NA	UN	UNSATISFACTORY	NA

Grades with NA points are not used in computing grade point averages.

FRAUDULENT TRANSCRIPT

Act 351 of 1991 (78th General Assembly, State of Arkansas) prohibits the making, forging, or counterfeiting of a transcript of a postsecondary educational institution and prohibits a person from using, offering, or presenting a fraudulent transcript of a postsecondary education institution. A person who violates any provision of this ACT shall be subject to criminal prosecution.

HISTORY

The institution was established in 1907 by the General Assembly as the Arkansas State Normal School. In 1925 the name was changed to the Arkansas State Teachers College, in 1967 to the State College of Arkansas, and in 1975 the institution became the University of Central Arkansas.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this record or disclosure of its contents to any third party without the written consent of the student.

REPEATED COURSE DESIGNATION

A number **1** or letter **A** - indicates the course was repeated for grade improvement. The course counts only once for degree credit, and averages in the grade point calculation.
A number **2** or letter **E** - indicates the course was repeated and the first grade forgiven, and does not calculate in the grade point average.

TRANSCRIPTS FROM OTHER INSTITUTIONS

UCA does not release documents (including transcripts) received from other institutions.

UNIT OF CREDIT

The unit of credit is the semester hour.

This Academic Transcript from University of Central Arkansas located in Conway, AR is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of University of Central Arkansas in facilitating the delivery of academic transcripts from University of Central Arkansas to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than University of Central Arkansas's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, University of Central Arkansas, 201 Donaghey Ave., Conway, AR, 72035-0001 Tel: (501) 450-5200.

Date: 8/17/2017

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Student: Student ID: DOB: Original Start Date: Student GPA: 4.00

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program:	M.Ed. in Health and Wellness Education				
Enrollment #:	JA16108327	Status:	Active		
Start Date:	1/9/2017				
Term: 17JAN09	January 09, 2017		1/9/2017		2/12/2017
ED5303	Principles of Human Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17FEB20	February 20, 2017		2/20/2017		3/26/2017
ED5313	School and Community Issues	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17APR10	April 10, 2017		4/10/2017		5/14/2017
ED5343	Assessment and Evaluation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17MAY22	May 22, 2017		5/22/2017		6/25/2017
ED5353	Principles of Program Design & Implementation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17JUL10	July 10, 2017		7/10/2017		8/13/2017
RES5303	Research Methods and Applied Statistics	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
M.Ed. in Health and Wellness Education	GPA: 4.00		15.00		15.00

*** End of Transcript ***

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Stephanie Hinshaw
Senior Director of Student Operations

October 2019.pdf

Student No:
Record of
Issued To.

Date Issued: 28-JUN-2019
Page: 1
OF

Course Level: Graduate

Current Program
Major : Curriculum & Instruction
Minor : English Language Development

Degree Awarded Master of Education 30-SEP-2018
Primary Degree
Major : Curriculum & Instruction
Minor : English Language Development

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:			
Fall Semester 2017			
EDGR 502	DEV CHAR THRU CURR (09-OCT-2017 to 11-NOV-2017)	3.00 A	12.00
EDGR 535	THEORIES OF TCHNG/LRNING (13-NOV-2017 to 16-DEC-2017)	3.00 A	12.00
EDGR 602A	CONTEMP EDUCATIONAL THOUGHT (18-DEC-2017 to 23-DEC-2017)	1.00 A	4.00
	Ehrs: 7.00 GPA-Hrs: 7.00 QPts: 28.00 GPA: 4.00		
	Cum: 7.00 GPA-Hrs: 7.00 Qpts: 28.00 GPA: 4.00		
Spring Semester 2018			
EDGR 595	COMMUNITY OF LEARNERS (08-JAN-2018 to 10-FEB-2018)	3.00 A	12.00
EDCI 509	ESSEN LINGUISTICS FOR LANG DEV (12-FEB-2018 to 17-MAR-2018)	3.00 A	12.00
EDCI 506	A DEV APP TO LANG ACQUISITION (19-MAR-2018 to 21-APR-2018)	3.00 A	12.00
EDGR 602B	CONTEMP EDUCATIONAL THOUGHT (23-APR-2018 to 28-APR-2018)	1.00 A	4.00
	Ehrs: 10.00 GPA-Hrs: 10.00 QPts: 40.00 GPA: 4.00		
	Cum: 17.00 GPA-Hrs: 17.00 Qpts: 68.00 GPA: 4.00		
CA: Apr 30, 2018 -Oct 27, 2018			
EDCI 510	LANG ACQUIS & CURR DEV (30-APR-2018 to 02-JUN-2018)	3.00 A	12.00
EDGR 602C	CONTEMP EDUCATIONAL THOUGHT (04-JUN-2018 to 09-JUN-2018)	1.00 A	4.00
EDCI 521	THR LANG DEV CLASS:ACTIV/PRAC (11-JUN-2018 to 14-JUL-2018)	3.00 A	12.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:			
EDGR 601	EDUCATIONAL RESEARCH (16-JUL-2018 to 18-AUG-2018)	3.00 A	12.00
EDGR 698	ACTION RESEARCH (20-AUG-2018 to 22-SEP-2018)	3.00 A	12.00
	Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 52.00 GPA: 4.00		
	Cum: 30.00 GPA-Hrs: 30.00 Qpts: 120.00 GPA: 4.00		
Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	30.00	30.00	120.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	30.00	30.00	120.00	4.00

********** END OF TRANSCRIPT **********

Heather Skocilich, Interim Registrar

This officially sealed and signed transcript is printed on PARCHMENT, INC. paper with the name of the university printed across the face of the document. A raised seal is not required. When photocopied the word COPY should appear.

REJECT DOCUMENT IF SIGNATURE ABOVE IS DISTORTED

Official Transcript

CONCORDIA UNIVERSITY
Office of the Registrar
2811 NE Holman St – Portland, OR 97211
(503) 280-8510 / www.cu-portland.edu

ACCREDITATION

Concordia University is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

INSTITUTIONAL HISTORY

1905 – The school began as a four-year academy to meet the needs of the area for pastors and parochial school teachers for the Lutheran Church.[1]
1950 – The junior college department for men was introduced - The name was changed from Concordia Academy to Concordia College.
1954 – Concordia added the coeducational program.
1962 – Concordia became Accredited by the Northwest Association of Schools and Colleges (NASC).
1971 – Concordia converted to a quarter calendar.
1977 – Concordia became a four-year college.
1980 – Concordia's first students graduated with Baccalaureate Degrees.
1990 – Concordia added a campus in Tokyo, Japan.[2]
1993 – Concordia joined the Concordia University System.
1995 – The school name changed to Concordia University and converted to a semester calendar.
1996 – Concordia was approved for graduate programs.
2004 – The NASC became the NWCCU.
2012 – Concordia University School of Law opens to students in Boise, Idaho.

[1] All transcripts are for Concordia University unless Concordia High School is specifically stated on the transcript
[2] Beginning Fall, 1994, courses taken at the Tokyo campus are transcripted with notation as appropriate

COURSE CREDIT

Fall 1905 – Summer 1971	Semester Calendar[3]
Fall 1971 – Summer 1995	Quarter Calendar[3]
Fall 1995 – Present	Semester Calendar[3]

[3]Unless otherwise noted

PRIOR LEARNING ASSESSMENT

Concordia University has authorized a policy for assessment of prior experiential learning for credit through portfolio review.

GRADING SYSTEM

School of Law courses are graded on a numerical system, the scale ranging from 4.3 to 0.0. For all other programs, the grades and quality points for the grading system are as follows:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
AU Audit	None
CIP In-progress[4]	None
I Incomplete[5]	None
N No Count	None
NP No Pass	None
P Pass ("C" or better)	None
RD Registrar Delay	None
W Withdraw	None
X No basis for grade	None

[4]Courses that extend beyond one semester.
[5]Students who receive an incomplete in a course will have a grade of I_, in which "_" represents the backup grade the student has earned based on the course work completed. Normally, the grade will be changed to this backup grade if the student does not complete the course work by the end of the following semester.

COURSE NUMBERS

000-099 Non-baccalaureate (prior to 1996, all courses with an ELS prefix are also considered non-baccalaureate)
100-299 Lower division
300-499 Upper division
500-699 Graduate
800 Limited graduate seminar credit

400-level courses denoted with a "G" may meet graduate level course requirements at certain institutions with cooperative programs.

REPEATED COURSES

In such cases, the new grade and credit will replace the original in the calculation of the GPA. In the "R" column, "E" indicates excluded and "I" indicates included grade. Both occurrences and grades will remain on the permanent academic record.

CONTINUING EDUCATION COURSES

Courses designated with a CEU prefix reflect ten contact hours of participation per one hour of credit. CEUs may not be applied toward any Concordia University degree or certificate. "P" indicates completion of the requisite hours.

ACADEMIC STANDING

All students are considered to be in good standing unless otherwise noted. Since Fall of 1999, in order to remain academically eligible for enrollment, an undergraduate student must maintain a minimum cumulative and term grade point average of 2.00. Graduate students must maintain a cumulative and term grade point average of 3.00 to remain in good standing.

DEAN'S LIST/GRADUATION HONORS

Undergraduate students who attain a grade point average of 3.50 with a minimum of 12 units attempted for a semester are placed on the Dean's List. Since Fall of 1991, graduation honors are awarded on the undergraduate student's academic work at Concordia. They are awarded with three grades of distinction according to the following formula: summa cum laude – a 3.90 GPA; magna cum laude – a 3.70 GPA; cum laude – a 3.50 GPA.

GRADUATION REQUIREMENTS

Baccalaureate degrees require the completion of General Education Requirements, departmental requirements and a minimum of 124 semester credits of which 45 must be upper division. Masters degrees require a minimum of 30 semester credits of graduate level courses.

TRANSCRIPTS AND CONFIDENTIALITY OF RECORDS

Concordia University follows the policies of the American Association of College Registrars and Admissions Officers (AACRAO) with regard to the content and release of student records. This transcript of academic record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only. Official transcripts show the university's authorized signature and the college seal and are sealed in an official envelope; unofficial copies are marked "unofficial." Third parties are not authorized to release this transcript to other entities.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

CONCORDIA UNIVERSITY • CONCORDIA UNIVERSITY

ADDITIONAL TESTS: When photocopied, a latent security statement containing the words COPY COPY COPY appears over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (503) 280-8510. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

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FILE REVIEW – Credits

Employee: _____

Degree	Institution	Date

Credits After BA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After BA Degree and up to MA Degree - Summary

Total Academic Credits Since BA Degree:	
Total In-Service Credits Since BA Degree:	
TOTAL CREDITS SINCE BA DEGREE:	
If MA Degree, Subtract 45	
Excess Credits to MA	

Credits after MA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After MA Degree – Summary

Total Academic Credits after MA Degree	
Total In-Service Credits after MA Degree	
TOTAL ACTUAL CREDITS AFTER MA DEGREE	
Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE:	

	High Degree	Credits After High Degree	Placement
Started			
Changes +/-			
Ended			

Reviewed by _____**Date**_____

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CREDITS REVIEW GUIDELINES

Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, number of hours actually earned, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

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QUESTIONS

ABOUT

CREDITS



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SECTION 5

Certificated Years of Experience

WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country.** School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.



(1) Professional education employment shall be limited to the following:

(a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;

(c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i**) Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and

(ii) **Sabbatical leave**.

(e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041** (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

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(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of- state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

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subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(**2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows**:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

Helpful table to review experience types.

Types	
Professional Public or Private School	School districts/systems and APPROVED State Private Schools *Get WA Private School list from OSPI annually; http://www.k12.wa.us/privateed/PrivateSchools/default.aspx *Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW *POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit). *Includes Emergency Certification or other Temporary Permits in Washington
Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities	In POSITION comparable to those which require certification in Washington school districts.
Professional Governmental Educational Agency	With Regional Administrative Responsibilities for preschool, elementary and/or secondary education Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician.
Military, Peace Corps or Vista Service	**Which INTERRUPTED Professional Educational Employment**
Sabbatical Leave	Including Sabbatical Leave to serve as Union President
Non-Degreed Vocational	Up to six (6) Years Management Experience *After min. 6000 hours occupational experience regardless of when initial certificate issues *Must be management experience and documented
ESA Experience	New as of 07-08: Up to two (2) years if rules are met. See the ESA Summary Table in the S275 Instructions.

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REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.

2. Make a list of the previous employers. Review this information with the employee.

3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.

4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.

5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.

6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.

7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.

8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

Example 1:	Numerator:	7.5 hrs x 182 days = 1,365 hours	= 1.00 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 2:	Numerator:	7.5 hrs x 92 days = 690 hours	= 0.51 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 3:	Numerator:	4.25 hrs x 91 days = 386.75 hours	= 0.28 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

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quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Example 4: Numerator: 5 credits x 3 quarters = 15 = 0.38 FTE
Denominator: 10 credits x 4 quarters = 40

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.

10. Military experience that did not interrupt the employee's educational employment cannot be counted.

11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"

12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.

13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.

15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that the position required a teaching certificate if required for that type of experience (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

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in our public schools.

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.

17. Check the data very carefully and then prepare your calculations.

18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.

19. Be sure to post Leave without Pay.

20. Post additional experience for less than 1.0 FTE staff (in allowed position).

Item B.7 Notes from S275 instructional book:

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:

- Employment in P–12 schools, refer to subparagraph (1)(a).
- Employment in higher education, refer to subparagraph (1)(b).
- Employment in government education, refer to subparagraph (1)(c).
- Employment interruptions, refer to subparagraph (1)(d).
- Employment in industry, refer to subparagraph (1)(e).
- Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).

2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., 7.5 x 180 = 1,350).

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11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
    Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
    Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: http://www.k12.wa.us/PrivateEd/18.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal "third party" evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
    - tax returns
    - business license
    - bonding insurance
    - social security records

    The following documents are usually considered to be insufficient evidence of employment:
    - resumes
    - job applications
    - sworn affidavits

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EXPERIENCE VERIFICATON FORMS

Samples of a variety of experience verification forms are provided in this section. We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.



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Mukilteo
School District

9401 Sharon Drive
Everett, WA 98204
(425) 356-1322 / FAX (425) 356-1329

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To:

School District Name:
Street Address:
City / State / Zip:

From:

Mukilteo School District
9401 Sharon Drive
Everett, WA 98204

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

Personal Data (to be completed by employee)

Name:
Other Name(s):
SSN:
Position:
School:
Approximate Dates:

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

Employee Signature:	Date:

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in public or private colleges/universities in positions comparable to K-12 certificated positions
2. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
3. List the total number of days a full time employee works in your institution during that year
4. List the total number of hours per day a full time employee works in your institution during that year.
5. List the total days that this employee was paid for.
6. List the total number of hours per day this employee was paid for.
7. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2		3	4	5	6	7
Position Title	List each year of service on a new line.		**Full Time Annual Employment Equals:**		**Exact Hours Paid to this Employee:**		
	Start Date	**End Date**	**Total Paid Days per Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: College Professor	9/16/2013	12/15/2013	180	7.0	120	7.0	840

"We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Questions can be directed to Laura Bradburn at 425-356-1243.

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

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SAMPLE VERIFICATION – COLLEGE/UNIVERSITY

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Position Name. 3. Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO. 4-5. List begin and end date of service for that year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				What did you PAY this employee?				
1	2	3	4	5	6	7	8		9	10	11	12	
Year	Position Name	Adm or Teacher of Record	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 2008-09	*Asst Professor*	*No*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2009-10	*Professor*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	

***We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 lwhat is full time) and 7-12 (what was this person paid by you]. Questions can be directed to our office zt XXXXXXXXXX**

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.			
Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – PRIVATE SCHOOL

Instructions	1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
Call xxx-xxx-xxx for help.	2. Circle Yes or No indicating whether an occupational license was required for the position.
	3. List start/end service dates. Dates must be annual between September 1st and August 31st.
	4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,
	6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.

1	2	3	4	5	6	7	8	
POSITION Grade/Level Subject	Certificate Required Yes/No*	Dates of Service between 9/1 and 8/31 MM/DD/YYYY	Number of Paid Days in Full-time Year In Your District	Number of Paid Hours in Full-time Day In Your District	Number of PAID PAID Days Col 7)	Number of Contract Hours Per Day	Total Hours (Col 6 x	Do Not Use District Verification of FTE awarded.
EX: 1. Teacher, MS Science	(Yes) or No	9/13/86-6/12/87	180	7	173	7.0	(173x7=) 1211.00	
EX: 2. Counselor	Yes or No	10/1/95-12/31/95	180	8	42	8.0	(42x78=) 336.00	

Is your school/organization a state approved or otherwise approved private school? _____ Yes _____ No If yes, please describe that approval:

_____

_____

***Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City	State Zip

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SAMPLE VERIFICATION – District/Educational Agency

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc) 3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No 4-5.. List the actual beginning and ending dates of service for that academic year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				**What did you PAY this employee?**				
1	2	3	4	5	6	7	8		9	10	11	12	
POSITION	Contract Statis	Certificate Required Circle	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 1: Teacher	*P2*	*Yes*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2: Sub Teacher	*Sub*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	
/													

Private School Emloyer: 1, Is your private school "approved" by your state or equivalent authorizing agency? ____YES ____ NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification. ____YES ____ NO.

For Washington State: Balance of Sick Leave Hours to Transfer: _____ (in Hours)

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – ESA EXPERIENCE

Please return this form to:
XXX SCHOOL DISTRICT
HUMAN RESOURCES
Street/PO Box
City, State, Zip
Questions? - Contact XXX at (111) 111-1111

VERIFICATON OF EMPLOYMENT EXPERIENCE FOR _____(Name)

FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

Dates of Service FROM Mo/Day/Yr	**TO** Mo/Day/Yr	Position Title	# of Work Days per year in Full-Time Position in your Facility	# of Work Hours per Day in Full-Time Position in your Facility	Actual # of Days Paid to this Employee* per year listed	Actual # of Hours per day Paid to this Employee**	Did the position meet the criteria of the state definition of Audiology above? Yes or No
Ex 1: 9/3/96	8/31/1997	Audiologist	260	8	260	8	Yes
Ex 2: 11/1/01	6/15/2002	Audiologist	195	7.5	260	8	Yes

* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

** Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

I certify that all information listed above is complete and correct according to the official records on file.

Agency Name		Address and City, State, Zip	
Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City, State, Zip	

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Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

Name of Prior Employee	
Position Held and Estimated Dates of Employment	
Social Security Number	

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District
1122 Main St
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

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EXPERIENCE VERIFICATON ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.

- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.

- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience. Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

For example, according to this chart, when hiring an Occupational Therapist from a non-school employment:

1. Must be able to get an Initial ESA certificate, and

2. Employment in non-school employment must have required Department of Health OT Licensure and OT must have held this licensure.

An example for an SLP:

1. Must be able to get a Limited Conditional certificate, and
2. Employment in non-school employment must be after meeting the minimum education requirements for the Limited Conditional certificate.

ESA Summary Table							
(1) ESA Duty Title	Occupa-tional Therapist	Physical Therapist	[Regis-tered] Nurse	Speech-Language Pathol-ogist or Audiolo-gist	Counselor	Psychol-ogist	Social Worker
(2) Duty Root	43	48	47	45	42	46	44
(3) OSPI Education Credential	ESA Certifi-cate	ESA Certificate	ESA Certifi-cate	ESA Certifi-cate	ESA Certificate	ESA Certificate	ESA Certificate
(4) Type of OSPI Certificate ("Least Restrictive" Certificate)	Initial ESA	Initial ESA	Limited - Condi-tional	Limited - Condi-tional	Limited - Emergency	Limited - Emergency	Limited - Emergency
(5) Authority for OSPI Certificate	WAC 181-79A-223(2)	WAC 181-79A-223(3)	WAC 181-79A-231(1)(c)(iii)	WAC 181-79A-231(1)(c)(iv)	WAC 181-79A-231(3)	WAC 181-79A-231(3)	WAC 181-79A-231(3)
(6) Department of Health - Authority	RCW 18.59	RCW 18.74	RCW 18.79	RCW 18.35	RCW 18.19	RCW 18.83	RCW 18.225
(7) Health Credential - Required? ("Least Restrictive" Criteria-1)	License - Required	License - Required	License - Required	License - Not required	Registra-tion - Not required	License - Not required	License - Not required
(8) Educa-tion Required for Type of OSPI Certificate ("Least Restrictive" Criteria-2)	Bachelor's (or higher) in Occupa-tional Therapy	Bachelor's (or higher) in Physical Therapy	N/A	Bachelor's (or higher) in Speech-Language Pathology or Audiology	Complete all course-work for Master's in Counseling (except internship)	Complete all course-work for Master's in School Psychology (except internship)	Complete all course-work for Master's in Social Work (except internship)

Minimum Certification Requirement

Minimum Non-School Employment Requirement for OT, PT,RN

Minimum Non-School Employment Requirement for SLP, Counselor, Psych, Social Worker

Alternately, you can create a document for each ESA type to attach to the experience form.

ESA Verification Document

Employee Name: _____

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: _____

Name of District Representative: _____

	Item	Requirement Level	Employee Information
1	ESA Duty Title	Occupational Therapist	
2	Duty Root	43	
3	OSPI/PESB Education Requirement	ESA Certificate	
4	Type of OSPI/PESB Certificate ("Least Restrictive"	Initial ESA	
5	Authority for OSPI/PESB Certificate	WAC 181-79-A-223(2)	
6	Department of Health-Authority	RCW 18.59	
7	Health Credential	License Required	
8	Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2)	Bachelors (or higher) in Occupational Therapy	

Experience Example: **ESA Experience – Backing into Hours using Wage Data. You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.**

Poniard Pharmaceuticals Inc. Experience Breakdown:						2080	
From	To	Yearly Earnings	BLS Hourly Rate for RN	Cost of Living Index Inflation Rate	Hours Worked	FTE (Divide F by 2080)	
1/1/1989	12/30/1989	$ 19,000.00	$ 15.98	4.67%	1188.99	0.57	Poniard Pharmaceuticals inc
1/1/1990	12/30/1990	$ 29,737.00	$ 16.86	5.20%	1763.76	0.85	Poniard Pharmaceuticals inc
1/1/1991	12/30/1991		$ 17.87	5.65%			
1/1/1992	12/30/1992		$ 18.35	2.60%			
1/1/1993	12/30/1993		$ 18.97	3.26%			
1/1/1994	12/30/1994		$ 19.46	2.52%			
1/1/1995	12/30/1995		$ 20.02	2.80%			
1/1/1996	12/30/1996		$ 20.58	2.73%			
1/1/1997	12/31/1997		**$ 21.23**	3.04%			
					2,952.75	**1.42**	

Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year

To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Bureau of Labor Statistics showed the median wage in 1997 was $21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from $21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the the FTE for that year.

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Experience Example: ESA Experience – Backing into Hours using Wage Data

1	**Swedish Health Services Experience Breakdown:**						2080	
3	**From**	**To**	**Yearly Earnings**	**BLS Hourly Rate for RN**	**Cost of Living Index Inflation Rate**	**Hours Worked**	**FTE (Divide F by 2080)**	
4	12/15/1983	12/30/1983	$ 519.00	$ 13.90		37.34	0.02	Swedish Health Services
5	1/1/1984	12/30/1984	$ 12,627.00	$ 14.51	4.19%	870.23	0.42	Swedish Health Services
6	1/1/1985	12/30/1985	$ 24,033.00	$ 15.04	3.53%	1597.94	0.77	Swedish Health Services
7	1/1/1986	12/30/1986	$ 24,289.00	$ 15.65	3.89%	1552.01	0.75	Swedish Health Services
8	1/1/1987	12/30/1987	$ 27,685.00	$ 15.88	1.46%	1743.39	0.84	Swedish Health Services
9	1/1/1988	12/30/1988	$ 31,977.00	$ 16.55	4.05%	1932.15	0.93	Swedish Health Services
10	1/1/1989	12/30/1989	$ 13,438.00	$ 17.36	4.67%	774.08	0.37	Swedish Health Services
11	1/1/1990	12/30/1990	$ 1,366.00	$ 18.31	5.20%	74.60	0.04	Swedish Health Services
12	1/1/1991	12/30/1991	$ 18,313.00	$ 19.41	5.65%	943.48	0.45	Swedish Health Services
13	1/1/1992	12/30/1992	$ 19,922.00	$ 19.93	2.60%	999.60	0.48	Swedish Health Services
14	1/1/1993	12/30/1993	$ 10,908.00	$ 20.60	3.26%	529.51	0.25	Swedish Health Services
15	1/1/1994	12/30/1994	$ 13,701.00	$ 21.13	2.52%	648.41	0.31	Swedish Health Services
16	1/1/1995	12/30/1995	$ 11,047.00	$ 21.74	2.80%	508.14	0.24	Swedish Health Services
17	1/1/1996	12/30/1996	$ 5,687.00	$ 23.00	2.73%	247.26	0.12	Swedish Health Services
18	1/1/1997	10/2/1997	$ -					
19						12,458.14	**5.99**	

Because Swedish Medical could not provide the number of hours this employee worked for them, we had to back into the number of hours she worked each year. To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was $23.00, so this amount was used to multiply the inflation rate by. This number was subtracted from $23.00 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the FTE for that year.

EXPERIENCE VERIFICATON – PRIVATE SCHOOLS



You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the State Board of Education website at:

http://sbe.wa.gov/our-work/private-schools

NOTE: Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the "private school" is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district's decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

Sylvan Learning Center as an example is NOT an Approved Private School

Sylvan Verification Form. Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

Instructions for Schools:

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

Instructions for Business and Industry:

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____

Institution	Dates of Service From Mo/Day/Yr to Mo/Day Yr	Number of Paid Days in Full-time Year	Number of Paid Hours in Full-time Day	Number of Hours Paid During This Period	Number of Hours of Substitute Teaching During This Period	Position	State Education License (Certification) Required
SYLVAN LEARNING CENTER	9/25/91 TO 8/25/92			835.5		TEACHER	(Yes) or No
TACOMA, WASH.							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Street Address	SYLVAN LEARNING CENTER 2310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922
Date: 11/11/96 Title: OWNER	City, State Zip	

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATON – COLLEGE/UNIVERSITY

Experience from colleges can be credited when the position is equivalent.



- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.

Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).

- Some colleges will say "if they instruct 10 quarter hours per quarter that is full time." But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

When verifying for a college you MUST to ascertain what constitutes "full time" or the denominator.

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation: 15/40 = .38 FTE

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Email with Ross Bunda regarding position comparability.

Jenni Ballew

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Thursday, February 01, 2001 8:21 AM
To: 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'
Subject: FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----Original Message-----
> From: Ross Bunda
> Sent: Thursday, June 10, 1999 12:35 PM
> To: 'Pat Harmon'
> Cc: Allen Jones
> Subject: RE: Experience Question
>
> You may be confusing 2 different requirements.
>
> Washington Administrative Code 392-121-245(1) counts certificated years of
> experience for K-12 (actually P-12) if the position required
> certification. This K-12 category is the only category where the
> experience requires certification (of the position, not the person).
>
> The "college" category of experience in WAC 392-121-245(2) requires that
> the position be comparable to those which require certification in
> Washington school districts. Colleges do not require employee
> certification as K-12 does, so you compare positions. For example, a
> college teacher would be comparable to a K-12 teacher, which would require
> certification. Also, a college dean or department chair would be
> comparable to perhaps a K-12 principal or superintendent, which would also
> require certification. A college janitor would be comparable to a K-12
> janitor, which would not require certification.
>
> Unless I'm misunderstanding something, the college (Golden Gate Baptist
> Theological Seminary is a regionally accredited institution of higher
> education) administrative assistant position would be comparable to a K-12
> position which would not require certification. I don't know why Golden
> Gate Baptist Theological Seminary would say this position requires
> certification, since colleges do not require "certification" of employees.
> Perhaps they are interpreting the term differently than how we use it in
> K-12 per WAC 392-121-200.
>
> At any rate, this particular experience does not appear to meet the
> requirement of WAC 392-121-245(1) or (2) or any other criteria for
> counting certificated years of experience.
>
>
> Ross Bunda
> Supervisor, Personnel Reporting
> School Apportionment & Financial Services
> Office of Superintendent of Public Instruction
> (360) 753-3585 voice

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> (360) 664-3683 fax
> mailto:rbunda@ospi.wednet.edu
> http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
>
>
> ----------
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]
> Sent: Thursday, June 10, 1999 10:28 AM
> To: 'rbunda@ospi.wednet.edu'
> Subject: Experience Question
> Importance: High
>
> Mr. Bunda,
>
> One of our teachers just turned in an experience form that I would like to
> have your opinion on. She was an Administrative Assistant in the Business
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.
> The form from them states that a certificate was required and that she
> worked two full calendar years from '88 - '90.
>
> I am a little unsure about whether I can count this on our State Salary
> Schedule because of the position she held. At face value, I would assume
> we
> can count it, but would just like a second opinion first. This will of
> course move her up two years and we will have to correct our S275 as well
> as
> do retro active pay for her.
>
> If you need any further information from me, please let me know. Thank
> you
> for taking the time to review this and helping me with this decision.
>
> Patricia A. Harmon
> Personnel
> Shelton School District
> 426-2982

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College Experience Example: Inadequate Info

Cape Cod Community College
Human Resources Office
508 362-2131 ext. 4306/4307
email cyacek@capecod.mass.edu

Work History:

Spring Semester 89	Coor. Literacy Program	20 hrs/week
Fall Semester 89	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Spring Semester 90	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Fall Semester 90	Part-time Instructor	Taught one course
Summer 91	Part-time Instructor	Taught one course
Fall Semester 91	Part-time Instructor	Taught two courses (one-half time load)
Fall Semester 92	Part-time Instructor	Taught two courses (one-half time load)
Summer 94	Part-time Instructor	Taught one course
Fall Semester 95	Part-time Instructor	Taught 8 hrs/week
Spring Semester 96	Part-time Instructor	Taught 8 hrs/week
Summer 96	Part-time Instructor	Taught one course
Summer 98	Part-time Instructor	Taught one course
Fall Semester 99	Part-time Instructor	Taught one course

C. W. Yacek
Director of Human Resources
Cape Cod Community College
10/18/00

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Verification Example: Walla Walla College – OK!

University Place School District
Verification of Professional Experience

Employee's Name [redacted] Social Security Number

If Washington Public School Experience: ★ State of Washington Transferable Sick Leave Days Compensable Sick Leave 867 hrs; Non compensable Sick – 32 hours

Sick Leave Sharing (RCW 41.04): Number of donated hours, if any

If Private/Parochial School Experience: ★ Was State Certification required for this position? Yes ____ No X

Use One Line for each Academic Year or Change in Status — **Clearly Identify Leave of Absences**

School District or Institution	State	Dates of Service From Mo/Day/Yr	Dates of Service To Mo/Day/Yr	Days in Full Contract Year	Contract Days Employed	Full Time	Part Time	Hrs Per Day	Position
Walla Walla Comm Coll	WA	8/18/03	6/30/04	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	7/1/04	6/30/05	210	210 210/210	"	1.0	"	"
" "	"	7/1/05	6/30/06	210	210 210/210	"	1.0	"	"
" "	"	8/8/05	8/13/05	6	6 6/210	.0285	X	8	Part-time Faculty
" "	"	7/1/06	6/30/07	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	8/7/06	8/12/06	5	5 5/210	.0238	X	8	Part-time Hourly
" "	"	7/1/07	8/1/07	23	23 23/210	.1095	X	7	Full-time Faculty
		Denominator			Numerater				↑ evaluate

I certify that the above listed verification of professional experience includes per diem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Kathy Storms
Signature of Superintendent or Authorized Official

HR Consultant Asst. II — Title

7/13/06 — Date

500 Tausick Way — Street Address

Walla Walla — City; WA — State; 99362 — Zip

Experience Example: College/University

CONNECTICUT

University of Connecticut, U - 57
Storrs, CT 06269

COLLEGE OF LIBERAL ARTS AND SCIENCES
Department of Modern and Classical Languages
German Studies

Tel. # 860 486 3353

September 23, 1998

TO: Certificated Personnel Specialist,
South Kitsap School District #402

Adult Ed
ok per
Dave
Haunt

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

Terrence C Mc Cormick

Total 3.12 FTE
SKS 11/5
& Service Ev

Terrence C. Mc Cormick
Assistant Professor of German

Taught	Full	Taught	Full (180/5)		
74-75 (8) 12 qtr	15	28 weeks	36 weeks	= .778	.78
75-76 (8) 12 qtr		"			
76-77 (8) 12 qtr		"			
77-78 (8) 12 qtr		"			

Taught 8.0 x 140 = 1120 .78
Full 8.0 x 180 1440

An Equal Opportunity Employer

86269 1057 (860) 486-3313 Fax: (860) 486-4392

October 2019.pdf

Experience Example: **College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritus U
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School

APOLLO GROUP™

March 29, 2010

To Whom It May Concern:

[redacted] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [redacted] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

Course	Class Name	Group	Start Date	Credits
MTE/508	Models, Theories and Instructional Strategies	MACJ0N5BT3	02/02/10	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0KY4M0	10/13/09	3
MTE/508	Models, Theories and Instructional Strategies	MAAX0K2J84	09/01/09	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0IDA51	06/09/09	3

If you have any questions please call me at (602) 557-1084.

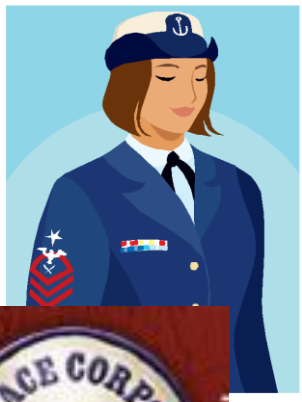
Sincerely,

Gilbert Flores

Gilbert Flores, FPC
Faculty Payroll Supervisor
Human Resources

EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

Military, Peace Corp or VISTA experience that **MUST interrupt** the employee's educational employment to be counted.



VISTA
Fight Poverty with Passion



October 2019.pdf

Record of Peace Corp Experience

Certificated Work Experience

Location: OH

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1974-1975	Hartland/Lakes	WI	8/1/74	4/30/75	173.0	7.50	1297.5	0.925	0.925	Substitute					
1975-1976	Peace Corps	BE	9/1/75	6/30/76	183.0	8.00	1464.0	1.000	1.925	Teacher					365 days @ 8 hrs
1976-1977	Peace Corps	BE	9/1/76	6/30/77	183.0	8.00	1464.0	1.000	2.925	Teacher					365 days @ 8 hrs
1987-1988	ESD 114 (Tea	W	9/8/87	6/30/88	180.0	5.00	900.0	1.000	3.925	Director					Behavioral Disabilities Director
1988-1989	ESD 114 (Tea	W	7/1/88	6/30/89	192.0	8.00	1536.0	1.000	4.925	Director					Behavioral Disabilities Director
1989-1990	ESD 114 (Tea	W	7/1/89	6/30/90	228.0	8.00	1824.0	1.000	5.925	Director					Behavioral Disabilities Director
1990-1991	ESD 114 (Tea	W	7/1/90	6/30/91	228.0	8.00	1824.0	1.000	6.925	Director					Behavioral Disabilities Director
1991-1992	ESD 114 (Tea	W	7/1/91	6/30/92	260.0	8.00	2080.0	1.000	7.925	Director					Behavioral Disabilities Director
1992-1993	ESD 114 (Tea	W	7/1/92	6/30/93	260.0	8.00	2080.0	1.000	8.925	Director					Behavioral Disabilities Director
1993-1994	ESD 114 (Tea	W	7/1/93	8/31/94	260.0	8.00	2080.0	1.000	9.925	Director					Behavioral Disabilities Director
1994-1995	ESD 114 (Tea	W	9/1/94	8/31/95	260.0	8.00	2080.0	1.000	10.925	Director					Behavioral Disabilities Director
1995-1996	ESD 114 (Tea	W	9/1/95	6/30/96	216.0	8.00	1728.0	1.000	11.925	Director					Behavioral Disabilities Director
1996-1997	Bethel (WA)	W	9/3/96	6/17/97	180.0	7.50	1350.0	1.000	12.925	Teacher					
1997-1998	Bethel (WA)	W	9/2/97	6/18/98	180.0	7.50	1350.0	1.000	13.925	Teacher					
1998-1999	Central Kitsap	W	9/2/98	6/16/99	180.0	7.00	1260.0	1.000	14.925	Teacher					
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	3.30	603.9	0.440	15.365	Special Educatio	P2	OH	MA+90 Column on Step 15	$22,181.72	Resigned 6/13/00.
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	4.20	768.6	0.560	15.925	Special Educatio	P2	OH	MA+90 Column on Step 15	$28,231.28	Resigned 6/13/00.

In-State: 13.000 **District:** 1.000 **Out State:** 2.925 **Cum Fte:** 15.925 **Exempt:** 0.000

EXPERIENCE VERIFICATON – SABBATICAL LEAVE

Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**



From: Cheryl Thresher [mailto:threshec@sao.wa.gov]
Sent: Wednesday, July 16, 2014 11:17 AM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher
Audit Manager, SAO Team SP, (360) 725-5608

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Wednesday, July 16, 2014 10:48 AM
To: Cheryl Thresher
Subject: FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Tuesday, July 15, 2014 1:29 PM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

See below.

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

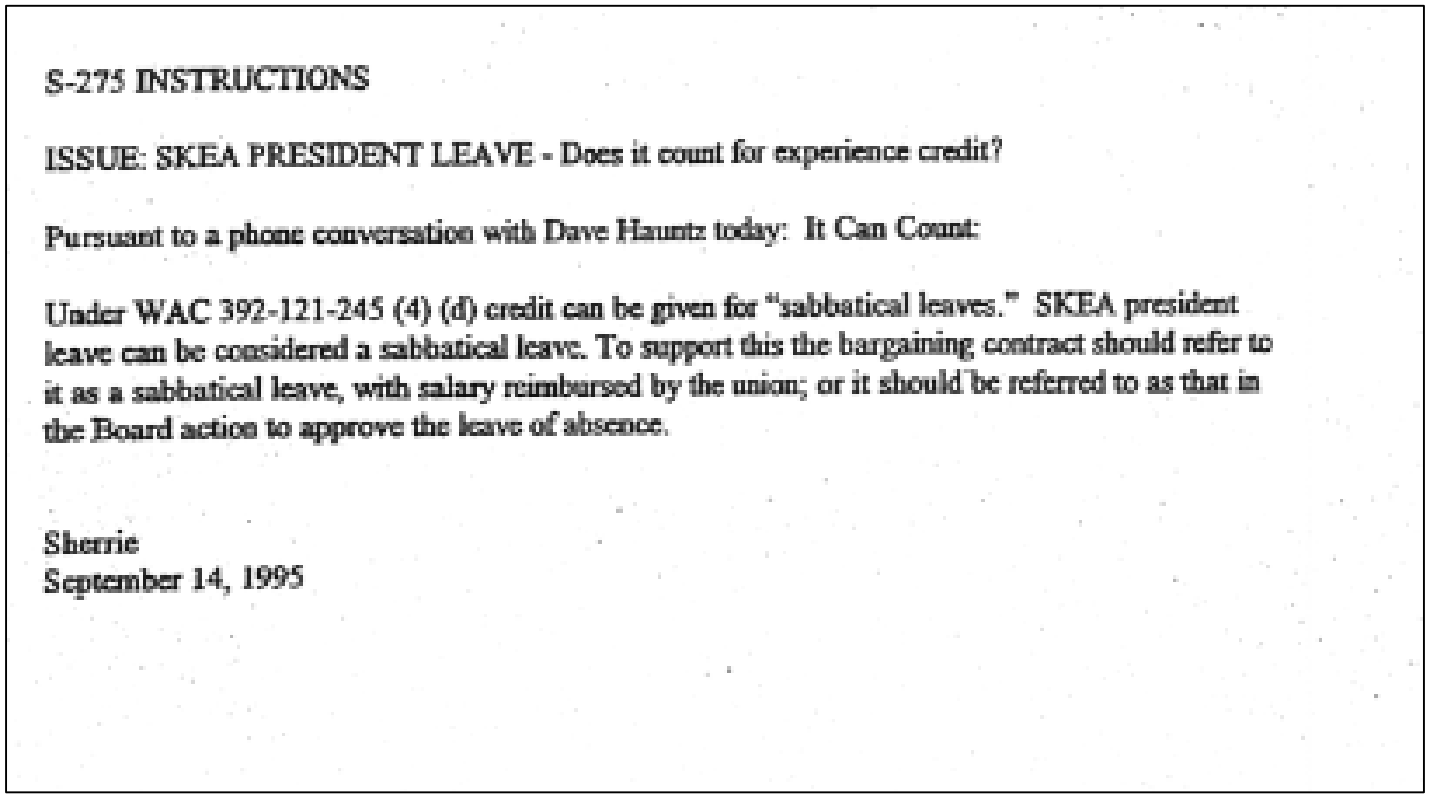
Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Tuesday, July 15, 2014 11:45 AM
To: Ross Bunda
Subject: Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322



S-275 INSTRUCTIONS

ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?

Pursuant to a phone conversation with Dave Hauntz today: It Can Count:

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie
September 14, 1995

EXPERIENCE VERIFICATON – SUBSTITUTE EXPERIENCE

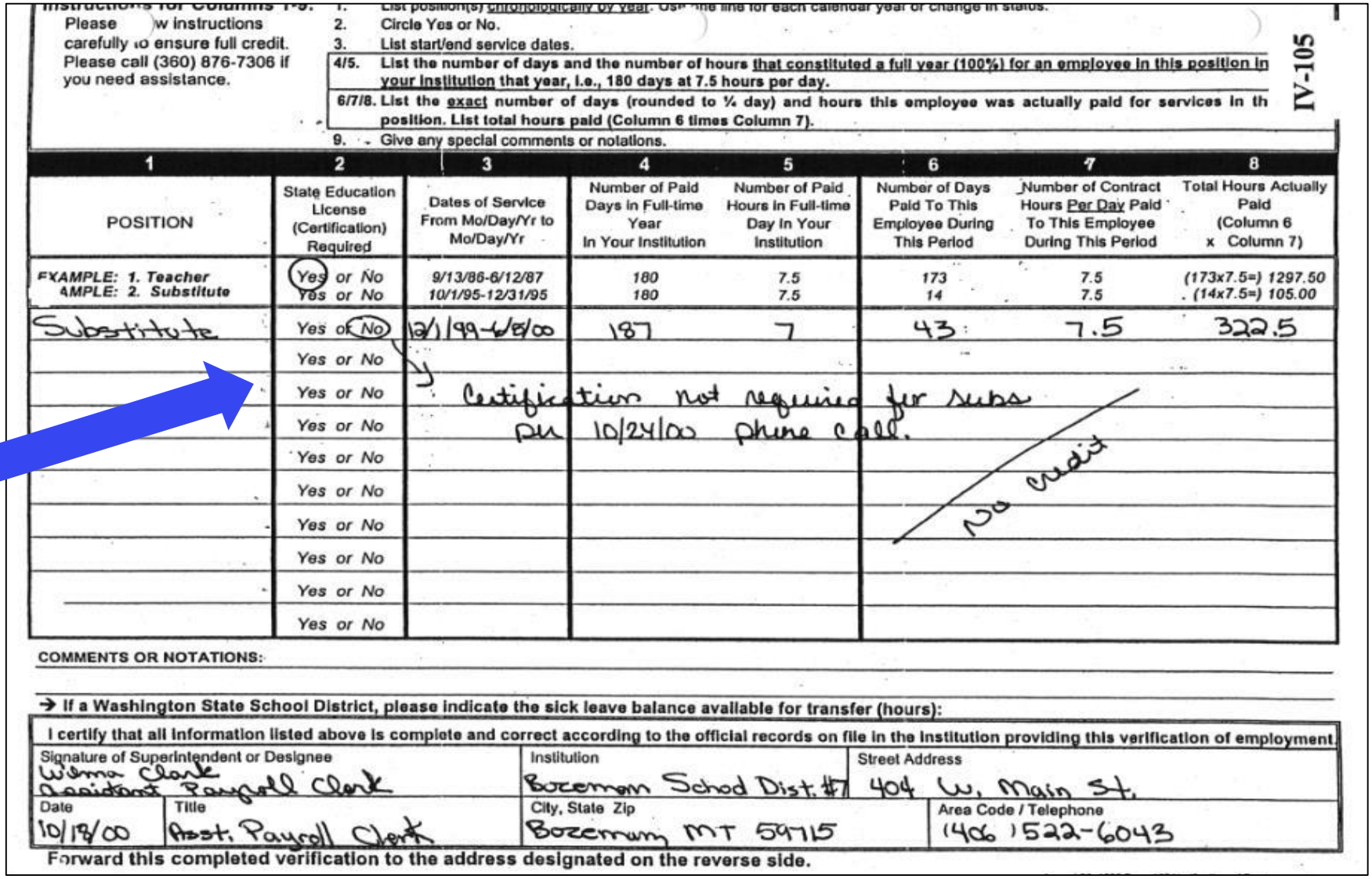
In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

Certification Required! Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).



Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held



Please ...w instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

2. Circle Yes or No.
3. List start/end service dates.
4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in th position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

1 POSITION	2 State Education License (Certification) Required	3 Dates of Service From Mo/Day/Yr to Mo/Day/Yr	4 Number of Paid Days in Full-time Year In Your Institution	5 Number of Paid Hours in Full-time Day In Your Institution	6 Number of Days Paid To This Employee During This Period	7 Number of Contract Hours Per Day Paid To This Employee During This Period	8 Total Hours Actually Paid (Column 6 x Column 7)
EXAMPLE: 1. Teacher	Yes or No	9/13/86-6/12/87	180	7.5	173	7.5	(173x7.5=) 1297.50
AMPLE: 2. Substitute	Yes or No	10/1/95-12/31/95	180	7.5	14	7.5	(14x7.5=) 105.00
Substitute	Yes or (No)	12/1/99-6/8/00	187	7	43	7.5	322.5
	Yes or No						
	Yes or No	Certification not required for subs per 10/24/00 phone call.					
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						

No credit

COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Institution	Street Address
Wilma Clark Assistant Payroll Clerk	Bozeman School Dist. #7	404 W. Main St.
Date / **Title**	**City, State Zip**	**Area Code / Telephone**
10/18/00 / Asst. Payroll Clerk	Bozeman MT 59715	(406) 522-6043

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATION – STUDENT INTERN

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

(a) Conditional certificate.

(b) Substitute certificate.

(c) Emergency certificate.

(d) Emergency substitute certificate.

(e) Nonimmigrant alien exchange teacher.

(f) Intern substitute teacher certificate.

(g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

EXPERIENCE VERIFICATON – MISCELLANEOUS

Experience Allowed but Incorrect – Should Not be Reported – no certification required. Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To: Department of Human Resources Laurel Hall 11919 Oxnard St. N. Hollywood, CA 91606	Date: September 4, 2001 10/22/01 1-MSD exp. per Carol Klein Ø-S275 exp.

Employee: [redacted]	Soc. Sec. #: [redacted]
Other Name(s):	Approx. Dates: 1993-1994
Position(s): Teacher	School Name:

Please complete the information below and return as soon as possible. Thank you for your assistance!

- One line for each academic year or change in status.
- Do not record tutoring, practice work or student teaching.

Employment Dates: From	To	Position:	Total Days Worked	Hours Worked Per Day	Total Days in Full-time Year	Total Hours in Full-time Day	Certification Required? Yes	No
1993	1994	Teacher	1 School yr.					

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave: (hours)	Sick Leave Used in Current Year: (hours)
Donated Sick Leave (past 12 months): Donated to others: (hours) / Received: (hours)	
WA Retirement Plan: Plan 1 Plan 2 Plan 3	

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.

Private ~~District Name~~: Laurel Hall School	Signature Superintendent/Designee: [signature]
Address: 11919 Oxnard St	Title: Business Admin.
City, State Zip N. Hollywood CA 91606	Accredited School? YES NO Date: 9/24/01

Experience Example – 2nd page not signed

1. [redacted] PAID experience in public or private K-12 [redacted] assistant), or in colleges/universities in positions compar
2. Was a professional education license/certification requir
3. Chronologically list start and end dates using one line pe
4. List the total number of days a full time employee works
5. List the total number of hours per day a full time employe
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

[redacted] 1,260.00 1,267.00 1,274.00 1,281.00

[redacted] ational (ESD, OSPI, US Dept. of Education).
job description.
s on a new line.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:		
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
MS Teacher	Yes	9/2/2014	6/17/2015	180	7.0	180	7.0	1260
		9/3/2013	6/18/2014	180	7.0	180	7.0	1260
		9/5/2012	6/19/2013	180	7.0	180	7.0	1260
		9/6/2011	6/25/2012	180	7.0	180	7.0	1260
		9/1/2010	6/22/2011	180	7.0	180	7.0	1260
		8/27/2009	6/16/2010	181	7.0	181	7.0	1267
		8/28/2008	6/15/2009	182	7.0	182	7.0	1274
		8/29/2007	6/18/2008	180	7.0	180	7.0	1260

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment

Date	Print Name	Signature	Title
7/13/2015	Joan Wraalstad	Joan Wraalstad	HR Admin Sec III
Email Address	**Institution**	**Mailing Address**	**Phone**
jwraalstad@lwsd.org	Lake Washington SD #414	P.O Box 97039 Redmond, WA 98073-9739	425-936-1237

	assistant), or in colleges/universities in positions comparable to K-12 certificated positions, or in governmental agencies as a professional (EDS, GOV, OS Dept of Education).
2.	Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3.	Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4.	List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5.	List the total number of hours per day a full time employee works in your institution during that year.
6.	List the total days that this employee was paid for.
7.	List the total number of hours per day this employee was paid for.
8.	Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:			
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
MS Teacher	Yes	8/31/2006	6/25/2007	182	7.0	182	7	1274	1.0
		8/26/2005	6/16/2006	180	7.0	180	7	1260	1.0
		8/30/2004	6/21/2005	180	7.0	180	7	1260	1.0
		9/2/2003	6/24/2004	180	7.0	180	7	1260	1.0
		9/3/2002	6/24/2003	182	7.0	182	7	1274	1.0
		9/4/2001	6/21/2002	182	7.0	182	7	1274	1.0
		9/5/2000	6/21/2001	183	7.0	183	7	1281	1.0
		9/1/1999	6/20/2000	183	7.0	183	7	1281	1.0

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Example – Verification form not clear – emailed to verify as documentation.

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: [redacted] Date of Birth: [redacted] Last 4 of Social Security #: [redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
Teacher-Elementary	Yes	9-2-1998	6-30-1999	180	7.0	180	7.0	1260
" "	Yes	9-8-1999	6-30-2000	183	7.0	183	7.0	1281
" "	Yes	9-1-2000	6-30-2001	183	7.0	160	7.0	1120
Leave of Absence (unpaid)	Yes	3-14-2001	thru 4-13-2001	23	7.0			

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 0

Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A

Received Shared Sick Leave (past 12 months): N/A

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
July 6, 2015	Maria Gomez	[signature]	H.R. Compliance Technician
Email Address	**Institution**	**Mailing Address**	**Phone**
maria.gomez@highlineschools.org	Highline School District	15675 Ambaum Blvd. SW Burien, WA 98166	206/631-3142

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Nam _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
Teacher	yes	9/,195	6/30/96	180	8.0	180	8.0	1440	1.0
		9/,196	6/30/97			180	8.0	1440	1.0
		9/,197	6/30/98			180	8.0	1440	1.0
		9/,198	6/30/99			180	8.0	1440	1.0
		9/,199	6/30/00	183	8.0	183	8.0	1464	1.0
		9/,00	6/30/01			183	8.0	1464	1.0
		9/,01	6/30/02			183	8.0	1464	1.0
		9/,02	3/3/03 LOA	182	8.0	107	8.0	856	.59
								1456	7.59

To Payroll 8/30/17 DB

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): Ø

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): Ø

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
7/28/17			
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Leave of Absence Example

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VERIFICATON OF EMPLOYMENT EXPERIENCE
FOR OCCUPATIONAL THERAPIST IN NONSCHOOL POSITIONS:

- o To be completed by administrative official in charge of records
- o Dates of Service: Please use separate line for each year or change in status.
  Please use a fiscal calendar of September through August for each year reported.
- o Clearly identify leave of absence periods

Please return this form to:
MUKILTEO SCHOOL DISTRICT
HUMAN RESOURCES
9401 SHARON DRIVE
EVERETT, WA 98204
Questions?
Contact Lauren Fang @ (425) 356-1322

Name of Employee: [redacted] Employer: Inyo County Superintendent of Schools

(Use 1 line per year) Dates of Service FROM	TO	Position Title	# of Work Days per Year in a Full-Time Position in your Facility	# of Work Hours per Day in a Full-Time Position in your Facility	Total # of Hours Paid to this Employee per year*	Did this position require the employee to perform duties similar to an occupational therapist? Yes or No
9/1/2012	8/31/2013	(EXAMPLE) Part Time Occupational Therapist	260	8	1,040	Yes
10/05/09	03/03/11	Full-time Occupational Therapist	190	8	1,520	YES
*08/31/10	03/03/11	Leave of Absence	[redacted]			

* Actual number of Hours Employed to include all paid personal/sick leave taken as work days during the year.

I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Date 06/30/2015
Printed Name Marlene Dietrich	Title Director, Personnel & Credentials
Address P.O. Drawer G	City, State Zip Independence,CA 93526
Email Address mdietrich@icsos.us	Phone Number (760) 878-2426 ext. 222

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Bradburn Laura D.

From: Marlene Dietrich <mdietrich@icsos.us>
Sent: Friday, July 10, 2015 11:35 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools
P.O. Drawer G
Independence, CA 93526
Phone: (760) 878-2426 ext. 222
Fax: (760) 878-2279

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 11:07 AM
To: 'mdietrich@icsos.us'
Subject: RE: [redacted] Employment

Thank you Marlene. So [redacted] worked 159 8-hour days for a total of 1,272 hours?

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

From: Marlene Dietrich [mailto:mdietrich@icsos.us]
Sent: Friday, July 10, 2015 11:06 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
A full-time OT position is 190 days. For 09/10, the number of days that [redacted] actually worked was 159 days. Please let me know if you have any other questions.

Thanks,
Marlene

Inyo County Superintendent of Schools
P.O. Drawer G

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From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 10:31 AM
To: 'MDIETRICH@ICSOS.US'
Cc: Fang Lauren E.
Subject: [redacted] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [redacted]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

SAMPLE – EXPERIENCE RECORDED BY YEAR

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1991-1992	North Thurston	W	9/4/91	6/30/92	180.0	8.00	1440.0	1.000	1.000	Counselor					
1992-1993	North Thurston	W	9/1/92	6/30/93	180.0	8.00	1440.0	1.000	2.000	Counselor					
1993-1994	North Thurston	W	9/1/93	6/30/94	180.0	8.00	1440.0	1.000	3.000	Counselor					
1995-1996	Clover Park	W	11/11/95	2/15/96	36.0	7.50	270.0	0.200	3.200	Substitute					Counselor Interventionist
1996-1997	Bremerton	W	9/1/96	6/30/97	180.0	7.50	1350.0	1.000	4.200	Counselor					
1997-1998	Chief Leschi -	W	10/3/97	6/30/98	157.0	7.00	1099.0	0.872	5.072	Counselor					
1998-1999	Chief Leschi -	W	9/2/98	6/30/99	180.0	8.00	1440.0	1.000	6.072	Counselor					
1999-2000	Chief Leschi -	W	9/1/99	2/7/00	98.0	8.00	784.0	0.544	6.616	Counselor					
1999-2000	South Kitsap	W	2/14/00	6/13/00	78.0	3.75	292.5	0.213	6.829	Counselor	P2	OH	MA+45 Column on Step 6	$7,878.66	2/14/00 start date

In-State: 6.829 **District:** 0.213 **Out State:** 0.000 **Cum Fte:** 6.829 **Exempt:** 0.000

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BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!

Certificated Work Experience

Location:

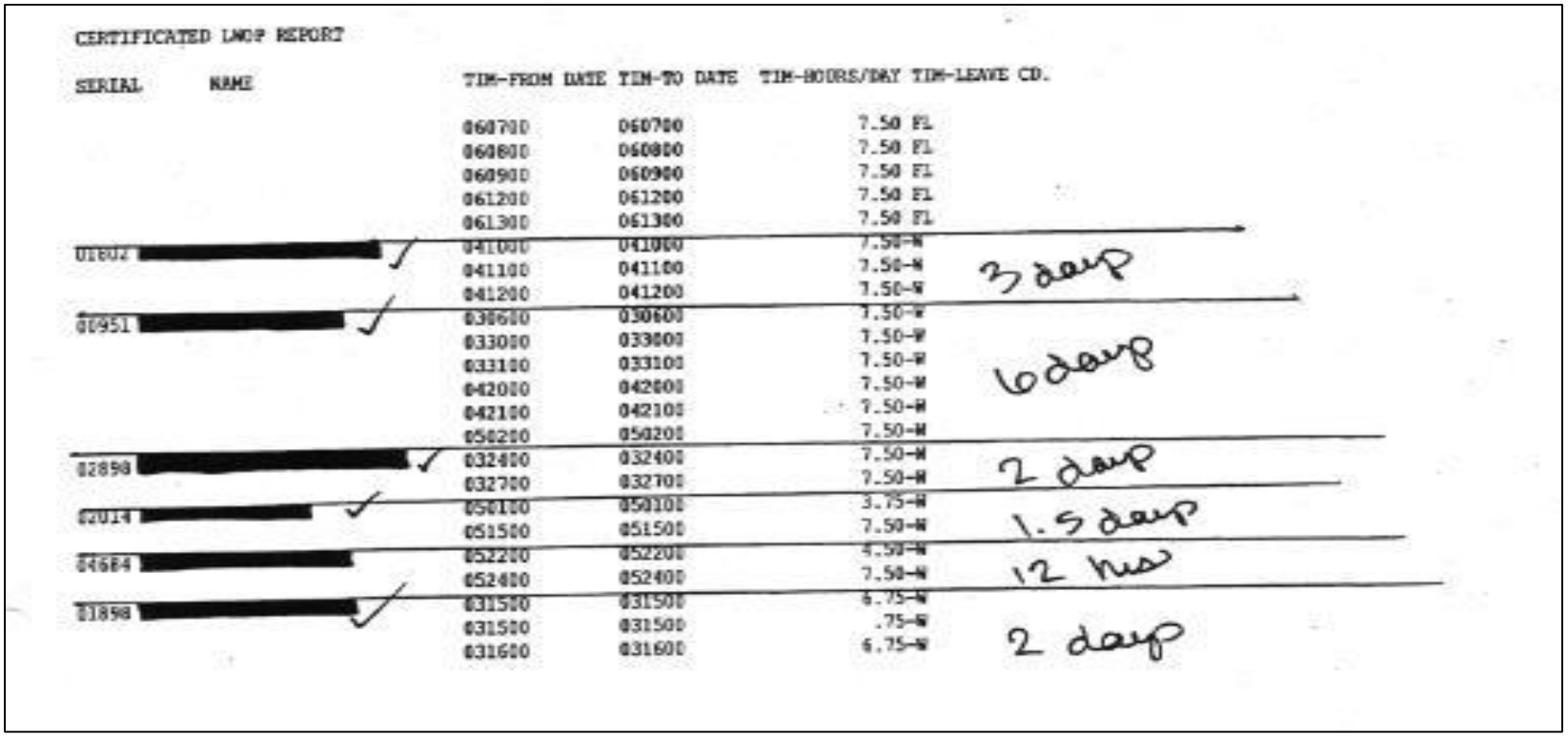
IV-107

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1982-1983	Salem-Keizer	OR	9/1/82	6/30/83	77.0	8.00	616.0	0.420	0.420	Teacher					
1982-1983	Marion County	OR	10/15/82	5/15/83	27.0	8.00	216.0	0.150	0.570	Teacher					
1982-1983	Aumsville	OR	2/15/83	2/19/83	4.0	8.00	32.0	0.020	0.590	Teacher					
1983-1984	Santiago Christ	FC	8/25/83	6/1/84	175.0	8.00	1400.0	1.000	1.590	Teacher					
1984-1985	Santiago Christ	FC	8/20/84	6/5/85	175.0	8.00	1400.0	1.000	2.590	Teacher					
1985-1986	South Kitsap	W	9/3/85	6/18/86	181.0	8.00	1448.0	1.000	3.590	Teacher	P	BG			
1986-1987	South Kitsap	W	9/2/86	6/16/87	181.0	8.00	1448.0	1.000	4.590	Teacher	C	BG			
1987-1988	South Kitsap	W	9/3/87	6/16/88	181.0	8.00	1448.0	1.000	5.590	Teacher	C	BG			
1988-1989	South Kitsap	W	9/6/88	6/20/89	180.0	8.00	1440.0	1.000	6.590	Teacher	C	BG			
1989-1990	South Kitsap	W	9/6/89	6/15/90	180.0	8.00	1440.0	1.000	7.590	Teacher	C	BG			
1990-1991	South Kitsap	W	9/5/90	6/20/91	180.0	7.50	1350.0	1.000	8.590	Teacher	C	HC			
1991-1992	Hungary	FC	9/2/91	6/12/92	180.0	5.50	990.0	1.000	9.590	Teacher					Overseas Teacher
1991-1992	South Kitsap	W	9/4/91	6/16/92	180.0	3.50	630.0	0.470	10.060	Teacher					
1991-1992	South Kitsap	W	6/16/92	6/16/92				-0.470	9.590	←					Adjust FTE > 1 ←
1992-1993	South Kitsap	W	9/2/92	6/17/93	180.0	7.50	1350.0	1.000	10.590	Teacher	C	HC			
1993-1994	South Kitsap	W	9/6/93	6/16/94	180.0	7.50	1350.0	1.000	11.590	Teacher	C	HC			
1994-1995	South Kitsap	W	9/6/94	6/20/95	180.0	7.50	1350.0	1.000	12.590	Teacher	C	HC			Card: 12.6
1995-1996	South Kitsap	W	9/6/95	6/20/96	180.0	7.50	1350.0	1.000	13.590	Teacher	C	HC			
1996-1997	South Kitsap	W	9/3/96	6/12/97	180.0	7.50	1350.0	1.000	14.590	Teacher	C	HC	MA+45 Column on Step 14	$43,619.00	
1997-1998	South Kitsap	W	9/1/97	6/10/98	180.0	7.50	1350.0	1.000	15.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1998-1999	South Kitsap	W	9/2/98	6/11/99	180.0	7.50	1350.0	1.000	16.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	7.50	1372.5	1.000	17.590	Teacher	C	HC	MA+45 Column on Step 16	$49,236.00	

In-State: 14.000 **District:** 14.000 **Out State:** 3.590 **Cum Fte:** 17.590 **Exempt:** 0.000

DEDUCT LWOP!!

Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.



CERTIFICATED LWOP REPORT

SERIAL	NAME	TIM-FROM DATE	TIM-TO DATE	TIM-HOURS/DAY	TIM-LEAVE CD.	
		060700	060700	7.50	FL	
		060800	060800	7.50	FL	
		060900	060900	7.50	FL	
		061200	061200	7.50	FL	
		061300	061300	7.50	FL	
01602	[redacted] ✓	041000	041000	7.50	W	
		041100	041100	7.50	W	3 days
		041200	041200	7.50	W	
01951	[redacted] ✓	030600	030600	7.50	W	
		033000	033000	7.50	W	
		033100	033100	7.50	W	
		042000	042000	7.50	W	6 days
		042100	042100	7.50	W	
		050200	050200	7.50	W	
02898	[redacted] ✓	032400	032400	7.50	W	
		032700	032700	7.50	W	2 days
02014	[redacted] ✓	050100	050100	3.75	W	
		051500	051500	7.50	W	1.5 days
04684	[redacted]	052200	052200	4.50	W	
		052400	052400	7.50	W	12 hrs
01898	[redacted] ✓	031500	031500	6.75	W	
		031500	031500	.75	W	
		031600	031600	6.75	W	2 days

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Recorded LWOP Record

Certificated Work Experience

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary
1997-1998	Bremerton	W	9/1/97	6/30/98	89.0	7.50	667.5	0.490	0.490	Occupational Th				
1998-1999	South Kitsap	W	9/2/98	6/11/99	171.0	7.50	1282.5	0.950	1.440	Occupational Th	P1	OSE	MA+90 Column on Step 1	$31,825.00
1999-2000	South Kitsap	W	8/25/99	6/13/00	3.7	7.50	27.5	0.020	1.460	Occupational Th				
1999-2000	South Kitsap	W	8/25/99	6/13/00	177.0	7.50	1327.5	0.967	2.427	Occupational Th	P2	OSE	MA+90 Column on Step 1	$34,994.00

In-State: 2.427 **District:** 1.937 **Out State:** 0.000 **Cum Fte:** 2.427 **Exempt:** 0.000

ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee's regular base contract so Enrichment or supplemental contracts for "Enrichment like" work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.



EXPERIENCE VERIFICATON – ACCREDITATION NOT REQUIRED

Experience – Accreditation not a requirement!

From: Ross Bunda
Sent: Wednesday, July 23, 2014 3:51 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation
No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.
Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:44 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Wednesday, July 23, 2014 3:27 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

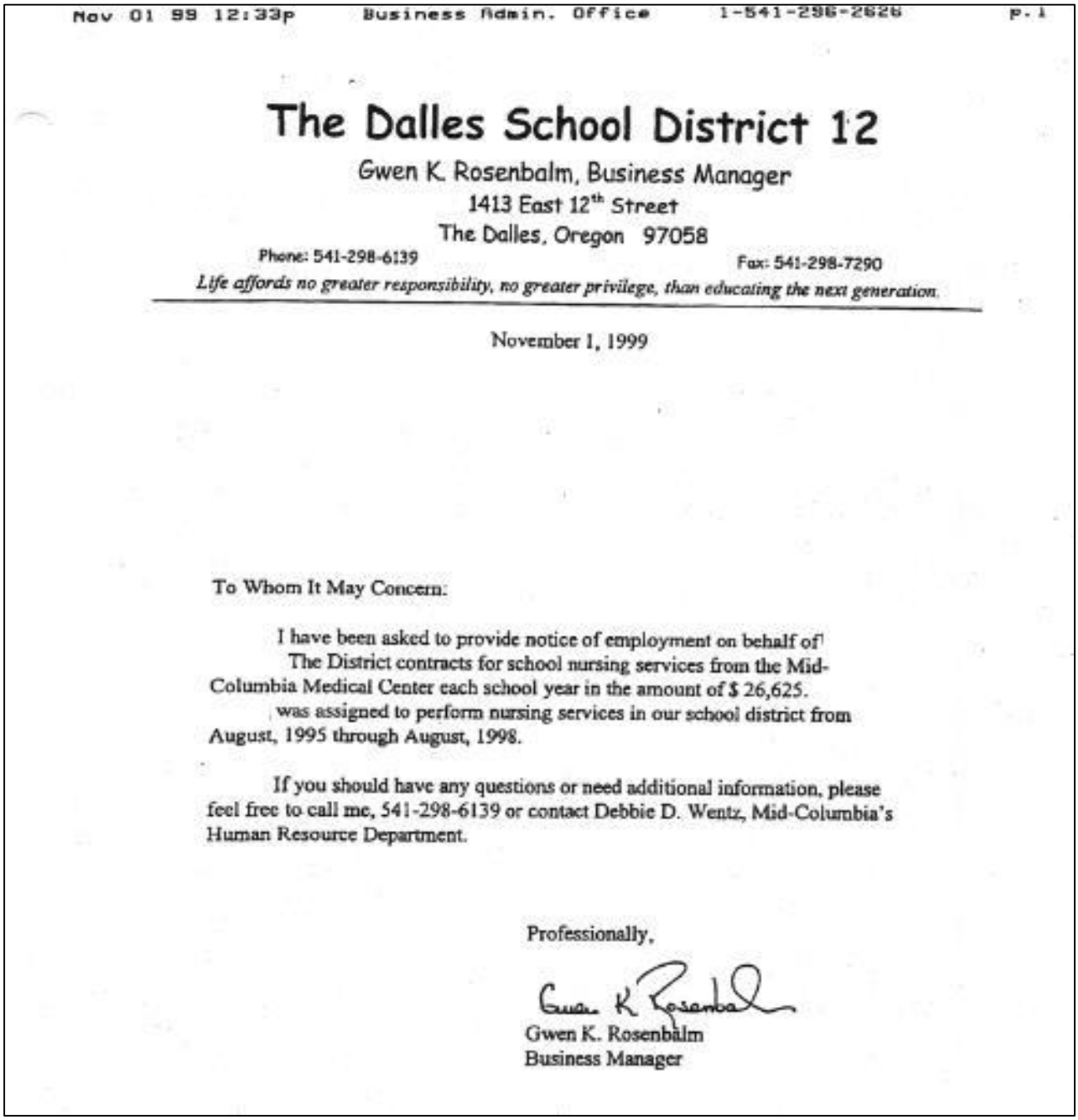
From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:19 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited.**" I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.



Nov 01 99 12:33p Business Admin. Office 1-541-296-2626 p.1

The Dalles School District 12

Gwen K. Rosenbalm, Business Manager
1413 East 12th Street
The Dalles, Oregon 97058
Phone: 541-298-6139 Fax: 541-298-7290
Life affords no greater responsibility, no greater privilege, than educating the next generation.

November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of . The District contracts for school nursing services from the Mid-Columbia Medical Center each school year in the amount of $ 26,625. was assigned to perform nursing services in our school district from August, 1995 through August, 1998.

If you should have any questions or need additional information, please feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's Human Resource Department.

Professionally,

Gwen K. Rosenbalm
Business Manager

OLD RULES – NO PERSONAL SERVICE CONTRACTS!



Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.

Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements

Sherrie Evans

From: Ross Bunda [Ross.Bu
Sent: Friday, June 08, 2007 8:59 AM
To: Sherrie Evans
Subject: RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-254."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 830 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A.400.200) on Report 1803.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:ross.bunda@k12.wa.us
http://www.k12.wa.us/safs

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Thursday, June 07, 2007 6:08 PM
To: Ross Bunda
Subject: Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

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QUESTIONS

ABOUT

EXPERIENCE



REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.

REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

(2) "Non-degreed" for a certificated instructional employee who:

(a) **Holds no bachelor's or higher level degree**; or
(b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but**:

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate,** pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

Step One: Report with a Degree or No-Degree?

- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
  - Agriculture Education – V010000
  - Business Education – V070000
  - Marketing Education – V080000
  - Business and Marketing Education – V 078000
  - Family and Consumer Sciences Education – V200002
  - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.

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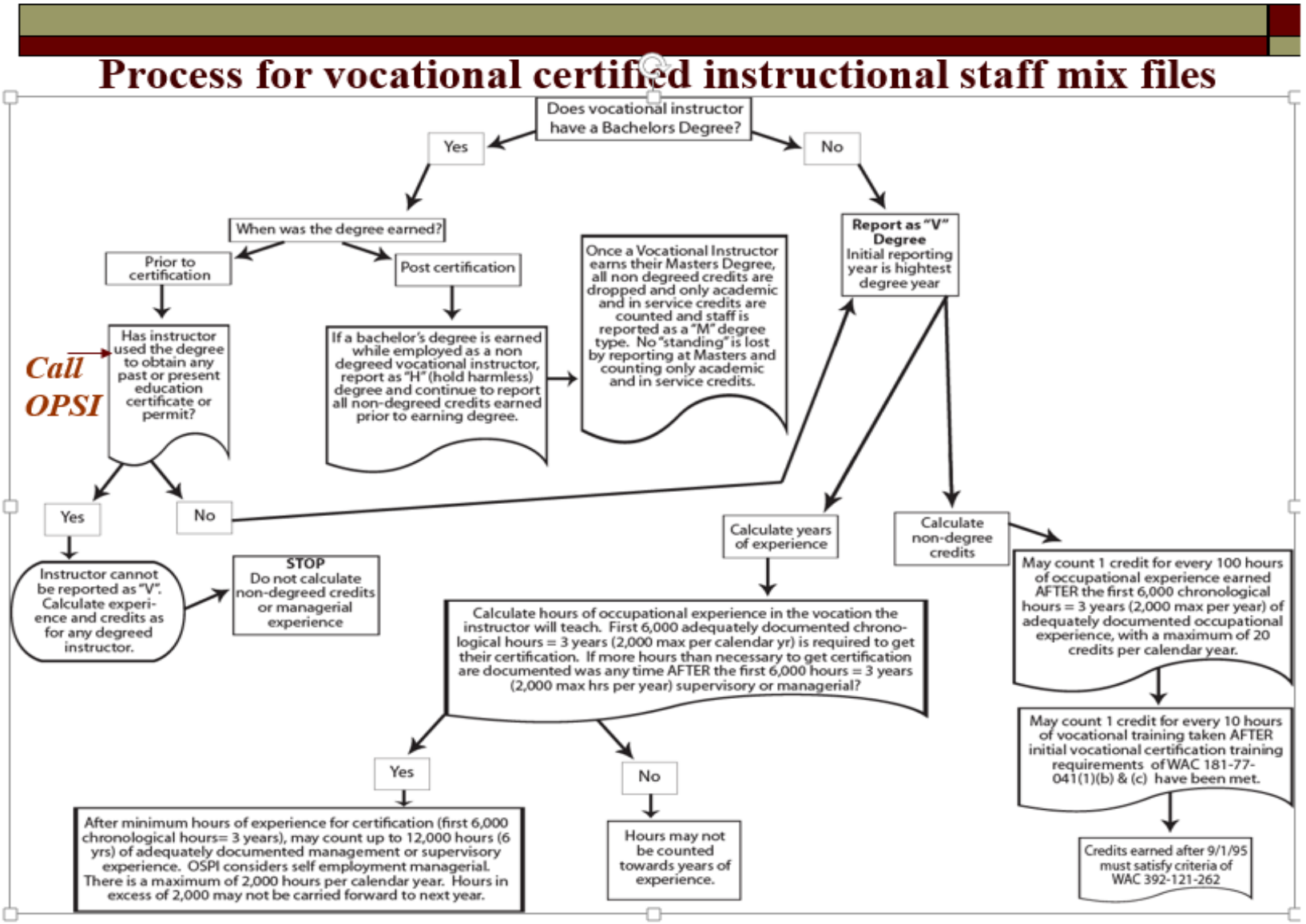
*These rules were effective 8/31/2007. If the person had a degree the questions was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

Vocational Records Process



Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficulty especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non- degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

Example 1: You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

Example 2: You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

Example 3: You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

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Vocational Example – Initial Worksheet based on experience in resume:

EMPLYOEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degre Cum
1986	6/?/86	12/31/86	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1987	1/1/87	2/?/987	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1988	3/?/88	12/31/88	Interglobal Temp Services	Word Processor			0	0.000	0	0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	Interglobal Temp Services	Word Processor			0.00	0.000		0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	China House	Desktop			0.00	0.000		0.00	0.000	0.00	0.00
1989	11/?/90	12/31/89	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	1/1/90	11/?/90	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	11./?/90	12/31/90	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1992	1/1/92	12/31/92	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1993	1/1/93	8/?/93	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000	0.00	0.00
1993	10/?/93	12/31/93	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1994	1/1/94	2/?/94	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1995	2./?/95	4/?/95	Snelling & Snelling	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1995	5/?/95	12/?/95	Wash State Parks	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1996	1/?/96	12/31/96	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1997	1/1/97	12/31/97	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	1/1/98	9/?/98	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	9/?/98	12/31/98	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
1999	1/1/99	8/31/99	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
			TOTALS							**0.00**	**0.00**	**0.00**	

Vocational Worksheet Example 1:

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1978	1/1/78	12/31/78	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	2000.00	0	0		
1979	1/1/79	12/31/79	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	4000.00	0	0		
1980	1/1/80	12/31/81	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	6000.00	0	0	MIN OCC MET	
1981	1/1/81	8/31/82	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	8000.00	0.00	0.000	20.00	20
1982	1/1/82	8/31/83	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	10000.00	0.00	0.000	20.00	40
1983	1/1/83	8/31/84	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	12000.00	2000.00	1.000	20.00	60
1984	1/1/84	8/31/85	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	14000.00	2000.00	1.000	20.00	80
1985	1/1/85	8/31/86	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	16000.00	2000.00	1.000	20.00	100
1986	1/1/86	8/31/87	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	18000.00	2000.00	1.000	20.00	120
1987	1/1/87	8/31/88	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	20000.00	2000.00	1.000	20.00	140
1988	1/1/88	5/1/89	Smith Auto	Foreman	8.00	100	800.00	0.400	800.00	20800.00	800.00	0.400	8.00	148
1988	5/2/89	12/31/88	Bellingham Tech	Program Instructor	8.00	150	1200.00	0.600	1200.00	22000.00	1200.00	0.600	12.00	160
1989	1/1/89	12/31/89	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	24000.00	2000.00	0.000	20.00	180
1990	1/1/90	12/31/90	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	26000.00	2000.00	0.000	20.00	200
1991	1/1/91	12/31/91	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	28000.00	2000.00	0.000	20.00	220
			TOTALS				**28000.00**	**14.00**			**18,000.00**	**6.00**	**220.00**	**220.00**
												MAX 6.0		

Reached Max 6.0 years

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: MA 0 Step 6

NOTES:

1. **2,000 hours paid occupational experience is the maximum allowed per year.**
2. 2,000 hours paid occupational experience equals one year of experience.
3. Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4. Years of experience granted = annual management hours divided by 2000

Vocational Worksheet Example 2:

CATHY COOK

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1997	W4 $2,263.64		Camp Fun	AM Baker			258.41	0.129	258.41	258.41	0.000	0.000	0.00	0.00
1998	No Records		Camp Fun	AM Baker			0.00	0.000	0.00	258.41	0.000	0.000	0.00	0.00
1999	1/1/99	12/31/99	Camp Fun	AM Baker			967.00	0.484	967.00	1225.41	0.000	0.000	0.00	0.00
2000	1/1/00	12/31/00	Camp Fun	AM Baker			1894.25	0.947	1894.25	3119.66	0.000	0.000	0.00	0.00
2001	1/1/01	2/28/01	Camp Fun	AM Baker			127.75	0.064	127.75	3247.41	0.000	0.000	0.00	0.00
2001	3/1/01	12/31/01	Great Bakery	Baker			1457.00	0.729	1457.00	4704.41	0.000	0.000	0.00	0.00
2002	1/1/02	12/31/02	Great Bakery	Baker			1295.59	0.648	1295.59	6000.00	0.000	0.000	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2002	1/1/02	12/31/02	Great Bakery	Baker			562.41	0.281			0.000	0.000	5.62	5.62
2003	1/1/03	12/31/03	Great Bakery	Baker			2013.00	1.000			0.000	0.000	20.00	25.62
2004	1/1/04	12/31/04	Great Bakery	Baker			1989.00	0.995			0.000	0.000	19.89	45.51
2005	1/1/05	7/16/05	Great Bakery	Baker			874.00	0.437			0.000	0.000	8.74	54.25
2005	7/17/05	12/31/05	No Employment								0.000	0.000	0.00	54.25
2006	12/1/06	3/1/07	All Time Sports	Lodge Manager - verified Supervisory			362.00	0.181			362.000	0.181	3.62	57.87
2007	12/1/07	3/5/08	All Time Sports	Lodge Manager - verified Supervisory			360.00	0.180			360.000	0.180	3.60	61.47
2008	12/1/08	3/1/09	All Time Sports	Lodge Manager - verified Supervisory			61.00	0.031			61.000	0.031	0.61	62.08
2008	6/21/08	11/18/08`	Wenatchee Valley College	Instructor			40.00	0.020			40.000	0.020	0.40	62.48
			TOTALS				**6261.41**				**823.000**	**0.412**		**62.5**
												MAX 6.0		

Issues:	
1	Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off.
2	Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by emloyer.
3	1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by $9 per hour??
4	1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record.
5	Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she
6	I don't concur with previous calculation from prior district based on data provided.
7	I don't see any other educational records for her so my report is based on her occupational experience.
8	For 1997 Using W-4 of $2,263.64 used Bureau Stats showing wage for 1999 was $9.06. $2,263.64 divided by $8.76 per hour = 258.41 work hours at Camp fun for 1997. Added to record.
9	Backed off of that a 3.5% Cost of Living for 1998 and used $ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were $9.00 per hour for the same work per that employer).
10	Verified that Super Mountain was a retail clerk and not related so not counting that experience.
11	Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College.
12	Placement should be correct at BA 45 Step 0 (.392 years)

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Vocational Worksheet Example 3:

LUCY LAWYER

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Experience Granted	ee Credits Granted	Non-Degree Cum
1998	7/1/98	12/31/98	Chelan County Juvenille Center	Juvenille Custody	8.00	132	1056.00	0.528	1056.00	1056.00	0	0	0.00	0.00
1999	1/1/99	12/31/99	Chelan County Juvenille Center	Juvenille Custody	8.00	260	2000.00	1.000	2000.00	3056.00	0	0	0.00	0.00
2000	1/1/00	12/31/00	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000	2000.00	5056.00	0	0	0.00	0.00
2001	1/1/01	6/13/01	Chelan County Juvenille Center	Admin Asst	8.00	118	944.00	0.472	944.00	6000.00	0	0	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2001	6/14/01	12/31/01	Chelan County Juvenille Center	Admin Asst	8.00	142	1216.00	0.608			0.000	0.000	12.16	12.16
2002	1/1/02	12/31/02	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	32.16
2003	1/1/03	12/31/03	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	52.16
2004	1/1/04	12/31/04	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	72.16
2005	1/1/05	12/31/05	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	92.16
2006	1/1/06	12/31/06	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	112.16
2007	1/1/07	12/31/07	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	132.16
2008	1/1/08	12/31/08	Chelan County Juvenille Center	Office Manager-	8.00	260	2000.00	1.000			2000.000	1.000	20.00	152.16
2009	1/1/09	2/23/09	Chelan County Juvenille Center	Office Manager-	8.00	38	304.00	0.152			304.000	0.152	3.04	155.20
Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits														
2009		5/31/09	WSU	Child Abuse			2.00	s					3.00	158.20
2009		5/31/09	WSU	Voc Tchr Training			3.00	Semesters					4.50	162.70
			TOTALS				**15520.00**	**7.76**			#####	**1.152**		**162.7**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.

PLACEMENT: (Voc) MA 0 Step 1

Vocational Worksheet Example 4:

JERRY JAILER
Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occupational Experience	Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1992	3/20/92	12/31/92	ABC Indian Nation	Counselor - Probation	8.00	208	1664.00	0.832	1664.00	1664.00	0	0	0	0
1993	1/1/93	12/31/93	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	3664.00	0	0	0	0
1994	1/1/94	12/31/94	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	5664.00	0	0	0	0
1995	1/1/95	2/28/95	ABC Indian Nation	Probation Officer	8.00	42	336.00	0.168	336.00	6000.00	0	0	0	0
Meets minimum 6000 occupational hours in the industry														
1995	3/1/95	12/31/95	ABC Indian Nation	Counselor - Probation	8.00	218	1744.00	0.872			1744.00	0.872	17.44	17.44
1996	1/1/96	12/31/96	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	37.44
1997	1/1/97	12/31/97	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	57.44
1998	1/1/98	12/31/98	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	77.44
1999	1/1/99	12/31/99	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	97.44
2001	1/1/00	12/31/00	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	117.44
2002	1/1/02	2/14/02	ABC Schools	Drug Prevention	8.00	32	256.00	0.128			256.00	0.128	2.56	120.00
2003	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	136.40
2004	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	152.80
2005	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	169.20
			TOTALS				**#####**	**8.87**	**0**		**0**	**6.000**		**169.2**
												Max 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: (Voc) MA 0 Step 6

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

Issues:	
1.	Verified Counselor-Probation Officer was related to CTE Assignment
2	Verified Drug Prevention Officer was related to CTE Assignment

Vocational Worksheet Example 5:

VAL VIDEO

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
2004	7/1/04	12/31/04	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2005	1/1/05	12/31/05	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2006	1/1/06	12/31/06	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2007	7/1/07	12/31/07	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2008	1/1/08	12/31/08	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2009	1/1/09	2/28/09	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE														
			TOTALS				**0.00**	**0.00**	**0**	**0.00**	**0.00**	**0.000**	**0.00**	**0.00**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.
requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

PLACEMENT: (Voc) BA 0 Step 0

Issues:

1. Self employed 2004 - 2009. Owner of both businesses
2. Documentation presented includes:
   - a. Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually & $20 processing receipt
   - b. Secretary of State document verifying ABC Video Store Inc as a business
   - c. Ledger balance sheet from Bank for Val's Video for March 09
   - d. Bank statements for Val'sVideo for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months
   - e. Bank statements for Val's Video for Jan-Dec 2008 = 12 months
   - f. Bank statements for Val's Video for Jan-Feb 2009 = 2 months

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Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Yea**r (January 1 to December 31), the actual hours of work paid. This becomes the "numerator." The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If "normal" documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
    a. Tax returns
    b. Business license
    c. Bonding insurance
    d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to "back into" the experience.

Note: These same rules apply when verifying ESA experience ☺

Vocational Example – Backing into Experience

EMPLOYEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degree Cum
1989	See Tab 2-BLS Wages 89-90		Volt Service Corp; Marketing Plus, Steeler	Word Proceessing; Desk Top Publish			1762.18	0.881	1762.18				
1990	See Tab 2-BLS Wages 89-90		Volt Service	Word Proceessing;			254.71	0.127	2016.89				
1990	2/14/90	12/31/90	Microsoft	Software Test Engineer	8	229	1832.00	0.916	3848.89				
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	250	2000.00	1.000	5848.89				
1992	1/1/92		Microsoft	Software Test Engineer	8	18.889	151.11	0.076	**6000.00**				
MEETS MINIMAL OCCUPATION 6000 HOURS													
1992	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	231.111	1848.89	0.924		0.00	0.000	18.49	18.49
1993	1/1/93	8/14/93	Microsoft	Software Test Engineer	8	162	1296.00	0.648		0.00	0.000	12.96	31.45
1993	See Tab 3-BLS Wages 93-94		Cliff's Computers - See Tab 4 BLS	Technical Support Engineer			125.62	0.063		0.00	0.000	1.26	32.71
1994	See Tab 3-BLS Wages 93-94		Cliff's Computers & Longview Fiber - See Tab 4 BLS	Technical Support Engineer			321.23	0.161		0.00	0.000	3.21	35.92
1998	See Tab 4-BLS Wages 98-99		Wenatchee Valley College & Go Pages	Administrative Assistant			1378.62	0.689		0.00	0.000	13.79	49.70
1999	See Tab 4-BLS Wages 98-99		Go Pages	Administrative Assistant			862.55	0.431		0.00	0.000	8.63	58.33
			TOTALS							**0.00**	**0.00**	**58.33**	
											MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

requirement has been met.

1	2,000 hours paid occupational experience is the maximum allowed per year

99-00 Placement: BA 45 Step 0

Bureau of Labor Statistics Wage Data for 1999. Always document web site:
http://www.bls.gov/bls/blswage.htm



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Occupational Employment Statistics

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1999 National Occupational Employment and Wage Estimates

43-4021 Correspondence Clerks

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

Employment	46,160	RSE = 4.9 %
Mean hourly wage	$11.48	RSE = 0.9 %
Mean annual wage	$23,880	RSE = 0.9 %

(1)

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$8.14	$9.35	$11.05	$13.01	$15.81
Annual Wage	$16,920	$19,460	$22,980	$27,060	$32,890

BLS Wage Information for Occupation of "Correspondence Clerks"

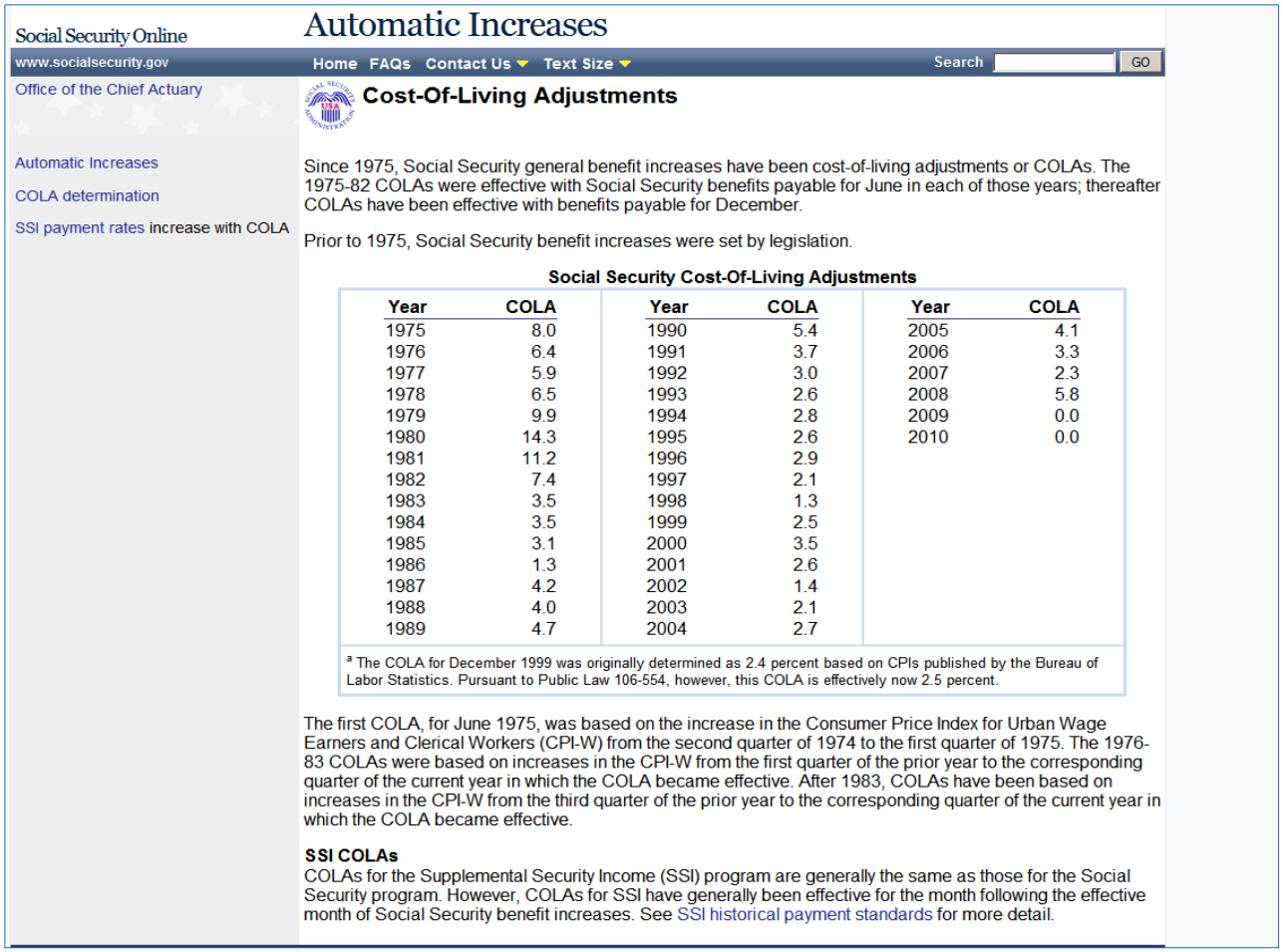
XX Employee was employed as a word processor and did desk top publishing.

1999 11.48 Mean Hourly Wage

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

http://www.ssa.gov/oact/cola/colaseries.html



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Office of the Chief Actuary

Automatic Increases

COLA determination

SSI payment rates increase with COLA

Automatic Increases

Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

Social Security Cost-Of-Living Adjustments

Year	COLA	Year	COLA	Year	COLA
1975	8.0	1990	5.4	2005	4.1
1976	6.4	1991	3.7	2006	3.3
1977	5.9	1992	3.0	2007	2.3
1978	6.5	1993	2.6	2008	5.8
1979	9.9	1994	2.8	2009	0.0
1980	14.3	1995	2.6	2010	0.0
1981	11.2	1996	2.9		
1982	7.4	1997	2.1		
1983	3.5	1998	1.3		
1984	3.5	1999	2.5		
1985	3.1	2000	3.5		
1986	1.3	2001	2.6		
1987	4.2	2002	1.4		
1988	4.0	2003	2.1		
1989	4.7	2004	2.7		

[a] The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

SSI COLAs

COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See SSI historical payment standards for more detail.

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Compute to 1989-90	Reduce by Cola	Reduce by Cola
1999	$ 11.48	
1998	$ 11.33	1.3%
1997	$ 11.09	2.1%
1996	$ 10.77	2.9%
1995	$ 10.49	2.6%
1994	$ 10.20	2.8%
1993	$ 9.93	2.6%
1992	$ 9.63	3.0%
1991	$ 9.28	3.7%
1990	**$ 8.78**	5.4%
1989	**$ 8.36**	4.7%
1989	**Social Security Wages**	
Volt Service		$ 1,819.00
Marketing Plus		$ 10,863.29
Steeler Inc.		$ 2,057.07
	Total 1989:	$ 14,739.36
1989 Determined Hrly Rate		$ 8.36
Determined Hours Worked	1989	**1762.18**
1990	**Social Security Wages**	
Volt Service		$ 2235.50
	Total 1990:	$ 2235.50
1990 Determined Hrly Rate		$ 8.78
Determined Hours Worked	1990	**254.71**

REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

> (b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2). Clock hours of vocational/career and technical educator used in determining non-degree credits MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. WAC 181-77-003 (2) is listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.

Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!

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WAC 392-121-259 – Non-degreed Credits

As used in this chapter, "nondegree credits" means credits recognized for nondegreed certificated instructional employees as follows:

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience (100 hours = one credit) as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) (earned AFTER 6000 hours has been met) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Nondegree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year. (Max credits per year = 20)

(iii) Nondegree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d). (Experience gained working in a school, college, government agency, military or sabbatical requiring a certificate can be counted towards non-degreed credits)

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12) (courses, seminars, workshops for CTE certification compliance). Clock hours of vocational/career and technical education educator training used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), (complete a PESB approved program) regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

3a. 100 occupational hours equals one credit

3a.i Non-degreed credits from occupational experience must be earned after 6000 hours has been met

3a.ii Maximum non-degreed credits per year is 20

3b. Non-degreed credits from clock hours must be earned after completion of PESB approved program.

WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

The high degree is changed and reported as "H" for Hold Harmless!

For high degree 'H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

Examples—Vocational/CTE Instructors and Nondegree Credits

2J: A vocational/CTE instructor whose highest degree type is **V** has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits.*

2K: Another vocational/CTE instructor whose highest degree type is **B** has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits,* because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

2L: A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type **V** and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type **H.** Continue to report 75 credits in *Item B.6, Nondegree Credits,* but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits,* and *B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits.*

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Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer
Address of Employer
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

Employee SSN	
Dates of Service	
Position(s) Held	

The employee has also provided a release for this information by the signature indicated below:

> I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.

_____

Employee Signature Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)
(Title)

Sample Vocational Experience Verification Form

Verification of Occupational Experience for Vocational Teachers

Please follow instructions carefully to ensure full credit on our salary schedule for this employee.
List dates of service from Mo/Day/Yr to Mo/Day/Yr for each **calendar** year. **Use one line for each work year or change in position.**

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (Management experience is defined by WAC 180-77-003(6) as "…work as a supervisor, foreman, or manager in the occupational area in which the person will instruct.") Instructional Area _____
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.

Dates of Service for each year (M/D/Y – M/D/Y)	Position Title	Management Position? Yes or No	Hours Per Day Worked	Days Per Year Worked	Hours Per Year Worked	Other Comments
Example: 2/10/00 – 12/31/00	*Auto Mechanic*	*No*	*8.0*	*214*	*1712*	*Hired as Auto Mechanic*
Example: 1/1/01 – 8/31/00	*Lead Auto Mechanic*	*Yes*	*8.0*	*173*	*1384*	*Resigned – moved*

Employer Verification Signature	Employer Verification Title	Employer Verification Email Address
Date	Telephone Number	Fax Number

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QUESTIONS

ABOUT

V OR S STAFF REPORTING



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HELPFUL REMINDERS!

1. **Colleges/Technical Schools**. Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

Helpful Questions:

Question 1

Was the employer a college/university or technical/vocational school? This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

Was the position held comparable to a certificated position in Washington school districts?

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

Dean of Students	Yes – would be comparable
Graduate Assistant	Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading.
Administrative Assistant	Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful.
Custodian	No – not comparable.

2. **Governmental Agency**. Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

Helpful Questions:

Question 1

Was the employer a governmental agency as defined above? Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

Was the position held a "professional" position? There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional ("Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

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equivalent.") A job description can be helpful in making this decision. Other than the examples cites above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service**. Military, Peace Corps, or Vista service which interrupted professional education employment.

Helpful Questions:

Question 1

Did the service interrupt the professional education employment of the employee? If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

Does it matter what position they were employed in? No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

Helpful Questions:

Question 1

Can the teacher's union president's leave time be reported as sabbatical leave? Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct**. Additionally such experience must have been acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Helpful Questions:

Question 1

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Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents? Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2
Did the experience occur after the person acquired 6000 work hours in the occupation to be taught? You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3
Did the position meet the management definition requirement? You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

Helpful Questions:

Question 1
Who is the employer? Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2
What if we are not able to obtain a verification form directly from the employer? Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3
Are there specific requirements? Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.

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SECTION 6

Lessons

Learned

From

Auditors

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FY13 Staff Mix Errors

Cause of error	Number references in audit memos	Percent
Clerical error (math computation, data input….)	32	21%
Misclassification of credits (generally excess/academic)	29	19%
Credits not reported	26	17%
Double counted credits	15	10%
Lack of support for credits reported	7	5%
Rounding errors or inconsistencies	7	5%
Did not convert semester credits to quarter credits	4	3%
Miscalculate years experience	3	2%
System conversion date issue - credits not counted	3	2%
Relied on incorrect yrs experience calculation prior district	3	2%
Unknown	2	1%
Reported in-service less than 3 hours in length	2	1%
Lack of credit approvals	2	1%
Did not report credits because already M + 90	2	1%
Miscalculation substitute experience or did not report	2	1%
Reported tribal instructors exp + credits to match pay	2	1%
lacked employee contract	1	1%
lack of support yrs experience	1	1%
Did not deduct 45 credits at Masters	1	1%
Files only reviewed when salary changes	1	1%
Miscalculation excess credits	1	1%
Did not convert in-service hours to credits	1	1%
Counted in-service credits registered for but not taken	1	1%
Reported credits prior to BA	1	1%
Incorrect vocational instructor calculations	1	1%
District requires original transcripts - not in file	1	1%
Exceeded 1 FTE per year	1	1%
Instructor contract FTE increased but S275 not updated	1	1%
Reported out-of-state in-service credits	1	1%
No support for highest degree earned	1	1%
Total	155	

Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPI must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

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Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the warding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392- 121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K–12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K–12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

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Things we have learned from our reviews and working with auditors!

- Start Early
- Be Organized
- Be Detailed
- Be Very, Very Knowledgeable
- Keep current with training/info
- Keep historical notebooks (S 275 instructions)
- Maintain documentation!!!
- Be conservative – ask first, then pay and/or report
- Seek help – the auditors are your friends – really!!!
- Keep notations on S275 edits

BE CAREFUL WITH…….

- Course Approval Codes
- Conversion of Semester Hours
- Master Degree Dates/Credits
- "Inservice" Hours Rules
  - Clock Hours
  - Non-Transfer Credits
  - Approved providers
- Vocational Placements
  - Non-Degree Credits
  - Documentation of experience
- Experience Calculations
  - After 1/1/92 - Documentation
  - Calculate "Denominator"
  - All Substitutes – 180 days

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TIME SCHEDULES

We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!



- ✓ **Jan-Feb**
  - **Enrollment Projections**
  - **2nd Semester Schedule Checks**
  - **Check Certification to Assignments**
  - **Out-of-Endorsements to Board**
  - **Updating S275**
  - **Double Check K-4 Allocation Report**
  - **State Auditors Arrive**

- ✓ **Feb-March**
  - **Preliminary Staffing Projections**
  - **Staffing Analysis**
  - **Budget Changes**
  - **Meetings/Communications**

- ✓ **March-April**
  - **Staffing Placements**
  - **Transfer Processes**
  - **Confirm Leave Returns**
  - **Recruitment Activities**
  - **Firming up Staffing**
  - **Updating S 275**
  - **Negotiations**

- ✓ **April-May**
  - **Transfer Processes**
  - **Issue Certificated Contracts (Board authority)**
  - **Issue RIF or non-renewal notices if applicable**
  - **Recruitment and Hiring**
  - **Finalizing Staffing**
  - **Negotiations**

- ✓ **May-June**
  - **Finalize Staffing and Budgets**
  - **Hiring Activities**

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- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**

- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**

- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**

- ✓ **December**
  - **Adjust S 275 for December reporting**

Helpful Contacts

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Cheryl Thresher, Auditor's Office

cheryle.thresher@sao.wa.gov



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QUESTIONS

ABOUT

AUDITS



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SECTION 7

REVIEWING YOUR DATA

1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

http://www.k12.wa.us/safs/reports1801.asp

Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.

- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
01	160.745	9,246,885	57,525	651,607	4,054	1,601,097	9,960	18.34	1.61835	35,546
21	25.320	1,448,002	57,188	121,816	4,811	249,619	9,859	18.71	1.65495	34,556
22	0.900	57,756	64,173	4,279	4,754	9,167	10,185	18.75	1.88482	34,047
24	2.500	153,954	61,582	12,652	5,061	25,463	10,185	18.77	1.80868	34,048
31	14.230	767,011	53,901	76,946	5,407	145,655	10,236	19.09	1.54703	34,842
34	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
45	1.860	104,114	55,975	5,857	3,149	19,253	10,351	19.69	1.50606	37,167
51	4.660	263,820	56,614	18,934	4,063	47,017	10,090	17.78	1.66277	34,048
55	6.252	350,966	56,137	22,639	3,621	55,758	8,918	18.05	1.70739	32,879
56	2.100	138,313	65,863	16,097	7,665	21,298	10,142	17.92	1.88482	34,944
58	5.300	321,870	60,730	283,594	53,508	53,981	10,185	18.07	1.78366	34,048
64	0.190	10,334	54,389	747	3,932	1,907	10,035	18.87	1.59744	34,048
65	1.160	61,598	53,102	4,436	3,824	11,693	10,080	18.89	1.55961	34,048
88	1.770	108,993	61,578	7,153	4,041	18,027	10,185	18.02	1.80856	34,048
97	1.000	146,000	146,000			11,213	11,213	17.28	1.88482	77,461
Program 21 Instructional	24.720	1,388,215	56,158	121,816	4,928	242,891	9,826	18.71	1.64937	34,048
Program 21 Administrative	0.600	59,787	99,645			6,728	11,213	18.70	1.88482	52,867
K-12 Program 21 Instructional	21.950	1,217,367	55,461	25,677	1,170	214,679	9,780	18.70	1.62892	34,048

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
Program 26, 56, and 59 Instructional	2.000	128,348	64,174	16,097	8,049	20,288	10,144	17.87	1.88482	34,048
Program 26, 56, and 59 Administrative	0.100	9,965	99,650			1,010	10,100	18.70	1.88482	52,870
Program 31 Instructional	13.630	711,035	52,167	76,946	5,645	138,927	10,193	19.12	1.53216	34,048
Program 31 Administrative	0.600	55,976	93,293			6,728	11,213	18.74	1.88482	49,497
Program 34 Instructional	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
K-3 BEA Instructional	56.408	2,960,752	52,488	29,106	516	541,022	9,591	18.52	1.54185	34,042
4-6 BEA Instructional	32.591	1,858,521	57,026			323,284	9,919	17.89	1.67433	34,059
7-8 BEA Instructional	24.099	1,326,045	55,025	8,172	339	236,654	9,820	18.33	1.61606	34,049
9-12 BEA Instructional	52.150	2,843,837	54,532	16,957	325	534,591	10,251	18.62	1.60162	34,048
K-12 BEA Instructional	165.248	8,989,155	54,398	87,322	528	1,635,552	9,898	18.39	1.59766	34,048
K-12 BEA Administrative	0.487	46,004	94,464			11,324	23,253	18.75	1.30317	72,488
BEA	179.235	10,350,930	57,751	740,680	4,132	1,791,476	9,995	18.40	1.61461	35,768
Instructional	213.200	11,751,105	55,118	1,223,026	5,737	2,110,084	9,897	18.40	1.61883	34,048
Administrative	16.187	1,515,431	93,620	3,244	200	175,322	10,831	18.39	1.82434	51,317
Other				6,757						
Active	229.387	13,266,536	57,835	1,233,027	5,375	2,285,405	9,963	18.40	1.63333	35,409



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QUESTIONS

ABOUT REVIEWING YOUR DATA



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SECTION 8

APPENDIX

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Engrossed House Bill 2242

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadl, he said, "This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged;** OSPI is required to adopt rules by the 2019 – 20 school year."

Background:
Engrossed House Bill 2242 (EHB 2242)
In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

Basic Education: The Washington State Constitution provides, "It is the paramount duty of the state to make ample provision for the education of all children residing within its borders..." The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.
.
Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. However, only half of the state salary increase under the new model was provided for the

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2018-19 school year, deferring full funding until the 2019-20 school year. The **court determined that the phase-in of the state salary allocations did not comply with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

School District Salaries: In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with 50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the2018-19 school year.

Before EHB 2242:

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience.**
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

After EHB 2242 (this is what will change how districts will report to the state):

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will allocate salary funding to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:ŸŸ
  - Certificated Staff (CIS) — an average salary of $65,216;
  - Administrative Staff (CAS) — an average salary of $6,805; and
  - Classified Staff (CLS) — an average salary of $46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS less than $40,000, or more than $90,000, and
- salaries for CIS with five years' experience must be at least 10 percent more than the minimum salary.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

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- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

Salary Regionalization: Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

Supplemental Contracts: School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

Temporary Limits on Salary Increases:
EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

Inflation Measures: According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

Local School District Levies and LEA:
In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

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Before EHB 2242:
Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

After EHB 2242:
Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of $2,500 per pupil or a rate of $1.50 per $1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of $1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum $1.50 tax rate is $1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

Enrichment Levy Restrictions: EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education**. **Use of local levies for supplemental contracts must also meet this requirement**. School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

http://fiscal.wa.gov/BudgetOLEAPDocs

http://www.k12.wa.us/Workgroups/SalaryGrid.aspx

Presenters:

Meredith Colvin, Bethel School District

MhColvin@bethelsd.org

Laura Bradburn, Mukilteo School District

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Stephanie Busch, Spokane Public Schools

StephanieB@spokaneschools.org

Jean Sander, Spokane Public Schools

Jeans@spokaneschools.org



From:	monaglej@skschools.org
Sent time:	10/11/2019 01:27:53 PM
To:	rossa@skschools.org
Subject:	RE: Training for employees
Attachments:	Staff Training Plan - Went Live on 9-18-19.pdf

Good afternoon Paula,

Our department requires an orientation for all of our new hires that lasts about an hour and goes over the rights and responsibilities of the employee, district policies and procedures, and important language pertaining to their collective bargaining agreement (if applicable).

Beyond the orientation during that initial onboarding period, our department staff have to complete the annual mandatory staff trainings that is outlined in the attached Staff Training Plan.

Each year we also encourage professional development opportunities for our staff to choose areas that they feel they would like more training on. For example, this year we have sent some staff to the S-275 training and will be sending some to the annual WSPA conference. These trainings vary from year to year.

For record keeping, we have an orientation checklist that our staff sign and is kept in their personnel file. All online trainings are recorded through SafeSchools. Any above and beyond trainings are not recorded since they are not required, just encouraged.

Hope this helps!

Thanks!

Jamie Monagle
Director of Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7071
Fax: 360-874-7076
Email: **monaglej@skschools.org**

From: Rossa, Paula <rossa@skschools.org>
Sent: Friday, October 11, 2019 12:36 PM
To: Monagle, Jamie <monaglej@skschools.org>; Travis, Beth <travis@skschools.org>; Solchenberger, Ryan <solchenberger@skschools.org>; Dalton, Bob <dalton@skschools.org>; Hawkins, Kerry <hawkins@skschools.org>; Shanley, Ariane <shanley@skschools.org>; Kelly, Shannon (FNS) <kellysh@skschools.org>; Adams, Tom <adamst@skschools.org>; Chambers, Paula <chambers@skschools.org>
Cc: Johnson, Darryl <johnson@skschools.org>
Subject: Training for employees

Good afternoon,

We are updating sections of the District APP and ESD is requesting that departmental training information be included in our APP.

Please provide a copy of trainings that each of your respective department's provide to new employees as well as annual training provided to existing employees? .

Also, if you could please let us know who maintains the training records for your respective department. Are the records sent to HR or maintained at each of the locations? We want to make sure we are reflecting each department accurately.

Your assistance is greatly appreciated!

Paula Rossa

South Kitsap School District
Administrative Assistant – Safety, Security and Emergency Management
Ph: 360-874-6310
Fax: 360-874-6319
Hours 6:30 am – 3:00 pm

Staff Training Plan - Went Live on 9-18-19.pdf

MEMORANDUM

HUMAN RESOURCES DEPARTMENT

Staff Training Plan

Adoption Year: 2018-2019

Beginning with the 2018-2019 school year, the South Kitsap School District's Human Resources Department will be implementing a new staff training plan.

ADMENDMENT: In the 2019-2020 school year, the following changes have been made:

- *Health Emergencies: Overview* course will become an annual training course and *Diversity Awareness: Staff-to-Student* will become a Cycle Year One training course.
- *Fire Extinguisher Safety* course will become an annual training course, per WAC 296-800-30025.
- *Bloodborne Pathogen Exposure Prevention* full course will be required for all new staff and only the refresher course will be required annually thereafter.
- *Reasonable Suspicion for Drug and Alcohol Use in the Workplace* training will become part of Cycle Year Two (2) for all administrators.
- *All Safe Schools Trainings are required to be completed prior to the end of June for each school year, no matter what staff calendar you fall under.*

All new staff need to complete the following:

- Review the following District Board Policies and Procedures (need to submit signature sheet verifying that they have been reviewed):
  - 2022 & 2022P Electronic Information System
  - 3205 & 3205P Sexual Harassment of Students Prohibited
  - 3207 & 3207P Prohibition of Harassment, Intimidation, and Bullying
  - 3421 & 3421P Child Abuse, Neglect, and Exploitation Prevention
  - 4010 Staff Communications Responsibilities
  - 4215 Use of Tobacco on School Property
  - 5010 & 5010P Nondiscrimination and Affirmative Action
  - 5011 & 5011P Sexual Harassment of District Staff Prohibited
  - 5201 Drug-Free Schools, Community, and Workplace
  - 5253 & 5253P Maintaining Professional Staff/Student Boundaries
  - 5271 & 5271P Reporting Improper Governmental Action
  - 5274 & 5274P Prohibition of Harassment, Intimidation, and Bullying
  - 6511 & 6511P Safety

Staff Training Plan - Went Live on 9-18-19.pdf

- 6895 & 6895P Pesticide Use on District Property

- Safe Schools Training Courses (as part of your annual District's required trainings):
  - Bloodborne Pathogen Exposure Prevention (21 minutes)
    - Course Description: The Bloodborne Pathogen Exposure Prevention course introduced the type, statistics and scope of the disease; guidelines for the cleanup and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC websites.
  - Health Emergencies: Overview (Training for All) (20 minutes)
    - Course Description: This course is a tutorial designed for all staff members that focuses on the four major chronic conditions prevalent among students. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures. This course will cover statistics on increasing prevalence of chronic conditions among students, definitions of these chronic conditions, signs and symptoms of the major chronic health conditions, and important health care considerations in minimizing health emergency risks.
  - Awareness and Understanding Students Experiencing Homelessness: Awareness and Understanding (26 minutes)
    - Course Description: Homelessness affects hundreds of thousands of children every year and can be a barrier to education in many ways. This course will educate the user on the prevalence of homelessness, federal laws related to homeless students, and strategies for identifying and assisting the homeless student population. Topics covered include identifying homeless student using the McKinney-Vento Homeless Assistance Act (reauthorized by the Every Student Succeeds Act), enrollment and transportation policies that can easy the negative of student mobility, two special populations of homeless students (unaccompanied youth and preschool children), and facilitating success in school for homeless students.
  - Fire Extinguisher Safety (Training for All) (10 minutes)
    - Course Description: This course gives and overview of the fundamentals of proper fire extinguisher use. The course will review the fire triangle to show the three elements that cause fires, the five classes of fires as defined by the NFPA, the various types of fire extinguishers, and the "PASS" technique of fire extinguisher use.

Staff Training Plan - Went Live on 9-18-19.pdf

- Reasonable Suspicion for Drug and Alcohol Use in the Workplace (Training for Administrators Only) (27 minutes)
  - Course Description: The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases.

Note: Depending on the year you become employed in the district, you will follow the current cycle for training and will receive those specific courses via Safe Schools.

Annual Training:

- Back-to-School Essentials Training (done in person):
  - Harassment, Intimidation, and Bullying (HIB)
    - RCW 28A.300.285
    - Policies No. 3207 and No. 5274
    - HIB Investigations and Timelines
    - Mandatory Reporting (RCW 26.44.030)
    - Cyber-bullying
  - Sexual Harassment
    - Policies/Procedures No. 3205, No. 3205P, No. 4225, No. 5011, No. 5011P, and No. 5275P
    - Sexual Harassment Investigations
  - Discrimination
    - Policy/Procedure No. 3210 and No. 3210P
    - Discrimination Investigations
  - Maintaining Professional Staff/Student Boundaries
    - Policy/Procedure No. 5253 and No. 5253P
    - RCW 28A.400.317
  - Student Supervision
  - Mandatory Reporting
    - Policy/Procedure No. 3421 and No. 3421P
  - Child Custody Issues
    - Policy No. 3126
  - Transgender Students
    - Policy/Procedure No. 3211 and No. 3211P
  - Student Sex Offenders
    - Policy/Procedure No. 3144 and No. 3144P

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- Safe Schools Training Courses:
    - Bloodborne Pathogen Exposure Prevention *(Refresher)* (17 minutes)
        - Course Description: The Bloodborne Pathogen Exposure Prevention course introduced the type, statistics and scope of the disease; guidelines for the cleanup and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC websites.
    - Health Emergencies: Overview (Training for All) (20 minutes)
        - Course Description: This course is a tutorial designed for all staff members that focuses on the four major chronic conditions prevalent among students. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures. This course will cover statistics on increasing prevalence of chronic conditions among students, definitions of these chronic conditions, signs and symptoms of the major chronic health conditions, and important health care considerations in minimizing health emergency risks.
    - Awareness and Understanding Students Experiencing Homelessness: Awareness and Understanding (26 minutes)
        - Course Description: Homelessness affects hundreds of thousands of children every year and can be a barrier to education in many ways. This course will educate the user on the prevalence of homelessness, federal laws related to homeless students, and strategies for identifying and assisting the homeless student population. Topics covered include identifying homeless student using the McKinney-Vento Homeless Assistance Act (reauthorized by the Every Student Succeeds Act), enrollment and transportation policies that can easy the negative of student mobility, two special populations of homeless students (unaccompanied youth and preschool children), and facilitating success in school for homeless students.
    - Fire Extinguisher Safety (Training for All) (10 minutes)
        - Course Description: This course gives and overview of the fundamentals of proper fire extinguisher use. The course will review the fire triangle to show the three elements that cause fires, the five classes of fires as defined by the NFPA, the various types of fire extinguishers, and the “PASS” technique of fire extinguisher use.

Staff Training Plan - Went Live on 9-18-19.pdf

In addition to the required annual training for all staff listed above, designated staff members will receive additional training based on a three (3) year cycle.

Cycle Year One (1):

- Safe Schools Training Courses:
  - FERPA: Confidentiality of Records (Training for Administrators, PSE Members, and Certificated Staff) (14 minutes)
    - Course Description: This course addresses training needs relating to student education records. This course covers important legal terms related to the Family Educational Right and Privacy Act (FERPA), the general responsibilities of staff members under FERPA, FERPA's rules regarding confidentiality and disclosure, and the rights of students to access and inspect their own education records kept by the school.
  - Diversity Awareness: Staff-to-Student (25 minutes)
    - Course Description: The goal of this course is to provide school staff members with an overview of issues related to staff-to-student diversity. Topics covered include defining diversity, identifying behaviors – both intentional and unintentional – that can discriminate or contribute to a hostile learning environment, examining communication strategies that will enable staff members to comply with district and state policies, and exploring positive reinforcing behaviors that show respect and appreciation for students who are different than you.

Cycle Year Two (2):

- Safe Schools Training Courses:
  - Online Safety: Cyberbullying (Training for Administrators, PSE Members, and Certificated Staff) (21 minutes)
    - Course Description: The goal of this course is to provide the school staff members with basic information on cyberbullying, it's impact on your school, and steps you can take to reduce the threat of cyberbullying. The course begins with an overview of the many ways kids communicate online. The instruction centers on the three criteria of bullying, legal limitations faced by schools, and how to handle a cyberbullying situation.
  - Reasonable Suspicion for Drug and Alcohol Use in the Workplace (Training for Administrators Only) (27 minutes)
    - Course Description: The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases.

Staff Training Plan - Went Live on 9-18-19.pdf

Cycle Year Three (3):

- Safe Schools Training Courses:
    - Boundary Invasion (Training for All) (25 minutes)
        - Course Description: This course reviews the responsibilities of staff members as mandatory reporters of child abuse, as well as identifies boundary invasion policies and practices that protect students and staff. This course covers the law as it relates to mandatory reporting of suspected child abuse, including sexual misconduct between staff and students, boundary invasion dangers and behaviors that are inappropriate in relationships with students, and effective boundary policies that educational institutions can employ. The content in this course was designed with care and sensitivity; however, some may find certain topics personally upsetting, especially for survivors of sexual abuse or assault.
    - Making Schools Safe for LGBT Students (Training for All) (20 minutes)
        - Course Description: the goal of this course is to provide information about students who are lesbian, gay, bisexual, or transgender (LGBT) and how school staff members can create a school environment that is safe for them. Topics covered include challenges faced by students who are LGBT, helping students who are LGBT feel safe and respected, tips for speaking with students, and creating a positive school culture.

Each Department/Building may offer/require additional training that is specific to the staff members position.

In addition, if there are additional courses in which a staff member would like to take, they may go into SafeSchools and assign those courses to themselves individually.

From:	admin@wspa.net
Sent time:	10/11/2019 09:38:30 AM
To:	Jensen, Vivian <jensenv@skschools.org>
Subject:	RE: WSPA onboarding for review - thank you!

Oh my gosh, thank you so much!!!

From: Jensen, Vivian [mailto:jensenv@skschools.org]
Sent: Thursday, October 10, 2019 5:36 PM
To: admin@wspa.net
Subject: RE: WSPA onboarding for review - thank you!

Hi Jennifer!
This power point looks great! I don't know of any additional information it would need. I think it would definitely help new board members like myself. I found it very informative and it's nice that you have the links on it to where to find additional information.
Color scheme looks good too! ☺

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. – MLK

From: admin@wspa.net <admin@wspa.net>
Sent: Thursday, October 10, 2019 2:13 PM
To: Jensen, Vivian <jensenv@skschools.org>; jstewart@manson.org
Subject: WSPA onboarding for review - thank you!

Vivian and Jackie,

Here is a VERY draft onboarding document for new WSPA representatives – please let me know what it needs!

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From: admin@wspa.net

Sent time: 10/11/2019 04:05:54 PM

To: cleonard@wspa.net; jhodson@fwps.org; kimha@spokaneschools.org; melissa.kreuder@esd112.org; stewartj@skschools.org; dkovacs@everettsd.org; cmcallaham@hotmail.com; Curtis M. Leonard <cml@pattersonbuchanan.com>; Limmer, Tina M. <LimmeTM@puyallup.k12.wa.us>; TonyFrascone <tfrascon@fwps.org>; Carey Shaun <scarey@fpschools.org>; Callaham, Christine <ccallaham@auburn.wednet.edu>; Jane Stencel <stencelj@evsd.org>; Toni L. Neidhold <TNeidhold@psd1.org>; Doug Christensen <doug.christensen@ksd.org>; Jenae N Gomes(Human Resources) <Jenae.Gomes@evergreenps.org>; Dorman, Stacia L. <DormaSL@puyallup.k12.wa.us>; Salyer, Sara J. <SalyerSJ@puyallup.k12.wa.us>; Jensen, Vivian <jensenv@skschools.org>; Darrell Heisler <dheisler@swsd101.org>

Subject: WSPA Board Meeting: Sunday, October 10

Hello Board Members,

The School Law Conference and our October Board meeting are here and I look forward to seeing each of you!

Here is the schedule for Sunday, October 13. All meetings will be held in the Cascade 13 room:

- **Annual Conference Sub-committee Planning Meeting**
  - 2:00-4:00 pm
- **HELP Advisory Meeting**
  - 4:00-5:30
- **WSPA Board Meeting**
  - 6:00 pm
  - Dinner provided
  - The agenda for the board meeting has now been posted online. Please note that I will bring hardcopies of agenda items to the meeting for review.
  - To access the page you will need to LOG OUT of your wspa membership and login with the following:
    - www.wspa.net
    - Username: WSPABoard
    - Password: wspa

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/11/2019 11:02:55 AM
To:	tallman@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have two member requests for you this week:

1. Debbie Kovacs, Everett School District - dkovacs@everettsd.org

Which districts are using BusinessPlus as their HR/PR system AND Frontline Management?

2. John Fairbairn, Ferndale School District - john.fairbairn@ferndalesd.org

Is it permissible for an employee to use PFMLA prior to exhausting their sick leave, or do employees need to use sick leave first? Or is this a matter of a bargained agreement?

As always, thank you for your input and feedback. We appreciate the support and collaborative spirit of our members. Thank you!

WSPA has a number of upcoming events - please visit our website at www.wspa.net for event details and registration:

School Law Conference
October 14-15, 2019
Don't miss out -- registration closes today!

Human Resources Legal Boot Camp - Classified
October 21, 2019

HELP Fall Writing Workshop - open to all, not just HELP program participants
October 21, 2019

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to tallman@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/11/2019 11:02:05 AM
To:	holsten@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have two member requests for you this week:

1. Debbie Kovacs, Everett School District - dkovacs@everettsd.org

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October 21, 2019

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to holsten@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/11/2019 11:01:57 AM
To:	stewartj@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have two member requests for you this week:

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October 21, 2019

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to stewartj@skschools.org by admin@wspa.net

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/11/2019 11:03:30 AM
To: jensenv@skschools.org
Subject: WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have two member requests for you this week:

1. Debbie Kovacs, Everett School District - dkovacs@everettsd.org

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October 21, 2019

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to jensenv@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/11/2019 11:01:57 AM
To:	monaglej@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

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Happy Friday! We have two member requests for you this week:

1. Debbie Kovacs, Everett School District - dkovacs@everettsd.org

Which districts are using BusinessPlus as their HR/PR system AND Frontline Management?

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Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to monaglej@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/11/2019 11:02:38 AM
To:	finnie@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have two member requests for you this week:

1. Debbie Kovacs, Everett School District - dkovacs@everettsd.org

Which districts are using BusinessPlus as their HR/PR system AND Frontline Management?

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October 21, 2019

HELP Fall Writing Workshop - open to all, not just HELP program participants
October 21, 2019

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From: finnie@skschools.org
Sent time: 10/13/2019 06:40:57 AM
To: admin@wspa.net
Subject: Automatic reply: School Law Conference: welcome, conference materials, and new location reminder

---

Sorry I missed you, I am out of the office will return Thursday, October 17th. If you need immediate assistance please contact Sarah Conner at 360-874-7079.

From: monaglej@skschools.org
Sent time: 10/13/2019 06:40:57 AM
To: admin@wspa.net
Subject: Automatic reply: School Law Conference: welcome, conference materials, and new location reminder

---

Greetings,

I am currently out of the office and will be returning Wednesday, October 16, 2019 at 7:30 AM. I will respond to your email as soon as I am able.

Thanks!

Jamie Monagle
Director of Human Resources
360-874-7071

From:	admin@wspa.net
Sent time:	10/13/2019 06:40:41 AM
To:	admin@wspa.net
Subject:	School Law Conference: welcome, conference materials, and new location reminder
Attachments:	2019 School Law_AGENDA_UPDATED 10.9.2019.pdf

Dear School Law Conference attendees,

Thank you for taking the time out of your very busy schedules to join us at the upcoming School Law Conference. We value your time and are proud to present an agenda that will provide timely and relevant information presented by some of Washington State's most prestigious law firms.

School Law Conference

- October 14-15, 2019
- **NEW LOCATION: Suites by Hilton at SEATTLE AIRPORT : 18740 International Blvd, Seattle, WA 98188**
  - Note: Parking will be complimentary for attendees. Parking passes will be provided at check-in for overnight guests and we will have parking passes at registration for local attendees.

Conference materials will be available electronically for your review.

- In order to access these materials, you have been provided a special username and password to access our website:
  - Username: LAW2019
  - Password: wspa
- Please note that you must log out of your WSPA membership account and log in using the above username/password in order to access the materials
- Please visit www.wspa.net and login with the above account to access this information.

We are still receiving presentation documents and will be posting updates to the materials throughout the event. Please check back for the most up-to-date information.

We look forward to seeing you at the conference.

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

2019 School Law_AGENDA_UPDATED 10.9.2019.pdf



NEW LOCATION: DoubleTree Suites by Hilton at SEATTLE AIRPORT
18740 International Blvd. Seattle, WA 98188

SUNDAY, OCTOBER 13, 2019		
2:00 – 4:00 pm	Annual Conference Sub-Committee Planning Meeting	CASCADE 13
4:00 – 5:30 pm	HELP Advisory Committee Meeting	CASCADE 13
6:00-8:00 pm	WSPA Board Meeting	CASCADE 13

MONDAY, OCTOBER 14, 2019			
Schedule	**ROOM 1**	**ROOM 2**	**ROOM 3**
7:30 am	***Registration opens in Foyer***		
8:00-9:00 am	Ballroom **Breakfast Keynote: Debriefing the 2019 Bargain** Presenters: Curtis Leonard, Bargaining Panel		
Session 1 9:15-10:30	***Navigating Student Mental Health Concerns*** Emma Gillespie Preg O'Donnell & Gillett	***Managing Breaches of Electronic Data*** Jeffrey Daly Preg O'Donnell & Gillett	***Dangers Lurking in the Physical Education Classroom*** Angela Marshlain Patterson Buchanan Fobes &Leitch
Session 2 10:40-11:55	***Unfair Labor Practices – Basic Legal Principals, ULPs as a Bargaining Tactic and Strategies in Response*** Lorraine Wilson Porter Foster Rorick	***Student Suicides – Protecting the District and Students*** Mark O'Donnell Preg O'Donnell & Gillett Camille Goldy OSPI	***Changes to Clock Hour Policy in Washington State*** Maren Johnson PESB
12:15-1:55	Ballroom ***Sometimes It's the Little Things – What to Do and What to Stop That Can Help Your District*** Presenters: Charles Leitch and Chris Burton		
Session 3 2:15-3:30	***WTF - What's The Focus? 3 Case Studies balancing HR Operational Practices as Well as Legal Considerations*** Chris Burton Law Office of Chris Burton Lisa Hechtman Issaquah School District	***Backpacks, Phones and More! Student Searches and Seizures*** Kevin O'Neill Stevens Clay	***Paraeducator Certficiate Program Requirement: an update*** Jack Busbee PESB
4:00 pm	MAXI'S BALLROM ***School Law Conference Attendee Reception*** Hosted by: Patterson Buchanan Fobes & Leitch		

2019 School Law_AGENDA_UPDATED 10.9.2019.pdf

TUESDAY, OCTOBER 15, 2019			
8:30-9:30	Ballroom ***Breakfast Keynote: Successful Mediation of Labor Disputes*** Presenters: Public Employment Relations Commissions		
Session 4 9:40-10:55	***Do No Harm: Planning for a School-Based Health Center in your District*** Heidi Maynard Vandeberg Johnson & Gandara	***Certification Updates*** David Kinnunen OSPI	***Internal Union Records and the Public Records Act*** Jay Schulkin Porter Foster Rorick
Session 5 11:00-12:15	***Accommodating Employees' Mental Conditions*** Pat Buchanan Patterson Buchanan Fobes &Leitch	***Special Education: Errors to Fix Before You're Sued*** Lynette Baisch Porter Foster Rorick	***Student Civil Rights*** Sam Chalfant Curran Law Firm
12:25-1:25	Ballroom ***Lunch Keynote: The Year in Review / Legal Updates*** Presenters: Chuck Lind Patterson Buchanan Fobes & Leitch		
Session 6 1:35-2:50	***Student Speech On Campus, Off Campus and Somewhere on the Internet*** Valerie Walker Porter Foster Rorick	***Top Ten Things Every Administrator Needs to Know*** Rick Kaiser Law Offices of Richard Kaiser	***This is your Last Chance! Handling Last Chance Agreements - Do They Work?*** Paul Clay Stevens Clay
ADJOURN			
Conference Materials will be provided electronically to attendees			

Washington School Personnel Association
www.wspa.net

Washington Schools Risk Management Pool
www.wsrmp.com

From: do_not_reply@skschools.org
Sent time: 10/14/2019 02:13:18 AM
To: finnie@skschools.org
Subject: 4 Unsubmitted Credit Card Transactions.

The following 4 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
10/02/2019	305.34	INDEED
10/04/2019	55.00	ETS
10/09/2019	66.32	WM SUPERCENTER #
10/10/2019	395.00	WSPA

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From: do_not_reply@skschools.org
Sent time: 10/15/2019 02:13:06 AM
To: finnie@skschools.org
Subject: 4 Unsubmitted Credit Card Transactions.

The following 4 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
10/02/2019	305.34	INDEED
10/04/2019	55.00	ETS
10/09/2019	66.32	WM SUPERCENTER #
10/10/2019	395.00	WSPA

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From: do_not_reply@skschools.org
Sent time: 10/16/2019 02:11:39 AM
To: finnie@skschools.org
Subject: 5 Unsubmitted Credit Card Transactions.

The following 5 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
10/02/2019	305.34	INDEED
10/04/2019	55.00	ETS
10/09/2019	66.32	WM SUPERCENTER #
10/10/2019	395.00	WSPA
10/14/2019	44.39	DS SERVICES STAN

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From: finnie@skschools.org

Sent time: 10/16/2019 11:37:31 AM

To: monaglej@skschools.org

Subject: Automatic reply: 2019 WSPA Law Conference

Sorry I missed you, I am out of the office will return on Thursday, October 17. If you need assistance please contact Sarah Conner at 360-874-7079 and she will route the call to the appropriate person.

From: do_not_reply@skschools.org
Sent time: 10/17/2019 02:13:06 AM
To: finnie@skschools.org
Subject: 5 Unsubmitted Credit Card Transactions.

The following 5 Credit Card Transaction(s) have not been submitted.

Transaction Date	Amount	Where Used
10/02/2019	305.34	INDEED
10/04/2019	55.00	ETS
10/09/2019	66.32	WM SUPERCENTER #
10/10/2019	395.00	WSPA
10/14/2019	44.39	DS SERVICES STAN

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From: do_not_reply@skschools.org
Sent time: 10/18/2019 02:01:49 AM
To: finnie@skschools.org
Subject: 5 Unsubmitted Credit Card Transactions.

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10/02/2019	305.34	INDEED
10/04/2019	55.00	ETS
10/09/2019	66.32	WM SUPERCENTER #
10/10/2019	395.00	WSPA
10/14/2019	44.39	DS SERVICES STAN

District: SOUTH KITSAP SCHOOL DISTRICT
District Web Site: www.skschools.org
State: WA
District Code: 18402

SKSD

From:	finnie@skschools.org
Sent time:	10/18/2019 10:57:10 AM
To:	admin@wspa.net; cleonard@wspa.net
Subject:	Employee Misconduct and Investigations unable to enroll my boss

Good Morning again,

I am trying to enroll Jerry Holsten for the Employee Misconduct and Investigations workshop when I click to enroll others it tells me your group does not have permission to view this page.

Please help.

Lynn

C. Lynn Finnie
Executive Assistant – Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skschools.org
PH: 360-874-7072
FAX: 360-874-7076

From:	finnie@skschools.org
Sent time:	10/18/2019 10:54:27 AM
To:	admin@wspa.net; cleonard@wspa.net
Subject:	Writing HELP

Good Morning,

Jerry Holsten is currently in the HELP program (second year) and is wondering if is required to attend the HELP Fall Writing Workshop coming up on the 21 as part of the program. Please advise.

Lynn

C. Lynn Finnie
Executive Assistant – Human Resources
South Kitsap School District
2689 Hoover Ave. S.E.
Port Orchard, Washington 98366
finnie@skschools.org
PH: 360-874-7072
FAX: 360-874-7076

From: admin@wspa.net
Sent time: 10/20/2019 12:14:56 PM
To: Finnie, Lynn <finnie@skschools.org>
Subject: Re: Writing HELP

Hi Lynne,

The annual registration for HELP includes the summer week, and one day in fall and spring. If Jerry is unable to attend, please have him check in with Jane Stencel, HELP coordinator so she can coordinate materials and any work him directly.

stencelj@wspa.net

Thank you,

Jennifer Tottenham

> On Oct 18, 2019, at 10:54 AM, Finnie, Lynn <finnie@skschools.org> wrote:
>
> Good Morning,
>
> Jerry Holsten is currently in the HELP program (second year) and is wondering if is required to attend the HELP Fall Writing Workshop coming up on the 21 as part of the program. Please advise.
>
> Lynn
>
> C. Lynn Finnie
> Executive Assistant – Human Resources
> South Kitsap School District
> 2689 Hoover Ave. S.E.
> Port Orchard, Washington 98366
> finnie@skschools.org
> PH: 360-874-7072
> FAX: 360-874-7076

From:	rossa@skschools.org
Sent time:	10/21/2019 12:17:01 PM
To:	monaglej@skschools.org
Subject:	RE: Training for employees

Thanks so much Jamie! That helps tremendously!

Paula Rossa

South Kitsap School District
Administrative Assistant – Safety, Security and Emergency Management
Ph: 360-874-6310
Fax: 360-874-6319
Hours 6:30 am – 3:00 pm

Dedicated to promoting an environment of trust, integrity, diversity and safety.

From: Monagle, Jamie
Sent: Friday, October 11, 2019 1:28 PM
To: Rossa, Paula <rossa@skschools.org>
Subject: RE: Training for employees

Good afternoon Paula,

Our department requires an orientation for all of our new hires that lasts about an hour and goes over the rights and responsibilities of the employee, district policies and procedures, and important language pertaining to their collective bargaining agreement (if applicable).

Beyond the orientation during that initial onboarding period, our department staff have to complete the annual mandatory staff trainings that is outlined in the attached Staff Training Plan.

Each year we also encourage professional development opportunities for our staff to choose areas that they feel they would like more training on. For example, this year we have sent some staff to the S-275 training and will be sending some to the annual WSPA conference. These trainings vary from year to year.

For record keeping, we have an orientation checklist that our staff sign and is kept in their personnel file. All online trainings are recorded through SafeSchools. Any above and beyond trainings are not recorded since they are not required, just encouraged.

Hope this helps!

Thanks!

Jamie Monagle
Director of Human Resources
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: 360-874-7071
Fax: 360-874-7076
Email: **monaglej@skschools.org**

From: Rossa, Paula <rossa@skschools.org>
Sent: Friday, October 11, 2019 12:36 PM
To: Monagle, Jamie <monaglej@skschools.org>; Travis, Beth <travis@skschools.org>; Solchenberger, Ryan <solchenberger@skschools.org>; Dalton, Bob <dalton@skschools.org>; Hawkins, Kerry <hawkins@skschools.org>; Shanley, Ariane <shanley@skschools.org>; Kelly, Shannon (FNS) <kellysh@skschools.org>; Adams, Tom <adamst@skschools.org>; Chambers, Paula <chambers@skschools.org>
Cc: Johnson, Darryl <johnson@skschools.org>
Subject: Training for employees

Good afternoon,

We are updating sections of the District APP and ESD is requesting that departmental training information be included in our APP.

Please provide a copy of trainings that each of your respective department's provide to new employees as well as annual training provided to existing employees? .

Also, if you could please let us know who maintains the training records for your respective department. Are the records sent to HR or maintained at each of the locations? We want to make sure we are reflecting each department accurately.

Your assistance is greatly appreciated!

Paula Rossa

South Kitsap School District
Administrative Assistant – Safety, Security and Emergency Management
Ph: 360-874-6310
Fax: 360-874-6319
Hours 6:30 am – 3:00 pm

From:	admin@wspa.net
Sent time:	10/21/2019 01:02:50 PM
To:	admin@wspa.net
Subject:	School Law Conference -- thank you, clock hours, CLE's and event survey
Attachments:	Law Conference Clock Hour Form_2019.pdf

Thank you for attending the 2019 School Law Conference

We appreciate that you took time out of your busy schedule to join us for two days of learning, conversation, and camaraderie. We hope you will choose to join us again next year. We ask that you take a moment to complete our conference survey so that we can be sure to make our next event just as meaningful and relevant.

The conference survey may be found online at: https://www.surveymonkey.com/r/WSPALAW19

For those of you who signed in for clock hours, the clock hour form is attached for you to complete and to keep for your records.

For those of you who signed in for CLE credits, your information is being submitted to WSBA.

Thank you,

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

CONFIDENTIALITY NOTICE: This e-mail transmission may contain confidential information. This information is solely for the use of the individual(s) or entity to whom or which it was intended. Any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this email in error, please immediately notify us by reply e-mail and delete this message. Thank you.

Law Conference Clock Hour Form_2019.pdf

WASHINGTON SCHOOL PERSONNEL ASSOCIATION

PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS PROGRAM.

PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.

Section 1 – Information – Participant Only			**Please Print and Use Pen**
Legal Name (Last, First, Middle)			Maiden or Former Name
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) ☐ Female ☐ Male
Home Address (Street, City, State, Zip Code)			Telephone Numbers Home Business

Section II – Clock Hour Provider		
Clock Hour Class Title: **WSPA WSRMP School Law Conference**		Name of Instructors: **Various**
Total Number of Clock Hours Available **11.5**	First Day of Class/Offering **10/14/2019**	Last Day of Class/Offering **10/15/2019**
Sponsoring Provider Name (Agency Granting Clock Hours) **Washington School Personnel Association**		Business Telephone Number **360-825-1415**
Provider Address **PO Box 1600, Anacortes, Washington, 98221**		
Sponsoring Provider Contact Person **Jennifer Tottenham, Program Coordinator**		Telephone Number **360-825-1415**

Section III – Affidavit of Participant

I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.

_____ _____

Original Signature of Participant Date

Section IV – Clock Hour Provider - Verification

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

_____ 10/15/2019

Original Signature of Class Sponsor/Instructor Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

From:	admin@wspa.net
Sent time:	10/24/2019 02:25:25 PM
To:	admin@wspa.net
Subject:	HELP Fall Writing Workshop thank you, survey, and clock hours
Attachments:	HELP Fall Writing Workshop Clock Hours_OCT 2019.pdf

Hello,

Thank you for your recent attendance at our HELP Fall Writing Workshop.

In order to best serve you, we ask that you please complete a short survey. We deeply value and appreciate your input as we plan the our programming going forward:

https://www.surveymonkey.com/r/HLPFALL19

The clock hours for this event are attached for your records.

Thank you,

Please let me know if I have provided the assistance needed or if I may be of any further service.

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

HELP Fall Writing Workshop Clock Hours_OCT 2019.pdf

WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION
PO Box 1600 ● Anacortes, Washington 98221 ● 360-825-1415

WASHINGTON STATE CLOCK HOUR REGISTRATION FORM

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PARTICIPANTS MUST SIGN THE CLOCK HOUR ATTENDANCE LIST IN ORDER TO RECEIVE CLOCK HOURS.

Section 1 – Information – Participant Only			**Please Print and Use Pen**
Legal Name (Last, First, Middle)			Maiden or Former Name
Date of Birth (m,d,y)	Social Security No. (optional)	Washington Certificate No.	(optional) ☐ Female ☐ Male
Home Address (Street, City, State, Zip Code)			Telephone Numbers Home Business

Section II – Clock Hour Provider		
Clock Hour Class Title: **Writing Skills for Human Resources**		Name of Instructors: **Debra Tito, Amie Brandmire, Timothy Reynolds, Curtis Leonard**
Total Number of Clock Hours Available **5**	First Day of Class/Offering **10/21/2019**	Last Day of Class/Offering **10/21/2019**
Sponsoring Provider Name (Agency Granting Clock Hours) **Washington School Personnel Association**		Business Telephone Number **360-825-1415**
Provider Address **PO Box 1600, Anacortes, Washington, 98221**		
Sponsoring Provider Contact Person **Jennifer Tottenham, Program Coordinator**		Telephone Number **360-825-1415**

Section III – Affidavit of Participant

I, _____, swear/affirm that I earned _____ clock hours for actual attendance at the above Clock Hour Class Title. I am not applying for college/university credit for this program. I also certify (declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.

_____ _____
Original Signature of Participant Date

Section IV – Clock Hour Provider - Verification

When signed by the approved class sponsor or instructor, this form serves as a transcript or letter documenting eligible credits as required by WAC 392-121-280(3).

_____ 10/21/2019
Original Signature of Class Sponsor/Instructor Date

This form should be retained by the holder for possible dispute (WAC 181-85-085)

From:	jensenv@skschools.org
Sent time:	10/24/2019 10:42:00 AM
To:	schneewi@skschools.org
Subject:	V. Jensen Resume template for Presenters
Attachments:	V. Jensen Resume template for Presenters.pdf

Here you go! 😊

Vivian Jensen
Human Resource Specialist
South Kitsap School District
360-874-7077
Fax 360-874-7076

A man is called to be a street sweeper, he should sweep streets even as a Michelangelo painted, or Beethoven composed music or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, 'Here lived a great street sweeper who did his job well. – MLK

V. Jensen Resume template for Presenters.pdf

Date:

Curriculum Vita for Presenters

Name: Vivian L. Jensen **Maiden or other name(s) known as:**

Email Address: jensenv@skschools.org **Phone Number: 360-874-7077**

Address: 2689 Hoover Ave SE, Port Orchard, WA 98366

Current Employer/Position: HR Certificated and Classified Specialist

Academic History (area and place of study): Olympic College, AA Degree Business, Bremerton, WA

Professional/ Classroom Experience:

2-yrs Paraeducator -SPED

Research/ Field Work Experience:

Office Assistant – John Sedgwick Junior

Office Coordinator- John Sedgwick Junior High

Public School Employees Union- President 2013-2016

Publications (if applicable):

Honors/ Awards: NIB Award, SKSD; STAR Chamber of Commerce Award; Apple Award from JS PTSA; Merit Award from Boy Scouts of America

Membership/Affiliations: Beta Sigma Phi, WSPA, Children's Orthopedic Guild

References (please include name, phone number and/or email address):

Jamie Monagle, HR Director, South Kitsap School District, 360-874-7071

Jay Villars, Deputy Superintendent, South Kitsap School District, 360-874-7003

Once submitted, this document will remain on file with the Olympic ESD 114.

From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:48:03 AM
To:	tallman@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

This half day session will provide information on PFML and how sick leave, maternity leave and shared leave affect PFML. How does it all connect and what do you need to know? Join us in Spokane or Tukwila in November to share in the discussion:

Spokane

- November 18, 2019
- 9:00am-12:00 pm
- NEW ESD 101

Tukwila

- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to tallman@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:47:46 AM
To:	finnie@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

This half day session will provide information on PFML and how sick leave, maternity leave and shared leave affect PFML. How does it all connect and what do you need to know? Join us in Spokane or Tukwila in November to share in the discussion:

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- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to finnie@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:47:03 AM
To:	stewartj@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

This half day session will provide information on PFML and how sick leave, maternity leave and shared leave affect PFML. How does it all connect and what do you need to know? Join us in Spokane or Tukwila in November to share in the discussion:

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Tukwila

- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to stewartj@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:48:40 AM
To:	jensenv@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

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- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to jensenv@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:47:11 AM
To:	holsten@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

This half day session will provide information on PFML and how sick leave, maternity leave and shared leave affect PFML. How does it all connect and what do you need to know? Join us in Spokane or Tukwila in November to share in the discussion:

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Tukwila

- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to holsten@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 10:47:03 AM
To:	monaglej@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

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- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

This email was sent to monaglej@skschools.org by admin@wspa.net

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From:	admin@wspa.net
Sent time:	10/25/2019 11:52:04 AM
To:	admin@wspa.net
Subject:	WSPA Board Updates

Hello Board Members,

I hope you are having an enjoyable week. Here are our WSPA updates:

NEW PFMLA event

- In response to member requests, we are adding a half-day session in November to answer questions regarding PFMLA
- The cost will be $150 for this 3 hour session
- We are offering this event in both Spokane and Tukwila (Spokane 11/18 and Tukwila 11/22)
- Presenters: Parker Howell, Tukwila and Stevens Clay, Spokane
- Registration for this event will open today, Friday 10/25

Annual Conference Sub-Committee and Call for Topics and Speakers

- Thank you to the sub-committee members and those who submitted ideas for the annual conference breakout sessions
- I am working on a draft agenda based upon your input and will be reaching out to suggested presenters to confirm their session times/dates over the coming weeks
- Registration for the annual conference will open in early November

Randy Hathaway Scholarships

- The application window for the Randy Hathaway scholarships is scheudled to open November 1
- I will be coordinating any changes to scoring rubrics, etc. with the sub-committee
- Language on the application is updated to reflect the fellowship is open to ALL WSPA members regardless of district member/additional member status (per our discussion at the October board meeting)

HELP Program – Conflict Mediation and HELP 2.0 The Reboot

- We will be adding a Conflict Mediation Certification training to the summer help schedule
  - Certification will be led by the Dispute Resolution Center and personalized for WSPA participant needs
  - The cost will be $895 for the 40 hour instruction.
- HELP 2.0 The Reboot
  - Open to all former HELP/boot camp attendees
  - Cost will be $695 for the summer session
- Registration for ALL HELP events including mediation and 2.0 will be opening in November

Upcoming events:

- November 15: Employee Misconduct and Investigations – Tukwila
- November 18 (Spokane) and November 22 (Tukwila) : Washington's Paid Family Medical Leave

Thank you,

Jennifer

Jennifer Tottenham
Program Coordinator
Washington School Personnel Association
PO Box 1600 Anacortes, Washington 98221
Phone: 360-825-1415/Fax: 253-736-0333
http://www.wspa.net/

From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 11:02:41 AM
To:	finnie@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have the following member requests for you this week:

- David Forsythe - Northwest ESD 189 - dforsythe@nwesd.org
  - *The NWESD 189 is looking to have an "HR Equity Audit." The scope is undetermined at this time but could include looking at interviews/ questions, job descriptions, marketing/communications, policy/procedure, unintended barriers/bias etc. - all with an equity lens. Have any other school districts/ ESD's had this work done? Names of consultants or organizations that do this work would be appreciated.*

- Kurt Harvill - Meridian School District - kharvill@meridian.wednet.edu
  - *We are in the process of creating a new evaluation form for our paraeducators. Do any districts utilize a rubric type evaluation forms they would be willing to share?*

- Amy Sassara - Vashon Island School District - asassara@vashonsd.org
  - *How many days (if any) other districts give departing employees between final worked day and the day they shut off access to district email and other systems for employees who are departing for non-disciplinary reasons. For example, if the last day of school is June 18 and a teacher is leaving the district do they lose their credentials on the 18th or on a later date such as June 30? Is this in policy?*

- Shanea Giroux - Spokane Public Schools - shaneag@spokaneschools.org
  - *Does anyone have a Board Certified Behavior Analyst ? If so, would you be willing to please share the job description?*

- Cynthia McVeigh - San Juan Island School District - cynthiamcveigh@sjisd.org
  - *Does anyone staff permanent substitute teachers? If so, how do you compensate them and are there any issues with the unions?*

- Andy Oranen - Spokane Public Schools - andyo@spokaneschools.org
  - *Does anyone have a job description for planning principal for new schools being built?*

As always, thank you for your input and feedback. We appreciate the support and collaborative spirit of our members. Thank you.

WSPA has a number of upcoming events - please visit our website at www.wspa.net for event details and registration:

Employee Misconduct and Investigations
November 15, 2019
Tukwila

Washington's Paid Family Medical Leave
November 18, 2019
Spokane

Washington's Paid Family Medical Leave
November 22, 2019
Tukwila

Thank you,

Jennifer Tottenham
Program Coordinator

This email was sent to finnie@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From: Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time: 10/25/2019 11:01:59 AM
To: monaglej@skschools.org
Subject: WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have the following member requests for you this week:

- David Forsythe - Northwest ESD 189 - dforsythe@nwesd.org
  - *The NWESD 189 is looking to have an "HR Equity Audit." The scope is undetermined at this time but could include looking at interviews/ questions, job descriptions, marketing/communications, policy/procedure, unintended barriers/bias etc. - all with an equity lens. Have any other school districts/ ESD's had this work done? Names of consultants or organizations that do this work would be appreciated.*

- Kurt Harvill - Meridian School District - kharvill@meridian.wednet.edu
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Employee Misconduct and Investigations
November 15, 2019
Tukwila

Washington's Paid Family Medical Leave
November 18, 2019
Spokane

Washington's Paid Family Medical Leave
November 22, 2019
Tukwila

Thank you,

Jennifer Tottenham
Program Coordinator

This email was sent to monaglej@skschools.org by admin@wspa.net

Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 11:03:33 AM
To:	jensenv@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have the following member requests for you this week:

- David Forsythe - Northwest ESD 189 - dforsythe@nwesd.org
  - *The NWESD 189 is looking to have an "HR Equity Audit." The scope is undetermined at this time but could include looking at interviews/ questions, job descriptions, marketing/communications, policy/procedure, unintended barriers/bias etc. - all with an equity lens. Have any other school districts/ ESD's had this work done? Names of consultants or organizations that do this work would be appreciated.*

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As always, thank you for your input and feedback. We appreciate the support and collaborative spirit of our members. Thank you.

WSPA has a number of upcoming events - please visit our website at www.wspa.net for event details and registration:

Employee Misconduct and Investigations
November 15, 2019
Tukwila

Washington's Paid Family Medical Leave
November 18, 2019
Spokane

Washington's Paid Family Medical Leave
November 22, 2019
Tukwila

Thank you,

Jennifer Tottenham
Program Coordinator

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Washington School Personnel Association · PO Box 1600, Anacortes, Washington 98221, United States

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 11:02:07 AM
To:	holsten@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

Hello WSPA members,

Happy Friday! We have the following member requests for you this week:

- David Forsythe - Northwest ESD 189 - dforsythe@nwesd.org
  - *The NWESD 189 is looking to have an "HR Equity Audit." The scope is undetermined at this time but could include looking at interviews/ questions, job descriptions, marketing/communications, policy/procedure, unintended barriers/bias etc. - all with an equity lens. Have any other school districts/ ESD's had this work done? Names of consultants or organizations that do this work would be appreciated.*

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 11:02:58 AM
To:	tallman@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

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Thank you,

Jennifer Tottenham
Program Coordinator

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/25/2019 11:01:59 AM
To:	stewartj@skschools.org
Subject:	WSPA Member Requests and Upcoming Events

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Happy Friday! We have the following member requests for you this week:

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Thank you,

Jennifer Tottenham
Program Coordinator

This email was sent to stewartj@skschools.org by admin@wspa.net

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:02:18 AM
To:	holsten@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

Hello WSPA Members,

In response to member questions and concerns, we are pleased to offer a new session on ***Washington's Paid Family Medical Leave.***

This half day session will provide information on PFML and how sick leave, maternity leave and shared leave affect PFML. How does it all connect and what do you need to know? Join us in Spokane or Tukwila in November to share in the discussion:

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- November 18, 2019
- 9:00am-12:00 pm
- NEW ESD 101
- Registration: $150

Tukwila

- November 22, 2019
- 10:00am-1:00pm
- DoubleTree Suites by Hilton at Southcenter
- Registration: $150

For more information and to register, please visit www.wspa.net

Thank you,
Jennifer Tottenham
Program Coordinator, Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:03:18 AM
To:	tallman@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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Program Coordinator, Washington School Personnel Association

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:03:57 AM
To:	jensenv@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:02:07 AM
To:	stewartj@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:02:08 AM
To:	monaglej@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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From:	Jennifer Tottenham <waspa@memberclicks-mail.net>
Sent time:	10/28/2019 08:02:59 AM
To:	finnie@skschools.org
Subject:	NEW: Washington's Paid Family Medical Leave

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Thank you,
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Program Coordinator, Washington School Personnel Association

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From:	monaglej@skschools.org
Sent time:	10/29/2019 02:35:53 PM
To:	stewartj@skschools.org
Subject:	FW: Washington's Paid Family Medical Leave

Please register! 😊

From: waspa@memberclicks-mail.net <waspa@memberclicks-mail.net>
Sent: Monday, October 28, 2019 8:02 AM
To: Monagle, Jamie <monaglej@skschools.org>
Subject: NEW: Washington's Paid Family Medical Leave

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From:	stewartj@skschools.org
Sent time:	10/29/2019 02:56:17 PM
To:	admin@wspa.net
Cc:	cleonard@wspa.net
Subject:	WA Paid Family Medical Leave Registration

Hi Jennifer,

I attempted to register for the November 22, 2019 Paid Medical Leave session in Tukwila right after my Director, Jamie Monagle, registered and I got an error message stating it was a duplicate. Can you assist? Thanks!

Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From:	admin@wspa.net
Sent time:	10/30/2019 11:48:07 AM
To:	stewartj@skschools.org
Cc:	cleonard@wspa.net
Subject:	Fw: WA Paid Family Medical Leave Registration

Hi Jackie,

I am so sorry for the trouble and confusion. I do show that both registrations for you and Jamie went through and were processed properly. I am not sure where the error came from, but you are all taken care of.

Looking forward to seeing you next month!

Thank you,

Jennifer

From: Stewart, Jackie <stewartj@skschools.org>
Sent: Tuesday, October 29, 2019 2:56 PM
To: admin@wspa.net <admin@wspa.net>
Cc: cleonard@wspa.net <cleonard@wspa.net>
Subject: WA Paid Family Medical Leave Registration

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South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From:	admin@wspa.net
Sent time:	10/30/2019 11:18:38 AM
To:	Stewart, Jackie <stewartj@skschools.org>
Cc:	cleonard@wspa.net
Subject:	Re: WA Paid Family Medical Leave Registration

Hi Jackie,

I am so sorry for the trouble and confusion! I do show that both registrations for you and Jamie went through and were processed properly. I am not sure where the error came from, but you are all taken care of.

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Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From:	stewartj@skschools.org
Sent time:	10/30/2019 11:49:53 AM
To:	admin@wspa.net
Cc:	cleonard@wspa.net
Subject:	RE: WA Paid Family Medical Leave Registration

Hi Jennifer,

Thank you for following up 😊 Yes, it worked this morning!

Jackie Stewart
Human Resources Specialist
South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From: admin@wspa.net <admin@wspa.net>
Sent: Wednesday, October 30, 2019 11:48 AM
To: Stewart, Jackie <stewartj@skschools.org>
Cc: cleonard@wspa.net
Subject: Fw: WA Paid Family Medical Leave Registration

Hi Jackie,

I am so sorry for the trouble and confusion. I do show that both registrations for you and Jamie went through and were processed properly. I am not sure where the error came from, but you are all taken care of.

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Phone: (360) 874-7082
Fax: (360) 874-7076
Email: stewartj@skschools.org

From: admin@wspa.net
Sent time: 10/30/2019 09:53:15 AM
To: admin@wspa.net
Subject: Survey: Please submit your PFMLA questions for our upcoming events

---

Hello,

Thank you for your registration to our upcoming PFMLA event. In an effort to ensure this is a meaningful and productive use of your time we are asking that you please submit any questions in advance so that our presenters can tailor their presentations to the specific needs of our members.

We have created an online survey for you to easily submit your questions and comments:

https://www.surveymonkey.com/r/PFMLA2019

Thank you in advance for your input. It is deeply appreciated.

Thank you,

Jennifer Tottenham
Washington School Personnel Association

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WSPA
WASHINGTON SCHOOL PERSONNEL ASSOCIATION

S-275 REPORTING MANUAL

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Washington School Personnel Association

Contact: admin@wspa.net

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SECTIONS

Section 1: School Finance

Section 2: The S-275 Overview

Section 3: Who?, What?, When?

Section 4: Degrees, Credits, In-Service Hours

Section 5: Certificated Years of Experience

Section 6: Lessons Learned from Audits

Section 7: Reviewing Your Data

Section 8: Appendix

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SECTION 1

School Finance

October 2019.pdf

SCHOOL FINANCE AND THE S275 REPORT

DISCLAIMER: THIS IS NOT INTENDED TO BE A FULL COURSE ON SCHOOL FINANCE. WE ENCOURAGE YOU TO ATTEND A SCHOOL FINANCE WORKSHOP TO INCREASE YOUR LEVEL OF UNDERSTANDING. WE ARE NOT SPONSORED BY OSPI OR THE STATE AUDITORS OFFICE.

WASHINGTON STATE CONSTITUTION:

Article IX, Section 1.

"It is the paramount duty of the state to make ample provision for the education of children residing within its borders..."

Article IX, Section 2.

"The Legislature shall provide a general and uniform system of public schools..."

Article III, Section 22.

"The superintendent of public instruction shall have supervision over all matters pertaining to the public schools."

The Courts:

Doran Decisions (Thurston County)

- In response to a lawsuit initiated in 1976 by Seattle School District, State Superior Court Judge Doran directed the state Legislature to define and fully fund a program of basic education for all students in Washington.

McCleary vs. Washington

- In response to a lawsuit initiated in 2007 by Network for Excellence in Washington Schools filed for the McCleary family, Superior Court Judge John Erlick ruled in favor of the plaintiffs that the state wasn't meeting its paramount duty to adequately fund basic education. In 2012 the Supreme Court ruled that Washington was not adequately funding basic education.
- In the 2017 legislative session, the Legislatures enacted EHB 2242 to increase and revised state allocations for:
  - **K-12 basic education salaries,**
  - **professional development days, and**
  - **the prototypical school funding mode**

Legislature

- Establishes regulations for funding or what we call "apportionment."

School Funding

- State apportionment is a major source, but many other sources exist.

Role of OSPI:

- To collect data from school districts
- To provide instruction and guidance to districts in reporting
- Analyze and monitor data
- Report the data
- Report specifically to the State Legislature
- **State Specific Funds**: LAP, Transportation, Special Education, Grants
- **Federal Funds**: Title I, Title II, Bilingual, Migrant, Grants, Impact Aid, Vocational

S-275 Personnel Report

- Electronic personnel reporting process developed during late 1970's.

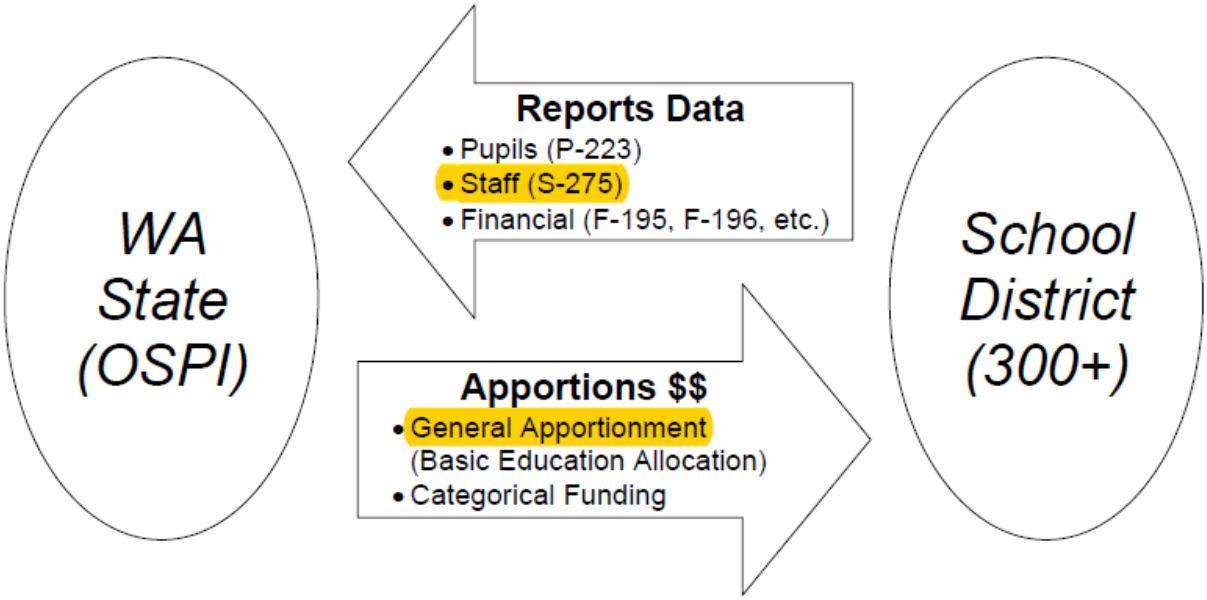
- Provides yearly record [census] of WA school personnel:
  - Certificated & classified staff (150,000+ employees)
  - School districts (295) & educational service districts (9)
  - Charter schools (10) & tribal compact schools (7)

- Data is used:
  - To calculate apportionment/allocations to school districts:
    - K-12 staff ratio
    - K-3 funded class size (2016–17, 2019–20+)
    - National board bonus (2016–17+)

For research, analysis, & policy development

This information provided by Ross Bunda

K–12 Funding Relationship



This information provided by Ross Bunda

Terms Used in State Reporting of School Data:

- Staff ~ Personnel ~ Employees (example: S-275)
  - CIS - Certificated Instructional Staff (teachers, counselors, etc.)
  - CAS - Certificated Administrative Staff (principals, etc.)
  - CLS - Classified Staff (custodians, bus drivers, etc.)
    - ✓ Districts report persons (actual staffing).
    - ✓ State funds positions (allocated staffing levels).

- Pupils ~ Students ~ Enrollment (example: P-223)

- Revenue ~ Funding ~ Allocation ~ Apportionment ~ $$ school districts receive, from state and other sources (examples: F-203, Report 1191)

- Expenditures ~ Costs ~ $$ school districts give, to employees and other entities (example: F-196)

Students generate revenue;

staff generate expenditures.

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Monthly Apportionment Process

- Payments made monthly to school districts (payroll).
  - ➢ Reports posted electronically to Web

- September–December based on budgeted (F-203) enrollment & staffing factors.

- January–August recalculated monthly based on actual enrollment (P-223) & staffing (S-275) factors.
  - ➢ Annual average year-to-date enrollment
  - ➢ Staff-per-student allocations (+2.0% inflation for 2019–20)
    - Salary allocation per CIS FTE: $66,520 (+ Regn. & Expr. factor)
    - Salary allocation per CAS FTE: $98,741 (+ (Regn. factor)
    - Salary allocation per CLS FTE: $47,720 (+ Regn. factor)
- Final apportionment (13th month) paid in January after end of school year.

This information provided by Ross Bunda

Apportionment Payment Schedule

• September	9.0%
· October	8.0%
· November	5.0%
· December	9.0%
· January	8.5%
· February	9.0%
· March	9.0%
· April	9.0%
· May	5.0%
· June	6.5%
· July	12.5%
· August	10.0%
	100%

Based on budgeted data (F-203)

Adjusted to actual data (P-223, S-275)

This information provided by Ross Bunda

Staff Ratio

- K–12 staff ratio = FTE staff / FTE students * 1000.
  - Must be at least 46/1000 (Chapter 392-127 WAC)

- Which staff are included in the K–12 ratio calculation?
  - CIS FTE (duty roots 31–49 & 63–64) in Grades K–12 in basic education (programs 01, 03, 31, 34, 45, & 97)
  - Plus a %* of CIS FTE in special education (program 21) in K–12.
  - Students & staff in ALE (program 02) are excluded.

- Staff FTE from S-275.

- Student FTE from P-223 (& Form 1160 to select different enrollment month - see S-275 instructions).

** % is shown on Report 1159, line B.7. See OSPI/SAFS website for 2019–20 Budget Preparations, Special Education Percentage for Revenue 3121 Calculation for 2019–20.*

This information provided by Ross Bunda

K–3 Funded Class Size for 2019–20

- One measurement/calculation for all of grades K–3.

  - Districts (vs. schools) are funded based on demonstrated class size in K–3.
    - Max class size funding = 17.00 students per teacher.
    - Minimum class size funding = 25.23 students per teacher.

  - Teacher FTE in grade group codes K, 1, 2, & 3 from S-275.
    - In programs 01, and % of program 21.
    - In teacher duty roots 31, 33, 34, 52, & 63.
    - Supplemental teachers allowed, hired (or re-assigned) after Oct 1, not on S-275.

  - Student FTE from P-223 annual average year-to-date.

  - Calculations done January, March, & June.

  - “Trial” calculations in 2018–19

This information provided by Ross Bunda

Bonus for National Board for Professional Teaching Standards Certification

- 8,248 national board certified teachers (NBCTs) received bonus in 2018–19, based on S-275 data + manual adj.

		Base Bonus	+	Challenging Schools Bonus
○ salary bonus	→	$5,397	+	$ 5,000
○ benefits	→	$1,245	+	$ 1,153
@ 23.06%*		$6,642	=	$12,795 total

  - 6.2 % social security
  - 1.45% Medicare (OASDI)
  - 15.41% retirement (TRS)

- Bonus eligibility criteria per WAC 392-140-973:
  - Hold current NB certification during entire school year.
  - Assigned CIS duties (duty root 31–49, 52, or 63–64).

Employed full-time or part-time (>0 FTE) under written contract.

This information provided by Ross Bunda

Bonus for National Board Certification

- Base bonus is not pro-rated per FTE.
- Challenging schools (CS) bonus is pro-rated based on FTE assignment to challenging, high-poverty schools.
- District offices (bldg codes 1000–1356)
  - Have no students, and therefore
  - Have no student poverty; and
  - Are not eligible for CS bonus.
- First-year NBCTs who attain their initial NB cert during the SY receive 60% of the annual bonus ($3,238), to reflect the portion of the SY they are NB cert.
- Eligibility based on S-275 data report, plus tweaks:
  - Add NBCTs hired after Oct 1 and not reported on S-275.
  - For NBCTs with CS assignments, adjust FTE for resignations, unpaid leave, change in school assignments after Oct 1, etc.
  - NBCTs employed at 2+ districts will get the larger bonus amount.

This information provided by Ross Bunda

Notes for 2019–20 National Board Bonus

- Bonus amount = $5,505 for 2019–20 (+2.0%); challenging schools bonus remains $5,000.

- Districts should identify all district NBCTs and report on S-275 with NB cert expiration date.
  - Include new hires to district, especially from out-of-state.
  - Include staff that get initial NB cert during 2019–20.

- Proposed rule revisions:
  - Include new (2019) ESA duty category of Behavior Analyst, duty root 49, to those eligible for bonus.
  - Change deadline to finalize FTE of employees assigned to high poverty, challenging schools (from June 15th) to the last day of school or June 30th, whichever occurs first.
  - All bonus requests, to include S-275 and manual data adjustments, must be submitted to OSPI by July 1st of the school year and shall be paid in July apportionment.

This information provided by Ross Bunda

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Adjustments to State Salary Allocations

- Regionalization Factors
  - ➢ State allocations for CIS, CAS, & CLS salaries increased for (111) districts with higher than average housing costs.
  - ➢ Applies to school years 2018–19 through 2022–2023.
  - ➢ Increases = 6%, 12%, or 18%; increases of 24% in 2018–19 phase down to 18% by 2022–23.
- Experience Factor
  - ➢ State allocations for CIS salaries increased for (56) districts with higher than average experience and education.
    - ✓ District CIS median years of experience > statewide average, and
    - ✓ District ratio of CIS with advanced degrees > statewide ratio.
  - ➢ Applies to school years 2019–20 through 2022–23.
  - ➢ Increase = 4%.
- Rebase every 4 years after 2022–23.

This information provided by Ross Bunda

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CONVERTING STAFFING UNITS TO DOLLARS

Staffing units are translated to dollars. The **certificated formula** uses the minimum statewide average salary and multiplies it by the Regionalization Factor (if your district has one), and then this is multiplied by the enrollment driven certificated staffing units. Example:

With Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	24%
3. Multiply 1 & 2 for CIS Average Salary	$82,485
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$21,900,704

Without Regionalization:

1. Minimum Statewide Average Salary	$66,520
2. Regionalization Factor (0 to 24%)	0%
3. Multiply 1 & 2 for CIS Average Salary	$66,520
4. Certificated Staffing Units	265.512
5. Multiply 3 & 4 for CIS Allocation	$17,661,858

Reminders for 2019–20

- **Staff mix discontinued:**

➢ The 2018 Washington legislature made significant changes to how public schools are funded and educators are compensated.

➢ Staff mix discontinued after 2017–18; state no longer provides funding to school districts for teacher salary and benefits tied to their education level (degree & credits) and years of experience.

➢ <u>There is no statewide salary allocation schedule after 2017–18, and no state funding model that uses degrees, credits, and certificated years of experience</u>.

➢ Districts now determine their own compensation schedule for teachers and ESAs, much like they have for certificated administrative and classified staff, including what may count and what may not count for compensation purposes.

- However, for now OSPI will continue to collect degree, credits, and experience data for certificated staff, as in previous years.

This information provided by Ross Bunda

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S-275 Written Guidance

There are three forms of written guidance we must reference and follow as we report information to the state for the S-275 Personnel Reporting process.

- **Revised Code of Washington (RCW)** – statutory laws enacted by the state legislature.
  - Title 28A RCW, Common School (K-12 public school) Provisions
- **Washington Administrative Code (WAC)** - policies, rules, and regulations adopted by state agencies in carrying out state law.
  - Title 181 WAC, Rules and Regulations of the Professional Educator Standards Board
    - Certification for school personnel, career and technical education (CTE) certification, continuing education requirement
  - Title 392 WAC, Rules and Regulations of the Superintendent of Public Instruction
    - WAC 392-121-200 through -299, General apportionment of state monies for certificated instructional staff
- **S-275 Personnel Reporting Instructions**
  - Section II. B., State LEAP Placement Information
  - http://www.k12.wa.us/SAFS/data/reportformatter.asp# From this link click on Instructions, Personnel Reporting and then select the year. The instructions for each new year are typically available in late September.

FISCAL ACCOUNTABILITY

- Must maintain K-12 ratio of 46/1000 (CIS-per-student).
- **For 2018-19**: Must not pay district CIS base salary that is less than $40,760 times regionalization or more than $91,710 times regionalization and increased by up to 10% for hard-to-staff (ESAs, teachers in math, science, STEM, etc.).
- Must use state accounting and program structure.
- Must file an accurate and timely S 275 report.

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Account Code Structure

In our districts we utilize a state established account code structure as shown below:

Program Object District
XXXX – XX – XXXX – XXXX – XXXX
Activity Location

1. The first 2 digits represent the "program code" from the chart shown below. These are the only program codes that can be reported to the state.
2. The second 2 digits are local sub-program codes where the district can define those numbers.
3. The 5th and 6th digits are the "activity code" representing the type of work activity for the reported position. These come from the state list of activity codes as also shown in the chart below.
4. Digits 7-8-9-10 are the "object code". The first digit of the object code is set by the state, where 2 = certificated, 3 = classified (and 4-9 are the MSOC codes for benefits, supplies, materials, travel, etc.)
5. Digits 11-12-13-14 are the specific location code as established by the district.
6. The remaining digits are established by the district for sub responsibility codes.

Examples:

- **Special Education Teacher – State Funded: 2100-27-2000-301-0003**
- **Custodian – State Funded: 9700-63-3000-201-0041**
- **Title I Teacher: 5100-27-2000-301-0003**
- **Title I Teacher: 5104-27-2001-221-0033**
- **Coach: 0100-28-3280-301-0080**

While we maintain the account code information, the S-275 process only utilizes part of the account code, along with other codes to create what is known as the ASSIGNMENT CODE. This code is frequently seen in S-275 reports.

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Assignment Code Structure

ASSIGNMENT CODES

XX – XX – XXX

XX = Program Code

XX = Activity Code

XXX = Duty Code

Examples:

01-27-310

Basic Education

Instructional

Elementary Teacher

21-27-330

Special Education

Instructional

Ungraded classroom teacher

97-14-940

Classified Personnel Specialist

97-72-980

Network Administrator

97-28-963

Coach

01-27-320 for teacher and 01-21-400 for Department Chair

80% Teacher, 20% Department Chair

State Program and Activity Codes (from the 275 Instructions Book)

Appendix A: Assignment Codes for School Districts and ESDs

I. Program Codes for School Districts

Program Code	Program Title
01	Basic Education
02	Basic Education—Alternative Learning Experience
03	Basic Education—Dropout Reengagement
18	Federal Stimulus—Competitive Grants
21	Special Education—Supplemental—State
22	Special Education—Infants and Toddlers—State
24	Special Education—Supplemental—Federal
25	Special Education—Infants and Toddlers—Federal
26	Special Education—Institutions—State
29	Special Education—Other—Federal
31	Vocational—Basic—State
34	Middle School Career and Tech Education—State
38	Vocational—Federal
39	Vocational—Other Categorical
45	Skill Center—Basic—State
46	Skill Center—Federal
47	Skill Center—Facility Upgrades
51	Disadvantaged—Federal
52	School Improvement—Federal
53	Migrant—Federal
54	Reading First—Federal
55	Learning Assistance Program—State
56	State Institutions, Centers and Homes—Delinquent
57	Institutions—Neglected and Delinquent—Federal
58	Special and Pilot Programs—State
59	Institutions—Juveniles in Adult Jails
61	Head Start—Federal
62	Math and Science—Professional Dev—Federal
64	Limited English Proficiency—Federal
65	Transitional Bilingual—State
67	Indian Education—Federal—JOM
68	Indian Education—Federal—ED
69	Compensatory—Other
71	Traffic Safety
73	Summer School
74	Highly Capable
75	Professional Development—State
76	Targeted Assistance—Federal
78	Youth Training Programs—Federal
79	Instructional Programs—Other
81	Public Radio/Television
86	Community Schools
88	Child Care
89	Other Community Services
97	Districtwide Support
98	School Food Services
99	Pupil Transportation
CP	Capital Projects Funds
SB	Associated Student Body

II. Activity Codes for School Districts**

Activity Code	Activity Title
11	Board of Directors
12	Superintendent's Office
13	Business Office
14	Human Resources
15	Public Relations
21	Supervision (Instruction) - For assignments with districtwide leadership in instructional programs. May include assistant superintendents, supervisors, directors, coordinators, specialists, department chairpersons, and related secretarial and clerical assistants. May also include certain instructional employees.
22	Learning Resources - Includes audio-visual consultants, film inspectors, film librarians, projectionists, programmers, graphic artists, school librarians, script writers, camera operators, and related secretarial, clerical, and other assistants.
23	Principal's Office - For assignments in management and coordination of a school unit. Includes principals, assistant principals, vice principals, and related secretarial and clerical assistants. Also includes skill center directors and supervisors.
24	Guidance and Counseling
25	Pupil Management and Safety - Includes attendance officers, hall guards, playground aides, and pupil security personnel. May include lunchroom aides when controlling students.
26	Health/Related Services
27	Teaching - For assignments in a teacher-learning situation where the teacher is regularly in the presence of the pupils or in regular communication with pupils.
28	Extracurricular
31	Instructional Professional Development
32	Instructional Technology
33	Curriculum
34	Professional Learning—State
41	Supervision (Food Services)
44	Operations (Food Services)
51	Supervision (Pupil Transportation)
52	Operations (Pupil Transportation)
53	Maintenance (Pupil Transportation)
61	Supervision (Maintenance and Operation)
62	Grounds Maintenance
63	Operation of Buildings
64	Maintenance
65	Utilities
67	Building and Property Security
72	Information Systems
73	Printing
74	Warehousing and Distribution
75	Motor Pool
91	Public Activities
CP	Capital Projects Funds
SB	Associated Student Body

**Partial information is shown here for clarification. Refer to the *2018–19 Accounting Manual for Public School Districts in the State of Washington* for full details on each activity code.

Duty Codes (from the 275 Instructions Book)

11x **Superintendent** - Functions as the chief executive officer of a district.

12x **Deputy/Assistant Superintendent** - Performs system wide executive management functions in the superintendent's office of a district.

13x **Other District Administrator** - Directs staff members and/or manages a function, a program, or a supporting service in a district. Includes administrative assistants, directors, supervisors, and coordinators of districtwide programs.

21x **Elementary Principal** - Performs the assigned activities of the administrative head of an elementary school, normally any span of grades not above grade 8. Includes elementary and middle school principals.

22x **Elementary Vice Principal** - Performs assigned activities in support of the head administrator of an elementary school, normally any grade span not above grade 8.

23x **Secondary Principal** - Performs assigned activities of the administrative head of a secondary school, normally any grade span combination of grades 7–12. Includes junior high and senior high principals.

24x **Secondary Vice Principal** - Performs assigned activities in support of the administrative head of a secondary school, normally any grade span combination of grades 7–12.

25x **Other School Administrator** - Directs staff members and/or manages a function, a program, or a support service in a school. Includes administrative assistants, administrative interns, and supervisors of school programs.

31x **Elementary Homeroom Teacher** - Instructs students in self-contained classroom situations for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes the primary instructor for the students, who is responsible for the self-contained classroom situation for the majority of the instructional day. Also includes additional teachers providing instruction at the same time as the homeroom teacher. This may include teachers in the subjects of music, band, physical education, and other specialists, if and only if, the homeroom teacher is actively present in the classroom situation at the same time as the specialist teacher.

32x **Secondary Teacher** - Instructs students in classes or courses in a classroom situation for which daily student attendance is kept, normally in any grade span combination of grades 7–12. Includes preparation period and music, band, and physical education teachers, etc., if they teach full time at a secondary school.

33x **Other Teacher** - Instructs students in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

34x **Elementary Specialist Teacher** - Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept, normally in any span of grades not above grade 6. Includes teachers who are not the primary instructor for the students, who provide instruction to several different groups of students or classes throughout the day. Examples would include music, band, and physical education, or other specialists.

40x **Other Support Personnel** - Provides administrative, technical, and logistical support to the instruction program. Includes chairpersons or academic department heads and mentors. Also includes support personnel not specified above, such as attendance officers, educational specialists, dentists, physicians, other student personnel, etc.

41x **Library Media Specialist** - Organizes and manages the use of teaching and learning resource materials, including equipment, content material and services for school libraries. Includes librarians and audio-visual or media specialists.

42x **Counselor** - Assists students to assess and understand their abilities, aptitudes, interests, environmental factors, personal and social adjustments, educational needs, and occupational opportunities.

43x **Occupational Therapist** - Assists students whose abilities to cope are impaired by developmental deficits, poverty and cultural differences, physical injury or illness, or psychological and social disability.

44x **Social Worker** - Assists in the prevention of or solution to the personal, social, and emotional problems of students which involve family, school, and community relationships when such problems affect the school work of the student.

45x **Speech-Language Pathologist or Audiologist** - Provides diagnostic, therapeutic, and consultative services for individuals disabled by disorders of language, speech, and/or hearing.

46x **Psychologist** - Evaluates and analyzes students through such activities as measuring and interpreting students' intellectual, emotional, and social development to enhance their educational progress.

47x **Nurse** - ESA-certificated school nurse licensed to perform activities requiring substantial specialized judgment and skill in observation, care and counsel of ill and injured students, and in illness prevention.

48x **Physical Therapist** - Seeks to relieve disability and pain, develop or restore motor function, and maintain maximum performance within the student's capabilities.

49x **Reading Resource Specialist** - Serves as a diagnostician, advisor, special instructor and evaluator providing consultation, training, and assistance to classroom teachers and other personnel participating in a reading program.

51x **Extracurricular (Base Contract)** - Assignment involving the guidance or supervision of a school-sponsored activity designed to provide opportunities for students participation in school and public events. Includes class advisor, club or activity advisor, coach, community recreation, intramural athletics, student activity coordinator, etc.

Note: Use duty code 510 only for extracurricular assignments that are part of a certificated base contract duty assignment. Do not use duty code 511 or 512 for an individual who has no duty code 510 assignment.

52x **Substitute Teacher** - Assignment as a temporary replacement for other teachers assigned duty codes 310, 320, 330, and 340. Instructs students in self-contained classes or courses in a classroom situation for which daily student attendance is kept or in ungraded classes, special education, gifted, disadvantaged, early childhood, home/hospital, and adult education.

610 **Certificated on Leave** - An individual on paid certificated leave from the district other than normal vacation leave or normal paid sick leave. Includes union representatives.

611 **Certificated Leave Buy Back** - Payments to an individual for certificated sick leave buy back or certificated vacation buy out. Does not include normal vacation leave or normal paid sick leave.

630 **Contractor Teacher** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 310, 320, 330, or 340. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

640 **Contractor Educational Staff Associate** - Employees of a contractor, who, if they had been employees of the district, would have been reported in a basic education or special education program assignment with a duty code 400, 410, 420, 430, 440, 450, 460, 470, 480, or 490. Refer to WAC 392-121-188 for rules governing instruction provided by a contractor.

900 **Classified on Leave** - An individual on paid classified leave from the district other than normal vacation leave or normal paid sick leave.

903 **Classified Leave Buy Back** - Payments to an individual for classified sick leave buy back or classified vacation buy out. Does not include normal vacation leave or normal paid sick leave.

91y **Aide** - Assists classroom teachers or staff members performing professional educational teaching assignments on a regularly scheduled basis. Includes teacher aides, classroom attendants, bus monitors, lunchroom aides, community service aides, etc.

92y **Crafts/Trades** - Performs jobs which require special manual skill and a thorough and comprehensive knowledge of processes involved in work which requires apprenticeship or other formal training programs. Includes carpenters, electricians, painters, glaziers, plumbers, general maintenance, masons, mechanics, plasterers, etc.

93y **Laborer** - Performs manual labor and generally requires no special training. Includes manual activities such as lifting, digging, mixing, pulling, etc.

94y **Office/Clerical** - Performs clerical-type work such as preparing, transcribing, systematizing, or filing written communications and reports and operates such equipment as bookkeeping machines, typewriters, and tabulation machines. Includes secretaries, bookkeepers, messengers, clerks, typists, etc.

95y **Operator** - Performs assignments requiring an intermediate skill level necessary to carry out machine-operating activities. Includes bus drivers, vehicle operators, dispatchers, etc.

96y **Professional** - Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its equivalent. Includes accountants, architects, attorneys, auditors, dietitians, engineers, statisticians, negotiators, etc. Also includes coaches in positions that do not require certification.

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97y **Service Worker** - Performs a service for which there are no formal qualifications, including paraprofessionals and nonsupervisory personnel. Includes custodians, food service workers, security personnel, warehouse workers, delivery persons, etc.

98y **Technical** - Requires a combination of knowledge and skill which can be obtained through about two years of post-high school education such as from a vocational-technical institute or junior college or on-the-job training. Includes computer operators, purchasing agents, computer programmers, print shop technicians, graphic arts technicians, etc.

99y **Director/Supervisor** - Directs staff members and manages a function, a program, or a support service. Includes directors or supervisors of food services, maintenance, transportation, data processing, etc.

DUTY CODE SUFFIX (LAST DIGIT)

The actual duty code is three digits, with the first two being from the duty codes described above. The last digit is known as a suffix, either X Y or Z.

X may be either suffix 0, 1, or 2.

Y may be either suffix 0 or 3.

Z relates only to duty code 61 and may be either suffix 0 or 1.

Report, with suffix:

0 – Certificated base contracts and all classified employment time-driven assignments except as noted below

1 – Certificated supplemental contracts for additional responsibility and incentive but not additional time (not time-driven and in excess of $200).

2 – Certificated supplemental contracts for extended, extra, or optional days and hours which are available to the employee (time-driven).

3 – Classified assignments which are not time-driven. Do not update after Oct. 1 for non-certificated staff).

Notes regarding new staffing categories in the prototypical school funding model (Substitute House Bill #2776 from the 2010 Legislative session):

- Classified staff assigned to duty root 91 aide in activity 22 learning resources are categorized as non-instructional aides rather than teaching assistants.
- Classified staff that report student enrollment and classroom attendance should be reported in activity 23 principal's office (duty 94 office/clerical) rather than activity 25 pupil management and safety (duty 91 aides).

Refer to the S-275 Personnel Reporting Handbook for additional guidance on duty codes.

Summary: Assignment Code Suffix				
Assignment Type	Duty Code Suffix			
	0	1	2	3
Certificated	Base Contract Assignment.	Not Time-Driven Supplemental Assignments.	Time-Driven Supplemental Assignments.	Suffix 3 not used for certificated assignments.
Classified	Time-Driven Assignments.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Not Time-Driven Assignments.
S-275 Update Rules (See the Corrections and Updates Table on page 28.)				
Certificated	After October 1, update only for negotiated contract changes.	Update for actual assignments in excess of $200.	Update for new assignments made available to any group of employees, even if less than $200.	Suffix 3 not used for certificated assignments.
Classified	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update for time-driven classified assignments received after October 1.	Suffix 1 not used for classified assignments.	Suffix 2 not used for classified assignments.	Do not update for persons with only classified assignments on October 1. For an employee with a certificated assignment on October 1, update to add any not-time-driven classified assignments received after October 1.

Summary of Required Salary Reporting				
Type of Salary Which Must Be Reported	**Duty Code Suffix Used**	Employee Has **Certificated Only** Assignments on October 1 Snapshot	Employee Has **Classified Only** Assignments on October 1 Snapshot	Employee Has **Both Certificated and Classified** Assignments on October 1 Snapshot
October 1 snapshot **certificated** base contract duty assignments.	**0**	Yes	Not Applicable	Yes
October 1 snapshot **classified** duty assignments.	**0**	Not Applicable	Yes	Yes
	3	Not Applicable	Yes	Yes
Any **certificated supplemental contract** assignments for additional responsibility or incentive **(not time-driven)** with a total salary earned which is greater than $200.	**1**	Yes	No	Yes
Any **certificated supplemental contract** assignments for extra, optional or extended days and hours **(time-driven)** made available to any group of certificated employees including this individual, even if less than $200.	**2**	Yes	No	Yes
Classified duty assignments made after the October 1 snapshot.	**0**	Yes	No	Yes
	3	Yes	No	Yes

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OTHER FINANCIAL RESOURCES

- Your Business Services/Budget Administrator
- WASBO Courses: www.wasbo.org
- WSPA Workshops: www.wspa.net
- Human Resources Leadership Program (HELP)
- OSPI: http://www.k12.wa.us
  - S-275 Reporting Instructions:
    - Then select Policy & Funding » School Apportionment » Instructions and Tools » Personnel Reporting, then appropriate school year
  - School Apportionment:
    - Then select Policy & Funding » School Apportionment » Apportionment, Enrollment, & Fiscal Reports
- State Auditor's Office: www.sao.wa.gov
- ESD Fiscal Offices: http://www.k12.wa.us/maps/ESDmap.aspx

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QUESTIONS

ABOUT

FINANCE



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SECTION 2

The S-275 Process Overview

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THE S-275 REPORTING PROCESS OVERVIEW

Background of the S-275

The S-275 reporting process is an electronic personnel reporting process that provides a current year record of certificated and classified employees of the school districts and educational service districts (ESDs) of the state of Washington.

Developed during the 1970's, this report initially provided an annual staffing snapshot picture, or "census," of Washington State school districts. The snapshot concept has been retained for the most part, but actual salary and benefit information is now updated through the end of the school year, fitting a more dynamic reporting concept. This dual nature has evolved to meet expanding needs and uses for certificated and classified staff data.

All school district and ESD personnel employed as of October 1 of each school year are reported to the Office of Superintendent of Public Instruction (OSPI) on the S-
275 report.

HOW S-275 DATA IS USED

The data collected by the S-275 reporting process are either mandated by state law, necessary for calculating state funding, or are needed for responding to requests by the federal government, the state Legislature, or other organizations. S-275 personnel data is used by OSPI to calculate staffing factors used for apportionment of state funding.

- **Staff ratio compliance**:
  - The number of full-time equivalent (FTE) staff reported on the S-275 are used in calculating staff-to-student ratios that determine school district compliance with maintaining a minimum ratio of 46 certificated instructional staff per 1,000 FTE students (K–12), and the monetary penalty for not maintaining this ratio.
  - Beginning in the 2019–20 school year, funding allocations for class size reductions in K–3 to 17 students per teacher will be limited to the actual demonstrated class sizes in each school district, based on teachers reported on the S-275 in K–3. This K–3 class size compliance is similar to that required in the 2016–17 school year, but not required in the 2017–18 and 2018–19 school years.
- **National board bonus**:
  OSPI uses data reported on districts' S-275 report to identify those teachers with current certification by the national board for professional teaching standards who

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are eligible for the national board bonus based on their certificated instructional duties, including those eligible for the additional bonus based on assignments to challenging, high-poverty schools.

- **Prototypical Funding Comparison**: The S275 information collected during the school year will be used to provide a school-level, web-based comparison between the prototypical funding model and the actual school level staffing provided by the district.
- **Data for the Legislature, national organizations, and the public**:
  - S-275 data is provided to the Legislative Evaluation and Accountability Program (LEAP) Committee, a research arm of the Legislature. Each year the LEAP Committee provides information and analysis to the Legislature on request. The state Legislature uses this information in setting policy, including state funding for school employee costs.
  - Selected statewide data are provided to the National Center for Education Statistics (NCES), the National Education Association (NEA), and other national organizations for state comparison and analysis nationwide.
  - S-275 data are provided on request to other organizations and individuals. S-275 information is public information except for:
    - Social security numbers, which are exempt from disclosure per RCW 42.56.250(3).
    - A very limited number of records where personal information of crime victims is protected per Chapter 40.24 RCW.

S-275 staff reporting, along with student enrollment reporting, determines the allocation of state funds (money going from the state to the school district). **School employee compensation (money going from the employing school district to the teacher, etc.) is determined by local policy.**

Because of the use and impact of the S-275 data, care must be taken to be as accurate and complete as possible in following these instructions. While staff mix data is not used to determine funding, other portions of the report are still required.

ANNUAL CHANGES

One of the most important activities in beginning the S-275 reporting process is to review the list of annual changes which has always been shown in the beginning pages of the S-275 Personnel Reporting Instructions. **The biggest change to reporting is the staff mix factor has been discontinued .** Even though the laws have changed that no longer require the need for mix factor data for the 2019 – 2020 school year, OSPI is still collecting the staff mix factor data, i.e. credits, degrees and experience.

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QUESTIONS

ABOUT

THE S-275

REPORTING OVERVIEW



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SECTION 3

Who?

What?

When?

WHO TO REPORT:

Persons who, **as of October 1**, are known to be employed (contracted or hired) to provide services any time during the current school year.

Include the following individuals:

- Certificated employees under contract for certificated employment.
- Supplemental contracts.
- Each district classified employee.
- Substitute in a position previously filled by a teacher who terminated, is on unpaid leave, or is reported for the same position with duty code 610 (certificated on leave).
- "Unfilled positions" – S-275 personnel reporting is the reporting of personnel/persons, not positions. Report persons that are contracted or hired as of October 1 of the school year.
- With duty code 310, 320, or 330, teachers with contracts on October 1 who both: worked, or are anticipated to work, in the same assignment for more than 20 school days.
- With duty code 520, substitute teacher, teachers who have base contracts for substitute duties. (Review S-275 Reporting Instructions page 11, 1D)

DO update contracts for Employees Certificated or Classified:

- DO update supplemental contracts for reported employees
- DO update negotiated pay or benefits changes for reported employees.
- DO report persons who are known to be employed to coach as of October 1.

Contracted Certificated Instructional Employees: **WAC 392-121-206 Definition**

The following conditions make reporting necessary:

- A certificated teacher or educational staff associate spends more than 0.25 FTE with students for a given school district.
- The district claims basic education funding for students served by the contractor's staff pursuant to WAC 392-121-188.
- The contractual agreement existed as of October 1 for services to be provided during the school year.
- The contractor is not a college or university.

If all four conditions are met, the school district must report the contractor's certificated instructional staff that provide basic and special education services to students claimed by the district for state funding.

Reporting of the contractor's staff is optional if the teacher or educational staff associate spends 0.25 FTE or less with students for a given school district.

Determine a contractor employee's time in a school district by using the following guidelines:

(1) In the case of a teacher hired as part of a cohort, report the person's FTE. An example of this situation is Insight School of Washington at Quillayute Valley School District.

(2) In the case of a teacher of online courses, determine the teacher's FTE by adding the total number of estimated weekly learning hours for courses on all students' Written Student Learning Plans where the teacher is identified as responsible for the course, then dividing the total hours by 750. If the quotient is more than 0.25, the teacher must be reported on the district's S-275 report.

Note: Report contractor certificated instructional employees providing basic education and special education services using duty codes 630 and 640. These duty codes are included in the calculation of the district average staff mix factor and the K–12 staff ratio compliance. However, they are not included in determining salary compliance.

Added Notes:

1. Staff responsible for S-275 reporting should check with other district staff to determine if your district provides alternative learning options for students through contracted services such as those established for online learning programs or contracted services (SLP, Nurse, OT, PT, etc.). You are responsible for determining if these staff must be included on the S-275 report.

2. These staff should be treated like all other certificated instructional staff in that you should ensure they are properly certified for their specific teaching assignments.

Do not report teachers who:

- Substitute in a position already reported through the S-275 reporting process with a duty code other than 610 (certificated on leave).
- Have worked, or are anticipated to work, 20 or fewer school days in the same assignment. See example #5

Do not report a person hired after October 1 and do not delete a person who leaves the district after October 1.

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WHO TO REPORT? (EXAMPLES)

1. If a person employed on October 1 resigns the following day, report that person's snapshot data just as if the person had remained with the district through the remainder of the school year.

2. A person's contract period normally begins February 1, and on October 1 the person has a contract with the district. Report this person on the S-275 reporting process.

3. A teacher is on leave without pay for the first semester but has a contract to return to the school district full time for the second semester. The district has contracted with a substitute teacher to fill the position during the first semester. Because the district has a contract with both of these persons on October 1, report each of these teachers on the S-275 report.

4. A teacher has a full-time contract with one math teaching assignment, and the remainder of the day assigned as a substitute teacher. Report this individual as 1.0 FTE on the S-275 report. Report both assignments, but use duty code 520 for the "substitute" assignment. See Section II.D. Assignment Information, of S-275 Personnel Reporting Handbook.

5. A full-time teacher is on paid sick leave for the last week of September. The teacher is expected back the third week of October, absent fewer than 20 school days. Another individual is substituting in this position. Report the first individual on the S-275 reporting process with 1.0 FTE. Do not report the substitute in this position through the S-275 reporting process.

6. A full-time teacher terminates employment on September 18. A replacement is hired and contracted on September 25. Do not report the first individual who was employed fewer than 20 school days. Report the partial FTE and assignments of the second individual.

7. A teacher is contracted to work during the first semester, then will be away on maternity leave for the remainder of the school year. In December, the district hires a replacement for this position for the second semester. Report the partial FTE of the first employee. Do not report the second employee, who was hired after October 1.

8. A teacher provides online services through an outside contractor and works the equivalent of .38 FTE for the year, starting at the first day of school. Do report this person and do ensure they are certified and highly qualified for their core content assignments.

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WHAT TO REPORT?

Demographic Data

- County-District Code
- Certificate Number
- Social Security Number
- Last Name, First Name, MI
- Birth Date, Sex, Ethnicity, Race
- Assignments (FTE, %, Duty Codes)
- National Board Certification Expiration Date

LEAP Placement Information

- Certificated staff: Report Highest Degree, Credits and Experience

October 1 – CBRTN Code

C Continuing Individual - An individual who was reported by the district in the previous year, unless the person is a certificated employee with less than 0.5 certificated years of experience as of August 31. In that case report such a person as a beginning individual.

B Beginning Individual - An individual with a certificated assignment who is reported with less than 0.5 certificated years of experience.

R Re-Entering Individual - An individual with a certificated assignment who was not reported in a certificated capacity anywhere during the previous school year, and has at least 0.5 certificated years of experience as of August 31. Report in this category an individual returning from leave.

Do not report an individual as re-entering who was reported by the district during the previous school year and is again employed for the current school year.

T Transferring to District - An individual with a certificated assignment who was employed in a certificated capacity in another Washington district (in a public or a private school), another state, or foreign country during the previous school year and has at least 0.5 certificated years of experience as of August 31, and was not reported by the current school year's employing district last year.

N New Employee - An employee with only classified assignments that was not reported by the reporting district for the previous school year.

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Grade Group Assignment

Report the grade group assignment for:

- All **basic education certificated instructional staff** (BEACIS) with duty suffix 0. Basic education certificated instructional staff are those with base contract assignments in programs 01, 02, 03, 31, 34, 45, or 97 and in duty roots 31 through 49, or 63 through 64, with suffix 0.
- All **special education certificated instructional staff** with duty suffix 0. Special education certificated instructional staff are those with base contract assignments in programs 21 or 22 and in duty roots 31 through 49, or 63 through 64, with suffix 0.

For all other assignments, including all duty suffix 1, 2, and 3 assignments, this item may be left blank.

To determine the grade group attributed to an assignment, use the actual grades of students served by the assignment. If students are ungraded, the grade assignment based on chronological age is to be used. Report the appropriate grade group code according to the following options:

Blank	May be left blank for an assignment that is not a certificated instructional assignment in basic education or special education.
P	Use for reporting of preschool assignments in special education programs 21 or 22. Do not use this code for assignments in basic education programs 01, 02, 03, 31, 34, 45, or 97.
K	An assignment with kindergarten students.
1	A teacher assignment with elementary Grade 1 students or with ungraded students aged 6.
2	A teacher assignment with elementary Grade 2 students or with ungraded students aged 7.
3	A teacher assignment with elementary Grade 3 students or with ungraded students aged 8.
4	A teacher assignment with elementary Grade 4 students or with ungraded students aged 9.
5	A teacher assignment with elementary Grade 5 students or with ungraded students aged 10.
6	A teacher assignment with elementary Grade 6 students or with ungraded students aged 11.
E	An assignment in duty roots 40 through 49, or 64, with elementary Grades 1 through 6 students or with ungraded students aged 6 through 11.
M	An assignment with middle school Grades 7 or 8 students or with ungraded students aged 12 or 13.
H	An assignment with high school Grades 9, 10, 11, or 12 students or with ungraded students aged 14 through 20.

Notes:

1. Classroom teacher (duty code 310, 320, 330, 340, 520, and 630) assignments require distinction between kindergarten (K) and each of the elementary Grades 1 through 6.

2. ESAs and other certificated support staff (duty code 400 through 490, and 640) who cover several classrooms may be reported with K in kindergarten assignments and E in Grades 1 through 6 assignments, if the district wishes.

Grade	Teacher Duty Roots 31–33, 52, & 63	Duty Roots 40–49 & 64
Preschool	P	P
Kindergarten	K	K
1	1	E
2	2	
3	3	
4	4	
5	5	
6	6	
7–8	M	M
9–12	H	H

Position Details

- Hours associated with base contract or base assignment
- Exclude time when employee is not performing duties (meals, travel)
- Exclude hours associated with supplemental contracts (TRI)
- FTE
  - Calculate Certificated FTE, i.e., 7.5 x 180 = 1350 Fulltime; 3.75 x 180 = 675 Actual; 675/1350 = .50 FTE
    - ❖ Unless your district has approved waiver days, i.e., 178 days if 2 waiver days has been approved
  - Calculate Classified FTE on 2080 hours (8 x 260)

  Example: Position is 3 hrs. x 190 days (180 work days and 10 holidays)
  570/2080 = .274

Insurance/Benefit Information

- Report the district's share of permissive insurance benefits paid to/for the employee during the current reporting year; includes items such as health, life, liability, accident, disability and salary protection.
- Update this item for changes resulting from local negotiated agreements
- Exclude the amount remitted to the Health Care Authority for retirees
- Report all actual insurance benefits for each employee
  - Do not report district average annual insurance benefits or district average health benefit pool amounts
  - Do not change reported insurance benefits to reflect assignment changes made after Oct. 1

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WHEN TO REPORT?

The reporting schedule below is intended as a guide to help districts in planning submission of data to OSPI. Except for the initial submission date, the target dates are not mandatory reporting dates. Rather they represent significant dates when accurate and complete information must be available to OSPI for statistical reports, legislative requests, and school apportionment. October 1 remains the only snapshot date.

Complete this three-step process prior to each target date after November 1:

- Step 1. Submit any updates or corrections to the October 1 data.
- Step 2. Review all edit exceptions for errors (see Appendix B beginning on page 120 of S-275 Personnel Reporting Handbook).
- Step 3. As necessary, resubmit corrections identified in step 2

Schedule of Reporting Target Dates	
October 1, 2019	The snapshot date for all staff.
November 1–27, 2019	Initial data submission period for the S-275 reporting process.
November 27, 2019	All initial S-275 data due to OSPI on or before this date.
December 31, 2019	Corrections to edit exceptions so that snapshot data are complete and accurate.
January 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
February 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
March 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
April 20, 2020	OSPI calculates monthly apportionment using data received as of this date.
May 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
June 18, 2020	OSPI calculates monthly apportionment using data received as of this date.
July 21, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 19, 2020	OSPI calculates monthly apportionment using data received as of this date.
August 31, 2020	Final district updates to current items. Note that this is the date on which *Item C.4, Total Final Salary*, is based.
September 30, 2020	Final corrections to edit exceptions so that all snapshot and current data are complete and accurate. Submit final data prior to 5 p.m., September 30, 2019, for entry into the 2018–19 S-275 personnel files located at OSPI.

Corrections and Updates to S-275 Data

After initial submission of S-275 data, there are two possible types of changes: **corrections and updates**. All data may be corrected; however, not all data may be updated.

The term **correction** refers to a **data change needed because of an error in a previous submission or because documentation was not previously available**. Most data items depict a snapshot of district staff as of October 1 and are not to be changed during the year except for corrections to the snapshot. All snapshot report items begin the item title with October 1.

The term **update** refers to **a change in a data item that is not affixed part of the district's October 1 snapshot**. All such report items begin the item title with the word current:

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- Current - Total Final Salary
- Current - Annual Insurance Benefits
- Current - Annual Mandatory Benefits
- Current - Assignment Salary

Notes—Corrections and Updates:

1. **Do not update an employee's base contract** (suffix 0) assignments or full-time equivalencies for changes made after October 1.

2. **Update** certificated base **contract hours** per FTE day, certificated base contract FTE **number of days**, **assignment salary**, **supplemental assignment salary and hours per year**, and **benefit changes** due to negotiated contract agreements for the school year.

3. **Update duty code suffix 1** (supplemental) **contract assignments** for additional responsibility or incentive **for $200 or more made after October 1 to reflect additional contracts** for services provided during the school year.

4. **Update duty code suffix 2** (supplemental) **contract assignments for additional time made available to any group of employees after October 1** to reflect negotiated changes for the school year. The term made available means that members of the group may, but are not required to, work up to a negotiated number of hours. Such circumstances are often associated with the process of negotiating time-driven "TRI" (time, responsibility, or incentive) assignments. **Update for all such contract assignments even if the contract is for less than $200**.

5. For persons with snapshot **certificated duty assignments**, report all **classified duty assignments** for services provided during the school year. Example: Coaching

6. If the person's assignment has changed or the person has terminated employment or gone on leave, updates to the assignment salaries and benefits are determined by what the individual would have earned had that individual remained in the same position and assignment as reported on October 1. However, total final salary is determined by payroll, not the snapshot. See example 2Q on page 83 of the S-275 Personnel Reporting Handbook. **This assignment will not require an update.**

7. Update total final salary and mandatory benefits to reflect all actual compensation for services provided during the school year. Include all forms of compensation recognized as income by the Internal Revenue Service (IRS).

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8. There is no provision in law for supplemental contracts for classified employees.

Corrections to S-275 Data after Year-End Closeout- WAC 392-117-045

Districts/ESDs shall submit corrections that become known after the final S-275 is submitted if that data affects state apportionment in accordance with WAC 392-117-045.

Districts should provide a copy of all revisions to the state auditor and note this information on correspondence to OSPI which request corrections to S-275 data. OSPI will only correct data which the state auditor has been made aware of prior to, or during, audit of data. However, corrections do not require state auditor approval if submitted prior to, or during, audit of data.

A district wishing to correct personnel data after the close of the reporting year should submit a letter to OSPI. Include the relevant pages of the final S-275 report with the desired corrections clearly marked. The letter should indicate whether the corrections are submitted either:

- Prior to the entrance conference by the state auditor,
- During the audit of data by the state auditor (after entrance and before exit conference), or
- As part of the audit resolution process, e.g., per the auditor's instructions.
- Also, if the corrections are submitted during audit of data, the letter should indicate that the state auditor shall be provided a copy of the revisions.

Corrections and Updates to S-275 Data			
Item #	**Reporting Item**	**Corrections**	**Updates**
A.2	Certification Number	Yes	No
A.3	Social Security Number	Yes	No
A.4	Individual's Name	Yes	No
A.5	Birth Date	Yes	No
A.6	Sex Code	Yes	No
A.7	Hispanic Ethnicity Code	Yes	No
A.8	Race Code	Yes	No
A.9	October 1 - CBRTN Code	Yes	No
A.10	National Board Certification Expiration Date	Yes	** a **
B.2	October 1 - Highest Degree Year	Yes	No
B.3	October 1 - Academic Credits since Highest Degree	Yes	No
B.4	October 1 - In-service Credits since Highest Degree	Yes	No
B.5	October 1 - Credits in Excess of 45 Earned between the Bachelor's Degree and the Master's Degree	Yes	No
B.6	October 1 - Nondegree Credits	Yes	No
B.7	October 1 - Certificated Years of Experience	Yes	No
C.1	October 1 - Certificated Base Contract Hours Per FTE Day	Yes	**YES**
C.2	October 1 - Certificated Base Contract FTE Number of Days	Yes	**YES**
C.3	October 1 - Certificated FTE	Yes	No
C.4	Current - Total Final Salary	Yes	**YES**
C.5	Current - Annual Insurance Benefits	Yes	**YES**
C.6	Current - Annual Mandatory Benefits	Yes	**YES**
D.1	October 1 - Building Code	Yes	No
D.2	October 1 - Assignment (Program-Activity-Duty) Code		
	• Duty Code Suffix **0**	Yes	** 0 **
	• Duty Code Suffix **1**	Yes	** 1 **
	• Duty Code Suffix **2**	Yes	** 2 **
	• Duty Code Suffix **3**	Yes	** 3 **
D.3	October 1 - Grade Group Assignment Code	Yes	No
D.4	October 1 - Percent of Certificated Contracted Time	Yes	No
D.5	October 1 - Assignment Hours Per Year	Yes	No
D.6	Current - Assignment Salary	Yes	**YES**

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Note	Explanation (See discussion of assignment codes beginning on page 90)
** a **	Update for first-year national board certified teachers (who attain initial national board certification during the 2018–19 school year) and those with national board expiration dates during 2018 that renew their national board certification.
** 0 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for time-driven classified assignments received after October 1—see note 5, page 26.
** 1 **	Update for actual assignments in excess of $200.
** 2 **	Update for all assignments made available even if less than $200—see note 4, page 26 and the discussion of suffix 2 beginning on pages 92.
** 3 **	• Snapshot only for classified. Do not update for employees with only classified assignments on October 1. • For an employee with any certificated assignment on October 1, update for not time-driven classified assignments received after October 1—see note 5, page 26.

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QUESTIONS

ABOUT

WHO WHAT WHEN



SECTION 4

Degrees

Credits

In-Service Hours

This presentation is intended to provide an overview with some tips on reporting the certificated records data; but care should be taken to follow the regulations cited in the 275 Instructions, RCW and Law.

Please note, that the instructions and information provided in the following sections are to give guidance to human resource professionals on the traditional way that Credits, Degrees and Experience have been evaluated for salary placement and reported on the S-275.

Keep documentation to support your decisions!

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THE LAW ON DOCUMENTATION

WAC 392-121-280

School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. The minimum requirements are as follows:

(1) Districts and charter schools shall document the date of **awarding or conferring of the highest** degree including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the regionally accredited institution of higher education.

(a) If the highest degree is a master's degree, the district shall also document the **date of awarding or conferring of the first bachelor's degree.**

(b) If the degree was awarded by an institution which does not confer degrees after each term, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

(c) If the degree program was completed in a country other than the United States documentation must include a written statement of degree equivalency for the appropriate degree from a foreign credentials' evaluation agency approved by the office of superintendent of public instruction.

(2) Districts and charter schools shall document academic credits by having **on file a transcript** from the registrar of the regionally accredited institution of higher education granting the credits. For purposes of this subsection:

(a) An academic credit is deemed "**earned" at the end of the term for which it appears on the transcript**: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

(b) Washington state community college credits numbered **one hundred and above are deemed transferable** for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection;

(c) **Credits are not deemed "earned" at an institution of higher education which transfers-in credits**. Such credits must be documented using a transcript from the initial granting institution and are subject to all the limitations of WAC 392-121-255;

(d) If the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from **a foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; and

(e) For credits earned **after September 1, 1995**, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

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(3) Districts and charter schools shall **document in-service credits**;

1. By having on file a document meeting standards established in WAC 181-85-107; and (Documents noted in WAC are: 1) In-service registration forms, 2) College/University grade sheets or transcripts, 3) Official correspondence from an approved in-service agency, 4) Documents related to Annual Professional Growth Plans including plan documents, required signatures and evidence collected.)

(b) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(4) Districts and charter schools shall **document non-degree** credits.

(a) For **vocational/career** and technical education educator training credits pursuant to WAC 392-121-259(3) districts shall have on file a document meeting standards established in WAC 181-85-107 and evidence that the training was authorized pursuant to WAC 181-77-003 (2), (9), or (12).

(b) For credits calculated from converted occupational experience pursuant to WAC 392-121-259(3) districts shall have on file documents which provide:

(i) **Evidence that the occupational experience meets the requirements of WAC** 181-77-003(7);

(ii) Evidence of the individual's actual number of hours of employment for each year including dates of employment; and

(iii) The district calculation of converted credits pursuant to WAC 392-121-259(3).

(c) For credits earned after September 1, 1995, districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). At a minimum, such documentation must include a dated signature of the immediate principal, supervisor, or other authorized school district representative and must be available to the employee's future employers.

(5) Districts and charter schools shall **document certificated years of experience as follows**:

(a) For certificated years of experience obtained and reported on Report S-275 prior to the 1994-95 school year, districts shall have on file documents that provide evidence of employment including dates of employment.

(b) For certificated years of experience reported on Report S-275 for the first time after the 1993-94 school year districts shall have on file:

(i) The total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) The number of hours, or other unit of measure (worked by the employee), per year and dates of employment with each employer, including paid leave and excluding unpaid leave: Provided, That

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documentation of hours in excess of one full-time certificated year of experience in any twelve-month period is not required;

(iii) The quotient of the hours, or other unit of measure, determined in (b)(ii) of this subsection divided by the hours, or other unit of measure, in (b)(i) of this subsection rounded to two decimal places for each year;

(iv) The name and address of the employer;

(v) For those counting out-of-district experience pursuant to WAC 392-121-264 (1)(a), evidence whether or not the position required professional education certification pursuant to WAC 392-121-264(1)(a)(ii);

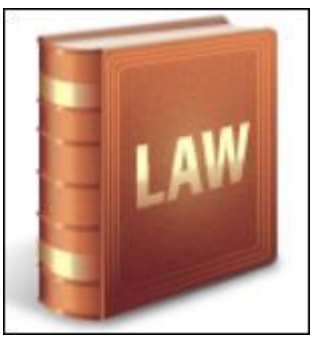
(vi) For those counting experience pursuant to WAC 392-121-264 (1)(b), a brief description of the previous employment which documents the school district's decision that the position was comparable to one requiring certification in the Washington school districts;

(vii) For those counting management experience pursuant to WAC 392-121-264 (1)(e), evidence that the experience meets the requirements of WAC 181-77-003(6);

(viii) For those counting experience (for educational staff associates) pursuant to WAC 392-121-264 (1)(f), evidence that the previous employment meets the requirements in the applicable subsections of WAC 392-121-264 (1)(f).

(6) Any documentation required by this section may be original or copies of the original: Provided, that **each copy is subject to school district acceptance or rejection**.

(7**) The falsification or deliberate misrepresentation, including omission of a material fact concerning degrees, credits, or experience by an education practitioner as defined in WAC 181-87-035 shall be deemed an act of unprofessional conduct pursuant to WAC 181-87-050. In such an event the provisions of Chapters 181-86 and 181-87 WAC shall apply**.



AUTHENTICITY OF RECORDS

The law requires that districts maintain "valid" documents believed to be "authentic."

DEGREE AND ACADEMIC CREDIT RECORDS

The best source for an authentic document that identifies degrees and/or academic credits is an official transcript from the registrar of the college. Electronic transcripts from the registrar of the institution, including those sent via eSCRIP-SAFE, are acceptable copies of documentation. (WAC 181-85-107)

A February 28, 2013, email message from the Office of the Attorney General provides the following clarification regarding transcripts.



1. WAC 392-121-280(2) requires that the district have a transcript on file.
2. The transcript must be from the registrar of the college or university (the transcript must indicate that it is from the registrar).
3. There is no requirement that:
   a. Dictates the form of the transcript.
   b. Requires the transcript to be sealed.
   c. Requires the transcript to be signed.

You can accept official transcripts that are sent to your from another Washington school district. **PLEASE NOTE: It is still your responsibility to review the documentation, i.e. transcripts, clock hour forms and experience for accuracy.**

FOREIGN INSTITUTIONS

WAC 392-121-280 (d) requires that if the credits were completed in a country other than the United States, documentation must include a written statement of credit equivalency for the appropriate credits from a **foreign credentials' evaluation agency** approved by the office of superintendent of public instruction; Provided that documentation of credit equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7). The WAC does not indicate that the school district require the original evaluation document. **Also note that the accredited institution of higher education does not have to be located within the U.S.**

As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES). For information regarding NACES, membership criteria, and NACES' guiding principles

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of good practice for educational credential evaluation, please visit http://www.naces.org/. The more commonly used evaluation agencies used for foreign transcripts are listed below:

e-Val Reports 3213 W. Wheeler St. #287 Seattle, WA 98199 206-257-4249 www.e-valreports.com	Educational Credential Evaluators Inc. PO Box 514070 Milwaukee, WI 53203-3470 414-289-3400 www.ece.org
Foundational for International Services Inc. 505 Fifth Ave South, Suite 101 Edmonds, WA 98020 425-248-2255 www.fis-web.com	International Consultants of Delaware, Inc. PO Box 8629 Philadelphia, PA 19101-8629 (215) 243-5858 www.icdeval.com
International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 www.ierf.org	Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 www.jsilny.com
World Education Services Bowling Green Station PO Box 5087 New York, NY 10274-5087 212) 966-6311 www.wes.org	

CLOCK HOURS

- Approved clock hour transcript providers can be found at https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The OSPI in-service registration form approved by OSPI and issued by the clock hour provider. OSPI in-service registration forms include:

- Annual Professional Growth Plan (PGP) Verification and PGP Equivalency - available 7-2006 and after (Form SPI 1128-8)
- First Peoples' Language, culture, or oral tribal (Form SPI 1128-4)
- For Clock Hours Providers only. Available upon request (Form SPI 1125*)
- National Board Assessment/Certification (Form SPI 1128-2)
- Paraeducator Fundamental Course of Study (Form 1128-10)
- Professional Growth Team member as part of approved professional certificate program - programs no longer available (Form SPI 1126)
- Professional Growth Team Member (Form SPI 1126-1)
- ProTeach Assessment Scorer (Form SPI 1128-7)
- ProTeach Portfolio External Assessment (Form SPI 1128-5)
- Supervisor/NBPTS Clock Hours (Form SPI 1128 - this form replaced with 1128-1 and 1128-2)
- Supervisor of Training (Form SPI 1128-1)
- Teacher Performance Assessment Scorer (Form SPI 1128-6)

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- School Accreditation Site Team (Form SPI 1128-9)
- Suicide Prevention Training Verification (Form SPI 4020S)
- A payment voucher issued by North Central Educational Service District (ESD 171).
- A WA State Clock Hour In-Service Certification Form from the Archdiocese of Seattle.

To view an OSPI form go to this link:
https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers

The forms listed above are the only acceptable forms of documentation for approved clock hours. Even if an agency is on the approved clock hour provider list, the clock hours are not eligible unless there is acceptable documentation. A certificate of completion, letter, or certificate of achievement or professional development cannot be used to document approved clock hours **unless the individual holds ~~an ESA certificate and~~ a state health professions license that requires continuing education**.

While all Public School Districts are approved clock hour providers, not all of them are **approved transcript providers**. Check OSPI's website for accurate list as it is changing frequently.

CONTINUING EDUCATION UNITS

Form SPI 4098V is used to document license hours as clock hours for ESA certification purposes. While this form is used for certification purposes, if the same CEU's are used for salary placement, it is a good idea to require this form to be attached to the certificates of attendance or other forms validating attendance. One form can be attached to multiple verification documents.

DO NOT REPORT INFORMATION THAT IS NOT AUTHENTICATED AND THE DOCUMENT IS NOT IN YOUR POSSESSION!

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QUESTIONS

ABOUT

DOCUMENTATION



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HIGHEST DEGREE (WAC 392-121-250)

B Persons holding a **bachelor's** degree as the highest degree, that are not reported with degree type **G** or **H.**

H Persons who obtain a bachelor's degree while employed in the state of Washington as a non-degreed vocational/CTE instructor. (**H** means "**hold harmless**," or that persons are not penalized for obtaining a bachelor's degree.)

G Persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410). These persons are **grandfathered** at the BA+135 column.

M Persons holding a **master's** degree or any other degree between the master's and doctorate as the highest degree. An **educational specialist** degree is reported as degree type **M.**

D Persons holding a **doctorate** degree as the highest degree.

V Report an employee as non-degreed with degree type **V** only if:

- The employee holds no bachelor's or higher level degree; or
- The employee holds a bachelor's or higher level degree and a valid vocational/CTE certificate, but has not used the degree(s) to obtain any past or present education certificate or permit. The employee must not have used the degree to obtain a certificate (including conditional certificate, temporary permit, etc., anything that would constitute a "certificate" or education credential by the State of Washington.) If the degree has been used for a State of Washington purpose, such as to obtain a Washington education credential/certificate, then the State of Washington must/shall recognize that degree, and the employee cannot be reported as non-degreed. Report such employees with highest degree type B, H, G, M, or D.
- Do not report employees as non-degreed with degree type V if they have ever used a degree to obtain the following endorsements on vocational/CTE initial, initial renewal, continuing, or continuing renewal certificates, which normally require a bachelor's degree per WAC 181-77-031: Agriculture Education – V010000 Business Education – V070000 Marketing Education – V080000 Business and Marketing Education – V078000 Family and Consumer Sciences Education – V200002 Technology Education – V210100.
- The vocational/CTE conditional certificate is not issued based on a degree; employees with such certificates may be reported as non-degreed (degree type V), if all other requirements are met.

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BA 135 – Degree type "G"

Email Exchange with Ross Bunda – OSPI

Cutoff is 1/1/1992. OSPI has a list of persons still reported as high degree "G".

Sherrie Evans

BA 135 "G"

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Friday, October 01, 1999 4:15 PM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: BA 135 Status

My understanding of the guidance is, "No."

RCW 28A.150.410(3) states,

"Beginning January 1, 1992, no more than 90 college quarter-hour credits received by any employee after the baccalaureate degree may be used to determine compensation allocations under the state salary allocation schedule and LEAP documents referenced in the biennial appropriations act, or any replacement schedules and documents, unless:
(a) The employee has a masters degree; or
(b) The credits were used in generating state salary allocations before January 1, 1992."

- Her BA + 90 generated state salary allocations before January 1, 1992.

- Her BA + 135 did not generate state salary allocations before January 1, 1992.

- Therefore, no.

Also, the S-275 personnel reporting instructions for 1999-2000, page 20, defines degree type "G" for "persons holding a bachelor's degree as the highest degree and whose total eligible credits reported on the S-275 report before January 1, 1992, were 135 or more (RCW 28A.150.410 and WAC 392-121-255[3]). These persons are grandfathered at the BA + 135 column."

- Again, she was not, so no.

If I can be of further assistance on this matter, please contact me.

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<http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm>

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Degree Type G – Continued

16/17 S275 Personnel Reporting Instructions page 30: "Do not report employees with degree type G (bachelor's degrees grandfathered at BA+135) unless they are reported with at least 135 total eligible credits. Also, employees reported with degree type G must have been reported with at least 135 total eligible credits on the S-275 report, by a Washington school district or ESD, before January 1, 1992."

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QUESTIONS

ABOUT

DEGREES



ROUNDING – WAC 392-121-270(5)

Rounding of computations of credits and experience should follow the general rule: a decimal ending with a 5 or higher is rounded up; a decimal ending with a 4 or lower is rounded down. Documentation of computations of total credits and experience should show both the accumulated totals in the number of decimal places required by the applicable rule and the rounded total reported pursuant to the applicable rule. It is important to note:

- When accumulating a person's total credits over a number of years, a school district should sum the credits as they were computed for each year (one decimal place), not the rounded total used for placement on the LEAP salary allocation schedule (whole number).

EXAMPLE OF ROUNDING CREDITS

Example 1l—Rounding Credits and Experience						
	Credits			Experience		
School districts accumulate/record:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 2 decimal places.	3.44	6.45
School districts report on S-275:	Credits rounded to 1 decimal place.	44.4	89.5	Experience rounded to 1 decimal place.	3.4	6.5
For LEAP salary placement, OSPI rounds:	Credits to the nearest whole number.	44	90	Experience to the nearest whole number.	3	7

A Discussion on Rounding Credits



Email exchange with Dale Sando, State Auditor and Ross Bunda, OSPI
OK to round either way but you MUST BE CONSISTENT!!

Email to Ross/Dale from Sherrie Evans: The district where we encountered the question is Puyallup. We told them that we consider the method they are using of recording at 2 decimal places and rounding the total to be acceptable because it is the conservative approach but that they could switch to rounding each course if they choose to do so. I think the WAC is just vague enough to be interpreted either way. We agree that rounding each course would be the most logical for exactly the reason you provided, especially if the district does not use one of the credit tracking programs like the one your company designed.

From: sherrie.evans@comcast.net [mailto:sherrie.evans@comcast.net]
Sent: Wednesday, January 18, 2006 4:21 PM
To: Dale Sando
Subject: Re: FW: Inservice Credits rounding

His response regarding rounding the total is always what I have basically followed. The reason is that you might get a transcript from Puget Sound ESD for the .75 hour and you record it as

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.75 or .8. Then 3 months later you get one from ESD 113 for the .65 or .7 class. You are recording them separately. Additionally these clock hours might have even occurred in 2 separate reporting years. So to me the round first, total is much more accurate and consistent.

It would be nice to see something from the auditor on this in our next 275 training sessions if you are comfortable putting something out to districts to guide them with. Thanks for following up on this. It is an important topic.
---------- Original message ----------
From: "Dale Sando" <sandod@sao.wa.gov>

Sherrie, here is what I got from Ross.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Thursday, January 12, 2006 4:37 PM
To: Dale Sando
Subject: RE: Inservice Credits rounding

Hello, Dale
You are correct that, for credits, the rules refer to rounding to the nearest tenth. In your example, two in-service classes at 7.5 hours and 6.5 hours would total accurately to 14.0 hours, or 1.4 credits. A district would be correctly applying the rules to record 0.8 and 0.7 credits, or a total of 1.5 credits. However, from a legal perspective, I think the district could also defend recording 1.4 credits.

If a school district wants to be consistent (at the trade-off of being accurate), **I think the only way to consistently arrive at the same value is to round each recordable event separately, meaning the 0.8 and 0.7 credits separately for a total of 1.5 rather than to record the "more accurate" total of 1.4 (.75 and .65). Or stated simply: round, then total (instead of total, then round).**

I think the philosophy of the rounding guidance in Example 1I in the S-275 instructions; where the district records experience rounded to 2 decimal places (such as 6.45 years), the district reports experience rounded to 1 decimal place (such as 6.5 years), and the state/OSPI funds experience to the nearest whole number (7 years); values consistency more than accuracy. This emphasis on consistency trumps the "more accurate" rounding to 6 years (where 6.45 years is closer to 6 years than to 7 years).

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http://www.k12.wa.us/safs

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From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:29 AM
To: Ross Bunda
Subject: RE: Inservice Credits rounding

Both are important, but if a school district were asking for advice which method would you tell them. We would like to assure we apply the rules consistently.

From: Ross Bunda [mailto:RBunda@ospi.wednet.edu]
Sent: Wednesday, January 11, 2006 11:17 AM
To: Dale Sando; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: RE: Inservice Credits rounding

What is more important, accuracy or consistency?

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From: Dale Sando [mailto:sandod@sao.wa.gov]
Sent: Wednesday, January 11, 2006 11:09 AM
To: Ross Bunda; Sherrie Evans
Cc: Kim Dion; Cheryl Thresher; Kennesy Cavanah
Subject: Inservice Credits rounding

We have a question on rounding in-service credits. If an instructor has taken several in-service class that are 7.5 hours, 6.5 hours, etc. all with tenths of hours, should they be recorded at .75 credit and .65 credit, and the total rounded, or should each be recorded as 0.8 credit, and 0.7 credit. If you have several of these in a file it could eventually make a difference. We recognize the WAC refers to rounding to the nearest tenth, but want to clarify if that is per class, or in total.

IN SUMMARY: You can round each individual course to one-tenth; or you can report each course to 2 decimals and round the total. You just must be consistent for all courses recorded for your district!

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Course Criteria



(1) Effective September 1, 1995 the course content for all credits reported on the S-275 must meet one or more of the criteria of WAC 392-121-262 (1). Over the years these criteria have changed. Currently the criteria are:

(a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned;

(b) It pertains to the individual's current assignment or expected assignment for the following school year;

(c) It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board;

(d) It is specifically required for obtaining advanced levels of certification;

(e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff;

(f) It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or

(g) Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

(2) Credits which have been determined to meet one or more of the criteria in subsection (1) of this section shall continue to be recognized in subsequent school years and by subsequent school district and charter school employers; and

(3) Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in professional educator standards board rules, a change in the district's or charter school's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer.

NEWS ABOUT COURSE APPROVAL FORMS

When the course criteria rules were first enacted, WSPA worked with OSPI on a form for processing the approvals within a district. Workshops were held across the state to teach district staff how to use the form and become familiar with the new review and documentation requirements.

Initially, districts were advised that if they hired a certificated instructional staff employee from another Washington district and that district did not process a course approval form during the time the person was employed there, the credit could not be counted. Subsequently that was changed and districts are now allowed to evaluate that credit as if the person had been employed with their district when it was taken. If the employing district can determine that the credit meets one of the criteria, then that credit would be reportable (assuming it meets all other requirements). This practice resulted in the use of what some districts are calling the

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"WAC stamp". It is a stamp placed on the transcript indicating that the District has evaluated this transcript and/or credit and that it meets one of the criteria in 392-121-262. The stamp must be dated and signed by the District official reviewing the information and making the decision pursuant to WAC 391-121-280, which requires that "such documentation must include a dated signature."

During a session on the S275 report at the 2006 WSPA fall conference, districts asked this question: 'Why can't we use our WAC stamp for reviewing all courses, thereby replacing the requirement for the processing of the course approval forms?"

This question was presented by Sherrie Evans, Retired and Charlene Edwards, Kent (the conference presenters) to Ross Bunda, OSPI and Dale Sando, State Auditor's office in the following context:

> In reviewing WAC 391-121-262, there does not appear to be a requirement to have a specific course approval form. The requirement is that "at the time credits are recognized by the school district the content of the course must meet at least one of the following…" and then it names the criteria.
>
> Additionally the requirements of WAC 392-121-280 (3) (b) require that for credits earned after September 1, 1995 districts shall document that the course content meets one or more of the criteria of WAC 392-121-262(1). This WAC (392-121-280 (3) (b) further requires that at a minimum, such documentation must include a dated signature of the immediate principal, supervisor or other authorized school district representative and must be available to the employee's future employers.
>
> Thus, it appears to be appropriate for districts to utilize a WAC stamp to review the content and appropriateness of all credits where:
>
> 1. The stamp should identify WAC 391-121-262 and WAC 392-121-280(3)(b);
> 2. The person reviewing the transcript, clock hour or other credit-related documentation must be authorized by the district to do so and must place their full signature on the documentation after completing their decision process;
> 3. The date of the review action should be displayed on the documentation.

Dale Sando, State Auditor's Office replied: "Our Office is in agreement that use of the stamp is adequate verification for approval of credits as long as the individual(s) in the district is authorized to approve credits and provides their signature(s)."

Ross Bunda, Office of the Superintendent of Public Instruction, replied: "[Any] documentation (stamp, form, etc.) which meets the criteria (WAC 392-121-262 & 392-121-280) would work."

It is clearly the decision of each local district to determine which method of documentation they would like to use to ensure that the credits they are reporting for 275 LEAP placement are in compliance with WAC 391-121-262 and WAC 392-121-280(3)(b), along with other reporting requirements. For years districts have required employees to initiate and complete a Course Approval Form, and route it to a supervisor and/or District official for approval. The approved document was then maintained in the HR/Personnel office until the corresponding transcript, clock hour or other credit documentation arrived, at which time the documentation

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was matched and reviewed for processing. The Course Approval Forms have routinely then been filed with the credit documentation for audit purposes.

It is now evident that districts have an additional option. In lieu of the Course Approval Form, Districts can establish a practice whereby the employees submit their transcript, clock hour or other credit documentation without having to submit the Course Approval Form in advance. The documentation must be reviewed as it always has been for its appropriateness. In lieu of attaching the Course Approval form the district may adopt a practice of indicating directly on the credit documentation the review and decision process for compliance with WAC 391-121-262 and 392-121-280(3)(b. This may be done by use of a WAC stamp or by developing a statement to write on the document itself.

As always, one word of caution: If districts choose to utilize this new method, you may wish to consider the problem that may arise where the employee takes a class assuming credit will apply. For those instances districts may wish to maintain the Course Approval Form, notifying employees that they can use that document if they wish to obtain "pre-approval" of the course for placement purposes.

Additionally, the law only requires that the district determine that the credit being reported does apply to one of the criteria, it does not require that you identify the specific criteria. However, because this can sometimes be questioned, a "best practice" approach may be to utilize this additional optional step:

The District reviewer would clearly indicate the specific criteria that is applicable for each course. For example, if the transcript contains twelve (12) different classes, the district could either indicate one particular criteria applies to all 12 classes; or if appropriate indicate the applicable criteria number for each of the 12 classes. The criteria designation must be clear. Again this detail is not required under the law but based it is viewed as a best practice approach.

Model Language for the WAC Stamp Course Approval Documentation

***Be sure to identify which of the 7 criteria apply to the courses being recorded. In WESPaC, there is a field when entering credits that will ask for which criteria the course falls under.**

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Example 1

The signature below documents that a determination has been Made that the courses listed on this transcript and/or clock hour documentation meet the requirements of WAC 392-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 2

The (school district name) certifies that it has reviewed this documentation and finds that courses listed herein meet the criteria as established under WAC 92-121-262(1). Criteria:

_____

Authorized District Representative Date

Example 3

School District Name

Date:_____

The signature below documents that a determination has been made that the course(s) recorded herein meet the requirements of WAC 392-121-262(1). 1-2-3-4-5-6-7

x_____

Authorized District Representative

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Course Criteria Notes



- Be sure that you carefully watch the dates on transcripts and clock hours. Mark the course criteria selection for all courses completed September 1, 1995 and thereafter.

- If you hire someone who has worked in another district, you must accept the criteria that district has approved.

- If the course was not "evaluated" by the prior district, you may review it and approve or deny the course.

- When you hire a new person, you are required to evaluate all credits and clock hours completed 9/1/95 and thereafter and determine if they meet one of the criteria or not. Do not post to the record without completing this task.

- Recommendation is to use a "WAC Stamp" in lieu of the course approval forms.

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QUESTIONS

ABOUT

ROUNDING OR

COURSE CRITERA



CREDIT TYPES

There are three (3) types of credits. Each will be discussed in the subsequent sections.



Type	Comment
Academic	Quarter, Semester, Unit
In-Service	Clock Hours, Certain CEU units, and Non-Transfer Credits
Non-Degree	Non-Degree Credits (CTE and Special)

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ACADEMIC CREDITS- WAC 392-121-255



WAC 392-121-255 Definition—Academic credits. As used in this chapter, "academic credits" means credits determined as follows:

(1) Credits are **earned after the awarding or conferring of the employee's first bachelor's degree;**

(2) Credits are earned **on or before October 1** of the year for which allocations are being calculated pursuant to this chapter;

(3) Credits are earned from a **regionally accredited institution of higher education**: Provided, That credits, determined eligible pursuant to subsections (1), (2), (4) and (6) of this section, earned from any other accredited community college, college, or university and reported on Report S-275 on or before December 31, 1992, shall continue to be reported;

(4) Credits are **transferable or applicable to a bachelor's or more advanced degree** program: Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted;

Non-Transfer Credit Rule

(5) Credits earned after September 1, 1995, must **satisfy the additional requirements of WAC 392-121-262**;

Course Criteria WAC – 7 criteria

(6) Credits are **not counted as in-service credits** pursuant to WAC 392-121-257 or non-degree credits pursuant to WAC 392-121-259;

(7) The number of credits equals the number of quarter hours, units or semester hours each **converted to quarter hours** earned pursuant to this section; and

1.0 Semester = 1.5 Quarter

(8) Accumulate credits **rounded to one decimal place**.

ADDITIONAL DOCUMENTATION NOTES FOR ACADEMIC CREDITS:



School districts shall have documentation on file and available for review which substantiates each certificated instructional employee's placement on LEAP salary allocation documents. **The minimum requirements are as follows:**

- Districts shall document the **date of awarding or conferring of the highest degree** including the date upon which the degree was awarded or conferred as recorded on the diploma or transcript from the registrar of the accredited institution of higher education.
  - If the highest degree is a **master's degree**, the district shall also document the date of awarding or conferring of the first bachelor's degree.
  - If the degree was awarded by an institution which **does not confer degrees after each term**, and all degree requirements were completed at a time other than the date recorded on the diploma or transcript, a written statement from the registrar of the institution verifying a prior completion date shall be adequate documentation.

- If the degree program was **completed in a country other than the United States**, documentation must include documentation in English of degree equivalency for the appropriate degree as allowed by WAC 181-79A-260: Provided, That documentation of degree equivalency is not required if that institution of higher education is already regionally accredited or accredited by the distance education and training council, pursuant to WAC 181-78A-010(7).

- Districts shall document academic credits by having on file a transcript from the registrar of the accredited institution of higher education granting the credits.

- An academic credit is deemed **"earned" at the end of the term** for which it appears on the transcript: Provided, That a written statement from the registrar of the institution verifying a prior earned date may establish the date a credit was earned;

- Washington state community college credits numbered **one hundred and above** are deemed transferable for purposes of WAC 392-121-255(4) subject to the limitations of that same subsection; **NOTE:** You CAN count below 100 credits during the period of time from September 1, 1987 when the "in-service" law became effective and March 7, 1997. The law requiring courses to be 100 level or above became effective March 8, 1997.

- You cannot record credits from another institution that are listed on that institution's transcript.

- Use a template to remember course end dates:

Quarter	Date		Semester	Date
Fall	12/31		Fall	1/31 of the next year
Winter	3/31			
Spring	6/30		Spring	5/31
Summer	8/31		Summer	8/31

ADDITIONAL NOTES FOR ACADEMIC CREDITS

1. Academic credits must be earned from a "regionally accredited institution of higher education" which means a community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting bodies (WAC 181-78A-010[6]). National accrediting associations include those recognized by the Washington Student Achievement Council and the Secretary of the U. S. Department of Education and included in the list of accrediting agencies at http://www.k12.wa.us/certification/colleges/default.aspx.

Washington Student Achievement Council and U.S. Department of Education Recognized Accrediting Associations for Purposes of the Degree-Granting Institutions Act Current associations recognized for participation in state student aid programs are marked with an * (As of August 3, 2016)

REGIONAL ACCREDITING ASSOCIATIONS

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges
* Higher Learning Commission
* Middle States Commission on Higher Education
* New England Association of Schools and Colleges Commission on Institutions of Higher Education
* Northwest Commission on Colleges and Universities
* Southern Association of Colleges and Schools Commission on Colleges
* WASC Senior College & University

NATIONAL FAITH-BASED ACCREDITING ASSOCIATIONS

Association for Biblical Higher Education Commission on Accreditation
Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
Commission on Accrediting of the Association of Theological Schools
Transnational Association of Christian Colleges and Schools Accreditation Commission

NATIONAL CAREER RELATED ACCREDITING ASSOCIATIONS



* Accrediting Bureau of Health Education Schools
* Accrediting Commission of Career Schools and Colleges
* Accrediting Council for Continuing Education and Training
* Accrediting Council for Independent Colleges and Schools

Council on Occupational Education
Distance Education Accrediting Commission

* National Accrediting Commission of Career Arts and Sciences, Inc.

PROGRAMMATIC ACCREDITING ASSOCIATIONS

Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing
Accreditation Commission for Midwifery Education
Accreditation Council for Education in Nutrition and Dietetics Academy of Nutrition and Dietetics
Accreditation Council for Pharmacy Education

2. The following are not regional accrediting bodies:
    a. Commission on Accrediting of the Association of Theological Schools (ATS). b. Transnational Association of Christian Colleges and Schools (TRACS).
3. As of May 2010, schools may count degrees earned from institutions of higher education that are accredited, or are candidates for accreditation, by the distance education and training council (DETC), pursuant to WAC 181-78A-010(7).
4. Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council (or is a candidate for accreditation).
5. For state funding and salary placement purposes, this requirement applies to degrees earned in **Canada** (unless the institution is regionally accredited or DETC accredited). This requirement is different from that for certification purposes, which does not require evaluation of transcripts from Canada.
6. **Check course numbers.** Generally 100-400 are Freshman-Senior, 500-800 can be graduate (MA/PhD) but odd numbers such as 2011, 305X may not be transferable to an academic degree program and thus could only be considered as a non-transferable credit.
7. Where the course is identical no more credits for that course can count than are transferable or applicable to a BA or more advanced degree program at THAT institution. Check with the institution or watch for designation on transcript.
8. Example: SPU indicates an "I" if it is repeatable – to the right of the grade and credit amount.
9. **If not repeatable** then may use the "non-transfer credit rule" if completed 9/1/87 and thereafter to count as an in-service credit.
10. **Links for checking accreditation:**

    Regionally Accredited Institutions http://chea.org/search/default.asp
    Online Accredited Institutions www.deac.org
    OSPIs website on Accreditation: https://www.k12.wa.us/certification/helpful-links/accredited-collegesuniversities

Example – Accredited: American InterContinental University

1-855-377-1888 (TEL:1-855-377-1888)

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

NOTE. This institution is accredited by the Higher Learning Commission which is now an approved agency.

Accreditation

REGIONAL ACCREDITATION

American InterContinental University® is regionally accredited by the Higher Learning Commission. To contact the Higher Learning Commission please visit www.hlcommission.org (http://www.hlcommission.org).

FURTHER ACCREDITATION AND LICENSURE

The business administration degree programs at AIU are accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org/). ACBSP accreditation certifies that the teaching and learning processes within the business administration programs of the School of Business at American InterContinental University meet the rigorous educational standards established by ACBSP. The Bachelor of Accounting, Master of Accounting, and the Master of Healthcare Management degree programs are not accredited by ACBSP.

ACBSP ACCREDITED

The Master of Education Program at American InterContinental University is awarded TEAC initial accreditation by the Inquiry Brief Commission of Council for the Accreditation of Educator Preparation (CAEP) (http://caepnet.org/) for a period of two years, from October 2013 - October 2015. The accreditation does not include individual education courses that the Educator Preparation Provider (EPP) offers to P-12 educators for professional development, re-licensure, or other purposes.

The Bachelor of Fine Arts in Interior Design at the Atlanta campus is accredited by the Council for Interior Design Accreditation (CIDA) (http://accredit-id.org/). The BFA in Interior Design program is no longer accepting new student applications and no longer has active students enrolled. Student achievement data for this program can be found here (/~/media/AIU/AIU-Redesign/Files/PDF/AIU-Atlanta-CIDA-Disclosure.pdf).

AIU Atlanta and AIU Online are approved by the **State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC)**: 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305.

AIU Online is recognized as a private college by the **Illinois Board of Higher Education** and authorized to grant Associate, Bachelor's and Master's degrees.

The AIU South Florida Campus is licensed by the **Commission for Independent Education, Florida Department of Education**. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400.

American InterContinental University Houston is authorized by the **Texas Higher Education Coordinating Board** to offer degrees and courses leading to degrees in Texas. For Houston campus students only: THECB student complaint information is codified under 19 TAC§§1.110-1.120 (http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y).

http://www.aiuniv.edu/about/why-aiu/regional-accreditation 7/1/2015

October 2019.pdf

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October 2019.pdf

Not Accredited: Center Graduate College

Center Graduate College
Transcript

Student Name: [redacted]
Student ID: [redacted]
Address: [redacted]
TACOMA WA 98407

Office of the Registrar
20665 4th Street
Saratoga, CA 95070-5878

Semester	Year	Course Number	Course Title	Units	Grade	Code	Section #
MID YR	1992	EDM 211-A	MATH A WAY OF THINKING	3.0	A	C	92735A

Key:

Grades:
A = All work completed, credit earned.
I = Course work incomplete, credit not yet earned.

Code:
C = Units are in graduate semester.
A = Audit, no grade assigned.
U = Continuing education units.
D = Courses taken through Dominican College of San Rafael.
L = Courses taken through Loyola Marymount University
¬ = Decimal after course number refers to the level.

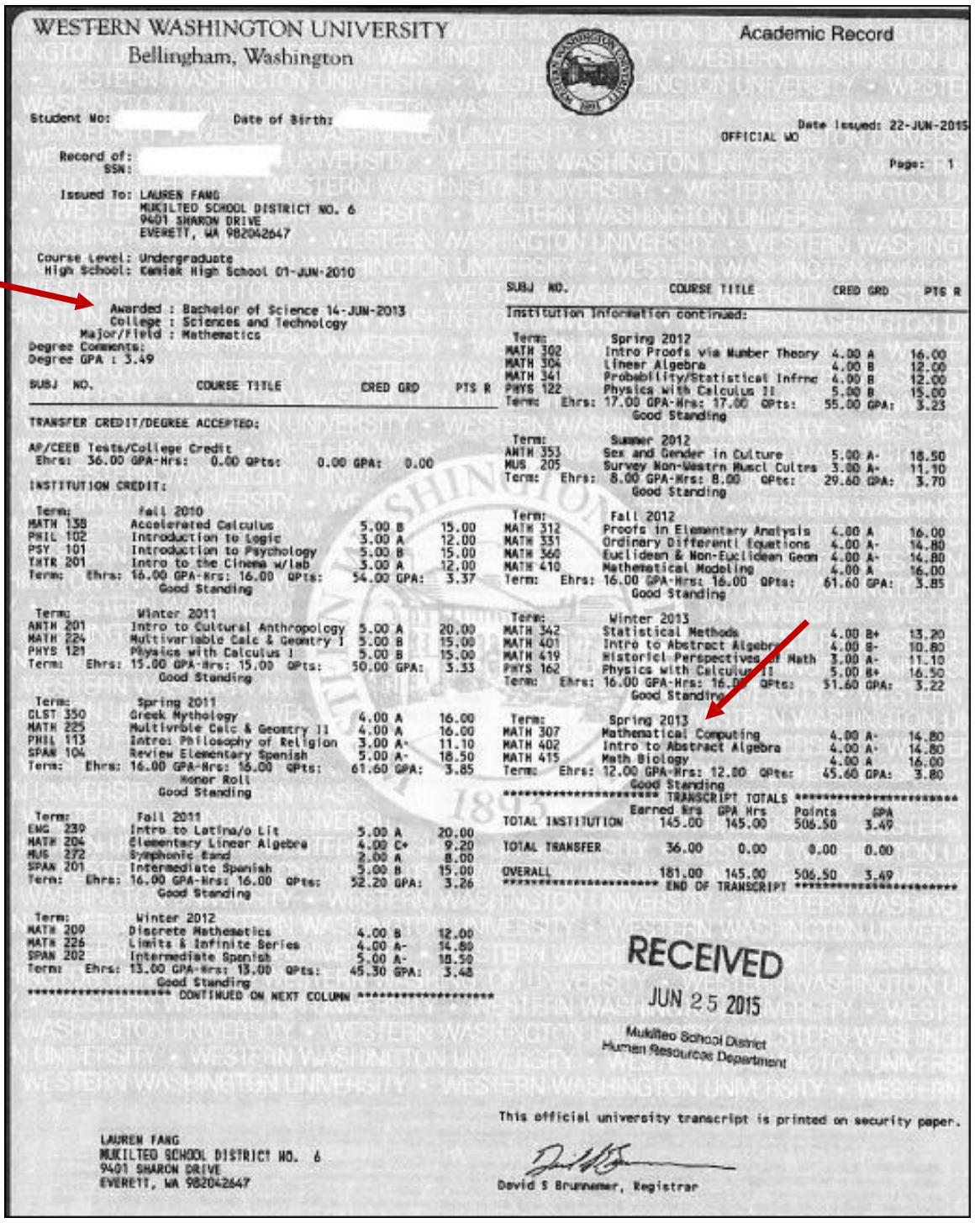
---Official Seal---

Registrar
01/08/96
Reference Number:
082986

Official Transcript of Record, not Valid Without Seal and Signature of Registra

Page 1 of 1

Academic Credits Example: **Western Washington University**. Accredited. Quarter Hour System. OK! Documents BA Degree awarded 6/14/13, courses through Spring 2013. Record BA but no credits after BA on this transcript.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN:

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Undergraduate
High School: Kamiak High School 01-JUN-2010

Awarded : Bachelor of Science 14-JUN-2013
College : Sciences and Technology
Major/Field : Mathematics
Degree Comments:
Degree GPA : 3.49

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

TRANSFER CREDIT/DEGREE ACCEPTED:

AP/CEEB Tests/College Credit
Ehrs: 36.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Term:	Fall 2010			
MATH 138	Accelerated Calculus	5.00	B	15.00
PHIL 102	Introduction to Logic	3.00	A	12.00
PSY 101	Introduction to Psychology	5.00	B	15.00
THTR 201	Intro to the Cinema w/lab	3.00	A	12.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 54.00 GPA: 3.37				
	Good Standing			
Term:	Winter 2011			
ANTH 201	Intro to Cultural Anthropology	5.00	A	20.00
MATH 224	Multivariable Calc & Geometry I	5.00	B	15.00
PHYS 121	Physics with Calculus I	5.00	B	15.00
Term: Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 50.00 GPA: 3.33				
	Good Standing			
Term:	Spring 2011			
CLST 350	Greek Mythology	4.00	A	16.00
MATH 225	Multivrble Calc & Geometry II	4.00	A	16.00
PHIL 113	Intro: Philosophy of Religion	3.00	A-	11.10
SPAN 104	Review Elementary Spanish	5.00	A-	18.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Honor Roll			
	Good Standing			
Term:	Fall 2011			
ENG 239	Intro to Latina/o Lit	5.00	A	20.00
MATH 204	Elementary Linear Algebra	4.00	C+	9.20
MUS 272	Symphonic Band	2.00	A	8.00
SPAN 201	Intermediate Spanish	5.00	B	15.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 52.20 GPA: 3.26				
	Good Standing			
Term:	Winter 2012			
MATH 209	Discrete Mathematics	4.00	B	12.00
MATH 226	Limits & Infinite Series	4.00	A-	14.80
SPAN 202	Intermediate Spanish	5.00	A-	18.50
Term: Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 45.30 GPA: 3.48				
	Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:	Spring 2012			
MATH 302	Intro Proofs via Number Theory	4.00	A	16.00
MATH 304	Linear Algebra	4.00	B	12.00
MATH 341	Probability/Statistical Infrnc	4.00	B	12.00
PHYS 122	Physics with Calculus II	5.00	B	15.00
Term: Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 55.00 GPA: 3.23				
	Good Standing			
Term:	Summer 2012			
ANTH 353	Sex and Gender in Culture	5.00	A-	18.50
MUS 205	Survey Non-Western Musc Cultrs	3.00	A-	11.10
Term: Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 29.60 GPA: 3.70				
	Good Standing			
Term:	Fall 2012			
MATH 312	Proofs in Elementary Analysis	4.00	A	16.00
MATH 331	Ordinary Differentl Equations	4.00	A-	14.80
MATH 360	Euclidean & Non-Euclidean Geom	4.00	A-	14.80
MATH 410	Mathematical Modeling	4.00	A	16.00
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 61.60 GPA: 3.85				
	Good Standing			
Term:	Winter 2013			
MATH 342	Statistical Methods	4.00	B+	13.20
MATH 401	Intro to Abstract Algebra	4.00	B-	10.80
MATH 419	Historicl Perspectives of Math	3.00	A-	11.10
PHYS 162	Physics with Calculus II	5.00	B+	16.50
Term: Ehrs: 16.00 GPA-Hrs: 16.00 QPts: 51.60 GPA: 3.22				
	Good Standing			
Term:	Spring 2013			
MATH 307	Mathematical Computing	4.00	A-	14.80
MATH 402	Intro to Abstract Algebra	4.00	A-	14.80
MATH 415	Math Biology	4.00	A	16.00
Term: Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 45.60 GPA: 3.80				
	Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	145.00	145.00	506.50	3.49
TOTAL TRANSFER	36.00	0.00	0.00	0.00
OVERALL	181.00	145.00	506.50	3.49

********** END OF TRANSCRIPT **********

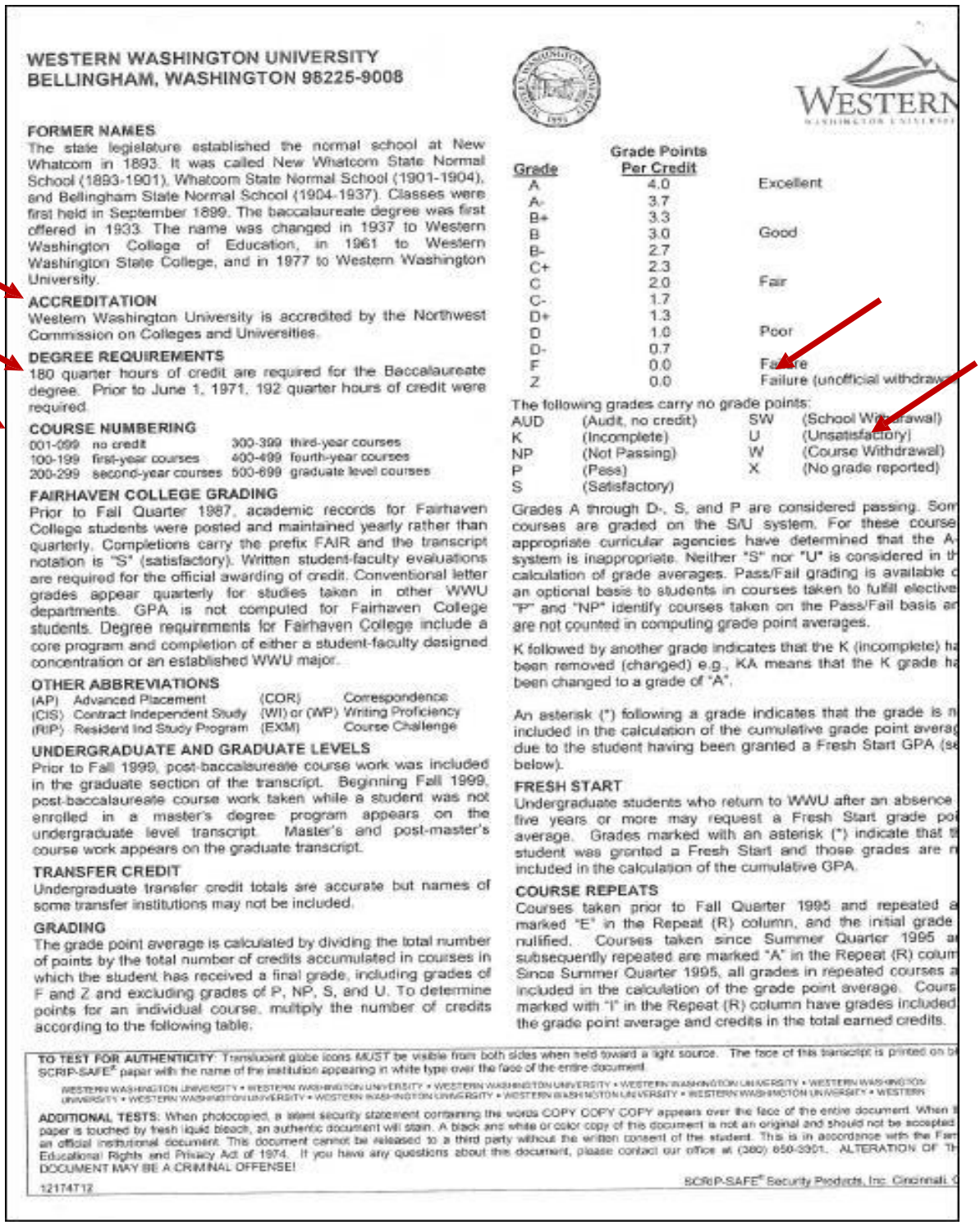
RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper.

David S Brunsmer, Registrar

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

ALWAYS – Check the back of the transcript for information! Keep copies of the backs of transcripts for future references with your highlights and notes.



WESTERN WASHINGTON UNIVERSITY
BELLINGHAM, WASHINGTON 98225-9008

WESTERN

FORMER NAMES
The state legislature established the normal school at New Whatcom in 1893. It was called New Whatcom State Normal School (1893-1901), Whatcom State Normal School (1901-1904), and Bellingham State Normal School (1904-1937). Classes were first held in September 1899. The baccalaureate degree was first offered in 1933. The name was changed in 1937 to Western Washington College of Education, in 1961 to Western Washington State College, and in 1977 to Western Washington University.

ACCREDITATION
Western Washington University is accredited by the Northwest Commission on Colleges and Universities.

DEGREE REQUIREMENTS
180 quarter hours of credit are required for the Baccalaureate degree. Prior to June 1, 1971, 192 quarter hours of credit were required.

COURSE NUMBERING

001-099	no credit	300-399	third-year courses
100-199	first-year courses	400-499	fourth-year courses
200-299	second-year courses	500-699	graduate level courses

FAIRHAVEN COLLEGE GRADING
Prior to Fall Quarter 1987, academic records for Fairhaven College students were posted and maintained yearly rather than quarterly. Completions carry the prefix FAIR and the transcript notation is "S" (satisfactory). Written student-faculty evaluations are required for the official awarding of credit. Conventional letter grades appear quarterly for studies taken in other WWU departments. GPA is not computed for Fairhaven College students. Degree requirements for Fairhaven College include a core program and completion of either a student-faculty designed concentration or an established WWU major.

OTHER ABBREVIATIONS

(AP)	Advanced Placement	(COR)	Correspondence
(CIS)	Contract Independent Study	(WI) or (WP)	Writing Proficiency
(RIP)	Resident Ind Study Program	(EXM)	Course Challenge

UNDERGRADUATE AND GRADUATE LEVELS
Prior to Fall 1999, post-baccalaureate course work was included in the graduate section of the transcript. Beginning Fall 1999, post-baccalaureate course work taken while a student was not enrolled in a master's degree program appears on the undergraduate level transcript. Master's and post-master's course work appears on the graduate transcript.

TRANSFER CREDIT
Undergraduate transfer credit totals are accurate but names of some transfer institutions may not be included.

GRADING
The grade point average is calculated by dividing the total number of points by the total number of credits accumulated in courses in which the student has received a final grade, including grades of F and Z and excluding grades of P, NP, S, and U. To determine points for an individual course, multiply the number of credits according to the following table.

Grade	Grade Points Per Credit	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure
Z	0.0	Failure (unofficial withdraw

The following grades carry no grade points:

AUD	(Audit, no credit)	SW	(School Withdrawal)
K	(Incomplete)	U	(Unsatisfactory)
NP	(Not Passing)	W	(Course Withdrawal)
P	(Pass)	X	(No grade reported)
S	(Satisfactory)		

Grades A through D-, S, and P are considered passing. Som courses are graded on the S/U system. For these course appropriate curricular agencies have determined that the A- system is inappropriate. Neither "S" nor "U" is considered in th calculation of grade averages. Pass/Fail grading is available o an optional basis to students in courses taken to fulfill elective "P" and "NP" identify courses taken on the Pass/Fail basis ar are not counted in computing grade point averages.

K followed by another grade indicates that the K (incomplete) ha been removed (changed) e.g., KA means that the K grade ha been changed to a grade of "A".

An asterisk (*) following a grade indicates that the grade is n included in the calculation of the cumulative grade point averag due to the student having been granted a Fresh Start GPA (se below).

FRESH START
Undergraduate students who return to WWU after an absence five years or more may request a Fresh Start grade poi average. Grades marked with an asterisk (*) indicate that th student was granted a Fresh Start and those grades are n included in the calculation of the cumulative GPA.

COURSE REPEATS
Courses taken prior to Fall Quarter 1995 and repeated a marked "E" in the Repeat (R) column, and the initial grade nullified. Courses taken since Summer Quarter 1995 ar subsequently repeated are marked "A" in the Repeat (R) colum Since Summer Quarter 1995, all grades in repeated courses a included in the calculation of the grade point average. Cours marked with "I" in the Repeat (R) column have grades included the grade point average and credits in the total earned credits.

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on bl SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

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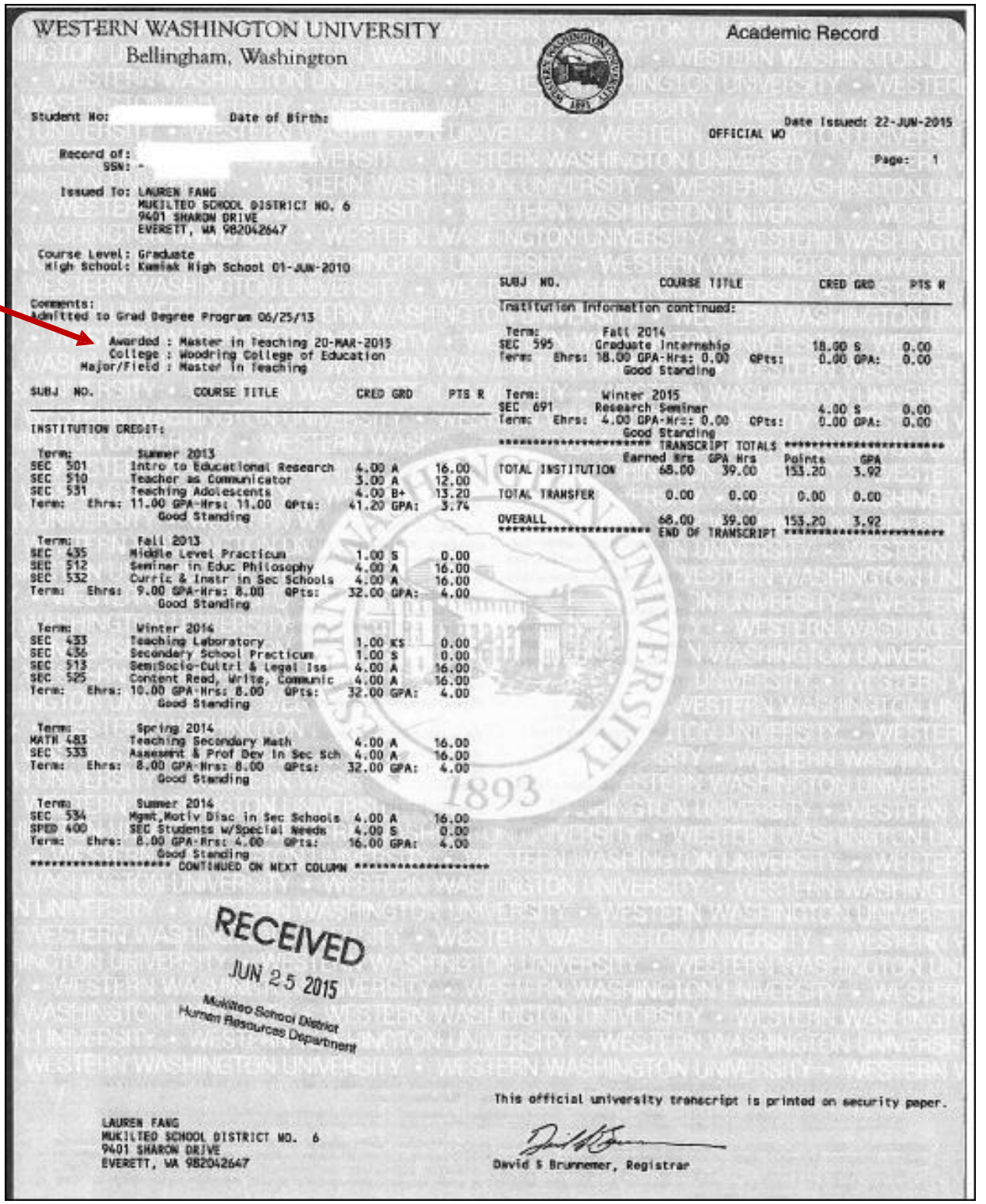
Academic Credits Example: Western Washington University – Masters' Degree Awarded. Make sure you see "awarded, confirmed or conferred" not just "admitted or enrolled." Also note, Master's is awarded 5/20/15. All credits should be recorded on or before the MA award date.



WESTERN WASHINGTON UNIVERSITY
Bellingham, Washington

Academic Record

Student No: Date of Birth:

Date Issued: 22-JUN-2015
OFFICIAL WO

Record of:
SSN: -

Page: 1

Issued To: LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

Course Level: Graduate
High School: Kamiak High School 01-JUN-2010

Comments:
Admitted to Grad Degree Program 06/25/13

Awarded : Master in Teaching 20-MAR-2015
College : Woodring College of Education
Major/Field : Master in Teaching

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

INSTITUTION CREDIT:

Term:		Summer 2013			
SEC	501	Intro to Educational Research	4.00	A	16.00
SEC	510	Teacher as Communicator	3.00	A	12.00
SEC	531	Teaching Adolescents	4.00	B+	13.20
Term:	Ehrs: 11.00	GPA-Hrs: 11.00 GPts:	41.20	GPA:	3.74
		Good Standing			
Term:		Fall 2013			
SEC	435	Middle Level Practicum	1.00	S	0.00
SEC	512	Seminar in Educ Philosophy	4.00	A	16.00
SEC	532	Curric & Instr in Sec Schools	4.00	A	16.00
Term:	Ehrs: 9.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Winter 2014			
SEC	433	Teaching Laboratory	1.00	KS	0.00
SEC	436	Secondary School Practicum	1.00	S	0.00
SEC	513	Sem:Socio-Cultrl & Legal Iss	4.00	A	16.00
SEC	525	Content Read, Write, Communic	4.00	A	16.00
Term:	Ehrs: 10.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Spring 2014			
MATH	483	Teaching Secondary Math	4.00	A	16.00
SEC	533	Assesmnt & Prof Dev in Sec Sch	4.00	A	16.00
Term:	Ehrs: 8.00	GPA-Hrs: 8.00 GPts:	32.00	GPA:	4.00
		Good Standing			
Term:		Summer 2014			
SEC	534	Mgmt,Motiv Disc in Sec Schools	4.00	A	16.00
SPED	400	SEC Students w/Special Needs	4.00	S	0.00
Term:	Ehrs: 8.00	GPA-Hrs: 4.00 GPts:	16.00	GPA:	4.00
		Good Standing			

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS R

Institution Information continued:

Term:		Fall 2014			
SEC	595	Graduate Internship	18.00	S	0.00
Term:	Ehrs: 18.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			
Term:		Winter 2015			
SEC	691	Research Seminar	4.00	S	0.00
Term:	Ehrs: 4.00	GPA-Hrs: 0.00 GPts:	0.00	GPA:	0.00
		Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	68.00	39.00	153.20	3.92
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	68.00	39.00	153.20	3.92

********** END OF TRANSCRIPT **********

RECEIVED
JUN 25 2015
Mukilteo School District
Human Resources Department

LAUREN FANG
MUKILTEO SCHOOL DISTRICT NO. 6
9401 SHARON DRIVE
EVERETT, WA 982042647

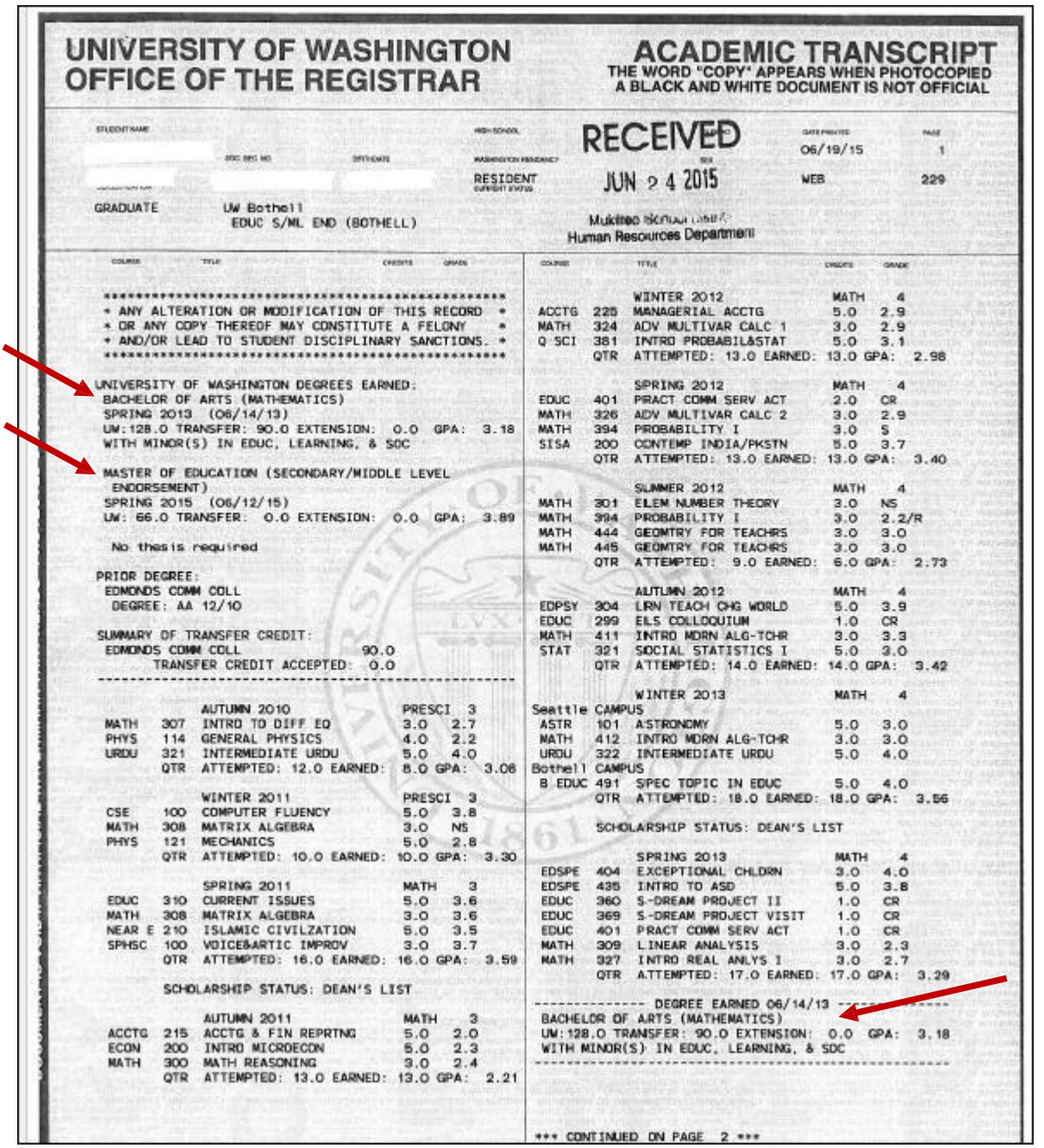
This official university transcript is printed on security paper.

David S Brunnemer, Registrar

October 2019.pdf

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!

Academic Credits Example: **University of Washington. Bachelors' and Master's Degree**. Accredited. Quarter Hours.



UNIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
THE WORD "COPY" APPEARS WHEN PHOTOCOPIED
A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

RECEIVED
JUN 24 2015
Human Resources Department

RESIDENT
06/19/15 PAGE 1
WEB 229

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

* ANY ALTERATION OR MODIFICATION OF THIS RECORD *
* OR ANY COPY THEREOF MAY CONSTITUTE A FELONY *
* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. *

UNIVERSITY OF WASHINGTON DEGREES EARNED:
BACHELOR OF ARTS (MATHEMATICS)
SPRING 2013 (06/14/13)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
SPRING 2015 (06/12/15)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

No thesis required

PRIOR DEGREE:
EDMONDS COMM COLL
DEGREE: AA 12/10

SUMMARY OF TRANSFER CREDIT:
EDMONDS COMM COLL 90.0
TRANSFER CREDIT ACCEPTED: 0.0

		AUTUMN 2010	PRESCI	3	
MATH	307	INTRO TO DIFF EQ	3.0	2.7	
PHYS	114	GENERAL PHYSICS	4.0	2.2	
URDU	321	INTERMEDIATE URDU	5.0	4.0	
	QTR	ATTEMPTED: 12.0 EARNED:	8.0	GPA:	3.06
		WINTER 2011	PRESCI	3	
CSE	100	COMPUTER FLUENCY	5.0	3.8	
MATH	308	MATRIX ALGEBRA	3.0	NS	
PHYS	121	MECHANICS	5.0	2.8	
	QTR	ATTEMPTED: 10.0 EARNED:	10.0	GPA:	3.30
		SPRING 2011	MATH	3	
EDUC	310	CURRENT ISSUES	5.0	3.6	
MATH	308	MATRIX ALGEBRA	3.0	3.6	
NEAR E	210	ISLAMIC CIVILZATION	5.0	3.5	
SPHSC	100	VOICE&ARTIC IMPROV	3.0	3.7	
	QTR	ATTEMPTED: 16.0 EARNED:	16.0	GPA:	3.59

SCHOLARSHIP STATUS: DEAN'S LIST

		AUTUMN 2011	MATH	3	
ACCTG	215	ACCTG & FIN REPRTNG	5.0	2.0	
ECON	200	INTRO MICROECON	5.0	2.3	
MATH	300	MATH REASONING	3.0	2.4	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.21
		WINTER 2012	MATH	4	
ACCTG	225	MANAGERIAL ACCTG	5.0	2.9	
MATH	324	ADV MULTIVAR CALC 1	3.0	2.9	
Q SCI	381	INTRO PROBABIL&STAT	5.0	3.1	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	2.98
		SPRING 2012	MATH	4	
EDUC	401	PRACT COMM SERV ACT	2.0	CR	
MATH	326	ADV MULTIVAR CALC 2	3.0	2.9	
MATH	394	PROBABILITY I	3.0	S	
SISA	200	CONTEMP INDIA/PKSTN	5.0	3.7	
	QTR	ATTEMPTED: 13.0 EARNED:	13.0	GPA:	3.40
		SUMMER 2012	MATH	4	
MATH	301	ELEM NUMBER THEORY	3.0	NS	
MATH	394	PROBABILITY I	3.0	2.2/R	
MATH	444	GEOMTRY FOR TEACHRS	3.0	3.0	
MATH	445	GEOMTRY FOR TEACHRS	3.0	3.0	
	QTR	ATTEMPTED: 9.0 EARNED:	6.0	GPA:	2.73
		AUTUMN 2012	MATH	4	
EDPSY	304	LRN TEACH CHG WORLD	5.0	3.9	
EDUC	299	ELS COLLOQUIUM	1.0	CR	
MATH	411	INTRO MDRN ALG-TCHR	3.0	3.3	
STAT	321	SOCIAL STATISTICS I	5.0	3.0	
	QTR	ATTEMPTED: 14.0 EARNED:	14.0	GPA:	3.42
		WINTER 2013	MATH	4	
Seattle CAMPUS					
ASTR	101	ASTRONOMY	5.0	3.0	
MATH	412	INTRO MDRN ALG-TCHR	3.0	3.0	
URDU	322	INTERMEDIATE URDU	5.0	4.0	
Bothell CAMPUS					
B EDUC	491	SPEC TOPIC IN EDUC	5.0	4.0	
	QTR	ATTEMPTED: 18.0 EARNED:	18.0	GPA:	3.56

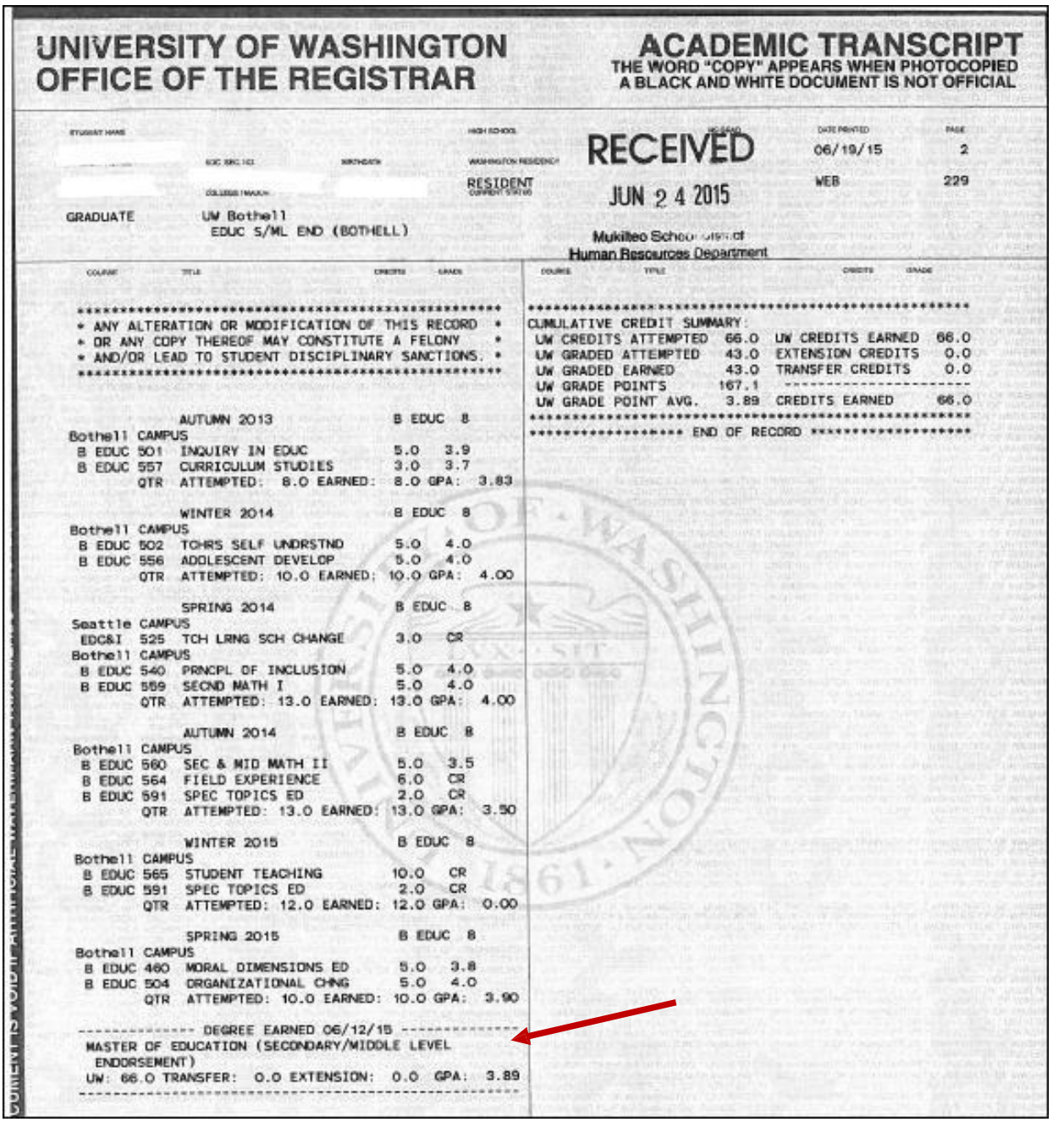
SCHOLARSHIP STATUS: DEAN'S LIST

		SPRING 2013	MATH	4	
EDSPE	404	EXCEPTIONAL CHLDRN	3.0	4.0	
EDSPE	435	INTRO TO ASD	5.0	3.8	
EDUC	360	S-DREAM PROJECT II	1.0	CR	
EDUC	369	S-DREAM PROJECT VISIT	1.0	CR	
EDUC	401	PRACT COMM SERV ACT	1.0	CR	
MATH	309	LINEAR ANALYSIS	3.0	2.3	
MATH	327	INTRO REAL ANLYS I	3.0	2.7	
	QTR	ATTEMPTED: 17.0 EARNED:	17.0	GPA:	3.29

---------- DEGREE EARNED 06/14/13 ----------
BACHELOR OF ARTS (MATHEMATICS)
UW:128.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 3.18
WITH MINOR(S) IN EDUC, LEARNING, & SOC

*** CONTINUED ON PAGE 2 ***

HOMEWORK TIME – Count the number of credits up to the MA degree on this transcript!



UNIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
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JUN 24 2015
Mukilteo School District
Human Resources Department

DATE PRINTED 06/19/15 PAGE 2
WEB 229

RESIDENT

GRADUATE UW Bothell
EDUC S/ML END (BOTHELL)

COURSE TITLE CREDITS GRADE

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* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. *

AUTUMN 2013 B EDUC B
Bothell CAMPUS
B EDUC 501 INQUIRY IN EDUC 5.0 3.9
B EDUC 557 CURRICULUM STUDIES 3.0 3.7
QTR ATTEMPTED: 8.0 EARNED: 8.0 GPA: 3.83

WINTER 2014 B EDUC B
Bothell CAMPUS
B EDUC 502 TCHRS SELF UNDRSTND 5.0 4.0
B EDUC 556 ADOLESCENT DEVELOP 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 4.00

SPRING 2014 B EDUC B
Seattle CAMPUS
EDC&I 525 TCH LRNG SCH CHANGE 3.0 CR
Bothell CAMPUS
B EDUC 540 PRNCPL OF INCLUSION 5.0 4.0
B EDUC 559 SECND MATH I 5.0 4.0
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 4.00

AUTUMN 2014 B EDUC B
Bothell CAMPUS
B EDUC 560 SEC & MID MATH II 5.0 3.5
B EDUC 564 FIELD EXPERIENCE 6.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 13.0 EARNED: 13.0 GPA: 3.50

WINTER 2015 B EDUC B
Bothell CAMPUS
B EDUC 565 STUDENT TEACHING 10.0 CR
B EDUC 591 SPEC TOPICS ED 2.0 CR
QTR ATTEMPTED: 12.0 EARNED: 12.0 GPA: 0.00

SPRING 2015 B EDUC B
Bothell CAMPUS
B EDUC 460 MORAL DIMENSIONS ED 5.0 3.8
B EDUC 504 ORGANIZATIONAL CHNG 5.0 4.0
QTR ATTEMPTED: 10.0 EARNED: 10.0 GPA: 3.90

---------- DEGREE EARNED 06/12/15 ----------
MASTER OF EDUCATION (SECONDARY/MIDDLE LEVEL ENDORSEMENT)
UW: 66.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA: 3.89

CUMULATIVE CREDIT SUMMARY:

UW CREDITS ATTEMPTED	66.0	UW CREDITS EARNED	66.0
UW GRADED ATTEMPTED	43.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	43.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	167.1		
UW GRADE POINT AVG.	3.89	CREDITS EARNED	66.0

****************** END OF RECORD ******************

October 2019.pdf

UNIVERSITY OF WASHINGTON
Office of the Registrar Box 355850
Seattle, Washington 98195-5850
206-543-8580

DoW 1582 (Rev. 9/02)

TRANSCRIPT OF ACADEMIC RECORD
This transcript is an academic record of all coursework completed at the University of Washington–Seattle, Bothell and Tacoma.

EXPLANATORY NOTES

AUTHENTICATION OF THIS TRANSCRIPT:
A transcript is official when it bears the facsimile signature of the Registrar, the University of Washington Seal, and the production date. The background of this transcript is purple and the Registrar's signature is purple. Further authentication may be obtained by calling the UW Registration/Transcript Office at (206) 543-8580. If photocopied, the word COPY will appear in the background. Alterations to the transcript will result in brown stains and/or white areas.

ACADEMIC CALENDAR:
The academic year is comprised of three quarters – autumn, winter, spring – each lasting approximately eleven weeks. There is also a summer quarter.

EXPLANATION OF GRADE SYMBOLS:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7 (undergraduates), 1.7 (graduate students).

Letter grades: I (incomplete); N (satisfactory without grade); S (passing grade for courses taken on a satisfactory/not-satisfactory basis), for undergraduate students 2.0 and above but prior to autumn 1985 1.7 and above; for graduate students 2.7 and above. NS (not satisfactory grade for courses taken on a satisfactory/not satisfactory basis), for undergraduate students a grade less than 2.0 but prior to autumn 1985 a grade less than 1.7; for graduate students a grade less than 2.7. CR (credit awarded in a course offered on a credit/no credit basis only). The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. NC (credit not awarded in a course offered on a credit/no credit basis only); W (official complete withdrawal from the University, or course drop); beginning autumn 1990 for undergraduates and autumn 1997 for graduate and professional students, W accompanied by a number of 3 through 7 (designates course dropped week 3 through week 7 of all quarters except summer quarter); *W (prior to autumn 1990, a peremptory drop made during the fifth through tenth week of the quarter); HW (Hardship Withdrawal); X (no grade submitted by instructor). Course titles preceded by the letter H designate honors courses, W designate writing courses, and S designate service learning courses. A course title preceded by the letter R designates a course with a research component.

UNDERGRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.2 (B+); 3.1-2.9 (B); 2.8-2.5 (B-); 2.4-2.2 (C+); 2.1-1.9 (C); 1.8-1.5 (C-); 1.4-1.2 (D+); 1.1-0.9 (D); 0.8-0.7 (D-); 0.0 (E).

GRADUATE NUMERIC GRADE POINT EQUIVALENTS: 4.0-3.9 (A); 3.8-3.5 (A-); 3.4-3.1 (B+); 3.0-2.9 (B); 2.8-2.5 (B-); 2.4-2.1 (C+); 2.0-1.7 (C); 1.6-0.0 (E).

SPECIAL SYMBOLS:
A grade followed by an I indicates an incomplete was initially awarded but a final grade has been received. Prior to winter 1983, /R indicates course was repeated and only the last grade will count in grade point average and credit is allowed once. Effective winter 1983 through summer 1985, /DR for a repeated course indicates that the first grade was less than a 2.0. Both grades will count in the grade point average but credit will be allowed only once. /R indicates that the first grade was greater or equal to a 2.0 and the second grade does not count in the grade point average and credit is not allowed. Effective autumn 1985, /DR for a repeated course indicates both grades will count in the grade point average but credit will be allowed only once and X/R is used for an undergraduate indicating the student repeated a course not eligible to be repeated for grade or credit.

Effective winter 2005, /R indicates that a course is repeated. Grades for both courses are calculated in the grade point average. Grades for courses repeated more than once are not included in the grade point average. Credit is allowed only once.

Beginning autumn 1987, /R designates a foreign language course initially taken in high school and used as the laguage of admission. Credit is not allowed and the grade is not included in the grade point average.

Courses designated with /D indicate the grade counts in the grade point average but credit is not allowed toward degree requirements.

SCHOOL OF DENTISTRY:
Effective autumn 1992: Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7. The highest grade is 4.0. Lowest passing grade is 0.7. Dental students taking medical school courses are allowed medical school grades.

Prior to autumn 1992: Numeric grades: 4.0 (honor), 3.7, 3.3, 3.0, 2.7, (good), 2.3, 2.0 (low pass), 0.0 (failure). Prior to spring 1981, letter grades: A (4.0), B (3.0), C (2.0), E (failure), EW (failure withdrawal), CR, NC, I, N, W.

SCHOOL OF LAW:
Effective autumn 1998, for entering first year Law students: Letter grades: A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C (2.0), D (1.0), E (0.0), CR (Credit); NC (No Credit); I (Incomplete); N (satisfactory without grade); W (Withdrawal); HW (Hardship Withdrawal). For Law students entering prior to autumn 1998: DS (Distinguished); H (Honors); P (Pass); LP (Low Pass); CR, NC, I, N, W, HW. Prior to 1990, numeric grades-credit awarded for grades 4.0 through 2.3; letter grades-CR, NC, I, N, *W, and W. GPA calc began Aut 05 for students (JD only) enrolled as of Spr 07.

SCHOOL OF MEDICINE:
Letter grades: H (Honors), S, NS, CR, NC, I, N, W. Effective autumn 1996: HP (High Pass), P (Pass), F (Fail) were added. Effective autumn 2002, S, NS were discontinued.

SCHOOL OF PHARMACY:
Numeric grades: 4.0, 3.9, decreasing by 1/10 to 0.7, 0.0. The highest grade is 4.0. Lowest passing grade is 0.7.

COURSE LEVEL:
Lower division, 100-299; upper division, 300-499; graduate 500 and above.

TRANSCRIPTS:
Most student records were converted to a new transcript system in winter 1983. You may receive two types of transcripts.

ACCREDITATION:
The University of Washington is accredited by the Northwest Association of Schools and Colleges.

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

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PRINCETON UNIVERSITY

entered the Graduate School at Princeton as a degree-seeking student on 09/16/99.
Received MA Degree in Philosophy on 06/04/02. This transcript prepared on 05/19/16.

		Fall Term 1999-2000 (Regular Student)	
PHI	312	Intermediate Logic	*
		J. P. Burgess	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
PHI	707	R.C.:Meta-Ethics:Error Theories	*
		D. K. Lewis	

		Spring Term 1999-2000 (Regular Student)	
PHI	339	Philosophyical Analysis Since 1950	*
		S. Soames	
PHI	513	Perceptual Content	*
		S. D. Kelly	
PHI	516	Locke and Rousseau	*
		H. K. Lottenbach	

		Fall Term 2000-2001 (Regular Student)	
PHI	300	Plato and His Predecessors	*
		J. M. Cooper	
PHI	502	Philosophy of Kant	*
		B. M. Longenesse	
PHI	523	Problems of Philosophy	*
		D. R. Graff	
		Assistant in Instruction - Part Time	

		Spring Term 2000-2001 (Regular Student)	
PHI	514	Recent and Contemp. Phil: Fact and Value	AUD
		G. A. Rosen	
PHI	535	Philosophy of Mind	*
		K. E. Bennett	

		Fall Term 2001-2002 (Regular Student)	
PHI	338	Philosophical Analysis from 1900 to 1950	AUD
		S. Soames	
PHI	540	Metaphysics	*
		G. A. Rosen	

		Spring Term 2001-2002 (Regular Student)	
PHI	523	Problems of Philosophy	*
		G. A. Rosen	
PHI	534	Philosophy of Language	AUD
		S. Soames	
PHI	599	Dissertation Seminar	*
		P. Benacerraf	

REMARKS:
******** Language Exam in German Passed on 05/22/01
******** General Exam for Philosophy Passed on 01/31/02
******** Leave of Absence 09/01/02
******** Voluntary Withdrawal 07/01/04

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MAY 24 2016
Mukilteo School District
Human Resources Department

RE

Lauren Fang
9401 Sharon Drive
Everett, WA 98204
USA

End of transcript

Poly Winfrey Griffin, Registrar

TRANSCRIPT EXPLANATION PRINTED ON REVERSE SIDE

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PRINCETON UNIVERSITY

GRADING SYMBOLS

In undergraduate courses (numbered below 500) and independent work

A+	Exceptional; significantly exceeds the highest expectations for undergraduate work
A	Outstanding; meets the highest standards for the assignment or course
A-	Excellent; meets very high standards for the assignment or course
B+	Very good; meets high standards for the assignment or course
B	Good; meets most of the standards for the assignment or course
B-	More than adequate; shows some reasonable command of the material
C+	Acceptable; meets basic standards for the assignment or course
C	Acceptable; meets some of the basic standards for the assignment or course
C-	Acceptable, while falling short of meeting basic standards in several ways
D	Minimally acceptable; lowest passing grade
F	Failing; very poor performance
P	Grades of A+ through C- in courses taken on pass/D/fail basis (prior to 1988-89, earned grades of A+ through D were converted to P) Satisfactory
AUD	Completion of required work in a course taken on an audit basis
INC	Course not completed at end of term (late completion authorized)
T	Course successfully completed at another institution for Princeton credit
UNR	Course grades not reported by instructor
W	Student withdrew from the University after the term's ninth week of class

In graduate courses (numbered 500 and above)

With the exception of T and W, all of the foregoing grading symbols are used in graduate courses. The following symbols may also appear:

HP	High Pass (used in some graduate courses in the School of Architecture)
LP	Low Pass (used in some graduate courses in the School of Architecture)
N or *	No grade given in the course. Between 1948-49 and 1973-74, represented by N; from 1974-75, represented by *

GRADING POLICY 2004-2014

From fall term 2004-05 through spring term 2013-14, the faculty had a common grading expectation for every department and program: A's (A+, A, A-) were to account for less than 35 percent of the grades given in undergraduate courses and less than 55 percent of the grades given in junior and senior independent work. Each department or program determined how best to meet these expectations. In the fall term 2014-15, the faculty reaffirmed rigorous and transparent assessment measures and removed a numeric target for the percent of A grades.

COURSE OF STUDY

Undergraduate students at Princeton enroll in a four-year course of study as candidates for the degree of Bachelor of Arts (A.B.) or the degree of Bachelor of Science in Engineering (B.S.E.). Undergraduate course credit is awarded in the form of course units. Each undergraduate course is one course unit; one course unit may be considered the equivalent of 4.0 semester hours. The A.B. program consists of eight terms of full-time study to satisfy the requirement of 31 courses (30 courses for students matriculating before 2001). Beginning in the junior year a candidate for the A.B. degree undertakes a program of departmental concentration including course work, independent study in the junior year, a two-term senior thesis, and a departmental examination at the end of the senior year. The B.S.E program consists of eight terms of full-time study to satisfy the requirement of 36 courses, which usually include one or two terms of independent work. B.S.E. students pursue departmental concentrations beginning in the sophomore year. Prior to fall term 1974-75, an undergraduate's departmental courses were indicated by a (D) preceding the course title. In addition to the departmental concentration, many students elect to pursue certificates in one or more programs, nearly all of which are interdisciplinary.

Graduate students pursue full-time study toward the Ph.D. degree in the arts and sciences, engineering, architecture, and public affairs; and final professional master's degrees in architecture, engineering, finance, Near Eastern studies, public affairs, and public policy. To qualify for the Ph.D., a candidate spends at least one academic year in residence, passes the general examination, presents an acceptable dissertation, and passes the final public oral examination. Additional requirements for the Ph.D. vary by program. Ph.D. candidates may earn a Master of Arts degree incidentally as part of the course of study toward the Ph.D. Requirements for a final professional master's degree vary by program. Graduate students who are enrolled full time and in residence hold regular student status as they pursue work toward the degree. Students registered *in absentia* are also enrolled full time but are absent from campus in order to make use of materials, facilities, and expertise not available in residence. In their last years of enrollment, the majority of post-generals Ph.D. students take no courses, but pursue full-time research toward completion of the dissertation. Ph.D. students who come to the end of the defined program length without having completed all requirements for the degree may hold dissertation completion enrollment (DCE) status for up to two years and enrollment terminated/degree candidacy continues (ET/DCC) status thereafter. DCE students are enrolled students. ET/DCC students are not enrolled, but they are entitled to submit a dissertation.

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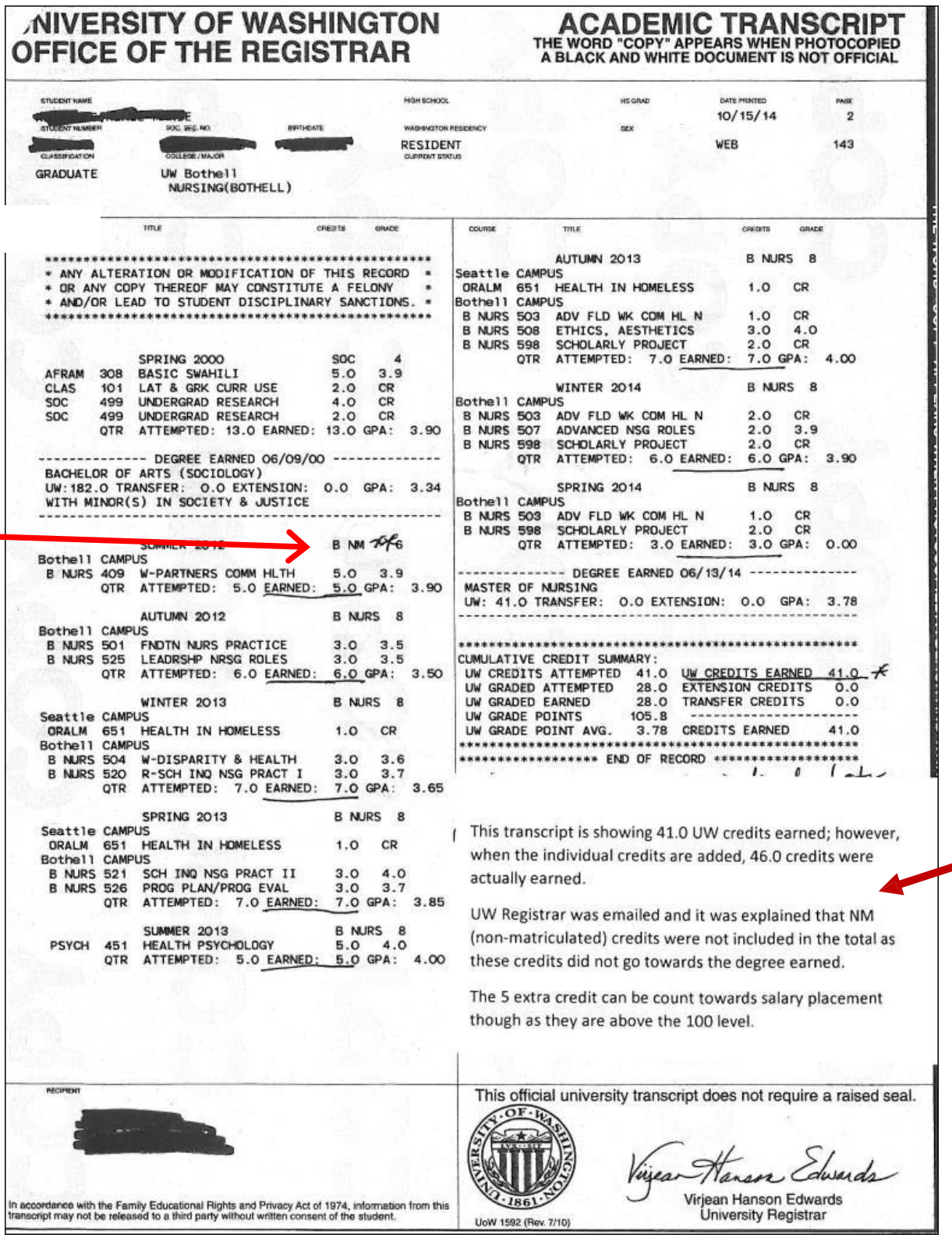
Academic Credits Example: Credits on UW Transcript not counted in Total Credits Earned on Transcript. Since they do not apply to the degree, you have to use a different criteria but otherwise they can be counted.



NIVERSITY OF WASHINGTON
OFFICE OF THE REGISTRAR

ACADEMIC TRANSCRIPT
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STUDENT NAME [redacted]E
STUDENT NUMBER [redacted] SOC. SEC. NO. [redacted] BIRTHDATE [redacted]
CLASSIFICATION: GRADUATE
COLLEGE / MAJOR: UW Bothell NURSING(BOTHELL)
HIGH SCHOOL
WASHINGTON RESIDENCY: RESIDENT
CURRENT STATUS
HS GRAD
SEX
DATE PRINTED: 10/15/14
PAGE: 2
WEB
143

COURSE		TITLE	CREDITS	GRADE
		********** ANY ALTERATION OR MODIFICATION OF THIS RECORD * OR ANY COPY THEREOF MAY CONSTITUTE A FELONY * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * **********		
		SPRING 2000	SOC	4
AFRAM	308	BASIC SWAHILI	5.0	3.9
CLAS	101	LAT & GRK CURR USE	2.0	CR
SOC	499	UNDERGRAD RESEARCH	4.0	CR
SOC	499	UNDERGRAD RESEARCH	2.0	CR
	QTR	ATTEMPTED: 13.0 EARNED: 13.0 GPA:		3.90
		---------- DEGREE EARNED 06/09/00 ----------		
		BACHELOR OF ARTS (SOCIOLOGY)		
		UW:182.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.34
		WITH MINOR(S) IN SOCIETY & JUSTICE		
		[illegible]	B NM	5
Bothell	CAMPUS			
B NURS	409	W-PARTNERS COMM HLTH	5.0	3.9
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		3.90
		AUTUMN 2012	B NURS	8
Bothell	CAMPUS			
B NURS	501	FNDTN NURS PRACTICE	3.0	3.5
B NURS	525	LEADRSHP NRSG ROLES	3.0	3.5
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.50
		WINTER 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	504	W-DISPARITY & HEALTH	3.0	3.6
B NURS	520	R-SCH INQ NSG PRACT I	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.65
		SPRING 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	521	SCH INQ NSG PRACT II	3.0	4.0
B NURS	526	PROG PLAN/PROG EVAL	3.0	3.7
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		3.85
		SUMMER 2013	B NURS	8
PSYCH	451	HEALTH PSYCHOLOGY	5.0	4.0
	QTR	ATTEMPTED: 5.0 EARNED: 5.0 GPA:		4.00

COURSE		TITLE	CREDITS	GRADE
		AUTUMN 2013	B NURS	8
Seattle	CAMPUS			
ORALM	651	HEALTH IN HOMELESS	1.0	CR
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	508	ETHICS, AESTHETICS	3.0	4.0
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 7.0 EARNED: 7.0 GPA:		4.00
		WINTER 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	2.0	CR
B NURS	507	ADVANCED NSG ROLES	2.0	3.9
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 6.0 EARNED: 6.0 GPA:		3.90
		SPRING 2014	B NURS	8
Bothell	CAMPUS			
B NURS	503	ADV FLD WK COM HL N	1.0	CR
B NURS	598	SCHOLARLY PROJECT	2.0	CR
	QTR	ATTEMPTED: 3.0 EARNED: 3.0 GPA:		0.00
		---------- DEGREE EARNED 06/13/14 ----------		
		MASTER OF NURSING		
		UW: 41.0 TRANSFER: 0.0 EXTENSION: 0.0 GPA:		3.78

********** CUMULATIVE CREDIT SUMMARY: **********

UW CREDITS ATTEMPTED	41.0	UW CREDITS EARNED	41.0
UW GRADED ATTEMPTED	28.0	EXTENSION CREDITS	0.0
UW GRADED EARNED	28.0	TRANSFER CREDITS	0.0
UW GRADE POINTS	105.8		
UW GRADE POINT AVG.	3.78	CREDITS EARNED	41.0

********** END OF RECORD **********

This transcript is showing 41.0 UW credits earned; however, when the individual credits are added, 46.0 credits were actually earned.

UW Registrar was emailed and it was explained that NM (non-matriculated) credits were not included in the total as these credits did not go towards the degree earned.

The 5 extra credit can be count towards salary placement though as they are above the 100 level.

RECIPIENT [redacted]

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

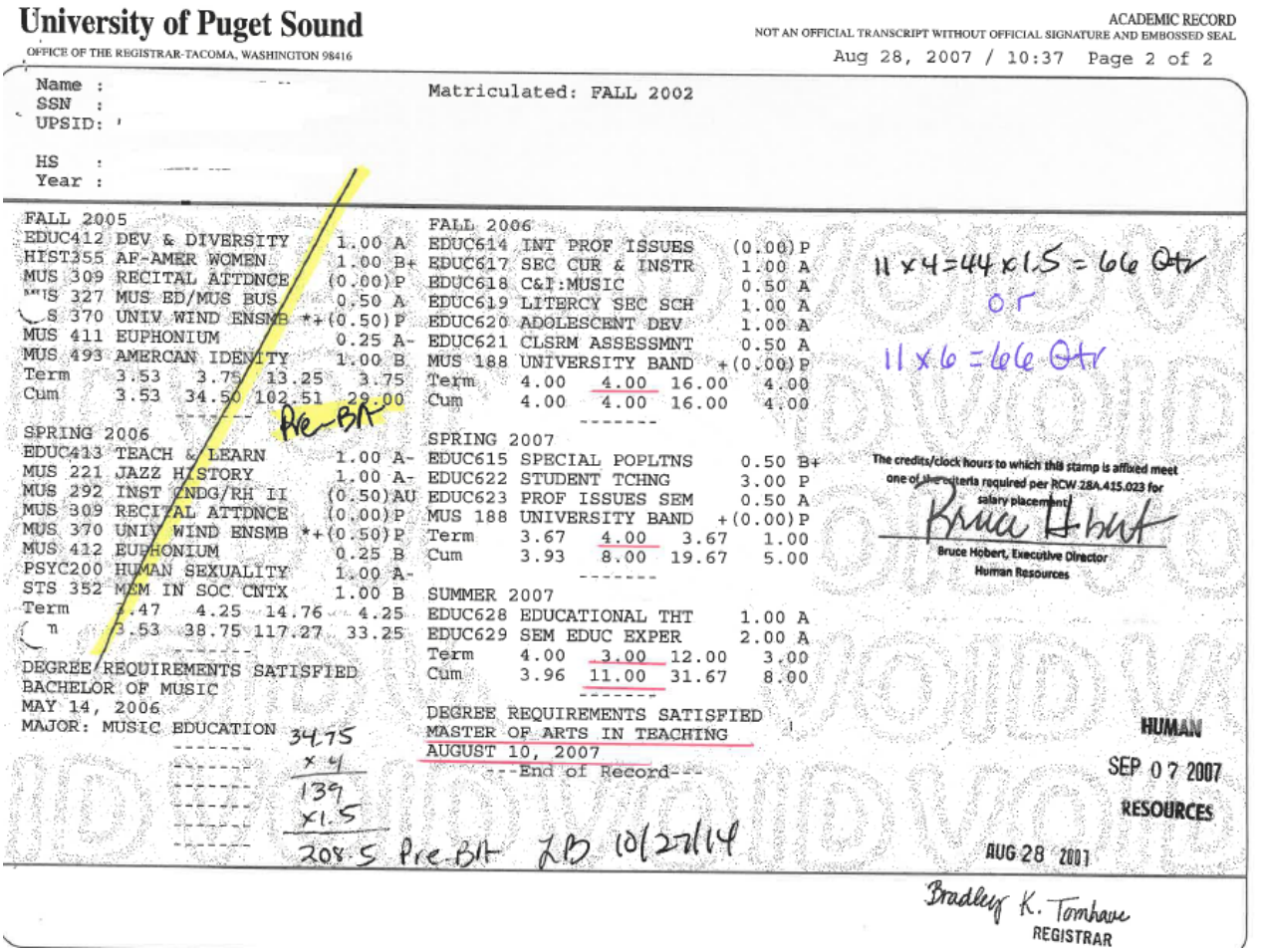
This official university transcript does not require a raised seal.

UNIVERSITY OF WASHINGTON 1861

Virjean Hanson Edwards
Virjean Hanson Edwards
University Registrar

UoW 1592 (Rev. 7/10)

Academic Credits Example: University of Puget Sound is Units. 1.0 Unit = 4 Semester Hours or 1.0 Unit = 6.0 Quarter Hours if earned beginning Summer 1984.



University of Puget Sound
OFFICE OF THE REGISTRAR-TACOMA, WASHINGTON 98416

ACADEMIC RECORD
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Aug 28, 2007 / 10:37 Page 2 of 2

Name :
SSN :
UPSID:

HS :
Year :

Matriculated: FALL 2002

FALL 2005
EDUC412 DEV & DIVERSITY 1.00 A
HIST355 AF-AMER WOMEN 1.00 B+
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 327 MUS ED/MUS BUS 0.50 A
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 411 EUPHONIUM 0.25 A-
MUS 493 AMERCAN IDENITY 1.00 B
Term 3.53 3.75 13.25 3.75
Cum 3.53 34.50 102.51 29.00

Pre-BA

SPRING 2006
EDUC413 TEACH & LEARN 1.00 A-
MUS 221 JAZZ HISTORY 1.00 A-
MUS 292 INST CNDG/RH II (0.50)AU
MUS 309 RECITAL ATTDNCE (0.00)P
MUS 370 UNIV WIND ENSMB *+(0.50)P
MUS 412 EUPHONIUM 0.25 B
PSYC200 HUMAN SEXUALITY 1.00 A-
STS 352 MEM IN SOC CNTX 1.00 B
Term 3.47 4.25 14.76 4.25
Cum 3.53 38.75 117.27 33.25

DEGREE REQUIREMENTS SATISFIED
BACHELOR OF MUSIC
MAY 14, 2006
MAJOR: MUSIC EDUCATION

FALL 2006
EDUC614 INT PROF ISSUES (0.00)P
EDUC617 SEC CUR & INSTR 1.00 A
EDUC618 C&I:MUSIC 0.50 A
EDUC619 LITERCY SEC SCH 1.00 A
EDUC620 ADOLESCENT DEV 1.00 A
EDUC621 CLSRM ASSESSMNT 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 4.00 4.00 16.00 4.00
Cum 4.00 4.00 16.00 4.00

SPRING 2007
EDUC615 SPECIAL POPLTNS 0.50 B+
EDUC622 STUDENT TCHNG 3.00 P
EDUC623 PROF ISSUES SEM 0.50 A
MUS 188 UNIVERSITY BAND +(0.00)P
Term 3.67 4.00 3.67 1.00
Cum 3.93 8.00 19.67 5.00

SUMMER 2007
EDUC628 EDUCATIONAL THT 1.00 A
EDUC629 SEM EDUC EXPER 2.00 A
Term 4.00 3.00 12.00 3.00
Cum 3.96 11.00 31.67 8.00

DEGREE REQUIREMENTS SATISFIED
MASTER OF ARTS IN TEACHING
AUGUST 10, 2007
---End of Record---

11 x 4 = 44 x 1.5 = 66 Qtr
or
11 x 6 = 66 Qtr

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.
Bruce Hobert
Bruce Hobert, Executive Director
Human Resources

34.75
x 4
139
x 1.5
208.5 Pre-BA LB 10/27/14

HUMAN
SEP 07 2007
RESOURCES

AUG 28 2007

Bradley K. Tomhave
REGISTRAR

October 2019.pdf

University of Puget Sound
Office of the Registrar
Tacoma, WA 98416-1034
(253) 879-3217

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The University of Puget Sound was founded in 1888. It was known as the College of Puget Sound from 1913 to 1960, when it again became the University of Puget Sound. The University is fully accredited by the Northwest Association of Schools and Colleges, an accreditation recognized by all other regional accrediting associations in the United States.

CREDIT VALUE

Prior to Fall 1969, the University of Puget Sound operated on a semester calendar and granted credit in semester hours. From Fall 1969 through Spring 1984, the University operated on a 4-1-4 calendar and granted credit in units, with one unit equaling 5 quarter credits or 3⅓ semester credits. Beginning Summer 1984, the University is again on a semester calendar, granting credit in units, with one unit equaling 4 semester credits or 6 quarter credits.

DEGREE REQUIREMENTS

Prior to Fall 1969, 125 semester credits were required for graduation. From Fall 1969 to Fall 1971, 35 units plus 4 PE activities were required for graduation. From Fall 1971 to Spring 1984, 36 units were required for graduation, with a maximum of 2 activity units allowed within the 36. Beginning Summer 1984, 32 units are required for graduation, with a maximum of 1.5 activity units allowed within the 32. Beginning Fall 1984, activity overload grades are excluded from the grade point average. To help track degree progress of students enrolled under both the 4-1-4 calendar (36-unit degree) and semester calendar (32-unit degree), units earned prior to Summer 1984 were "converted" by a factor of 8/9. (The conversion factor derives from the change in units required from 36 to 32. Note that 32/36=8/9.) This "conversion" notation on the transcript is solely for the purpose of internal University degree-tracking. For purpose of transfer, unit equivalencies described above in **CREDIT VALUE** apply.

END-OF-TERM TOTALS

Totals computed at the end of each academic term's work prior to Fall 1979 were (reading from left to right): (1) cumulative grade point average, (2) cumulative units earned, (3) term grade point average, and (4) term units earned. Beginning Fall 1979 term (top line) and cumulative (bottom line) totals are: (1) grade point average, (2) units earned, (3) grade points, and (4) graded units.

COURSE NUMBERING SYSTEM

1922-1939		1939-August, 1955		September, 1955-Present*	
1-20	Freshman Level	1-49	Freshman Level	100-199	Freshman Level
20-29	Sophomore Level	50-99	Sophomore Level	200-299	Sophomore Level
Above 29	Upper Level and Advanced Credit	100-149	Junior Level	300-399	Junior Level
		150-199	Senior Level	400-499	Senior Level
		200-Above	Graduate Level	500-699	Graduate Level

Winterim courses and PE activity courses have used different numbering systems but all courses offered by the University of Puget Sound are 4-year degree level courses.

TRANSCRIPT SYMBOLS

+	indicates activity credit
*	indicates activity credit limit exceeded
( )	indicates credit not counted in hours for degree
G	indicates credit accepted towards graduate degree
H	indicates Honors enriched course
L	indicates course includes laboratory

GRADING SYSTEM (Beginning Fall 1979, transfer grades are NOT included in University of Puget Sound grade average.)

Prior to 1926

1*	Superior
1, 1-	Good
2+, 2, 2-	Average
3+, 3	Poor
3-	Barely Passing
Inc.	Incomplete
4-	Conditioned
4	Failure

***1927-1946**

A	Superior
B	Good
C	Average
D	Passing
I	Incomplete
K	Conditioned
F	Failure

**1926 same as above except*
D Poor
E Passing

1947-Fall 1976*

A	Unusual Excellence
B	Superior
C	Average
D	Passing
P	Failure
I	Incomplete
IP	In Progress
AU	Audit
W	Satisfactory at Withdrawal
UF	Unsatisfactory at Withdrawal
WU	Unofficial Withdrawal

**Beginning Fall 1967*
P Pass

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Spring 1977-Present

Grade	Points	Explanation
P	-	Pass (C- or above)
W	-	Withdrawal
WF	0.00	Withdrawal Failing*
AU	-	Audit (no credit)
I	-	Incomplete
INC	-	Incomplete (Permanent)
IP	-	In Progress

**Computed in grade point average*

NOT AN OFFICIAL TRANSCRIPT WITHOUT OFFICIAL SIGNATURE AND EMBOSSED SEAL

Academic Credits Example: **Pacific Lutheran University operates on semesters!**

Date Issued: 28-AUG-2003
GEN

PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447-0003 • 253/535-7161

Page: 1

Record o
Issued To: "

Course Level: Continuing Education

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 2003

EDUC 501D	New Horizons in Education	3.33	P	0.00
EDUC 501J	No Child Left Behind	3.50	P	0.00

Ehrs: 6.83 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

6.83 x 1.5 = 10.25

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	6.83	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	6.83	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

October 2019.pdf

Back of Pacific Lutheran University Transcript:

The University was founded in 1890 and opened as Pacific Lutheran Academy. It became a junior college in 1921. Ten years later, it was organized into a three-year normal school which became a college of education in 1939. After 1941, it expanded as Pacific Lutheran College until it was reorganized as a University in 1960.

ACCREDITATION
Pacific Lutheran University is accredited by the Northwest Association of Schools and Colleges. Specialized accreditations are detailed in the University catalog.

CALENDAR
PLU adopted the "4-1-4" calendar effective September, 1969. The calendar consists of two fifteen-week semesters bridged by a four-week January term.

GRADING SYSTEM

THROUGH MAY, 1980:

GRADE	POINTS	EXPLANATION
A	4.00	Excellent
B	3.00	Good
C	2.00	Average
D	1.00	Passing
E	0.00	Failure
WE	0.00	Failure
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WP	0.00	Withdrawal Passing
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal

JUNE, 1980 - PRESENT:

GRADE		POINTS	EXPLANATION
A+,	*IA+	4.00	Excellent
A,	*IA	4.00	
A-,	*IA-	3.67	
B+,	*IB+	3.33	
B,	*IB	3.00	Good
B-,	*IB-	2.67	
C+,	*IC+	2.33	
C,	*IC	2.00	
C-,	*IC-	1.67	
D+,	*ID+	1.33	
D,	*ID	1.00	Passing
D-,	*ID-	0.67	
E,	*IE	0.00	Failure
EW		0.00	Unofficial Withdrawal

The following are not used in GPA

GRADE	POINTS	EXPLANATION
H	0.00	Honors
P	0.00	Passing
F	0.00	Failure
NC	0.00	No Credit
I	0.00	Incomplete
IP	0.00	In Progress
AU	0.00	Audit
WM	0.00	Medical Withdrawal
**W	0.00	Withdrawal
UW	0.00	Unofficial Withdrawal

** The original grade recorded was an Incomplete. The Incomplete has been converted to the grade noted.*
*** Beginning with Spring, 1970, the grade of W replaced WP and WE on the transcript.*

COURSE NUMBERING
011-099: courses that carry no university credit; 100-199: courses normally taken by freshmen; 200-299: courses normally taken by sophomores; 300-320 (1970-1994): courses unique to Interim; 300-499 (1994-present): courses normally taken by juniors and seniors (these courses may be included in graduate programs); 500-599: courses normally taken by graduate students (these courses may be included in undergraduate programs).

CODES
Pass-Plus grades (PA+, PA, PA-, etc.) are used for courses in which a letter grade was noted, but pass credit was given. The letter grade is not used in the GPA computation. These are used primarily for courses taken through approved Study Abroad programs.
Course repeats are marked on the far right-hand side of each transcript column (column marked "R"). An "I" means the course is included in the GPA calculation. An "E" means the course is excluded in the GPA calculation.
Credit by exam (challenge) courses are indicated by an X prior to the course number (ex: X467).

UNIVERSITY HONORS
Through August, 1997: 3.90-4.00 Summa cum laude; 3.70-3.89 Magna cum laude; 3.40-3.69 Cum laude. December, 1997 forward: 3.90-4.00 Summa cum laude; 3.75-3.89 Magna cum laude; 3.50-3.74 Cum laude. Transfer grades are included in honors calculations. Physical Education activity courses are excluded.
The Dean's List was established beginning December, 1997. To be eligible, a student must have a semester GPA of 3.50 with a minimum of 12 graded hours.

NOTE
In accordance with the Family Educational Rights and Privacy Act, this transcript may not be released to a third party without the student's permission.

Academic Credits Example: Quarter or Semester? Be sure to read the back.

LOUISIANA TECH UNIVERSITY®
RUSTON, LOUISIANA 71272

ACADEMIC TRANSCRIPT

NAME –
STUDENT NUMBER

Official Louisiana Tech University Graduate Transcript

Current Academic Program:
College of Education
Nondegree program, graduate level
Major: Life Long Learning - Educ Extension

Degrees Awarded:
Master of Arts in Teaching Feb 26, 2011
College of Education
Major: Secondary Educ Gr 6-12, with concentration in Gen Sci - Biology Educ Gr 6-12
Cum GPA: 3.889

Previous Degrees:
Bachelor of Arts May 10, 2008
HENDRIX COLLEGE
Major: Biology

Admitted Program:
College of Education
Master of Arts in Teaching
Major: Secondary Educ Gr 6-12

COURSE NUMBER	COURSE TITLE	GRADE	SEMESTER HOURS	QUALITY POINTS
Fall 2009				
EDCI-435	TRENDS AND ISSUES IN EDUCATION	A	3.00	12.00
PSYC-507	LEARNING & DEVELOPMENT	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	6.00	24.00	4.000
	Cumulative	6.00	6.00	6.00	24.00	4.000
Winter 2010						
EDCI-434	DIVERSE LEARNERS	A	3.00	12.00
EDCI-464	MAT & METH: TEACHING SCIENCE	A	3.00	12.00
EDCI-521	ASSESSMENT: STUDENTS & PROGRAMS	B	3.00	9.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	33.00	3.667
	Cumulative	15.00	15.00	15.00	57.00	3.800
Spring 2010				
EDCI-575	PRACTICUM IN EDUCATION	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	3.00	3.00	0.00	0.00	0.000
	Cumulative	18.00	18.00	15.00	57.00	3.800
Summer 2010				
EDCI-403	MAT & METH: TEACHING READING	A	3.00	12.00
EDCI-471	CLASSROOM MANAGEMENT	A	3.00	12.00
EDCI-500	RES APPL FOR TCHRS & EDUC LEADER	A	3.00	12.00
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	9.00	9.00	9.00	36.00	4.000
	Cumulative	27.00	27.00	24.00	93.00	3.875
Fall 2010				
EDCI-472	TRANSITIONAL & VOCATIONAL PROCED	A	3.00	12.00
EDUC-530C	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	3.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	3.00	12.00	4.000
	Cumulative	33.00	33.00	27.00	105.00	3.889
Winter 2011				
EDCI-599	E-PORTFOLIO	S	0.00	
EDUC-530F	INTERNSHIP IN TEACHING BIOLOGY EDUCATION, GRADES 6-12	S	6.00	
UNIV-640	GRADUATION - EDU GRAD	NR	0.00	
		AHRS	EHRS	QHRS	QPTS	GPA
	Current	6.00	6.00	0.00	0.00	0.000
	Cumulative	39.00	39.00	27.00	105.00	3.889

Requirements completed for Master of Arts in Teaching

No Further Entries This Page

No Further Entries This Column

Robert D. Vento, Jr.
UNIVERSITY REGISTRAR

PRINT DATE 07-03-17

LAUREN FANG
MUKILTEO SCHOOL DISTRICT
REFNUM: 20076303343
EVERETT WA 98204-2647

This transcript processed and delivered by Credentials' TranscriptsNetwork

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LOUISIANA TECH UNIVERSITY

Office of the Registrar
P.O. Box 3155, Ruston, LA 71272
Telephone: (318) 257-2176 FAX: (318) 257-4041
www.latech.edu

ACCREDITATION: Louisiana Tech University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Louisiana Tech University.

SEMESTER CREDIT HOUR AWARDED/QUARTER ACAMEDIC CALENDAR: Since September 1967, Louisiana Tech University has operated on a quarter academic calendar (twelve weeks per quarter), and awarded semester hour credits. Seven hundred fifty minutes of class time successfully completed during the quarter equates to one semester credit hour earned. Three or more hours of laboratory work per week count as one classroom period and usually earn one semester credit hour.

FULL-TIME ENROLLMENT: An undergraduate student is considered full-time when enrolled for eight or more semester hours per quarter. A graduate student is considered full-time when enrolled for six or more graduate semester hours.

SYSTEM OF GRADING

GRADE	QUALITY POINTS	
A	4	Excellent
B	3	Superior
C	2	Average
D	1	Minimum for credit
F	0	Failure
S	0	Satisfactory
I	0	Incomplete
IA, IB, IC, ID	0	Incomplete plus average grade in course at end of term
PI	0	Permanent Incomplete (Thesis or Dissertation – no progress; will not be completed at TECH)
W	0	Dropped course
AU	0	Audit
NC	0	No Credit
NR	0	No Grade Required

COURSE NUMBERS

001 - 099	Developmental education – not acceptable for degree credit
100 - 199	Freshman courses
200 - 299	Sophomore courses
300 - 399	Junior courses
400 - 499	Senior courses/selected courses approved for Graduate credit
500 - 599	Master's courses
600 - 699	Master's courses/selected courses approved for Doctoral credit
700 - 799	Doctoral courses

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October 2019.pdf

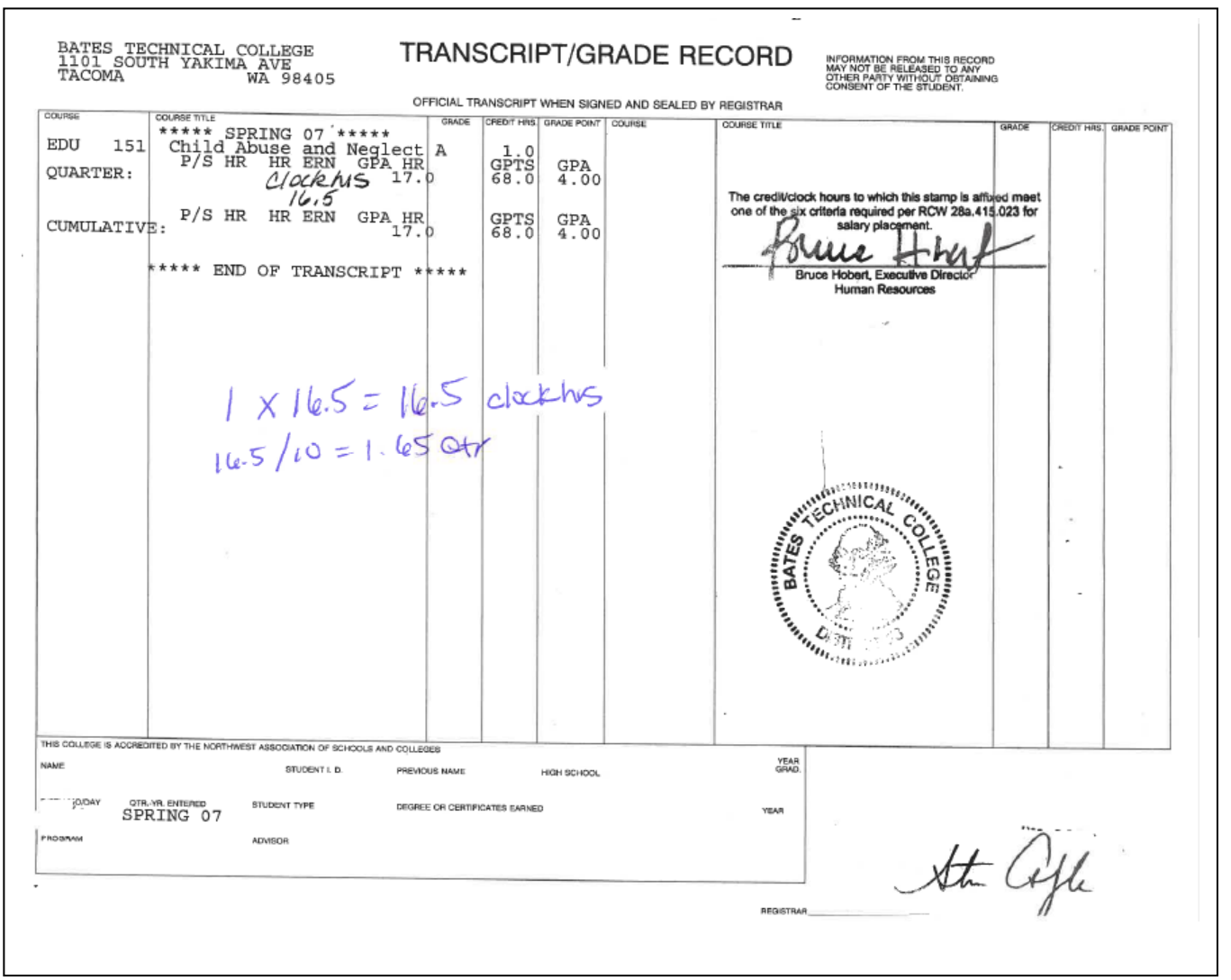
Academic Credits Example: Bates Technical College

Documentation of Phone Conversation with Steve Ashpole, Registrar at Bates Technical College

Date: 08/26/04
Re: Reading transcripts
Phone #: (253) 680-7014
Explanation of transcript:

a. Courses that have **letter** grades are quarter credit courses listed in **quarter credits** on the transcripts. Be sure to check the back of the transcript.
b. Courses that have **number** grades are clock hour courses listed in **units** on the transcripts.
c. Clock hour units are converted at **1 unit = 16.5 clock hours**.

Bates Transcript where Letter Grade = Quarter Hour Credits



BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT
	***** SPRING 07 *****			
EDU 151	Child Abuse and Neglect	A	1.0	
QUARTER:	P/S HR HR ERN GPA HR		GPTS	GPA
	Clockhrs 17.0 16.5		68.0	4.00
CUMULATIVE:	P/S HR HR ERN GPA HR		GPTS	GPA
	17.0		68.0	4.00
	***** END OF TRANSCRIPT *****			

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28a.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

1 X 16.5 = 16.5 clockhrs
16.5 / 10 = 1.65 Qtr

BATES TECHNICAL COLLEGE

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINT

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME | STUDENT I. D. | PREVIOUS NAME | HIGH SCHOOL | YEAR GRAD.

DAY/EVE | QTR./YR. ENTERED SPRING 07 | STUDENT TYPE | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM | ADVISOR

REGISTRAR

October 2019.pdf

Bates Transcript where Number Grade = Clock Hour Credits

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

TRANSCRIPT/GRADE RECORD

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POINT
	***** WINTER 00 *****			
MSAL 501	MARKETING AND SALES	W		
>MKT 091	OCCUP. HUMAN RELATIONS	3	8.0	
>MKT 115	BUSINESS CONCEPTS	4	11.0	
>MKT 116	MARKETING PRINCIPLES	3	6.0	
>MKT 245	BUSINESS/MKT CAREERS I	4	2.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	448.0		1557.0	3.48
	***** SPRING 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** FALL 00 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** WINTER 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SPRING 01 *****			
MICOM 501	NETWORK/SOFTWARE SPEC			
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:				
	***** SUMMER 01 *****			
MICOM 501	INFO TECHNOLOGIES			
>CIT 091	OCCUP. HUMAN RELATIONS	3	3.5	
>CIT 092	OCCUP. COMMUNICATIONS	3	5.0	
>CIT 093	OCCUP. MATH PRINCIPLES	3	2.0	
>CIS 101	CMPTR CONCEPTS/TECH I	3	3.0	
>CIS 102	CMPTR CONCEPTS/TECH II	3	2.0	
>CSAT 271	INTERNET DEVELOPMENT	3	5.0	
>CSAT 272	INTERNET DEVELOPMENT II	3	5.0	
>CSAT 275	WEB AUTHORING EDITOR	3	5.0	

COURSE	COURSE TITLE	GRADE	CREDT HRS	GRADE POI
	*** SUMMER 01--CONT. ***			
>CIS 132	HARDWARE MGMT/MAINT. I	3	5.0	X16.5=
>CAS 101	BEGIN WORD PROCESSING	3	5.0	
>CAS 103	INTERM. WORD PROCESSING	3	3.0	
>CAS 105	BEGINNING SPREADSHEETS	3	4.0	
>CAS 107	INTERM. SPREADSHEETS	3	5.0	
>CAS 115	DATABASES I	3	5.0	
>CAS 117	DATABASES II	3	4.0	
>MMED 110	DESKTOP PRESENTATIONS I	3	5.0	
>MMED 235	i-NET+	3	5.0	
>MMED 240	IMAGE EDITING	3	5.0	
>NETWK205	NETWORKING ESSENTIALS	3	5.0	
>NETWK206	NETWORK+	3	5.0	
>NETWK223	MICROSOFT WORKSTATION	3	5.0	
>NETWK233	MICROSOFT SERVER	3	5.0	
>NETWK256	SERVER IN THE ENTERPRIS	3	5.0	
>NETWK234	MS WINDOWS SERVER	3	5.0	
	P/S HR HR ERN GPA HR		GPTS	GPA
QUARTER:	1795.0		5385.0	3.00
	P/S HR HR ERN GPA HR		GPTS	GPA
CUMULATIVE:	2243.0		6942.0	3.09

TRANSFER FROM TACOMA COMMUNITY COLLEGE
ENGL 102-Composition 5.0 CR
SPCH 100-Speech Comm 5.0 CR
MATH 115-College Algebra 5.0 CR

***** END OF TRANSCRIPT *****

RECEIVED
JUL 30 2004
HUMAN RESOURCES

BATES TECHNICAL COLLEGE DISTRICT 28

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME [redacted] HIGH SCHOOL [redacted] YEAR GRAD [redacted]

HIGH YEAR [redacted] CRS. VR. ENTERED [redacted] STUDENT TYPE [redacted] DEGREE OR CERTIFICATES EARNED DEGREE-MICOM YEAR SUM01

PROGRAM NETWRK/SOFTWRE SPC ADVISOR [redacted]

October 2019.pdf

Back of Bates Technical College Transcript:

Bates TECHNICAL COLLEGE

GRADING SYSTEM

In September 1993, Bates Technical College adopted a competency-based curriculum. Students earn ***professional-technical ratings*** according to their mastery of skills and tasks at predetermined industry performance standards. These ratings show on the transcript under the "Grade" column, according to the following rating scale:

Professional-Technical Ratings:

Rating of 4: Performs above industry entry-level requirements / standards. Highly competent.

Rating of 3: Performs at industry entry-level requirements / standards. Competent.

Rating of 2: Progressing toward industry entry-level requirements / standards. Needs additional training and supervision.

Rating of 1: Exposed to training, but not progressing.

Rating of 0: No instruction offered or not evaluated

"W" means withdrawn from program.

"I" followed by any rating indicates In-progress– no credit awarded.

"P" followed by a rating of 3 or 4 indicates credit awarded from prior learning or experience.

"IC" means incomplete and is only used for academic classes

"S" means satisfactory

"U" means unsatisfactory

Academic courses use the traditional letter grade system:

Letter grade	Grade Point Value (GPTS)
A	4.0-3.8
A-	3.7-3.4
B+	3.3-3.1
B	3.0-2.8
B-	2.7-2.4
C+	2.3-2.1
C	2.0

Continuing education courses are rated "S", Satisfactory or "NC", No Credit. "S" is not included in grade point average (GPA) calculation and is not recognized toward the attainment of a degree.

COURSE NUMBERING SYSTEM

000-099	Pre-college level.
101-199	College-level, normally encountered first year.
200-299	College-level, normally encountered second year.

Registrar 253.680.7014
Credentials Evaluator 253.680.7015
Records Office 253.680.7019

CALCULATING THE GRADE POINT AVERAGE (GPA)

The grade point value of the academic course letter grade and the rating of the professional-technical course is multiplied by the clock hours in each course (not shown on transcript) to determine the grade points.

For example:

	Grade/Rating	Value	x	Clock Hours	=	Grade Points
Human Relations	B-	2.7		55		148.5
Safety Standards	4	4.0		66		264
Wildland Firefighter I	3	3.0		41		123
				162		535.5

In the example above, total Grade Points of 535.5 divided by the total of 162 Clock Hours equals the Grade Point Average (GPA) of 3.3. On the transcript, total grade points (GPTS) are divided by the total clock hours (GPA HR) to arrive at the grade point average (GPA).

Credit hours (noted on the Transcript under the heading of "CREDIT HRS") equates to 1:16.5 clock hours as determined by the Washington State Board for Community and Technical Colleges. These hours are totaled and combined in one number under the heading GPA HR.

ACCREDITATION

Bates Technical College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) prohibits the release of this record or disclosures of its contents to any third party without written consent of the student.

TRANSCRIPT NOTATIONS

Credit by Exam – Students who successfully challenge specific coursework may receive credit.

Transfer Credit – In order to receive credit, an official transcript must be requested by the student directly from the institution attended. A description of the transferable courses will be reflected on the Bates transcript. Specific grades for courses transferred from another institution are not recorded.

Official Transcript – An official transcript bears the impression of the Bates Technical College seal, the date, Registrar's signature, and is mailed in a sealed envelope stamped "Official Transcript Bates Technical College. Transcripts that do not meet these requirements are not considered official.

November, 2003

October 2019.pdf

Bates Technical College Transcript – Summer 2019 Cyber Intrusion

BATES TECHNICAL COLLEGE
1101 SOUTH YAKIMA AVE
TACOMA WA 98405

A COURSE WITH "&" IS COMMON AMONG
WASHINGTON STATE COMM & TECH COLLEGES
WITH THE SAME COURSE.

***** SUMMER 19 *****

EDU	104	PH CAREER/TECH EDU	S	3.0	0.0
EDU	106	OCCUPATIONAL ANALYSIS	S	3.0	0.0
EDU	151	ABUSE & NEGLECT CHILDREN	S	1.0	0.0
EDU	229	DIVERSE NEED OF STUDENTS	S	3.0	0.0

	P/S CR	CR ERN	GPA CR	GPTS	GPA
QUARTER:	10.0	10.0	0.0	0.0	0.00
CUMULATIVE:	10.0	10.0	0.0	0.0	0.00
COLLEGE LEVEL	10.0	10.0	0.0	0.0	0.00

***** END OF TRANSCRIPT *****

Morenita Jacobs

October 2019.pdf

Bates TECHNICAL COLLEGE

July 31, 2019

Bates Technical College is in the process of recovering from a cyber intrusion from a third party who disabled our computer infomation systems on July 16-17.

As a college, we realize the severity and impact this is having on our students and the services that they may require. The Washington State Board for Community and Technical Colleges are in support of our efforts.

During this time we are asking that you accept these documents as official documents until we are able to return to normal practices.

Morenika Jacobs

Best Regards,

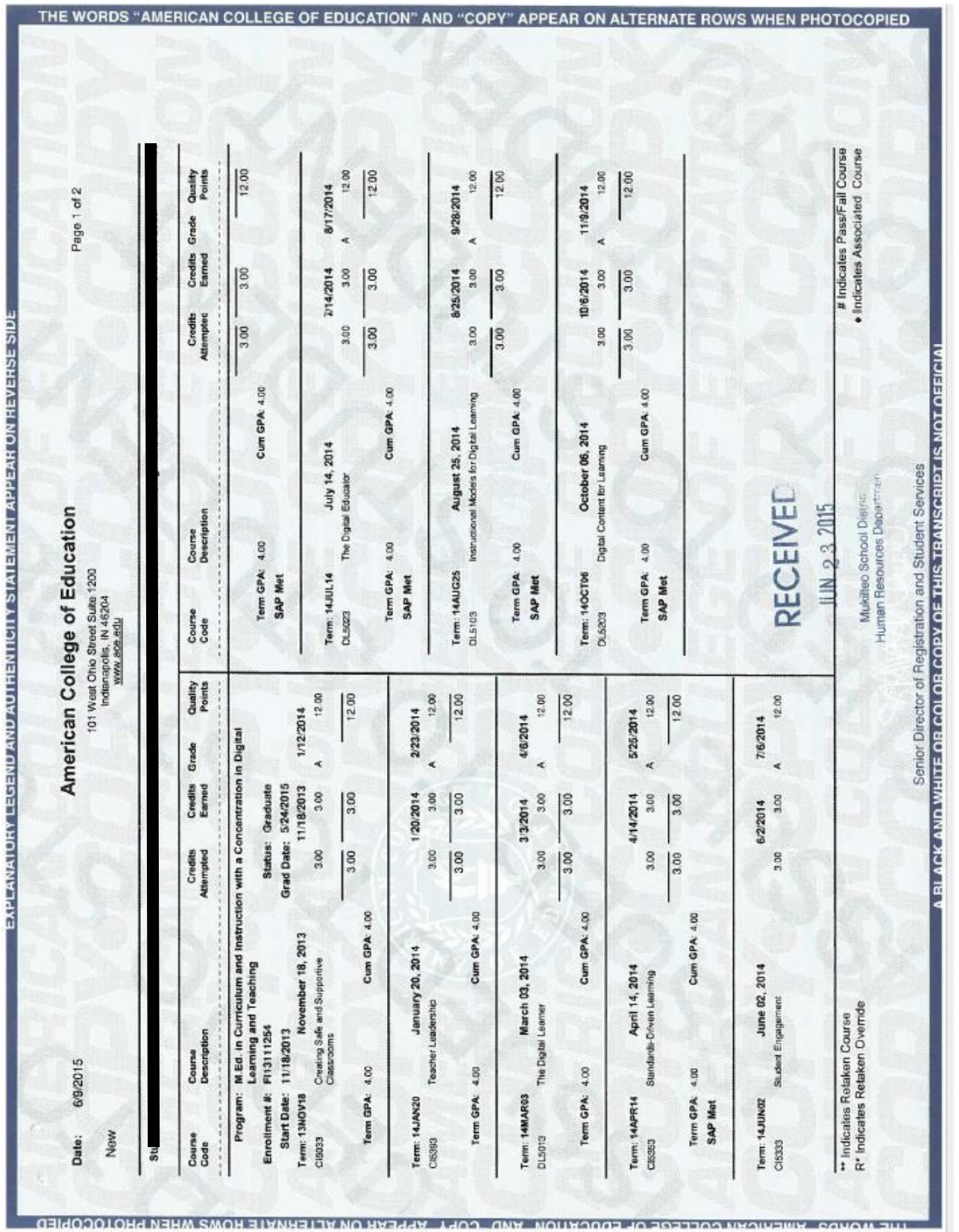
Morenika Jacobs

Registrar

Bates Technical College

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405 | 253.680.7000
Mohler Campus | 2320 S. 19 St., Tacoma, WA 98405 | 253.680.7700
South Campus | 2201 S. 78 St., Tacoma, WA 98409 | 253.680.7400
Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.

Academic Credits Example: **American College of Education. Watch for Quarter or Semester courses!**



THE WORDS "AMERICAN COLLEGE OF EDUCATION" AND "COPY" APPEAR ON ALTERNATE ROWS WHEN PHOTOCOPIED

EXPLANATION/LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Page 1 of 2

Date: 6/9/2015

New

St [redacted]

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: M.Ed. in Curriculum and Instruction with a Concentration in Digital Learning and Teaching					
Enrollment #: FI13111254			Status: Graduate		
Start Date: 11/18/2013			Grad Date: 5/24/2015		
Term: 13NOV18	November 18, 2013		11/18/2013		1/12/2014
CI8023	Creating Safe and Supportive Classrooms	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14JAN20	January 20, 2014		1/20/2014		2/23/2014
CI8093	Teacher Leadership	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14MAR03	March 03, 2014		3/3/2014		4/6/2014
DL5013	The Digital Learner	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
Term: 14APR14	April 14, 2014		4/14/2014		5/25/2014
CI8353	Standards-Driven Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14JUN02	June 02, 2014		6/2/2014		7/6/2014
CI8333	Student Engagement	3.00	3.00	A	12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Term GPA: 4.00	Cum GPA: 4.00	3.00	3.00		12.00
SAP Met					
Term: 14JUL14	July 14, 2014		7/14/2014		8/17/2014
DL5023	The Digital Educator	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14AUG25	August 25, 2014		8/25/2014		9/28/2014
DL5103	Instructional Models for Digital Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 14OCT06	October 06, 2014		10/6/2014		11/9/2014
DL5203	Digital Content for Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					

RECEIVED
JUN 23 2015
Mukilteo School District
Human Resources Department

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Senior Director of Registration and Student Services

A BLACK AND WHITE OR COLOR COPY OF THIS TRANSCRIPT IS NOT OFFICIAL

Back of American College of Education:

AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

ACADEMIC CALENDAR / CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM

500-599	Graduate Level Courses
5000-5999	Graduate Level Courses
6000-6999	Doctorate or Advanced Studies Courses

GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

*Grade is not included in grade point average computation.
** "I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

Class in Progress:

SID BID Date of Birth: Date Issued: 23-AUG-2019
Official eTranscript-PDF

Record of:
Issued To: E-TRANSCRIPT ISSUED TO Page: 1

Course Level: Graduate

DECLARED PROGRAM(S):
Master of Music
College : College of the Arts
Campus : Kent Campus
Major : Music Education

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:					
Spring 2018					
MUS	63263	KC	ADVANCED STUDIES GENERAL MUSIC	3.00 A	12.00
MUS	63274	KC	FOUNDATIONS OF MUSIC EDUCATION	3.00 A-	11.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 23.10 GPA: 3.850				
Summer 2018					
MUS	52171	KC	MUSIC FROM WORLD CULTURES	3.00 A	12.00
MUS	63241	KC	INQUIRY IN MUSIC TEACHING I	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Fall 2018					
MUS	52131	KC	AMERICA'S MUSIC	3.00 A	12.00
MUS	63242	KC	INQUIRY IN MUSIC TEACHING II	3.00 B-	8.10
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 20.10 GPA: 3.350				
Spring 2019					
MUS	61170	KC	MUSIC ANALYSIS	3.00 B	9.00
MUS	67243	KC	TECHNOLOGY FOR MUSIC TEACHING	3.00 A	12.00
	Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 21.00 GPA: 3.500				
Summer 2019					
MUS	63262	KC	ADVANCED STUDIES INSTRUMENTAL	3.00 B+	9.90
MUS	68598	KC	RESEARCH	1.00 A	4.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ	NO.	C	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:					
	Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 13.90 GPA: 3.475				
Fall 2019					
IN PROGRESS WORK					
MUS	63198	KC	CAPSTONE PROJECT	4.00 IN PROGRESS	
	In Progress Credits 4.00				

********** TRANSCRIPT TOTALS **********

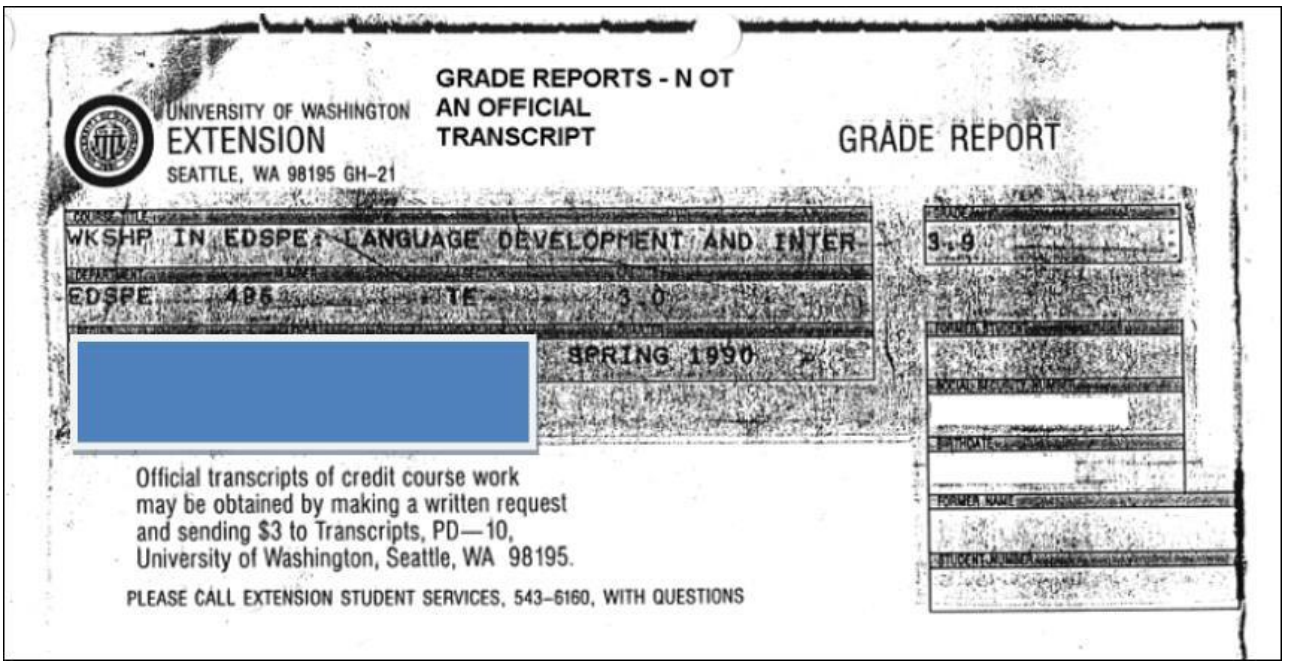
	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	28.00	28.00	98.20	3.507
TOTAL TRANSFER	0.00	0.00	0.00	0.000
OVERALL	28.00	28.00	98.20	3.507

********** END OF TRANSCRIPT **********

KENT STATE UNIVERSITY
TRANSCRIPT OF ACADEMIC RECORD

Gail M. Rebeta
Gail M. Rebeta
University Registrar

Academic Credits Example: **Grade Report is NOT an official transcript**. Do NOT record credits from a grade report.



GRADE REPORTS - N OT AN OFFICIAL TRANSCRIPT

UNIVERSITY OF WASHINGTON
EXTENSION
SEATTLE, WA 98195 GH-21

GRADE REPORT

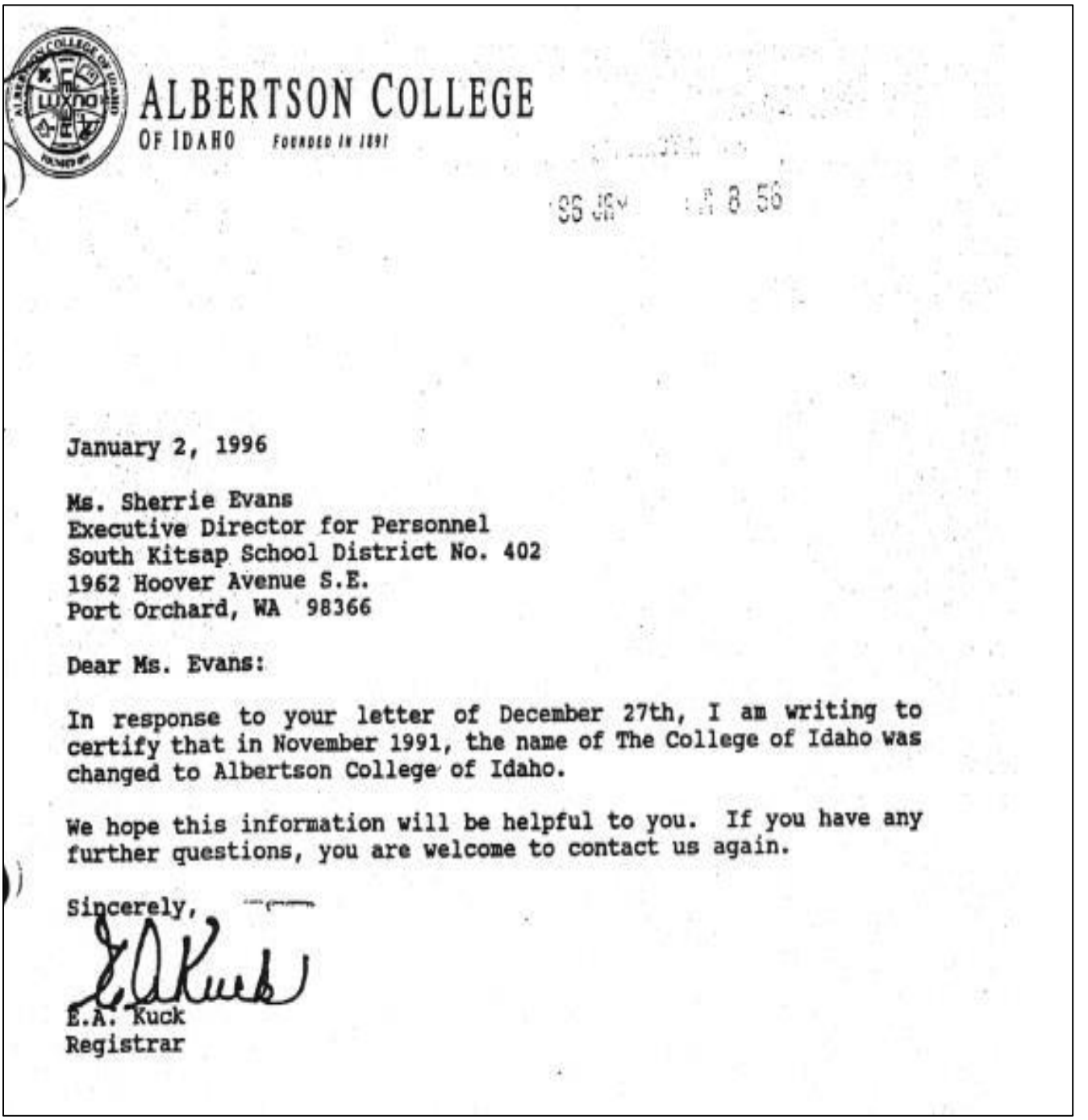
WKSHP IN EDSPE: LANGUAGE DEVELOPMENT AND INTER- 3.9
EDSPE 485 TE 3.0
SPRING 1990

Official transcripts of credit course work may be obtained by making a written request and sending $3 to Transcripts, PD—10, University of Washington, Seattle, WA 98195.

PLEASE CALL EXTENSION STUDENT SERVICES, 543-6160, WITH QUESTIONS

October 2019.pdf

Academic Credits Example: **College Changes Name**. Albertson College is the College of Idaho.



ALBERTSON COLLEGE
OF IDAHO Founded in 1891

January 2, 1996

Ms. Sherrie Evans
Executive Director for Personnel
South Kitsap School District No. 402
1962 Hoover Avenue S.E.
Port Orchard, WA 98366

Dear Ms. Evans:

In response to your letter of December 27th, I am writing to certify that in November 1991, the name of The College of Idaho was changed to Albertson College of Idaho.

We hope this information will be helpful to you. If you have any further questions, you are welcome to contact us again.

Sincerely,

E.A. Kuck
Registrar

Academic Credits Example: Evaluation of International Transcript. Note: If items are not clear to you, feel free to call or email them for clarification. They are quite helpful. In this example the dates for Year 1, Year 2 and Year 3 were not clear enough for us to determine if they were before or after earned degrees. See email on the next page.

Foundation for International Services, Inc.
19015 North Creek Parkway
Suite 103
Bothell, Washington 98011-8029 USA
Telephone: 425-487-2245
Facsimile: 425-487-1989
E-Mail: FIS@MAIL.COM

EVALUATION REPORT

Name: [redacted]

Date: October 7, 1998

Country: England

Ref: 65674/AMK

Purpose of Evaluation: Teacher Certification

School: The University of Liverpool in England

Credential(s) Submitted: Bachelor of Arts (Combined Subjects) with Honours (Class Two, Division Two) and letter from Liverpool Hope University College confirming content of program

Dates Attended: 1990-93

Grading Scale: The grading scale used for the overall grade of the degree is: 4.00 = A (Class One), 3.00 = B (Class Two, Division One and Division Two), 2.00 = C (Class Three), and Pass (Pass). The grades in parentheses are the English grades.

Document Date: December 13, 1993 (diploma), August 27, 1998 (letter)

Signature(s): Vice-Chancellor and Registrar (diploma), for the Rector (letter)

Total Semester Credits:	90
Grade Point Average:	3.00

US Educational Equivalent: Bachelor's degree in art and history from an accredited college or university in the United States.

Course	US Sem. Cr.	US Grade
Year 1		
History	10	B
Art	10	B
English Literature	10	B
	30	
Year 2		
History	15	B
Art	15	B
	30	
Year 3		
History (including Study of Political Theory)	15	B
Art	15	B
	30	

October 2019.pdf

Jenni Ballew

From: FIS [fis@ricochet.net]
Sent: Friday, February 04, 2000 3:41 PM
To: Jenni Ballew
Subject: Re: [redacted]

Dear Ms. Ballew:

Thank you for your inquiry. Mary K. Burke, Associate Director of Evaluations at FIS reviewed evaluation #[redacted] for [redacted]. After reviewing the file, FIS reaffirms our earlier equivalency that [redacted] has completed a Bachelor's degree in art and history and has completed the equivalent of 30 semester credits beyond the bachelor's degree. We also affirm that [redacted] does "not" have a master's degree equivalency.

If you have any questions, please feel free to contact me.

Sincerely,

Brian L. Bosse
Director of Administration
Foundation for International Services, Inc.

----- Original Message -----
From: Jenni Ballew <ballew@skitsap.wednet.edu>
To: <FIS@MAIL.COM>
Sent: Thursday, January 27, 2000 1:27 PM
Subject: [redacted]

> Foundation for International Services, Inc. prepared an evaluation report
> for [redacted] on October 7, 1998. [redacted] is currently
> substituting for South Kitsap School District and we have a question about
> her highest degree.
>
> According to the evaluation report, [redacted] highest degree (The
University
> of Leads in England) U.S. education equivalent is "Undergraduate major in
> art education from an accredited college or university in the United
> States." This does not specifically state that she has the equivalent of
a
> master's degree--does she?
>
> Your assistance would really be appreciated!!
>
> Jenni Ballew
> Certificated Personnel Specialist
> South Kitsap School District
>
>

October 2019.pdf

Academic Credits Example: **Ok to report degree from religious institution** if it is accredited but if credits are completed 9/1/95 and after, you must determine if they meet one of the seven (7) course criteria and typically many do not.

Email exchange between South Kitsap and Ross Bunda, OSPI
Monday, August 20, 2001 9:40 AM
Sent to: Ross Bunda From: Jenni Ballew, HR, South Kitsap
Question: I have an individual with a Master's Degree in Theology and a Master's Degree in Divinity. I understand the Master's Degree will count but my question concerns the credits. All of these credits were completed from 1969 to 1993, all before the 9/1/95 criteria were adopted. Under the previous criteria and according to the S 275 instructions, I cannot find any reason why these credits would not count. All are from a regionally accredited institution located within the US. All are applicable to a degree program. I have read through the entire credit section of the S-275 instructions and cannot find any other criteria that apply in this situation.

My question for you is am I correct in my understanding that these credits will count? Thank you so much for your assistance.

Response from Ross Bunda
Monday, August 20th, 2001 10:06 AM
YES.

October 2019.pdf

Additional email verifying religious courses after 9/1/95 must meet criteria.

Jenni Ballew

"om: Ross Bunda [RBunda@ospi.wednet.edu]
Monday, July 31, 2000 3:27 PM
'Jenni Ballew'
[redacted]
Subject: RE: Religious Credits

Credits earned after September 1, 1995 must satisfy the additional criteria of WAC 392-121-262. If a school district determines that the credits meet one or more of the additional criteria (whether those credits be from religious courses, physical education courses, or any other course), they can be reported as credits for placement on the salary allocation schedule.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs/

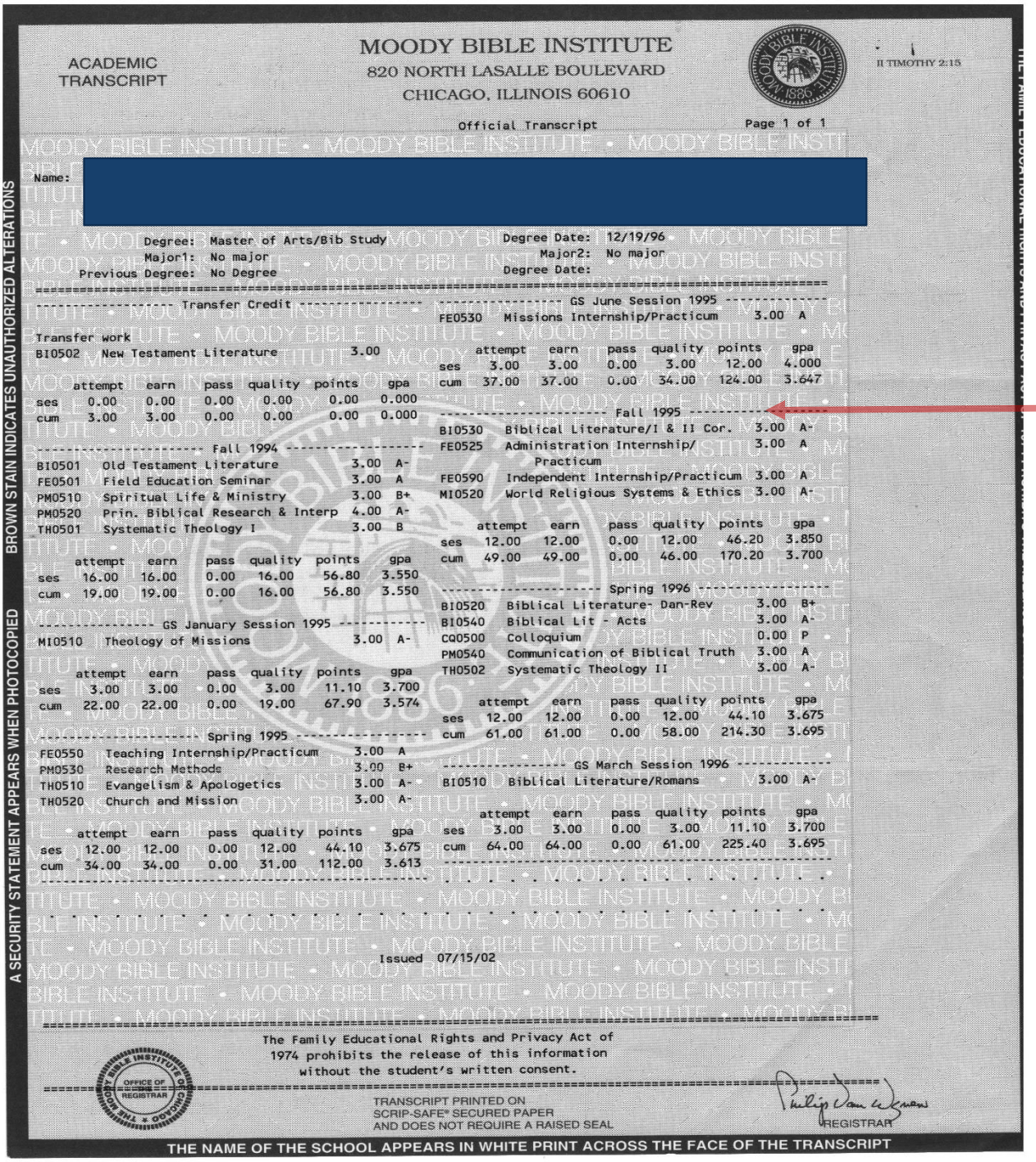
-----Original Message-----
From: Jenni Ballew [mailto:ballew@skitsap.wednet.edu]
Sent: Monday, July 31, 2000 2:37 PM
To: Ross Bunda
Subject: Religious Credits

I have a new employee who has several religious classes (Psalms, Art of Worship, Intro to Preaching, etc.)she took from Boston University from Fall of 1996 to Fall of 1997. None of the courses are applicable under the criteria listed in WAC 392-121-262 and we have told the employee these credits will not toward salary placement. Just to be sure, are there ever any circumstances where religious classes count toward salary placement using the new criteria in WAC 392-121-262? Thank you for the information.

Jenni Ballew
South Kitsap School District
360-876-7372

October 2019.pdf

Watch for specific dates on transcripts and when the Course Criteria rule begins (9/1/1995):



ACADEMIC TRANSCRIPT

MOODY BIBLE INSTITUTE
820 NORTH LASALLE BOULEVARD
CHICAGO, ILLINOIS 60610

II TIMOTHY 2:15

Official Transcript — Page 1 of 1

Name: [redacted]

Degree: Master of Arts/Bib Study — Degree Date: 12/19/96
Major1: No major — Major2: No major
Previous Degree: No Degree — Degree Date:

---------- Transfer Credit ----------

Transfer work
BI0502 New Testament Literature 3.00

	attempt	earn	pass	quality	points	gpa
ses	0.00	0.00	0.00	0.00	0.00	0.000
cum	3.00	3.00	0.00	0.00	0.00	0.000

---------- Fall 1994 ----------

BI0501	Old Testament Literature	3.00	A-
FE0501	Field Education Seminar	3.00	A
PM0510	Spiritual Life & Ministry	3.00	B+
PM0520	Prin. Biblical Research & Interp	4.00	A-
TH0501	Systematic Theology I	3.00	B

	attempt	earn	pass	quality	points	gpa
ses	16.00	16.00	0.00	16.00	56.80	3.550
cum	19.00	19.00	0.00	16.00	56.80	3.550

---------- GS January Session 1995 ----------

MI0510	Theology of Missions	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	22.00	22.00	0.00	19.00	67.90	3.574

---------- Spring 1995 ----------

FE0550	Teaching Internship/Practicum	3.00	A
PM0530	Research Methods	3.00	B+
TH0510	Evangelism & Apologetics	3.00	A-
TH0520	Church and Mission	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	34.00	34.00	0.00	31.00	112.00	3.613

---------- GS June Session 1995 ----------

FE0530	Missions Internship/Practicum	3.00	A

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	12.00	4.000
cum	37.00	37.00	0.00	34.00	124.00	3.647

---------- Fall 1995 ----------

BI0530	Biblical Literature/I & II Cor.	3.00	A-
FE0525	Administration Internship/ Practicum	3.00	A
FE0590	Independent Internship/Practicum	3.00	A
MI0520	World Religious Systems & Ethics	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	46.20	3.850
cum	49.00	49.00	0.00	46.00	170.20	3.700

---------- Spring 1996 ----------

BI0520	Biblical Literature- Dan-Rev	3.00	B+
BI0540	Biblical Lit - Acts	3.00	A-
CQ0500	Colloquium	0.00	P
PM0540	Communication of Biblical Truth	3.00	A
TH0502	Systematic Theology II	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	12.00	12.00	0.00	12.00	44.10	3.675
cum	61.00	61.00	0.00	58.00	214.30	3.695

---------- GS March Session 1996 ----------

BI0510	Biblical Literature/Romans	3.00	A-

	attempt	earn	pass	quality	points	gpa
ses	3.00	3.00	0.00	3.00	11.10	3.700
cum	64.00	64.00	0.00	61.00	225.40	3.695

Issued 07/15/02

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this information without the student's written consent.

OFFICE OF THE REGISTRAR

TRANSCRIPT PRINTED ON SCRIP-SAFE® SECURED PAPER AND DOES NOT REQUIRE A RAISED SEAL

Philip Van Wyngaarden
REGISTRAR

A SECURITY STATEMENT APPEARS WHEN PHOTOCOPIED BROWN STAIN INDICATES UNAUTHORIZED ALTERATIONS

THE NAME OF THE SCHOOL APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT

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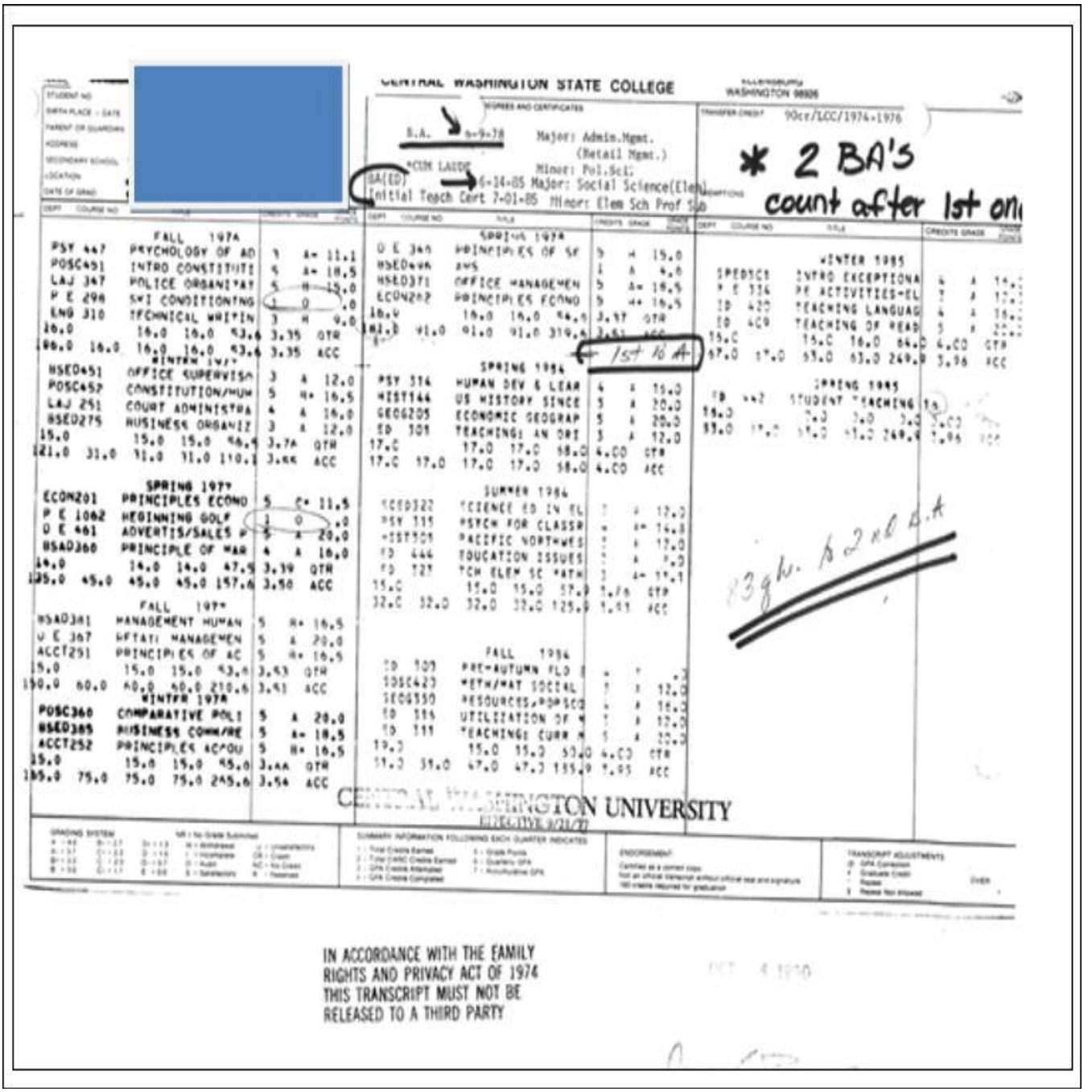
Academic Credits Example: Two BA Degrees

Report the date of the first BA degree. Be sure to report credits after the first BA to the 2nd BA. At times, the two degrees have the same date. Just report the one date. Note of caution: If both BA degrees are conferred on the same date, no credits can be counted for the second BA degree.



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The old "FIFTH" year Credits

Similar to what teachers do now with the residency and professional certificates, teachers completed a "fifth" year program after their BA degree. Colleges frequently counted credits that were prior to the date of the BA degree toward the "fifth year" program. Teachers have questioned why we cannot report these credits. The answer is that they were completed prior to the date of the first BA degree and we can only report credits after that first BA date. The following letters are correspondence with OSPI about the fifth year issue. **Fifth year or otherwise, no credits earned prior to the BA can be counted – period!**

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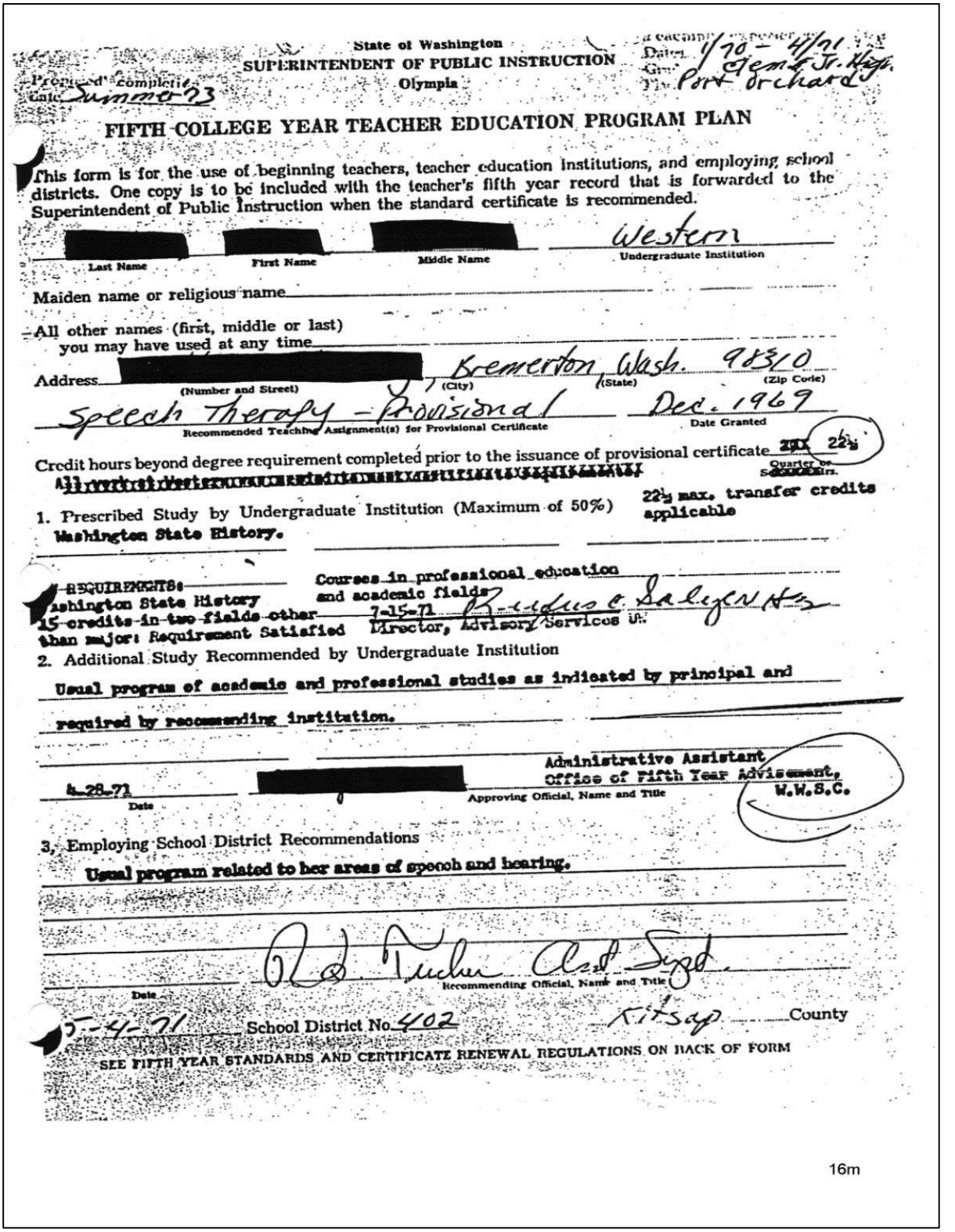
Sample Fifth Year Plan



State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

Date 1/70 – 4/71
Port Orchard

Proposed completion date Summer 73

FIFTH COLLEGE YEAR TEACHER EDUCATION PROGRAM PLAN

This form is for the use of beginning teachers, teacher education institutions, and employing school districts. One copy is to be included with the teacher's fifth year record that is forwarded to the Superintendent of Public Instruction when the standard certificate is recommended.

[redacted] [redacted] [redacted] Western
Last Name First Name Middle Name Undergraduate Institution

Maiden name or religious name

All other names (first, middle or last) you may have used at any time

Address [redacted] (Number and Street) Bremerton (City) Wash. (State) 98310 (Zip Code)

Speech Therapy – Provisional Dec. 1969
Recommended Teaching Assignment(s) for Provisional Certificate Date Granted

Credit hours beyond degree requirement completed prior to the issuance of provisional certificate 22½ Quarter or Semesters.

1. Prescribed Study by Undergraduate Institution (Maximum of 50%) 22½ max. transfer credits applicable

Washington State History.

REQUIREMENTS: Courses in professional education and academic fields
Washington State History
15 credits in two fields other than major: Requirement Satisfied 7-15-71 Director, Advisory Services

2. Additional Study Recommended by Undergraduate Institution

Usual program of academic and professional studies as indicated by principal and required by recommending institution.

4-28-71 Date [redacted] Approving Official, Name and Title Administrative Assistant Office of Fifth Year Advisement, W.W.S.C.

3. Employing School District Recommendations

Usual program related to her areas of speech and hearing.

Date Recommending Official, Name and Title

5-4-71 School District No. 402 Kitsap County

SEE FIFTH YEAR STANDARDS AND CERTIFICATE RENEWAL REGULATIONS ON BACK OF FORM

16m

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South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

October 30, 1995

Mr. David Hauntz
Apportionment and Research
Office of State Superintendent
Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

Dear David:

We are in the process of putting our teacher credit, clock hours, and experience records into a computer database. In reviewing the files, I have found a number of documents like the one enclosed. These documents grant credits beyond the degree for credits taken in excess of the degree requirement for application to a fifth-year program. Our local salary schedule has allowed for these credits to be counted for salary purposes. They have not been reported on the S275. I am asking that you review the document since these excess credits were approved by SIP.

We are also in the process of moving from our local schedule to the state allocation model for salary purposes. Therefore, the applicability of these excess credits become important for a number of our staff.

As always, I appreciate your assistance.

Sincerely,

Sherrie Eggen

Sherrie Eggen
Executive Director for Personnel

SE:edh

c: Mr. Jack Nelson

must be earned after the date of BA was awarded per the transcript –

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South Kitsap School District No. 402
1962 Hoover Avenue S.E., Port Orchard, WA 98366 • (360) 876-7306 • Fax: (360) 876-7675
Sherrie J. Eggen, Executive Director for Personnel

November 8, 1995

Mr. David Hauntz,
Apportionment and Research
Office of the State Superintendent of Instruction
Old Capitol Building
Olympia, WA 98504-7200

Dear David:

Thank you for taking time to speak with me today about my letter of October 30, 1995. Sorry about the misspelling of SPI as "SIP." As you informed me, the form that I had enclosed does not mean that SPI approved those courses. The form was a fifth year plan approved locally. As you confirmed, the rules require that only those credits earned after the awarding of the Bachelors' degree, by the date stated on the transcript, can be counted as credits earned since the Bachelors' degree. Therefore, regardless of the number of credits a person took to get the Bachelors' degree, only those awarded after the degree are applicable to the state allocation model.

As we also discussed, I now understand that those credits earned after the Bachelors' Degree and after August 31, 1987, taken at a regionally accredited educational institution, that are not applicable to a next higher degree should be counted as an in-service credit purusant to WAC 392-121-257. For example, a "092" course taken at Olympic College, earned after the date of the Bachelors' Degree and earned after August 31, 1987, are applicable to the state allocation model.

Thank you for your assistance.

Sincerely,

Sherrie J. Eggen
Executive Director for Personnel

cc: Jack Nelson, SKEA President

16o

October 2019.pdf

QUESTIONS

ABOUT ACADEMIC

CREDITS



October 2019.pdf

IN SERVICE CREDITS- WAC 392-121-257

CLOCK HOURS

Rules applicable to clock hour credits include:

1. Credits must be a minimum of one (1) hour. This is effective July 2019 as that is when PESB board approved the change from 3 hours to one. Courses taken prior to this date still need to be 3 hours.
2. Continuing education units (CEUs) from accredited colleges or universities, whether in-state or out-of-state, will now be accepted as clock hours. Other non-credit bearing units, such as Professional Development Units (PDUs), will also be accepted. Credits from these same institutions are already accepted. (181-85-025)
3. All educators who hold specific Department of Health (DOH) licenses, not just educational staff associates (ESAs), can use hours that satisfy the DOH licensure requirements as clock hours for continuing education. (181-85-077)
4. Continuing education hours (STARS hours) from the Washington Department of Children, Youth & Families (DCYF) will be accepted as clock hours. (181-85-025)
5. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
6. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
7. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form. For example, ESD 105 for a period of time noted on their transcript that the earned date was the date the person paid for the course as they did not consider a course earned until payment was received.
8. There is no repeat restriction on clock hours.
9. **Credits are earned where the provider is an OSPI approved clock hour provider FOR THAT YEAR!!** On Form 1025 it is the "Provider" not OSPI just because it is on an OSPI form.
   http://www.k12.wa.us/certification/clockhours.aspx
10. Clock hours **MUST BE documented on the correct form. Any deviation must be approved by OSPI, but be careful to indicate you are inquiring regarding S275 reporting and not for the purpose of certification renewal as they are two different rules.**
11. Ten clock hours equals one quarter hour credit.
12. Each forty hours of participation in an approved internship with a business, industry, or government agency pursuant to chapter 181-83 WAC equals one in-service credit. No more than two in-service credits may be earned as a result of

1 - 4 NEW AS OF JULY 2019

October 2019.pdf

an internship during any calendar-year period. Each individual is limited to a maximum of fifteen in-service credits earned from internships.

13. Credits below 100 level on a transcript from a regionally accredited academic institution may be reported in-service credits IF they were completed between 9/1/1987 and 3/8/1997.
14. Continuing education units (CEUs), continuing education, and in-service earned under rules of other states are not reportable. However, certain continuing education courses recorded on academic transcripts may be reportable as a non-transfer credit. (Ex: SPU)
15. Accumulate credits rounded to one decimal place.

Clock Hour Example: Not an acceptable clock hour documentation form



NO!

Certificate Of Completion

This certificate acknowledges that

[redacted]

has successfully completed the
READ NATURALLY Seminar
offered at
Seattle, WA

The READ NATURALLY seminar trains participants to successfully combine teacher modeling, repeated reading, and self-monitoring of progress to improve reading fluency and accelerate reading achievement.

6 — Number of Activity Hours

June 21, 2004 — Date of Completion

Signature

This Certificate of Completion could be used for your ESA staff that hold Washington State Department of Health licenses as noted on OSPI's website, http://www.k12.wa.us/certification/LicenseHours.aspx. If this type of document was used for ESA staff, it would need to include the following:

1. Name of provider
2. Name of person attending
3. Name of course
4. Date of course
5. Number of hours earned

Additionally, an ESA Clock Hour Verification Form should be completed and turned in with the document: https://www.k12.wa.us/sites/default/files/public/certification/certapp/4098V%20-%209-16-2019%20ADA%20-%20ER.pdf

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ASCD is an approved provider but not an approved form. Employee would need to have ASCD complete an OSPI approved form



CERTIFICATE OF COMPLETION

Professional Development OPPORTUNITIES

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

THIS CERTIFICATE IS PRESENTED AS EVIDENCE OF COMPLETION OF ASCD'S INSTITUTE ON

ASCD Summer Conference on Differentiating Instruction

June 30-July 2, 2007—Salt Lake City, Utah

(16.5 Clock Hours)

[redacted]

7/2/07

DATE

Gene R. Carter

GENE R. CARTER
ASCD EXECUTIVE DIRECTOR

ASCD · 1703 NORTH BEAUREGARD STREET, ALEXANDRIA, VIRGINIA 22311-1714 · 1-703-578-9600

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SOPRIS WEST
EDUCATIONAL SERVICES

NO!

CERTIFICATE OF COMPLETION

[redacted]

has successfully completed 13 hours of instruction by attending the
Read Well First Grade Training Workshop
February 27-28, 2004
Portland, Oregon

Jane Indorf, M.Ed.

Read Well

Clock Hour Example: Credits Online/ESD 114. Credits online Academic Record not acceptable documentation, but the ESD 114 Clock Hour form is okay.

CE Credits Online

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

ONLINE INSTITUTION DATA

CE Credits Online
23224 NE 156th PL
Woodinville, Washington 98077
425.788.7275
www.cecreditsonline.org

ONLINE STUDENT DATA

Name:

Address:

Phone:

ACADEMIC RECORD

Course: How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics

Completion Date: 11/17/2015

Number of Hours: 45.00

Letter Grade: Passed

NARRATIVE EVALUATION

This course introduces teachers to a wide range of instructional strategies and methodologies for math problem solving and math communication that will enable them to create effective classroom learning experiences that will help students solve word problems successfully and describe their solution processes clearly. This course focuses on creating exciting math lessons that are challenging and achievable for all students by providing an in-depth exploration of and systematic approaches to solving math word problems and developing written and oral communication skills to describe them.

AUTHORIZATION OF COURSE COMPLETION

Cathy Rose

11/17/2015

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RECEIVED
DEC 17 2015

OESD 114
Serving the Kitsap & Olympic Peninsulas

Mukilteo School District
Human Resources Department

Olympic ESD 114
REQUEST FOR CLOCK HOURS

Clock Hour Program – Payments
105 National Ave N., Bremerton, WA 98312
See Reverse Side for Further Information

- **$2.00 Per Clock Hour**
- **$10.00 Research Fee (per class) applies 90 calendar days after program ends**
- **Use blue or black ink**
- **Do not alter printed portions of form**

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ASSOCIATED WITH THIS REQUEST ARE RECEIVED BY OESD 114. This form must be received along with your payment within 90 calendar days of the program end date, or a $10.00 research fee will apply. ***Upon receipt of completed form and all fees for clock hours,*** **this form will be fully executed and will be returned to you and serve as verification of clock hours earned. Clock hours are earned only after OESD clock hour provider verification signature is completed.**

SECTION 1: PERSONAL INFORMATION

Name

Male (Female)
Circle One

Birth Date (required for ID)

Address

Other name(s) under which records may be listed.

City/State/Zip

Home Phone

Work Phone

E-1
Building (Required)

Mukilteo
District (Required)

Email address

Note! If you have a new address/phone #/last name, or have changed school districts, check this box → ☐

SECTION 2: AFFIDAVIT (Please ensure this section is complete with signature)

I, ear or affirm that I earned 45 clock hours for actual attendance at this inservice. (Registrants may request fewer hours than the amount calculated for the entire in-service education program due to partial attendance.) I am not applying for college credit for this program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (Intentional misrepresentation of material fact in this form will subject holder to revocation of his/her certificate pursuant to Chapter 181-85 WAC.)

11/30/15
Date

Signature of Participant

SECTION 3: WORKSHOP INFORMATION

How to "Read and Write" in Math: Improving Problem Solving and Communication in Mathematics
Title of Program

CEC683
Clock Hour ID

45
Total Clock Hours Available

OEDS 114 on behalf of CE Credits Online
Sponsoring District or Agency

11/17/15
Program End Date

Stephanie Parker
Person Responsible for Program

(360) 405-5801
Phone Number

SECTION 4: PAYMENT INFORMATION (Please complete and enclose payment)

Number of Clock Hours Earned:	45	X $ 2.00	$ 90.00
Research Fee (if submitted 90 days after program ending date):		$10.00	$ —
Total Amount of Payment Enclosed:			$ 90.00

CLOCK HOURS ARE NOT EARNED UNTIL ALL FEES ARE RECEIVED BY OESD 114

SECTION 5: VERIFICATION/APPROVAL OF CLOCK HOURS (to be completed by OESD 114 only)

Verification. When signed by the approved in-service provider below, and full payment for clock hours and all associated fees are received by OESD 114, this form verifies eligible clock hours as required by WAC 392-121-280 (3). This form is not valid for clock hour verification until all payments are received, and the form has been signed by Olympic ESD 114.

Receipt #: -122821-

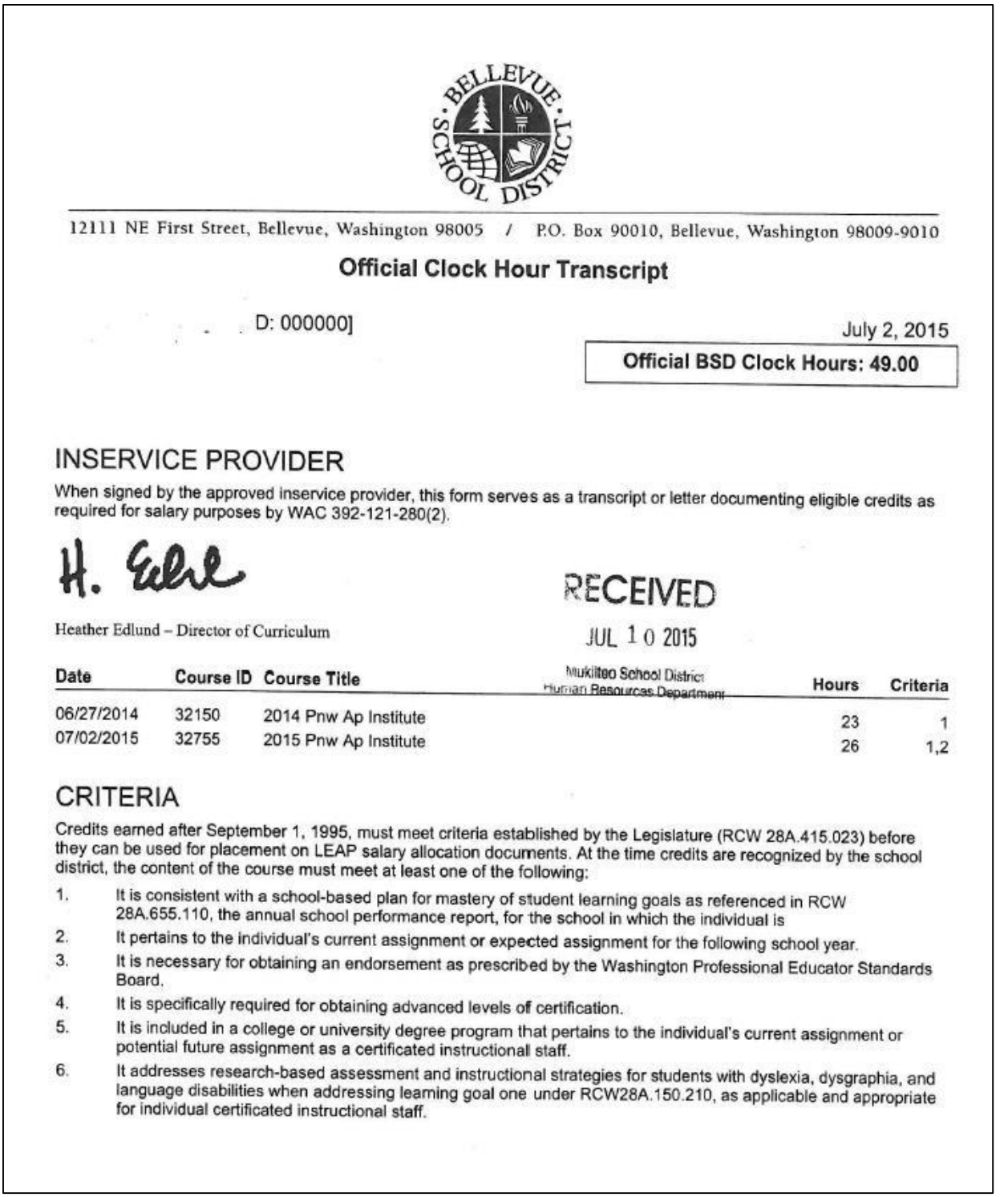
The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Olympic ESD 114 Authorization

Bruce Hobert, Executive Director
Human Resources

Revised 8/08

Clock Hour Example: Bellevue School District. Districts issuing transcripts must be approved to do so and are on OSPI's website if approved; http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx.) Some transcripts may also indicate the approved course criteria item for listed courses.



BELLEVUE SCHOOL DISTRICT

12111 NE First Street, Bellevue, Washington 98005 / P.O. Box 90010, Bellevue, Washington 98009-9010

Official Clock Hour Transcript

D: 000000]

July 2, 2015

Official BSD Clock Hours: 49.00

INSERVICE PROVIDER

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

H. Edlund

Heather Edlund – Director of Curriculum

RECEIVED
JUL 10 2015
Mukilteo School District
Human Resources Department

Date	Course ID	Course Title	Hours	Criteria
06/27/2014	32150	2014 Pnw Ap Institute	23	1
07/02/2015	32755	2015 Pnw Ap Institute	26	1,2

CRITERIA

Credits earned after September 1, 1995, must meet criteria established by the Legislature (RCW 28A.415.023) before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district, the content of the course must meet at least one of the following:

1. It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is
2. It pertains to the individual's current assignment or expected assignment for the following school year.
3. It is necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
4. It is specifically required for obtaining advanced levels of certification.
5. It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
6. It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW28A.150.210, as applicable and appropriate for individual certificated instructional staff.

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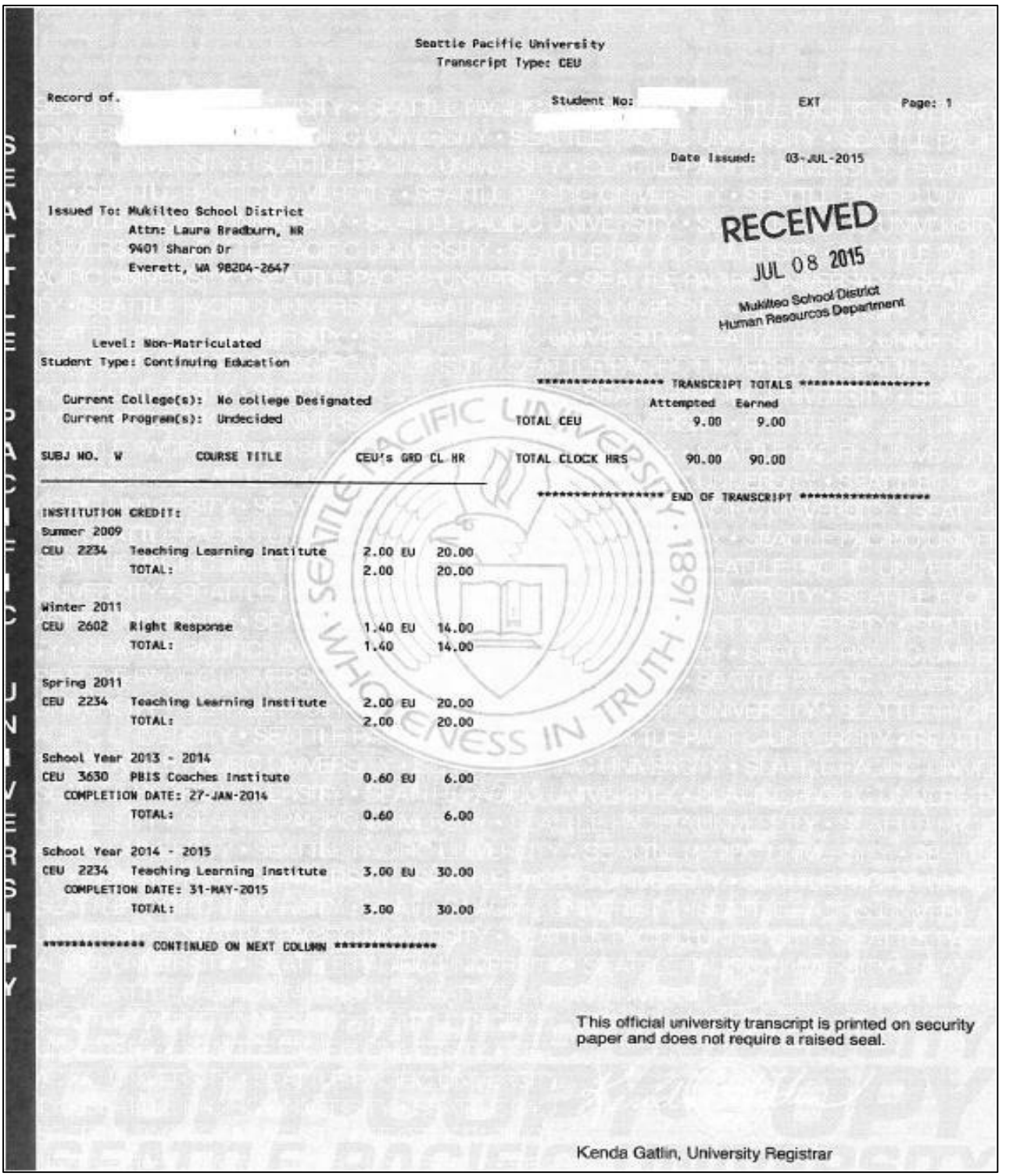
Clock Hour Example: Seattle Pacific University. Colleges and universities must be accredited in order to accept Continuing Education Units (CEUs) from them. The same is true for Professional Development Units (PDUs).



Seattle Pacific University
Transcript Type: CEU

Record of. Student No: EXT Page: 1

Date Issued: 03-JUL-2015

Issued To: Mukilteo School District
Attn: Laura Bradburn, HR
9401 Sharon Dr
Everett, WA 98204-2647

RECEIVED
JUL 08 2015
Mukilteo School District
Human Resources Department

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

********** TRANSCRIPT TOTALS **********

	Attempted	Earned
TOTAL CEU	9.00	9.00
TOTAL CLOCK HRS	90.00	90.00

********** END OF TRANSCRIPT **********

SUBJ NO.	W	COURSE TITLE	CEU's	GRD	CL HR
INSTITUTION CREDIT:					
Summer 2009					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
Winter 2011					
CEU 2602		Right Response	1.40	EU	14.00
		TOTAL:	1.40		14.00
Spring 2011					
CEU 2234		Teaching Learning Institute	2.00	EU	20.00
		TOTAL:	2.00		20.00
School Year 2013 - 2014					
CEU 3630		PBIS Coaches Institute	0.60	EU	6.00
COMPLETION DATE: 27-JAN-2014					
		TOTAL:	0.60		6.00
School Year 2014 - 2015					
CEU 2234		Teaching Learning Institute	3.00	EU	30.00
COMPLETION DATE: 31-MAY-2015					
		TOTAL:	3.00		30.00

********** CONTINUED ON NEXT COLUMN **********

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Clock Hour Example: WEA. NOTE: the signature of the provider is not provided. Invalid documentation. Cannot record clock hours until document is signed.

WEA
WASHINGTON EDUCATION ASSOCIATION

RECEIVED
JUN 02 2015

Center for Education Quality
P O Box 9100
Federal Way, WA 98063
253-765-7088

Continuing Education Clock Hour Credit
INSERVICE REGISTRATION

Mukilteo School District
Human Resources Department

Use this form to verify your attendance at the inservice offering outline in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

Section I – Information – Participant

Last Name	First Name	Middle Initial	Maiden or Former Name
		A	

Date of Birth (m, d, y)	Social Security Number (Optional)	(Optional)
		☒ Female ☐ Male

Home Address	Phone: Hom.
State WA Zi	Phone Business ( )

Section II – Inservice Provider – Clock Hours

Class Number 3743

Title of Inservice offering		
2015 SPARKS - Pilchuck		
Total Number of Clock Hours Available for Inservice Offering: 12.5	First Day of Inservice: 5/7/2015	Last Day of Inservice: 5/9/2015
Sponsoring Provider Name (Agency Granting Clock Hours): Washington Education Association		Business Telephone Number: (253) 765-7063
Provider Address: PO Box 9100, Federal Way WA 98063-9100		
Sponsoring Provider Inservice Contact Person: Diane Flynn		Telephone Number

Section III – Affidavit – Participant

I swear/affirm that I earned 12.5 out of 12.5 possible clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program.

Also, I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The **intentional misrepresentation** of a material fact in this form **subjects the holder to revocation of his/her certificate** pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).

The credits/clock hours to which this stamp is affixed meet one of the criteria required per RCW 28A.415.023 for salary placement.

Original Signature of Participant — Washington Certificate Number — Date: 6/2/15

Bruce Hobert, Executive Director
Human Resources

Section IV – Inservice Provider – Verification

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).

Original Signature of Inservice Provider or Designee — Date: 5/9/15

FORM SPI 1125(Rev/1/99) facsimile

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Clock Hours: WAC 181-85-033

CONTINUING EDUCATION CREDIT HOUR—DEFINITION—PROFESSIONAL

(1) Notwithstanding any provisions of this chapter to the contrary, for **consultation and collaboration as a member of an approved professional growth tea**m, as defined by WAC 181-78A-010 and 181-79A-030, members of a professional growth team, excluding the candidate, shall receive the **equivalent of three (3) continuing education credit hours**. The team member may not receive more than the equivalent of six (6) continuing education credit hours, as defined by this section, during a calendar year period.

(2) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **ten (10) continuing education credit hours for serving on a school accreditation site visit team**. The person may not receive more than the equivalent of twenty 20) continuing education credit hours during a calendar year period.

(3)(a) Notwithstanding any provisions of this chapter to the contrary, **individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty (30) continuing education credit hours for service as a supervisor**. The person may not receive more than the equivalent of thirty (30) continuing education credit hours during a calendar year period. (b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

(4) A person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of **forty-five (45) continuing education credit hours for completion of an assessment process as part of the National Board for Professional Teaching Standards certificate application**. Upon achieving National Board certification, the individual shall receive the equivalent of **an additional forty-five (45)** continuing education credit hours for a **total of ninety (90) continuing education credit hours** per National Board certificate.

(5) Notwithstanding any provisions of this chapter to the contrary, **teachers who achieve the professional certification through the external assessment per WAC**

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181-79A-206 will receive the equivalent of one hundred fifty (150) continuing education credit hours.

(6) Notwithstanding any provision of this chapter to the contrary, individuals who receive **in-service training or continuing education according to RCW 28A.415.020(6) in first peoples' language, culture and oral tribal traditions** provided by a sovereign tribal government participating in the Washington state first peoples' language, culture and oral tribal traditions teacher certification program authorized under RCW 28A.410.045 shall be considered approved in-service training or approved continuing education under this section.

(7) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours for each four assessments scored**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. **Additionally**, individuals who receive initial training as scorers for the Washington teacher performance assessment shall receive the equivalent of ten (10) continuing education credit hours.

(8) Notwithstanding any provision of this chapter to the contrary, individuals who serve as **scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) continuing education credit hours for completing one full scoring session during a calendar year**, provided that an individual may not receive more than the equivalent of twenty (20) continuing education credit hours during a calendar year period. Individuals who receive initial training as scorers for the Washington ProTeach Portfolio assessment shall receive the equivalent of ten (10) additional continuing education credit hours.

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Clock Hour Example: Supervisor Form. Be sure to record the correct provider. Also, the number of hours available per year have gone from 20 to 30 as of 11/2016.

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
(360) 725-6400 TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

M90 + 91

CONTINUING EDUCATION CREDIT HOURS (CLOCK HOURS)
SUPERVISOR OF TRAINING

Use this form to verify continuing education credit hours (clock hours) earned through WAC 181-85-033 (3).

WAC 181-85-033(3)

(3) (a) Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours (clock hours) for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours (clock hours) during a school year period.

(b) The term "supervisor" shall mean individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students, or the office of superintendent of public instruction for supervising the training of teacher interns, administrative interns, educational staff associate interns, and paraprofessionals.

SECTION I

TO BE COMPLETED BY APPLICANT

1. NAME LAST FIRST MIDDLE S.
MAIDEN/FORMER NAME
2. ADDRESS
3. DATE OF BIRTH
CITY/STATE/ZIP
4. SOCIAL SECURITY NUMBER (optional)
5. TELEPH
6. E-MAIL
BUSINESS
8.

PERIOD DURING WHICH CLOCK HOURS WERE EARNED: January 2017 TO May 2017

[X] "Supervisor" (per WAC 181-85-033(3)) for 10 continuing education credits (clock hours) (not more than 30 per school year)

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC.

Original Signature of Participant — Date: 06/06/2017

SECTION II

TO BE COMPLETED BY INSTITUTION/EMPLOYER

This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #8 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. Please give this form, with Section II completed, directly to the applicant.

NAME OF INSTITUTION/EMPLOYER | DATE

October 2019.pdf

Email with David Brenna regarding how many clock hours can be earned.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 2:30 PM
To: Bradburn Laura D.
Subject: FW: Supervisor Clock Hours

Hi Laura. Here's the relevant WAC rule:

Notwithstanding any provisions of this chapter to the contrary, individuals officially designated as a supervisor by a college/university, school district, educational service district, an approved private school, a state agency providing educational services to students or the superintendent of public instruction, a person holding a valid educational certificate pursuant to RCW 28A.410.010 shall receive the equivalent of thirty continuing education credit hours for service as a supervisor. The person may not receive more than the equivalent of thirty continuing education credit hours during a school year period.

The teacher may receive the 30 clock hours in a quarter or semester, but may not exceed 30 for the school year. Hope that helps! David

David Brenna
Senior Policy Analyst
Professional Educator Standards Board
Old Capitol Building, 600 Washington Street
PO Box 47236
Olympia, WA 98504
360-725-6238
www.pesb.wa.gov

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, July 31, 2017 10:08 AM
To: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

Hi David,

Can you give me some clarity for Supervisor clock hours? I have a teacher that WGU is giving them 30 clock hours for supervising an intern from January to March 2017. I told the teacher she could not earn 30 in one quarter and need a confirmation on whether I am right or not. All colleges, except WGU, allot 10 clock hours per quarter.

Laura Bradburn
Certification Specialist

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Thursday, June 08, 2017 1:22 PM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Cc: David Brenna <David.Brenna@k12.wa.us>
Subject: RE: Supervisor Clock Hours

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My office does not have the authority to interpret the requirements in WAC 181-85-033(3), which is a PESB, not OSPI, WAC.

I'm forwarding your email message to the PESB for their guidance.

Ross Bunda
Supervisor, Personnel Reporting

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Thursday, June 8, 2017 11:54 AM
To: Ross Bunda <Ross.Bunda@k12.wa.us>
Subject: Supervisor Clock Hours

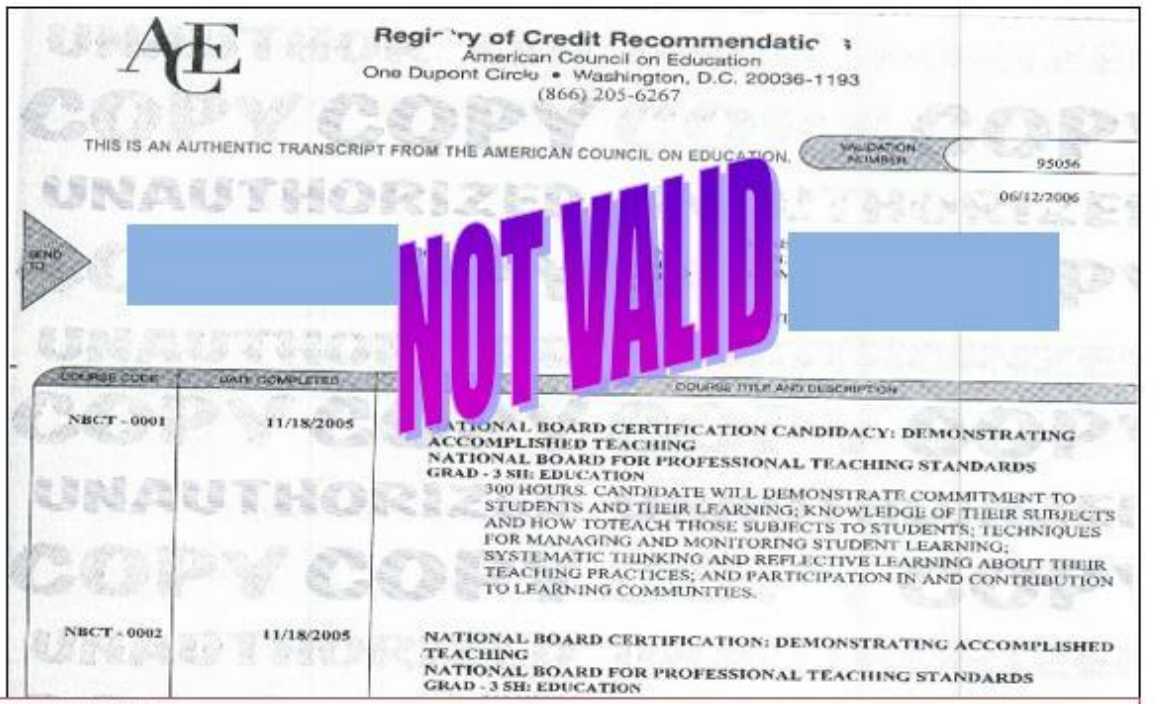
Hi Ross,

I know that the amount of clock hours that a teacher can earn for being a "Supervisor" to a student teacher recently increased to not more than 30 clock hours per year. In year's past, it was 20 and I was under the impression that the Supervising teacher would earn 10 per quarter up to 20. Now WAC 181-85-033(3) states that they can earn up to 30; however the WAC does not stipulate how they are earned. Is it your understanding that if a Supervisor works with a student teacher for only three months, s/he can earn the full 30 clock hours, or is it a portion of the 30? If it is the whole 30 clock hours, then why does the form SPI 1128-1 have a blank to fill in the amount of clock hours that was earned?

Thanks for your clarification.

Laura Bradburn
Certification Specialist

Clock Hour Example: National Board Form. Use the Correct Form!



Regi ry of Credit Recommendatic
American Council on Education
One Dupont Circle • Washington, D.C. 20036-1193
(866) 205-6267

THIS IS AN AUTHENTIC TRANSCRIPT FROM THE AMERICAN COUNCIL ON EDUCATION.

VALIDATION NUMBER: 95056

06/12/2006

SEND TO:

NOT VALID

COURSE CODE	DATE COMPLETED	COURSE TITLE AND DESCRIPTION
NBCT - 0001	11/18/2005	ATIONAL BOARD CERTIFICATION CANDIDACY: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION 300 HOURS. CANDIDATE WILL DEMONSTRATE COMMITMENT TO STUDENTS AND THEIR LEARNING; KNOWLEDGE OF THEIR SUBJECTS AND HOW TOTEACH THOSE SUBJECTS TO STUDENTS; TECHNIQUES FOR MANAGING AND MONITORING STUDENT LEARNING; SYSTEMATIC THINKING AND REFLECTIVE LEARNING ABOUT THEIR TEACHING PRACTICES; AND PARTICIPATION IN AND CONTRIBUTION TO LEARNING COMMUNITIES.
NBCT - 0002	11/18/2005	NATIONAL BOARD CERTIFICATION: DEMONSTRATING ACCOMPLISHED TEACHING NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS GRAD - 3 SH: EDUCATION

Johnston, Celeste

From: Laura Gooding [Laura.Gooding@k12.wa.us]
Sent: Friday, August 28, 2009 4:31 PM
To: Johnston, Celeste
Subject: RE: Help with ACE credits

Hi Celeste,

ACE is not an approved provider of Washington clock hours, nor have they ever been. They are also not a regionally accredited institution that can grant quarter/semester hours of college credit. The hours that ACE provides is an equivalent of credit for use by other colleges/university to determine advanced placement for a degree. In other words, ACE is letting a college/university know that the work the individual has completed is equivalent to 9 quarter hours toward a master's or graduate level degree program. ACE is not actually granting credits and we are not able to accept anything they provide toward certification requirements. Salary placement is a question for the employer, however, they typically only accept approved clock hours or college/university credit too.

There are Washington approved clock hour equivalents (90 clock hours) available to individuals who complete the NBPTS certification process. The form is available here: http://www.k12.wa.us/certification/certapp/1128-2.pdf

Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

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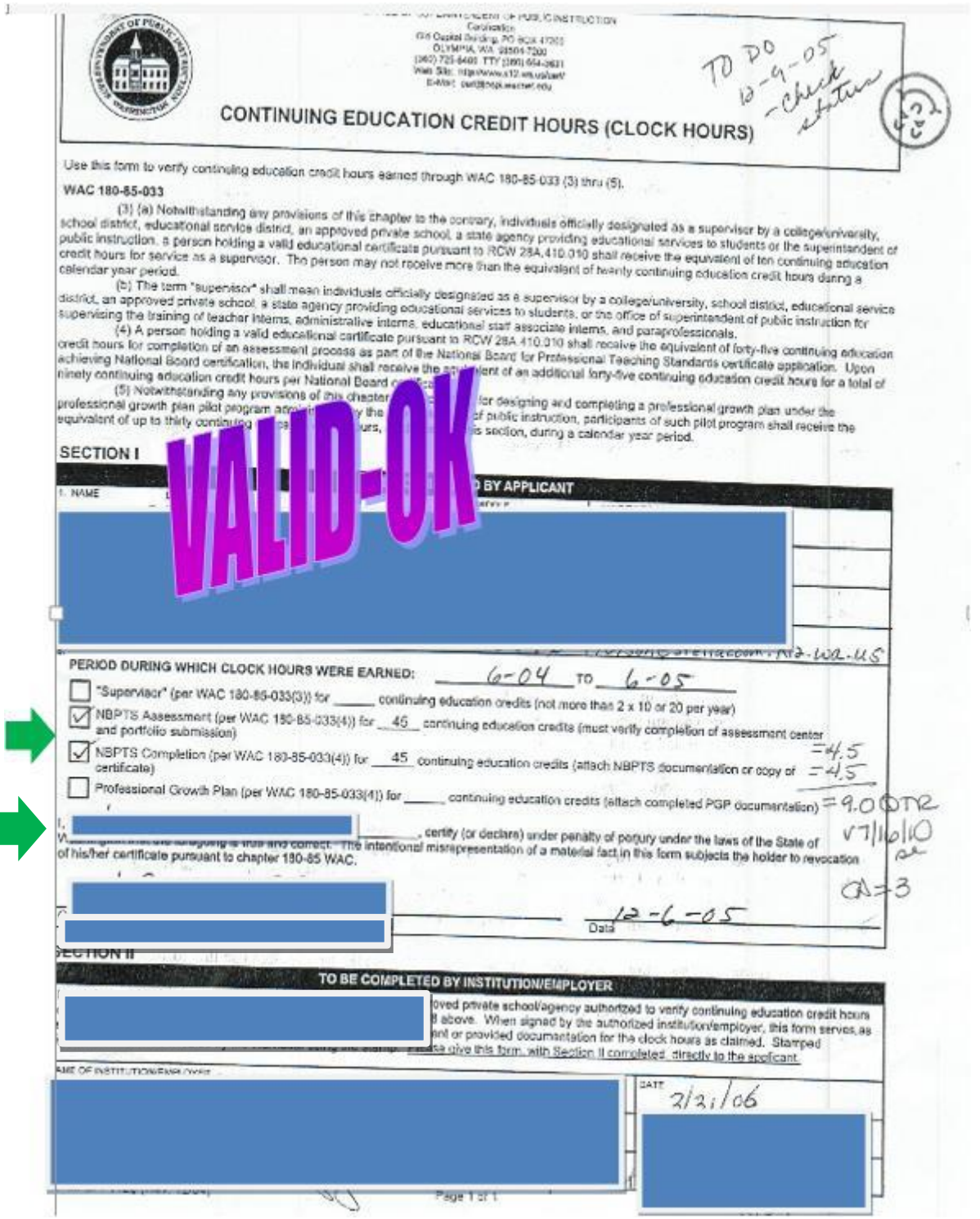

NOTE: If the National Board applicant does not apply for these clock hours within seven years of earning the certificate, they no longer can apply for these clock hours.

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Ok to Repeat Clock Hours

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Tuesday, February 03, 2004 8:46 AM
To: 'Janet Hodson'
Subject: RE: Question re: clock hours

You probably cannot count repeated college classes because the rule regarding academic credits, WAC 392-121-255(4) states that "for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted."

However, there is no such provision, or restriction, in the rules regarding inservice credits. Therefore, you can count repeated inservice credits toward salary placement if they meet all other requirements.

If I can be of further assistance in this matter, please contact me.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://www.k12.wa.us/safs

-----Original Message-----
From: Janet Hodson [mailto:jhodson@puyallup.k12.wa.us]
Sent: Tuesday, February 03, 2004 8:45 AM
To: rbunda@ospi.wednet.edu
Subject: Question re: clock hours

We are having a discussion in Puyallup as to whether repeated first aid courses can count toward salary placement? Teachers are required to have current first aid cards, so we count their first aid classes each time. However, we know that we cannot count repeated college classes, so we are wondering if we should only count first aid once? Would like to know your opinion.

Provider is not approved, but class is on an approved form: Note: WSTA is an approved provider, but is not listed as the provider on the form.

Carol Sandison
Washington Science Teachers Association
Clock Hour Designee
wstaclockhours@gmail.com

Continuing Education Clock Hours for LEAP Schedule and/or 150 Clock Hours Requirements OR Vocational Clock Hours Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME (Last, First, Middle)	MAIDEN OR FORMER NAME
DATE OF BIRTH / SOCIAL SECURITY NO. (Optional)	WASHINGTON CERTIFICATE NUMBER (Optional) ☐ Female ☐ Male
HOME ADDRESS (Street, City, State, Zip Code)	TELEPHONE NUMBER HOME / BUSINESS

SECTION II - INSERVICE PROVIDER - CLOCK HOURS In-Service # 18.11

TITLE OF INSERVICE OFFERING: Science Energizing Engineering		
TOTAL NUMBER OF CLOCK HOURS AVAILABLE FOR INSERVICE OFFERING: 6	FIRST DAY OF INSERVICE: July 17, 2018	LAST DAY OF INSERVICE: July 17, 2018
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS): Snohomish County PUD		BUSINESS TELEPHONE NUMBER: ( )
PROVIDER ADDRESS: 2320 California St. Everett, WA 98201		
SPONSORING PROVIDER INSERVICE CONTACT PERSON: Jenni Lamarca		TELEPHONE NUMBER: (425)783-8292

Clock Hours Include STEM content ☒ Yes ☐ No Clock Hours include TPEP content ☐ Yes ☒ No

SECTION III - AFFIDAVIT - PARTICIPANT

I, _____ swear/affirm that I earned 6 clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also,

I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085).

Original Signature of Participant — Date: 7/17/18

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(3).

Jenni Lamarca
Original Signature of Inservice Provider or Designee — Date: 7-17-18

FORM SPI 1125 (Rev. 11/15)

_____Credit _____ Cash __X__ Check to 'WSTA' 377 Amt R'vd $20.00 By JL

Official Clock hour transcript by an approved OSPI clock hour transcript provider.

Mukilteo School District

Official Clock Hours Transcript

Mukilteo School District
9401 Sharon Drive, Everett, WA 98024

Name:

Employee ID: 3671
Issued: 09/23/2019

#		Course #	Course Title	Start Date	End Date	Clock Hours Form #	Enrollment Status	Clock Hours
1.		10525	Teaching to Strengths: Supporting Students Living with Trauma, Violence and Stress	08/28/2019	08/28/2019	46516664	Completed	3.5 Hours Clock hours
2.		10410	HS Technology Focused LIT: March 1st	03/01/2019	03/01/2019	72591734	Completed	0.0 Hours Clock hours
3.		10396	Fun with Functional Chunks	02/01/2019	02/01/2019	68584694	Completed	3.5 Hours Clock hours
4.		10266	KA Instructional Technology Bits and Bytes	10/10/2018	06/14/2019	78318135	Completed	*- Not Set -*
5.		10246	Supporting Equity and Excellence at Kamiak	09/21/2018	06/07/2019	73241810	Completed	13.5 Hours Clock hours

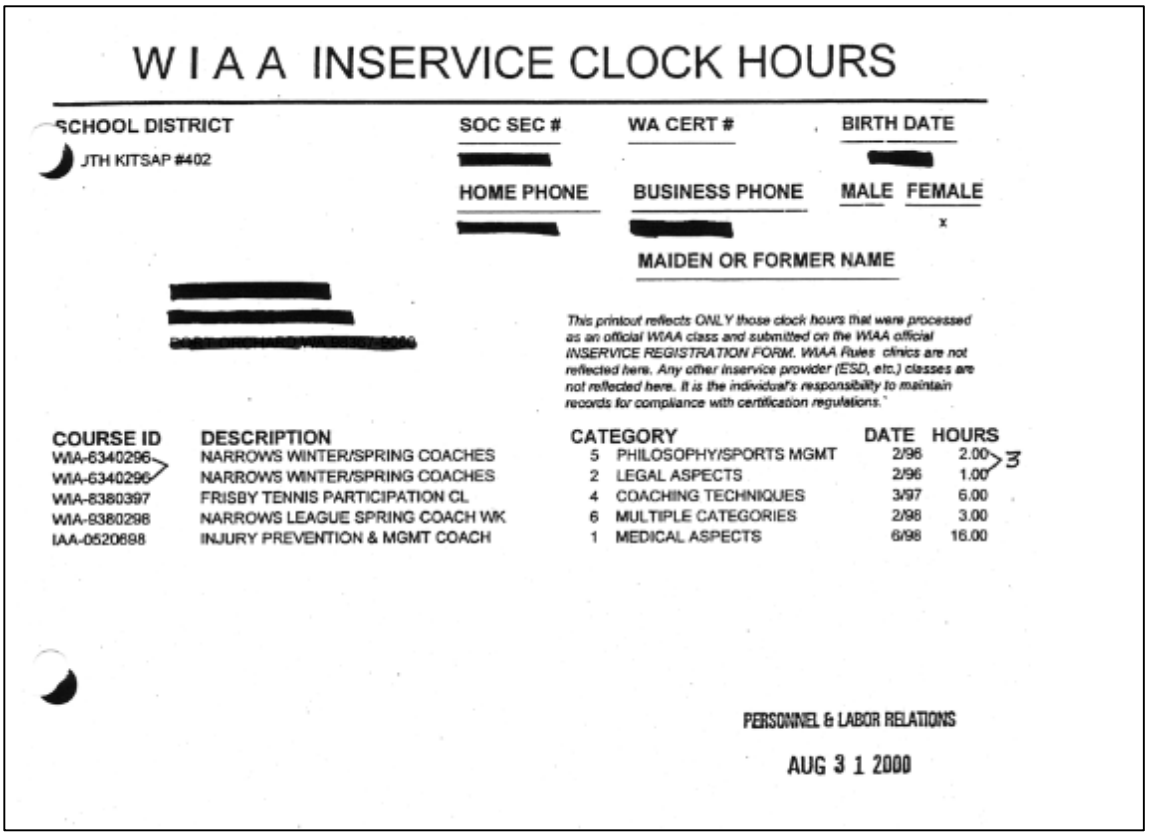
*Total Does Not Includes Credit Pending Survey Completion

Total:

Hours	
20.5	Clock hours
	STEM Clock Hours
	TPEP Clock Hours
	No Clock Hours

Mukilteo School District is an approved in-service transcript provider in the State of Washington by OPSI

WIAA Hours can be combined if course # is same



W I A A INSERVICE CLOCK HOURS

SCHOOL DISTRICT
JTH KITSAP #402

SOC SEC # [redacted]
WA CERT #
BIRTH DATE [redacted]

HOME PHONE [redacted]
BUSINESS PHONE [redacted]
MALE
FEMALE x

MAIDEN OR FORMER NAME

[redacted]

This printout reflects ONLY those clock hours that were processed as an official WIAA class and submitted on the WIAA official INSERVICE REGISTRATION FORM. WIAA Rules clinics are not reflected here. Any other inservice provider (ESD, etc.) classes are not reflected here. It is the individual's responsibility to maintain records for compliance with certification regulations.

COURSE ID	DESCRIPTION	CATEGORY		DATE	HOURS
WIA-6340296	NARROWS WINTER/SPRING COACHES	5	PHILOSOPHY/SPORTS MGMT	2/96	2.00
WIA-6340296	NARROWS WINTER/SPRING COACHES	2	LEGAL ASPECTS	2/96	1.00
WIA-8380397	FRISBY TENNIS PARTICIPATION CL	4	COACHING TECHNIQUES	3/97	6.00
WIA-8380298	NARROWS LEAGUE SPRING COACH WK	6	MULTIPLE CATEGORIES	2/98	3.00
IAA-0520698	INJURY PREVENTION & MGMT COACH	1	MEDICAL ASPECTS	6/98	16.00

3

[redacted]

PERSONNEL & LABOR RELATIONS

AUG 3 1 2000

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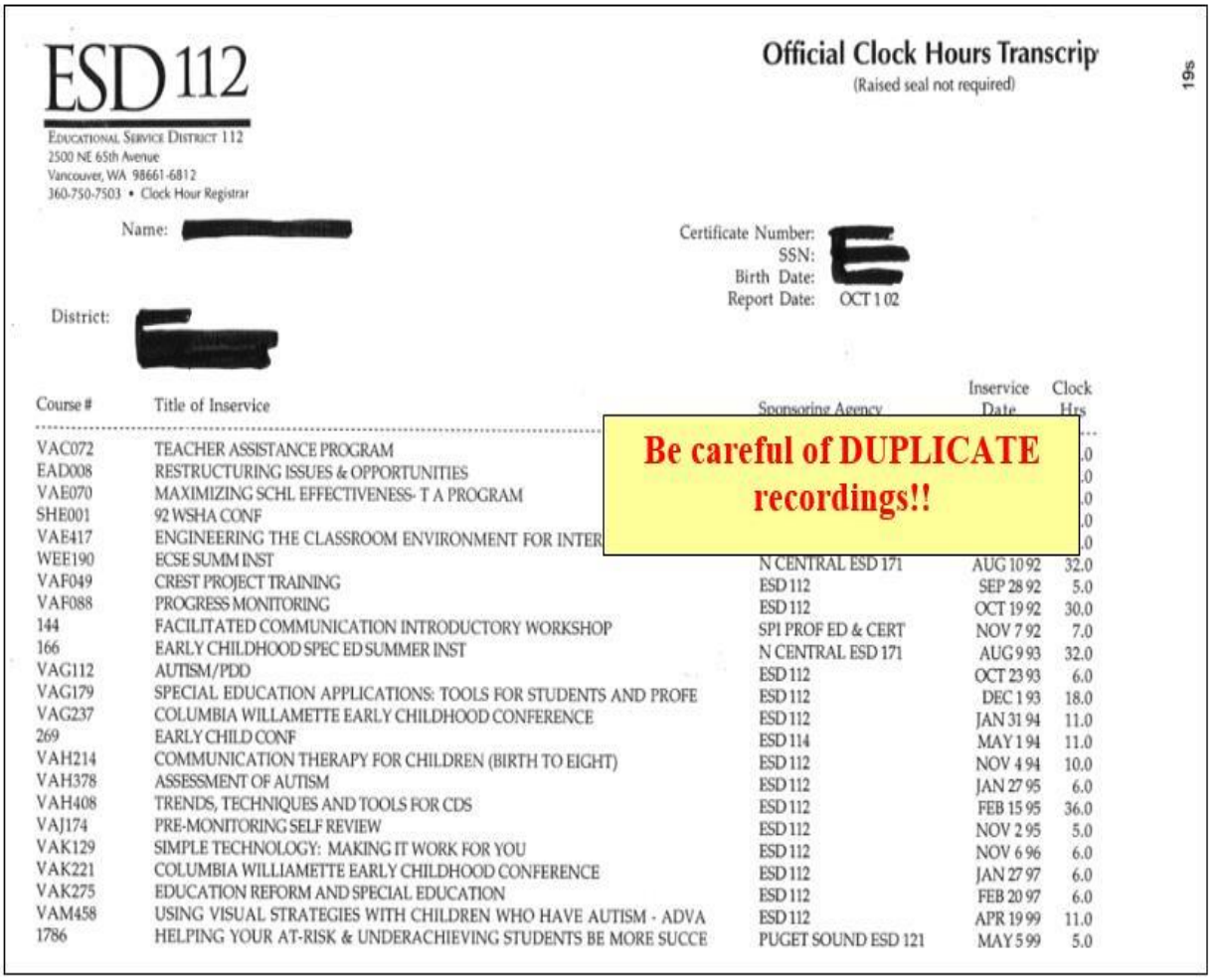
ESD Clock Hour Transcripts are OK!



ESD 112

EDUCATIONAL SERVICE DISTRICT 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-750-7503 • Clock Hour Registrar

Official Clock Hours Transcrip

(Raised seal not required)

19s

Name: [redacted]

Certificate Number:
SSN:
Birth Date:
Report Date: OCT 1 02

District: [redacted]

Course #	Title of Inservice	Sponsoring Agency	Inservice Date	Clock Hrs
VAC072	TEACHER ASSISTANCE PROGRAM			.0
EAD008	RESTRUCTURING ISSUES & OPPORTUNITIES			.0
VAE070	MAXIMIZING SCHL EFFECTIVENESS- T A PROGRAM			.0
SHE001	92 WSHA CONF			.0
VAE417	ENGINEERING THE CLASSROOM ENVIRONMENT FOR INTER			.0
WEE190	ECSE SUMM INST	N CENTRAL ESD 171	AUG 10 92	32.0
VAF049	CREST PROJECT TRAINING	ESD 112	SEP 28 92	5.0
VAF088	PROGRESS MONITORING	ESD 112	OCT 19 92	30.0
144	FACILITATED COMMUNICATION INTRODUCTORY WORKSHOP	SPI PROF ED & CERT	NOV 7 92	7.0
166	EARLY CHILDHOOD SPEC ED SUMMER INST	N CENTRAL ESD 171	AUG 9 93	32.0
VAG112	AUTISM/PDD	ESD 112	OCT 23 93	6.0
VAG179	SPECIAL EDUCATION APPLICATIONS: TOOLS FOR STUDENTS AND PROFE	ESD 112	DEC 1 93	18.0
VAG237	COLUMBIA WILLAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 31 94	11.0
269	EARLY CHILD CONF	ESD 114	MAY 1 94	11.0
VAH214	COMMUNICATION THERAPY FOR CHILDREN (BIRTH TO EIGHT)	ESD 112	NOV 4 94	10.0
VAH378	ASSESSMENT OF AUTISM	ESD 112	JAN 27 95	6.0
VAH408	TRENDS, TECHNIQUES AND TOOLS FOR CDS	ESD 112	FEB 15 95	36.0
VAJ174	PRE-MONITORING SELF REVIEW	ESD 112	NOV 2 95	5.0
VAK129	SIMPLE TECHNOLOGY: MAKING IT WORK FOR YOU	ESD 112	NOV 6 96	6.0
VAK221	COLUMBIA WILLIAMETTE EARLY CHILDHOOD CONFERENCE	ESD 112	JAN 27 97	6.0
VAK275	EDUCATION REFORM AND SPECIAL EDUCATION	ESD 112	FEB 20 97	6.0
VAM458	USING VISUAL STRATEGIES WITH CHILDREN WHO HAVE AUTISM - ADVA	ESD 112	APR 19 99	11.0
1786	HELPING YOUR AT-RISK & UNDERACHIEVING STUDENTS BE MORE SUCCE	PUGET SOUND ESD 121	MAY 5 99	5.0

Be careful of DUPLICATE recordings!!

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OSPI's Form SPI 1126 – watch for changes on the form.

Bradburn Laura D.

From: Bradburn Laura D.
Sent: Monday, August 28, 2017 1:09 PM
To: Bradburn Laura D.
Subject: FW: quick question

No problem Jodi. And just so you know, if one of your staff were to complete one of these forms now, it was changed in 2014 and they can only earn 3 clock hours per candidate up to 6 clock hours per year.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:54 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: RE: quick question

That's what I was thinking, just wanted to make sure!! Thanks AGAIN so much!

Jodi Lowe
Accounts Payable/Receivable

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Monday, August 28, 2017 10:46 AM
To: Jodi Lowe <jlowe@cashmere.wednet.edu>
Subject: RE: quick question

This form is for 10 clock hours. The employee can earn up to 20 clock hours per year, but an additional form would have to be completed for her support of another candidate.

Laura Bradburn
Certification Specialist

From: Jodi Lowe [mailto:jlowe@cashmere.wednet.edu]
Sent: Monday, August 28, 2017 10:20 AM
To: Bradburn Laura D. <BradburnLD@mukilteo.wednet.edu>
Subject: quick question
Importance: High

Hi –
Hopefully this will just take you a second…please see attached. Does this count for clock hours? It doesn't specify (clearly) how many, so I wasn't sure if it would be 10 or 20 clock hours. Please let me know – thanks!

Jodi Lowe
Accounts Payable/Receivable

Cashmere School District
210 S. Division
Cashmere, WA 98815

1

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Technical Colleges are Approved Clock Hour Providers

Bates Technical-OK Clock Provider

Leslie,

Yes, all the technical colleges, like Bates, have blanket approval as clock hour providers. Everything they do is either college credit, now that they are colleges, and reflected on a transcript, or approved clock hours that may be documented on a certificate of completion. Only the technical colleges fall into this category.

I hope this helps. Let me know if you have additional questions.

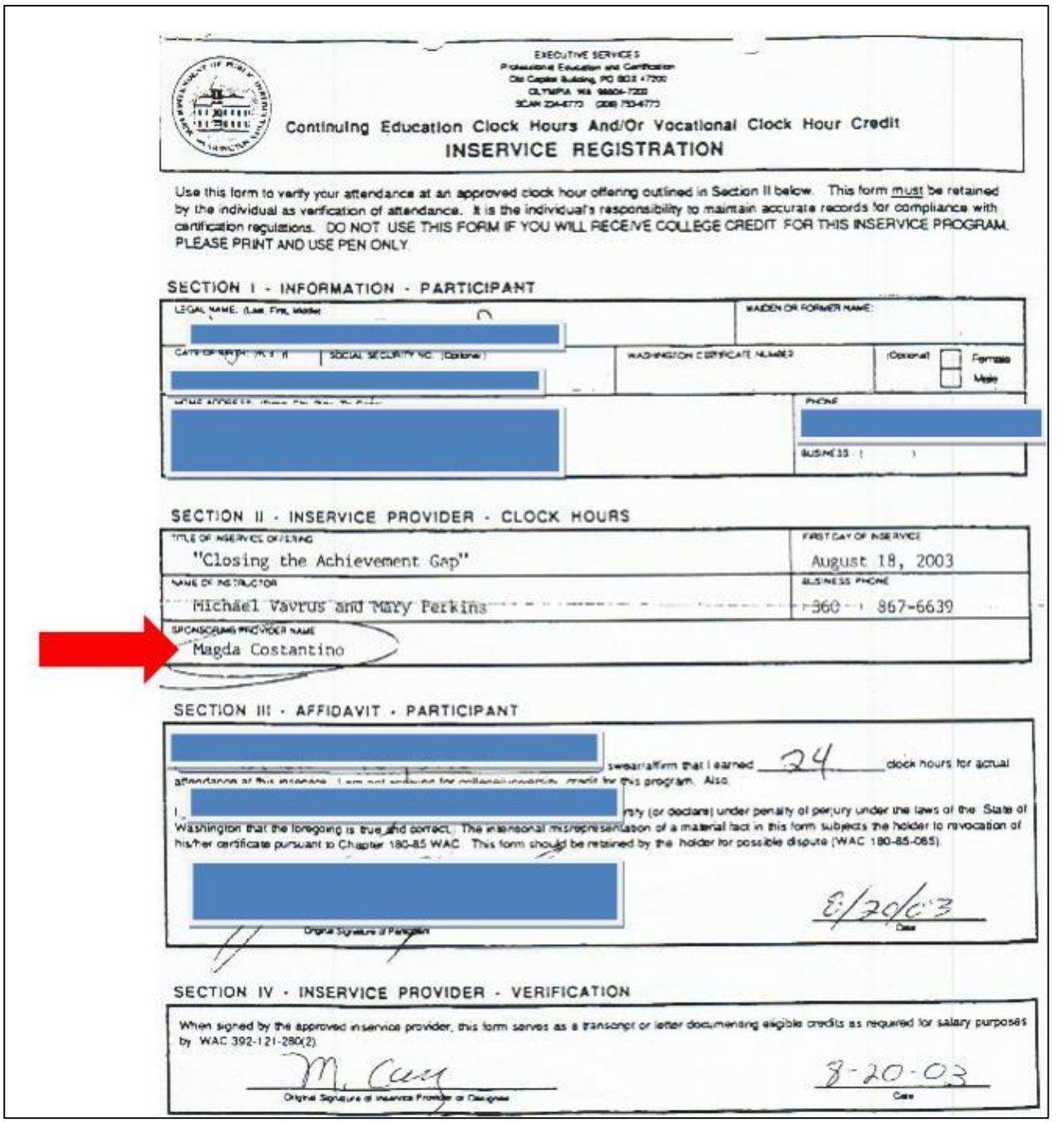
Laura Gooding
Program & Certification Specialist
Professional Education & Certification
PO Box 47200
Olympia, WA 98504-7200
Phone: (360) 725-6396
Fax: (360) 586-0145
www.k12.wa.us/certification

-----Original Message-----
From: Leslie Hansen [mailto:lhansen@upsd.wednet.edu]
Sent: Wednesday, March 28, 2007 8:33 AM
To: Laura Gooding
Subject: Bates Tech

Hi Laura,
I've rec'd clock hours from Bates on a certificate of completion. When I had the employee provide a transcript those classes showed up as non-academics with no credit earn and no indication that they were clock hours or that clock hours were earned.
My question is:
Are all technical colleges are in fact WA state approved clock hour providers & is there ever a time when we can accept clock hours from a college on a cert of completion? (I don't think so but I want to verify before I communicate with the employee) Thanks for your time!!

Leslie Hansen
University Place School District
253-566-5600

Clock Hour Example: NOT a Valid Provider. This course was incorrectly posted in a review we did. The provider was not valid.



EXECUTIVE SERVICES
Professional Education and Certification
Old Capitol Building, PO BOX 47200
OLYMPIA, WA 98504-7200
SCAN 234-4773 (206) 753-4773

Continuing Education Clock Hours And/Or Vocational Clock Hour Credit
INSERVICE REGISTRATION

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU WILL RECEIVE COLLEGE CREDIT FOR THIS INSERVICE PROGRAM.
PLEASE PRINT AND USE PEN ONLY.

SECTION I - INFORMATION - PARTICIPANT

LEGAL NAME. (Last, First, Middle) [redacted]
MAIDEN OR FORMER NAME:
DATE OF BIRTH (MO, D, Y) | SOCIAL SECURITY NO. (Optional) [redacted]
WASHINGTON CERTIFICATE NUMBER (Optional)
Female / Male
HOME ADDRESS [redacted]
PHONE [redacted]
BUSINESS ( )

SECTION II - INSERVICE PROVIDER - CLOCK HOURS

TITLE OF INSERVICE OFFERING: "Closing the Achievement Gap"
FIRST DAY OF INSERVICE: August 18, 2003
NAME OF INSTRUCTOR: Michael Vavrus and Mary Perkins
BUSINESS PHONE: 360 - 867-6639
SPONSORING PROVIDER NAME: Magda Costantino

SECTION III - AFFIDAVIT - PARTICIPANT

[redacted] swear/affirm that I earned 24 clock hours for actual attendance at this inservice. I am not employed for millennial/research credit for this program. Also,
I, [redacted] ...ity (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intensional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-065).
[redacted]
Original Signature of Participant
6/20/03
Date

SECTION IV - INSERVICE PROVIDER - VERIFICATION

When signed by the approved inservice provider, this form serves as a transcript or letter documenting eligible credits as required for salary purposes by WAC 392-121-280(2).
M. Cary
Original Signature of Inservice Provider or Designee
8-20-03
Date

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Clock Hours Not Allowed Prior to BA Degree

Sherrie Evans

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Monday, November 15, 1999 9:32 AM
To: 'Sherrie Evans'
Cc: Allen Jones
Subject: RE: Clock Hour Clerification

WAC 392-121-257 Definition--In-Service Credits, section (1)(b) states that credits are earned after the awarding or conferring of the employee's first bachelor's degree.

Therefore, no in-service credit may be awarded for clock hours earned prior to the BA. Your answer is correct.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----
> From: Sherrie Evans[SMTP:skevans@orca.esd114.wednet.edu]
> Sent: Thursday, November 11, 1999 10:04 AM
> To: Ross Bunda (E-mail)
> Subject: Clock Hour Clerification
>
> If a person takes clock hours prior to their BA, do they count? My
> answer
> was no because they are pre-BA, but I wanted to double check. Thanks.
>
> Sherrie Evans, Assistant Superintendent for Personnel and Labor Relations
> South Kitsap Schools
> 1962 Hoover Ave SE, Port Orchard, WA 98366
> (360) 876-7306
> skevans@orca.esd114.wednet.edu
>

INSTRUCTOR AND CLOCK HOURS

An instructor of a clock hour course can get clock hour credit for teaching the course – but only once.



October 2019.pdf

QUESTIONS

ABOUT

CLOCK HOURS



October 2019.pdf

CONTINUING EDUCATION HOURS – CEU's (IN-SERVICE)

Continuing education credit for state professional licensure

Educators may use credits, clock hours, or continuing education units that satisfy continuing education requirements for state professional licensure from the Washington state department of health towards fulfilling professional educator standards board continuing education credit hour requirements. WAC 181-85-077

Rules applicable to continuing education credits include:

1. Credits must be a minimum of ONE (1) hour.
2. Credits are earned after August 31, 1987; and after the awarding or conferring of the employee's first bachelor's degree.
3. Credits are earned on or before October 1 of the year for which allocations are being calculated pursuant to this chapter.
4. Use the last date of the course as the "earned" date for the course; UNLESS specifically stated otherwise on the form.
5. There is no repeat restriction on continuing education units.
6. Ten continuing education hours equals one quarter hour credit.
7. Accumulate credits rounded to one decimal place.

Allows **certain** EDUCATORS to use continuing education units (CEUs), credits, or clock hours that satisfy the continuing education requirements for their state professional health license, for Washington and any other state, as in-service credits.

To be eligible, an educator must hold the following Washington State Department of Health license:

- Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),
- Licensed occupational therapist (WAC 246-847-065),
- Licensed marriage and family therapist (counselor) (WAC 246-809-600),
- Licensed mental health counselor (WAC 246-809-600),
- Licensed physical therapist (WAC 246-915-085),
- Licensed psychologist (WAC 246-924-230),
- Licensed registered nurse (RN) (WAC 246-840-203,204,& 205) **effective January 1, 2011**
- Licensed social worker (WAC 246-809-600),
- Licensed speech-language pathologist or audiologist (WAC 246-828-510)
- Licensed athletic trainer (WAC 246-916-060), or
- Licensed home care aide (WAC 246-980-110)

Educators may use hours earned to renew their Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB)

Educators with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units (CEUs), credits, or clock hours accordingly. See website:

http://www.k12.wa.us/certification/LicenseHours.aspx.

October 2019.pdf

CEU Example: Bureau of Education & Research for an SLP



Bureau of Education & Research
915 118th Avenue SE • P.O. Box 96068 • Bellevue, WA 98009
Phone (800) 735-3503 • Fax (425) 453-1134 • www.ber.org

CERTIFICATE OF PARTICIPATION

This certifies that

was a participant in
MAXIMIZING YOUR LANGUAGE THERAPY: INNOVATIVE LANGUAGE INTERVENTIONS

sponsored by the
BUREAU OF EDUCATION & RESEARCH
that was scheduled on
05/15/2014
8:30 to 3:15

BELLEVUE, WA

This seminar included 5 hours of instruction in professional subject matter for speech-language pathologists. ASHA APPROVED THIS SEMINAR FOR 5 CLOCK HOURS (.5 CEUs). This certificate neither awards ASHA CEUs nor verifies that ASHA CEUs have been awarded to the person named above. ASHA CEUs are awarded by the ASHA CE Registry upon receipt of the CEU Participant Form from the ASHA Approved CE Provider.

Mark D. Ito
Professional Development Director

DOH NEW FORM as of 9/2019. Can be attached to a single course or a group of courses. OSPI: http://www.k12.wa.us/certification/Certapp/4098V.pdf

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Professional Certification
OLD CAPITOL BUILDING, PO BOX 47200
OLYMPIA WA 98504-7200
(360) 725-6400, TTY (360) 664-3631
Web Site: http://www.k12.wa.us/certification/
E-Mail: cert@k12.wa.us

DOH LICENSURE HOUR VERIFICATION

1. NAME LAST FIRST MIDDLE	5. MAIDEN/FORMER NAME
2. ADDRESS	6. DATE OF BIRTH
3. CITY/STATE/ZIP	7. SOCIAL SECURITY NO. (OPTIONAL)
4. TELEPHONE: BUSINESS HOME	8. CERTIFICATION NO.
	9. E-MAIL

The Professional Educator Standards Board rules for continuing education provide that educators may use credits or clock hours that satisfy the continuing education requirements for their state professional licensure, if any, to fulfill the continuing education requirements established in Chapter 181-85 of the Washington Administrative Code. The Professional Educator Standards Board rules for continuing education provide that hours used to maintain a valid Board Certified Behavior Analyst (BCBA) certificate from the Behavior Analyst Certification Board (BACB) may be used towards the continuing education credit hour requirement for renewal established in Chapter 181-85 of the Washington Administrative Code.

To comply with the rules described above, complete the following and submit or upload this form as a PDF to the Professional Certification office of OSPI with your completed renewal application in the Electronic Certification (E-Cert) system.

Specify Type of License_____ License Number _____

Date Original License Issued _____

Current License Expiration Date _____

State in Which License was Issued _____

I, _____ do certify (or declare) under penalty of perjury under the laws of the state of Washington that the classes listed on my report for Washington State Certification clock hours satisfy the continuing education requirements for the state professional license and/or Board Certified Behavior Analyst certificate (listed above). The intentional misrepresentation of a material fact in this form subjects the holder to revocation of their certificate pursuant to Chapter 181-85 WAC. A copy of this form should be retained by the holder for possible dispute (WAC 181-85-085).

_____ / _____

Signature Date

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QUESTIONS

ABOUT

CEU's?



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NON TRANSFER CREDITS (IN-SERVICE)

As mentioned previously, one of the criteria for an academic credit is that the credit is transferable or applicable to a bachelor's or more advanced degree program.

It is this rule that causes us to determine that credits are "non-transfer credits" or NTC. Each college/university transcript lists courses by a course number. Typically on the back of the transcript there will be a description of the course numbers and the applicability of those course numbers to a "bachelors' or more advanced degree".

In most cases, courses that are number 100, 200, 300, and 400 are all undergraduate and applicable to a Bachelor's degree; and courses numbered 500, 600 are applicable to an advanced Master's degree; and 700 or sometimes 800 are applicable to a Doctorate degree. You must read what is on the back of the transcript.

However, we also often see courses number 808X, or 909, or 9902. This is the biggest flag that it is not likely the course will meet the requirements of being transferable or applicable to a bachelor's or more advanced degree program. When reading the back of the transcript you will often see language that these courses "provided for the purpose of teacher education" or "provided for the purpose of professional development." You may also see language that the course MAY be applicable to a degree if approved by the registrar or some other source. MAY does not mean shall per the auditor. So that would be a non-transfer course.

When you see a course, PE 2011 Walking for Fitness, which should be a red flag. Likewise, Educ 901X would be a red flag. READ THE TRANSCRIPT.

The key with these courses is that it has been determined you can report them as an in-service credit. HOWEVER, in-service credits did not come into being until September 1, 1987. So you must make sure the course is on that date or after. The course must also meet the WAC criteria for course

"May be" is not "shall" – Emails with Ross Bunda & Dale Sando

Sherrie Evans

From: Dale Sando [sandod@sao.wa.gov]
Sent: Friday, July 06, 2007 12:47 PM
To: Sherrie Evans; Ross Bunda
Cc: Cheryl Thresher
Subject: [SPAM] RE: Academic Credits Question
MSK: [SPAM]

I have seen college transcripts that identify continuing education as clock hours rather than academic credits earned. This "may be transferable" definitely muddies the water. I think your approach of obtaining a letter from the college is a good one If the transcript identifies the credits as continuing education yet says they "may" be applied to a higher degree. A few years ago one of the AGs told me that if an RCW or WAC says someone "shall" do something it does not mean the same as "must" do something. Kind of throws a wrench in the 10 commandments, doesn't it? It would probably come down to how an attorney interprets "may". The district should be able to support why it classified credits as academic if by all outward appearance they are continuing education and should be classified as in-service. It would probably be worthwhile to have you fax a copy of the transcript language. Our fax number is 360 586-6571. It has been a while since I have personally reviewed transcripts and I would also like to see the language used for the other course sequence numbers. Does it specifically state for credits in the 100-500 range that they are transferable? Just out of curiosity, does the fact that a college says a course is transferable mean another school has to accept them?

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Friday, July 06, 2007 6:36 AM
To: 'Ross Bunda'; Dale Sando
Subject: Academic Credits Question

Dale and Ross: Out in the jungle here we have been having a discussion and I felt it was time to get you involved with it. This has to do with reporting academic credits from an accredited institution. In addition to being beyond the BA and meeting the eligibility requirements (9/1/95 and after), etc.
WAC 392-121-255 defines academic credits as

(4) Credits are transferable or applicable to a bachelor's or more advanced degree program; Provided, That for educational courses which are the same or identical no more credits for that educational course than are transferable or applicable to a bachelor's or more advanced degree program at that institution shall be counted.

I'm out on the road so I don't have the memo with me, but way back in the day, this issue came up and we spoke to John Molohon about it and ever since then we have been very clear that if the transcript does not say that the credit is transferable or applicable to a bachelor's or more advanced degree program you can't count those as academic credits. John instructed us that if they were pre 9/1/87 we could not count them at all and if 9/1/87 and after we could record them as in-service credits as long as they met the other criteria. (the documentation of this instruction from John is actually in the WSPA/WASBO workshop manuals I have presented under the credits section)

So for all these years when we have received transcripts, we always check the course number system. Generally courses 100, 200, 300, 400, 500, 600, 700 or 800 level are just fine but when you see course numbers of 2011 or 968X it definitely warrants attention. And indeed, if you look on many transcripts it will tell you something like this "this course is for professional development only and is not applicable to a degree program" and/or "this course is a regular university credit; however it is not part of the regular academic degree program but may apply to a degree with the permission of the advisor." Typical institutions that have this language include:

- Antioch of Seattle (associated with Antioch-Ohio)
- Chapman University, CA
- Fresno Pacific (CA)
- University of the Pacific (CA)

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- Lewis and Clark (OR)
- Seattle Pacific University (WA)
- Humboldt (CA)
- California Poly-Technical (CA)

There are a few others but these are ones I recall off the top of my head.

So as I have been involved in training (and this is what I have shared at previous WSPA/WASBO workshops), and/or have been involved in helping districts review their files, I have been questioned on this. District HR folks are telling me – NO, if it is on an academic transcript it is an academic credit; to which I have said NO – if it is on an academic transcript you still have to determine if it meets all of the other criteria (after BA, course eligibility, AND is it transferable). Additionally two districts have told me they understand if the transcript says NO – it is not transferable or applicable to a degree program, but if it says "may be transferable" then they count it.

My response was that I think the language in the WAC is very clear – There is only YES, there is no MAYBE or NO. I have counted a credit as academic when the employee additionally obtained a letter from the registrar indicating the particular course they took in fact did apply to a degree program but have only counted the Maybes when I have obtained this letter. I have never counted a NO as an academic credit.

In particular we have been having a discussion about Seattle Pacific University. The courses in question are all numbered in the 5000 series. Here is the email sent to me:

> Sherrie – I just had a SPU transcript come across my desk and I was reading the back of it again. I was still confused by the 5000 level statement that is on the back so I called SPU to check it out and ask some questions. I talked to Kay in the transcript office. She explained that the 5000 level is a graduate level course designed for teachers/educators as continuing education classes. The different number came into play many years ago when they started the staff development relationships with school districts offering the opportunity to take off campus classes, but they are primarily the same as the 6000 level classes. They are academic credits. She explained that the part about getting approval from advisor is if the person wants to use the class for masters degree, it would need to be approved. So, this really scared me about changing them to inservice and taking the credits away from folks if they were earned prior to 9/1/87 and wanted your thoughts on this. Also, if you would like to call the check this out a little more here is the number to SPU (206) 281-2032.
>
> I had taken a copy of one of the transcripts from this weekend which was a little earlier and they have changed the statement, but not by much. This is the current statement on the back:
>
> The 5000-5999 are considered primarily for the purpose of professional development. Although different in purpose from the core master's or doctoral graduate degree courses, **such courses may be considered** to meet accordance with the regulations of the particular graduate degree program and approval of the students program advisor.
>
> Sorry if I am being a pest about this, but I could not stop thinking about this after this weekend. I could be totally off base with this, but I believe it needs to be checked into little bit more.

In my follow-up conversation my response was that clearly even the registrar is saying that they MAY BE considered – that is not a clear YES – they are applicable or transferable to a degree program. So even the fact that they are regular university credits, they still don't meet the #4 criteria in the WAC in my mind. As I have reviewed files in districts we have deleted these "non-transfer" classes from records if they were prior to 9/1/87 and converted them to in-service if 9/1/87 or thereafter. In many situations this has affected LEAP placement including individuals that were previously reported as Grandfathered BA 135. Then it is up to the district to work with that individual to see if they have any courses that are not on the record that can be reported to correct the salary placement. In my general experience about half do and half do not; meaning the district has to correct their current and previous 275 reports.

So I would like to get your take on this Yes, Maybe, No theory about academic credits that come on an accredited university transcript, look official as all get out, but when you read the back of the transcript there is language indicating that these courses either are 1) not applicable or transferable to a degree or 2) MAY BE applicable or transferable to a degree.... If you would like I can have one of the districts FAX you the language that is on the back of these transcripts.

2/23/08

Thanks Ross

Calculating and Reporting Non-Transfer Credits

When you have determined a course is NTC rather than academic you will be reporting it as an "in-service" credit just like clock hours so you have to convert it to clock hours. For example

1. **SPU, course 5011 for 2.0 Credits**. This is a quarter credit school. So take 2.0 x 10 and report 20 hours.

2. **Chapman University, 2041G for 3.0 credits**. This is a semester school. So first take 3.0 x 1.5 to equal 4.5 quarter hours then multiply that by 10 to report to report 45 hours.

Colleges that typically have these non-transfer credits include but are not limited to:



- Antioch-Seattle
- Azusa Pacific
- California Poly Technical
- California State University, Monterey Bay
- Chapman University
- Fresno Pacific
- Lewis and Clark (650-698)
- Loyola Marymount
- Marymount
- Oregon State University (EXSS 800#)
- Portland State University (800 level)
- Santa Clara University
- Seattle Pacific University (5000 Credits 9/1/92 and thereafter)
- Seattle University (900 level Credits)
- University of Fresno
- University of LaVerne
- University of the Pacific
- University of Puget Sound – Clinical Affiliations
- University of Santa Clara

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NTC Example: Seattle Pacific University beginning 9/1/1992

Seattle Pacific University – 5000 level

Engaging the culture, changing the world®

Seattle Pacific
UNIVERSITY

April 1, 2014

Sherrie Evans
HRM Plus
PO Box 84
Black Diamond, WA 98010

This letter is to clarify the history of Seattle Pacific University's 5000-level courses and credits, as well as our academic policies since these classes have been offered. I understand there have been some questions about these classes and I wish to assist you in your work as you review them for teachers. I will chronologically explain these courses and the policies that have surrounded them over the past 33 years.

- In 1974, Seattle Pacific College began offering 5000 level courses through the SPIRAL program. Students both at the undergraduate and graduate level were allowed to take these credits and count them toward their degree.

- In 1976 Seattle Pacific College became Seattle Pacific University.

- In Autumn 1992, academic policy was changed through the university faculty governance process. The 5000-level courses were not allowed to meet degree requirements for an undergraduate degree for those students admitted for Autumn Quarter 1992 and following. Graduate level degrees allowed for 6 credits to count toward a masters or doctoral level degree, based on approval by the academic program.

- In 1993, Seattle Pacific University began using security transcript paper that noted the level of our courses and the definitions based on current policy. We did not note prior policy on our records, but the policies appeared in our *Undergraduate and Graduate Catalogs* since 1975.

I hope this helps clarify Seattle Pacific's courses as you work with students who took our classes prior to September 1, 1987 when Washington State policy changed. If I can be of any further assistance, please let me know at (206) 281-2548 or radams@spu.edu

Sincerely,

Ruth L Adams

Ruth Adams
University Registrar

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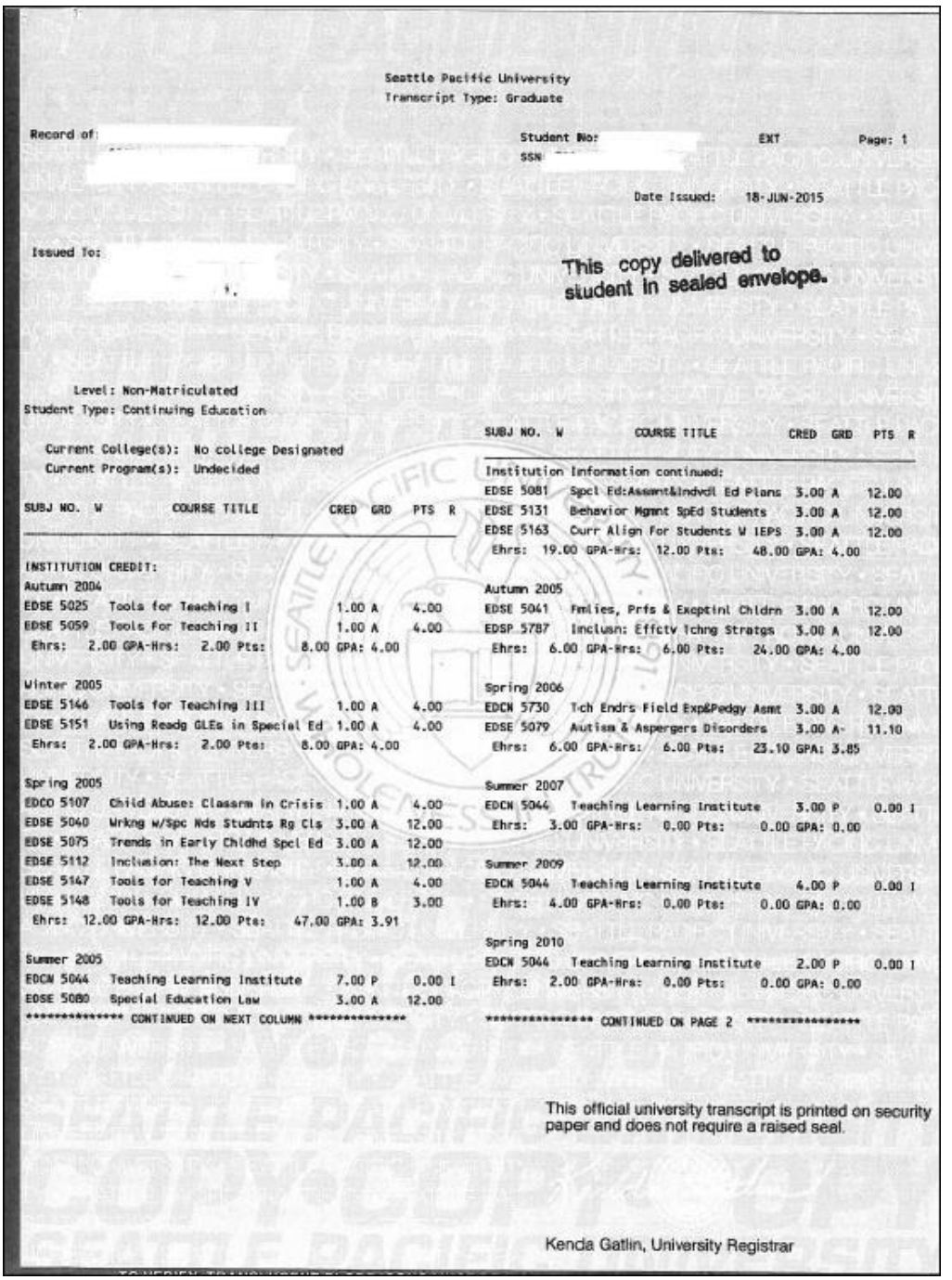
Sample of Non-Transfer Credits from Seattle Pacific University

Notice how the Course Numbers are in the 5000 series. The number being in the 5000 series should be a red flag. The back of this transcript and the letter on the previous page indicate courses in the 5000 series are not transferrable to a degree program as of September 1, 1992. If they otherwise meet the criteria and are after the BA, they can be recorded as an In-Service Credit.



Seattle Pacific University
Transcript Type: Graduate

Record of:

Student No: EXT Page: 1
SSN

Date Issued: 18-JUN-2015

Issued To:

This copy delivered to student in sealed envelope.

Level: Non-Matriculated
Student Type: Continuing Education

Current College(s): No college Designated
Current Program(s): Undecided

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:						
Autumn 2004						
EDSE 5025		Tools for Teaching I	1.00	A	4.00	
EDSE 5059		Tools for Teaching II	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Winter 2005						
EDSE 5146		Tools for Teaching III	1.00	A	4.00	
EDSE 5151		Using Readg GLEs in Special Ed	1.00	A	4.00	
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00						
Spring 2005						
EDCO 5107		Child Abuse: Classrm in Crisis	1.00	A	4.00	
EDSE 5040		Wrkng w/Spc Nds Studnts Rg Cls	3.00	A	12.00	
EDSE 5075		Trends in Early Childhd Spcl Ed	3.00	A	12.00	
EDSE 5112		Inclusion: The Next Step	3.00	A	12.00	
EDSE 5147		Tools for Teaching V	1.00	A	4.00	
EDSE 5148		Tools for Teaching IV	1.00	B	3.00	
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 47.00 GPA: 3.91						
Summer 2005						
EDCN 5044		Teaching Learning Institute	7.00	P	0.00	I
EDSE 5080		Special Education Law	3.00	A	12.00	
********** CONTINUED ON NEXT COLUMN **********						

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
EDSE 5081		Spcl Ed:Assmnt&Indvdl Ed Plans	3.00	A	12.00	
EDSE 5131		Behavior Mgmnt SpEd Students	3.00	A	12.00	
EDSE 5163		Curr Align For Students W IEPS	3.00	A	12.00	
Ehrs: 19.00 GPA-Hrs: 12.00 Pts: 48.00 GPA: 4.00						
Autumn 2005						
EDSE 5041		Fmlies, Prfs & Exceptnl Chldrn	3.00	A	12.00	
EDSP 5787		Inclusn: Effctv Tchng Stratgs	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 24.00 GPA: 4.00						
Spring 2006						
EDCN 5730		Tch Endrs Field Exp&Pedgy Asmt	3.00	A	12.00	
EDSE 5079		Autism & Aspergers Disorders	3.00	A-	11.10	
Ehrs: 6.00 GPA-Hrs: 6.00 Pts: 23.10 GPA: 3.85						
Summer 2007						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2009						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
Ehrs: 4.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Spring 2010						
EDCN 5044		Teaching Learning Institute	2.00	P	0.00	I
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
********** CONTINUED ON PAGE 2 **********						

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

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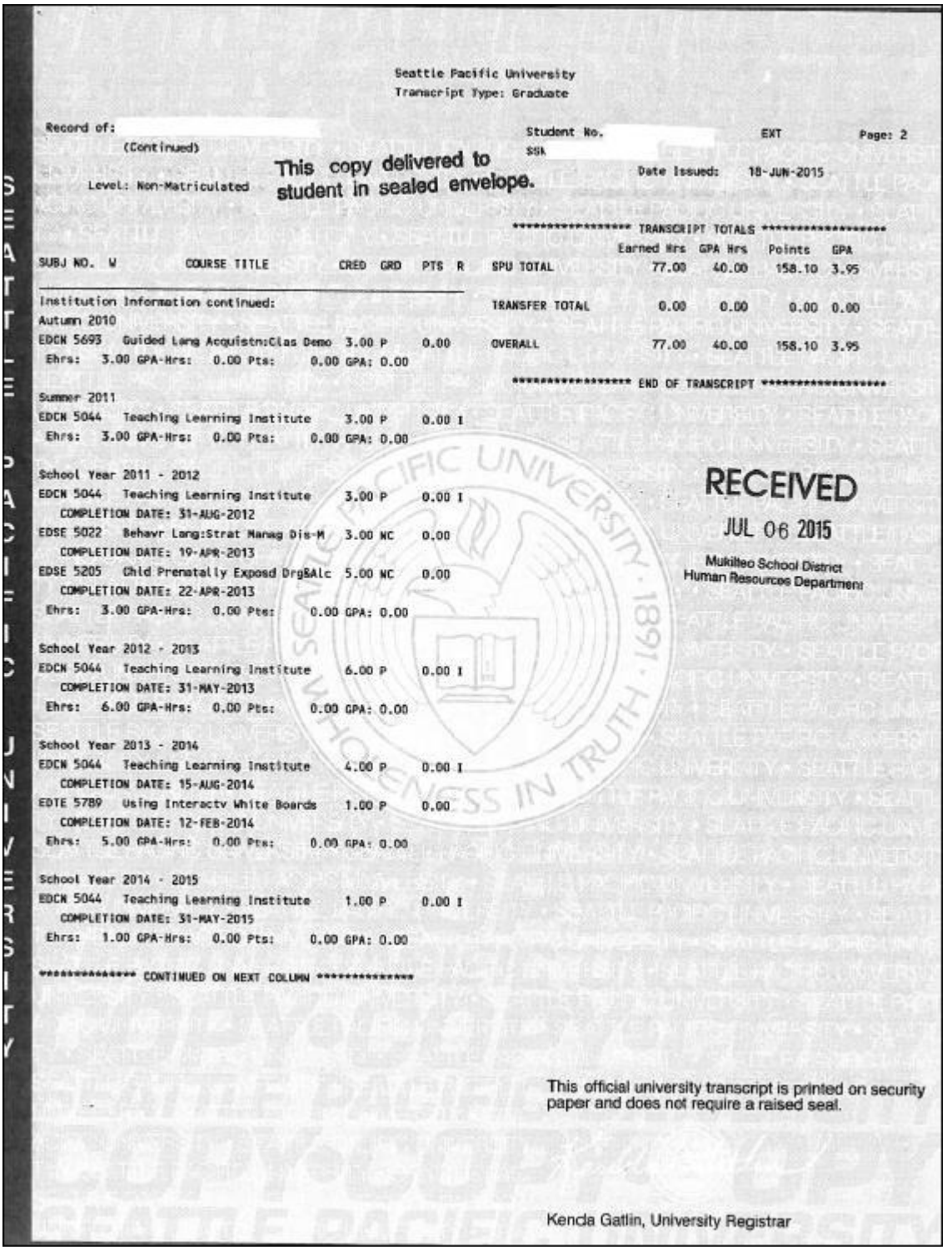

Seattle Pacific University
Transcript Type: Graduate

Record of:
(Continued)
Level: Non-Matriculated

Student No.
SSN

EXT

Page: 2

Date Issued: 18-JUN-2015

This copy delivered to student in sealed envelope.

SUBJ NO.	W	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:						
Autumn 2010						
EDCN 5693		Guided Lang Acquistn:Clas Demo	3.00	P	0.00	
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
Summer 2011						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2011 - 2012						
EDCN 5044		Teaching Learning Institute	3.00	P	0.00	I
COMPLETION DATE: 31-AUG-2012						
EDSE 5022		Behavr Lang:Strat Manag Dis-M	3.00	NC	0.00	
COMPLETION DATE: 19-APR-2013						
EDSE 5205		Chld Prenatally Exposd Drg&Alc	5.00	NC	0.00	
COMPLETION DATE: 22-APR-2013						
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2012 - 2013						
EDCN 5044		Teaching Learning Institute	6.00	P	0.00	I
COMPLETION DATE: 31-MAY-2013						
Ehrs: 6.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2013 - 2014						
EDCN 5044		Teaching Learning Institute	4.00	P	0.00	I
COMPLETION DATE: 15-AUG-2014						
EDTE 5789		Using Interactv White Boards	1.00	P	0.00	
COMPLETION DATE: 12-FEB-2014						
Ehrs: 5.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						
School Year 2014 - 2015						
EDCN 5044		Teaching Learning Institute	1.00	P	0.00	I
COMPLETION DATE: 31-MAY-2015						
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00						

********** CONTINUED ON NEXT COLUMN **********

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
SPU TOTAL	77.00	40.00	158.10	3.95
TRANSFER TOTAL	0.00	0.00	0.00	0.00
OVERALL	77.00	40.00	158.10	3.95

********** END OF TRANSCRIPT **********

RECEIVED
JUL 06 2015
Mukilteo School District
Human Resources Department

This official university transcript is printed on security paper and does not require a raised seal.

Kenda Gatlin, University Registrar

SEATTLE PACIFIC UNIVERSITY

Note: It is not uncommon to see 5000 series courses on a transcript where some are prior to 9/1/92 and some are after. In that case you will record some courses as quarter hours and others as in-service hours.

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Back of the SPU Transcript

Seattle Pacific University
Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, Washington 98119-1997
Phone: (206) 281-2031 Web: www.spu.edu CEEB: 003788

In Autumn 1992, Seattle Pacific University converted its paper transcripts to an electronic transcript. When transcripts are requested, Seattle Pacific will produce a complete copy of the academic record. The Undergraduate, Graduate, Doctoral, Below College Level, and Continuing Education Unit transcripts will constitute the "official transcript".

Accreditation
Since 1936, the University has been fully accredited by NWCCU (Northwest Commission on Colleges and Universities). It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also a charter member of the Christian College Consortium and a member of the Council for Christian Colleges and Universities.

The business programs (undergraduate and graduate) in the School of Business, Government, and Economics are accredited by The Association to Advance Collegiate Schools of Business (AACSB) International. The computer engineering, electrical engineering, and general engineering programs are accredited by the Engineering Accreditation Commission of ABET. The dietetics specialization in the food and nutritional sciences program is approved as a Didactic Program in Dietetics (DPD) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the American Dietetic Association. Seattle Pacific's nursing programs — undergraduate pre-licensure BSN, RN to BSN, and MSN — are approved by the Washington State Nursing Care Quality Assurance Commission, including and accredited by the Commission on Collegiate Nursing Education (CCNE).

The University is a member of the Association of American Colleges and Universities and of the American Association of Colleges for Teacher Education. It is fully accredited by the Washington State Professional Educator Standards Board. The School of Education is also a member of the Association of Independent Liberal Arts Colleges for Teacher Education. The School Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The music program is a fully accredited member of the National Association of Schools of Music (NASM). It also maintains membership with the National Association for Music Education (NAfME) and the Washington University Music Administrators Association (WUMA). The music therapy program is accredited by the American Music Therapy Association. Seattle Pacific's MS in Marriage and Family Therapy is nationally accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The PhD in Clinical Psychology is nationally accredited by the American Psychological Association (APA).

The School of Theology is a member institution of the Association of Free Methodist Educational Institutions and is approved by the Free Methodist Church and other denominations for the collegiate preparation of ministers. Seattle Pacific Seminary (SPS) is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS).

Seattle Pacific College became Seattle Pacific University on June 6, 1977.

Cascade College
Seattle Pacific became one of the official repositories for Cascade College records in June of 1964. Therefore, official transcripts for Cascade College are printed on SPU's special security paper. George Fox College is also an official repository.

Degree Requirements
180 quarter hours for B.A., B.S., with 2.0 g.p.a. (186 credits 1955-1973).

Course Numbering System
Prior to 1978 course numbering was 100 – 600 and is separated onto the appropriate page of the transcript. Beginning Autumn 1978, 0001-0199: not applicable to SPU degree; 1000-2999: primarily for freshmen and sophomores; 3000-3999: primarily for juniors; 4000-4999: primarily for seniors and post-baccalaureate students. The 5000-5999 were designed primarily with the needs of teachers and other professionals in mind for the purpose of meeting certification, endorsement, district pay lane requirements and other professional needs. Although different in purpose from the core master's or doctoral graduate degree courses, these graduate level courses may be considered to meet elective requirements in some graduate degree programs, in accordance with the regulations of the particular graduate degree program and approval of the student's program advisor. 6000 level courses are considered masters level and 7000 level courses are doctoral courses. Please refer to the University Catalogs for additional information.

Length of Quarter: 10 weeks
Year long term dates: (Completion Dates Vary)
2011 – 2012 through 2015-2016: Sept 1 – August 31
2016-2017 forward: July 1 – June 30

Length of One Continuing Education Unit (CEU): 10 Clock Hours
In the State of Washington, Seattle Pacific University is an Office of Superintendent of Public Instruction approved clock hour provider.

Grading System

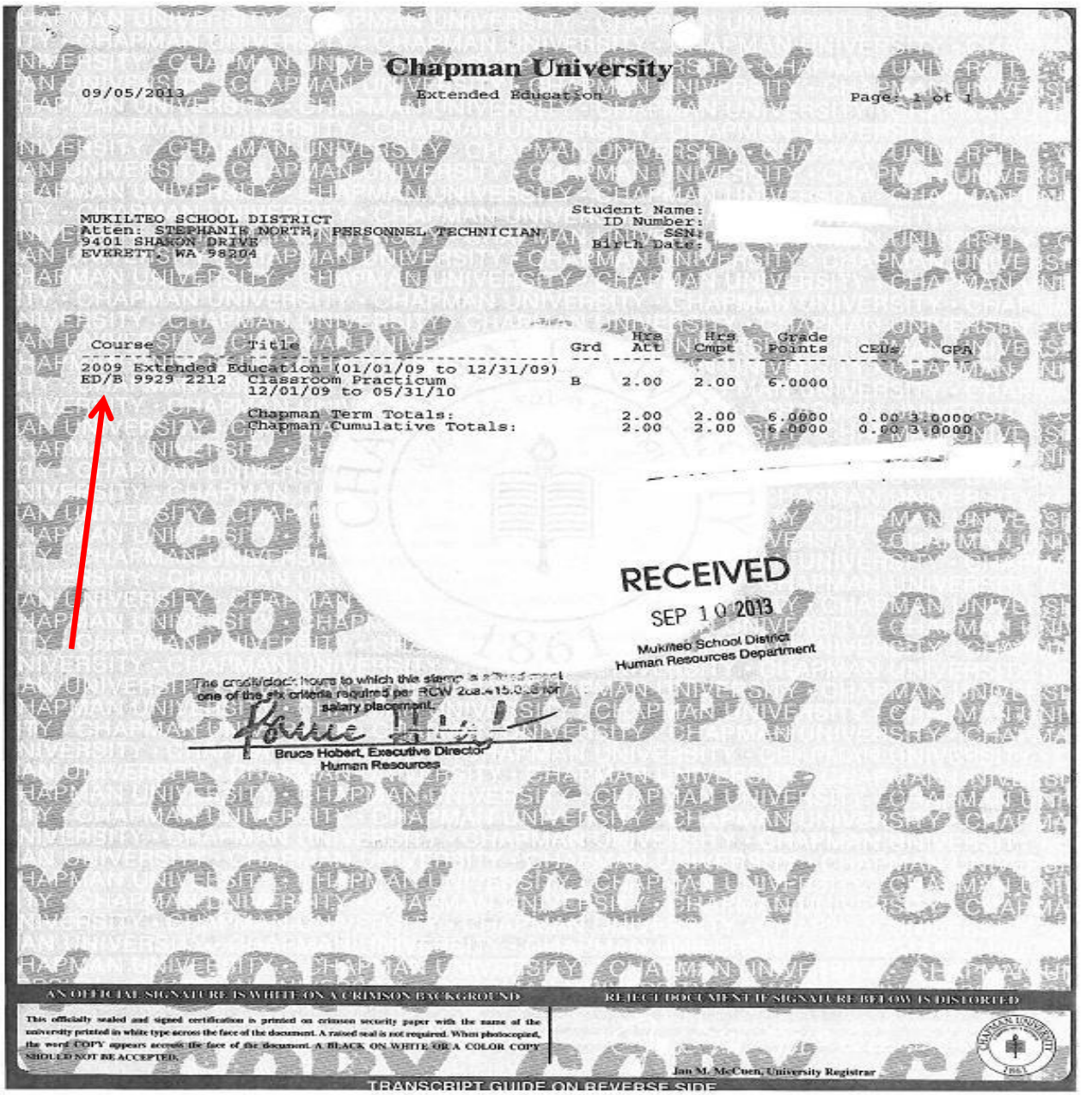
Grade	*Points*	*Description*
A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Incomplete Attainment, but with credit allowed
E		Incomplete Attainment, with no credit allowed
P		Satisfactory (Equivalent to C or better) Pass/No Credit option
NC		No Credit (Pass/No Credit option)
N		In Progress (becomes permanent after one academic year)
I		Incomplete (Prior to Autumn 1992, becomes permanent after one academic year, Autumn 1992 forward, becomes an "E")
G		In Progress (becomes permanent after three academic years)
AU		Audit
W		Official withdrawal and week of quarter withdrawn
HW		Hardship Withdrawal
UW		Unofficial withdrawal (Discontinued Autumn 1992)
0		No grade received
1 CEU		10 clock hours earned
EU		Earned units
NU		Not earned units

Abbreviations

"CBE"	following course title indicates Credit by Exam
"DR"	following course title indicates Directed Research
"IR"	following course title indicates Independent Reading
"IS"	following course title indicates Independent Study
"M"	following course title indicates Media courses

Repeat Courses
Repeated courses will be indicated in the R column with an 'I' for included in the GPA and an 'E' for excluded from the GPA.

NTC Example: **Chapman University.** Notice how the Course Number is Ed/B 9929. The number being in the **9000 series should be a red flag**. The back of this transcript indicates courses in the 9000 series are not transferrable to a degree program.



Chapman University

09/05/2013 Extended Education Page: 1 of 1

MUKILTEO SCHOOL DISTRICT
Atten: STEPHANIE NORTH, PERSONNEL TECHNICIAN
9401 SHARON DRIVE
EVERETT, WA 98204

Student Name:
ID Number:
SSN:
Birth Date:

Course	Title	Grd	Hrs Att	Hrs Cmpt	Grade Points	CEUs	GPA
2009 Extended Education (01/01/09 to 12/31/09)							
ED/B 9929 2212	Classroom Practicum 12/01/09 to 05/31/10	B	2.00	2.00	6.0000		
	Chapman Term Totals:		2.00	2.00	6.0000	0.00	3.0000
	Chapman Cumulative Totals:		2.00	2.00	6.0000	0.00	3.0000

RECEIVED
SEP 10 2013
Mukilteo School District
Human Resources Department

The credit/clock hours to which this stamp is affixed meet one of the six criteria required per RCW 28A.415.023 for salary placement.

Bruce Hobert, Executive Director
Human Resources

AN OFFICIAL SIGNATURE IS WHITE ON A CRIMSON BACKGROUND — REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

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Jan M. McCuen, University Registrar

TRANSCRIPT GUIDE ON REVERSE SIDE

NTC Example: University of the Pacific.

Student: [redacted]

S.S.N.:
Birthdate: [redacted]

University of the Pacific
Stockton, California 95211

Lifelong Learning
Official Permanent Record
of Course Completion

URSE MBER	TITLE	UNITS COMP	GRADE	DATE COMP
S982.94	Effective Football Methods	3.0	A	05/17/94
S909.00	Athletic Speed & Endurance	2.0	A	07/28/94

GRADING SYSTEM:

A - Excellent, all requirements completed thoroughly
B - Good, most requirements completed thoroughly
C - Satisfactory, requirements satisfied but not thorough
D - Passing, missing requirements and little interest
F - Failure, no requirements completed satisfactorily
X - Failed to submit for grade within time limitation

University of the Pacific post-baccalaureate enhancement courses are offered through the Office of Lifelong Learning and are designed specifically to serve the needs of those persons desiring professional upgrading. Enrollment is restricted to persons with professional status as a school teacher or administrator.

The units completed are semester units (post-baccalaureate professional development units) and are not applicable to any degree granting program.

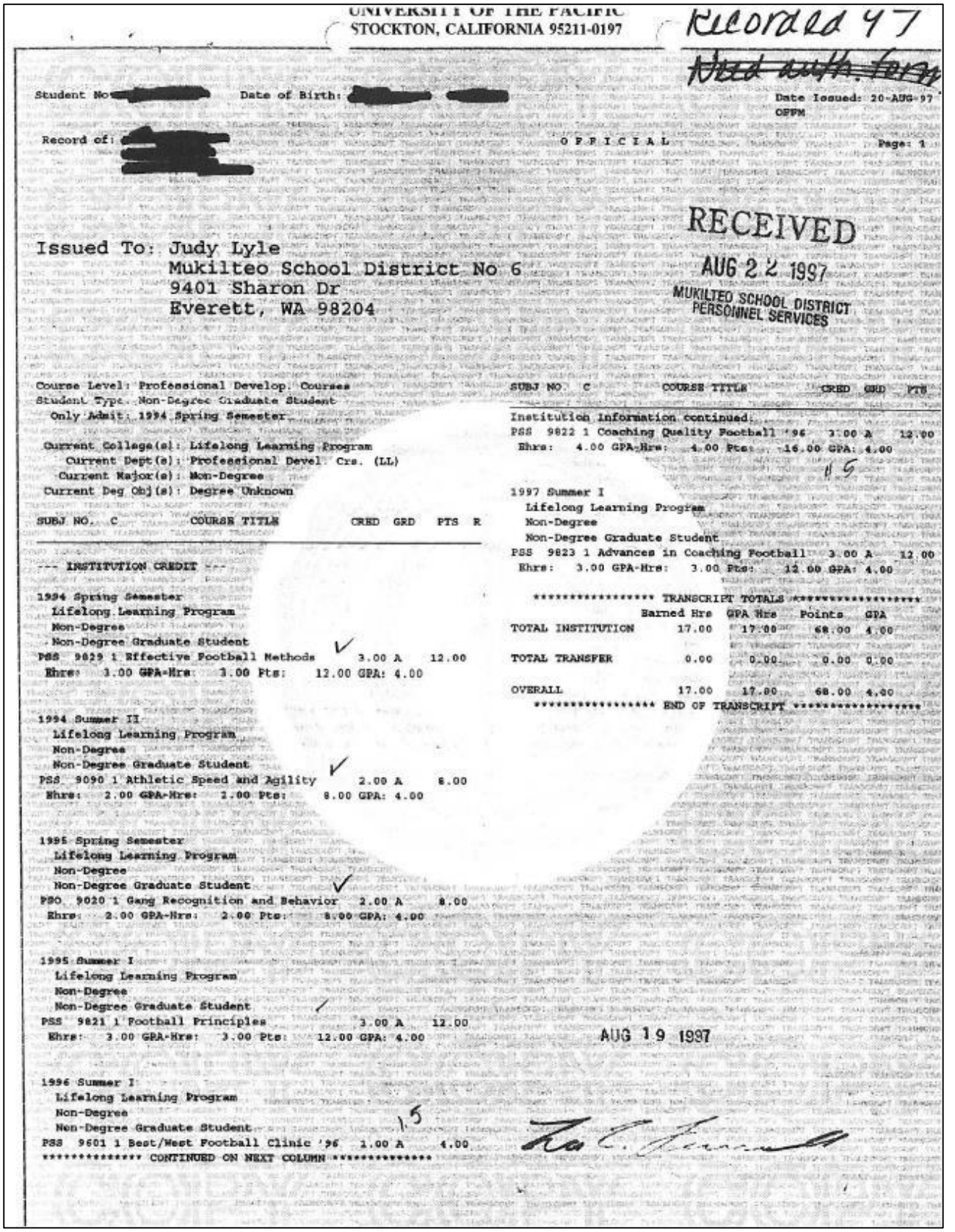
Date: 8/2/94

Thomas E Kail

Thomas E. Kail, Interim Dean

October 2019.pdf

NTC Example: **University of the Pacific.**



UNIVERSITY OF THE PACIFIC
STOCKTON, CALIFORNIA 95211-0197

Recorded 97

~~Need auth. form~~

Student No: [redacted] Date of Birth: [redacted]

Date Issued: 20-AUG-97
OPPM

Record of: [redacted]

OFFICIAL

Page: 1

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AUG 22 1997
MUKILTEO SCHOOL DISTRICT
PERSONNEL SERVICES

Issued To: Judy Lyle
Mukilteo School District No 6
9401 Sharon Dr
Everett, WA 98204

Course Level: Professional Develop. Courses
Student Type: Non-Degree Graduate Student
Only Admit: 1994 Spring Semester

Current College(s): Lifelong Learning Program
Current Dept(s): Professional Devel Crs. (LL)
Current Major(s): Non-Degree
Current Deg Obj(s): Degree Unknown

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS	R

--- INSTITUTION CREDIT ---

1994 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9829 1 Effective Football Methods 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1994 Summer II
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9090 1 Athletic Speed and Agility 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Spring Semester
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSO 9020 1 Gang Recognition and Behavior 2.00 A 8.00
Ehrs: 2.00 GPA-Hrs: 2.00 Pts: 8.00 GPA: 4.00

1995 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9821 1 Football Principles 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

1996 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9601 1 Best/West Football Clinic '96 1.00 A 4.00
********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	C	COURSE TITLE	CRED	GRD	PTS

Institution Information continued:
PSS 9822 1 Coaching Quality Football '96 3.00 A 12.00
Ehrs: 4.00 GPA-Hrs: 4.00 Pts: 16.00 GPA: 4.00

1997 Summer I
Lifelong Learning Program
Non-Degree
Non-Degree Graduate Student
PSS 9823 1 Advances in Coaching Football 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 Pts: 12.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	17.00	17.00	68.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	17.00	17.00	68.00	4.00

********** END OF TRANSCRIPT **********

AUG 19 1997

October 2019.pdf

NTC Example: University of the Pacific.

Office of the Registrar
Stockton CA 95211-0197

Accreditation: University of the Pacific is accredited by the Accrediting Commission for the Senior Colleges and Universities of the Western Association of Schools and Colleges

Grade:	System Effective to 9/1/56	System Effective 9/1/56 to 9/1/75	System Effective 9/1/75
A	3	4	4.0
A-			3.7
B+			3.3
B	2	3	3.0
B-			2.7
C+			2.3
C	1	2	2.0
C-			1.7
D+			1.3
D	0	1	1.0
F	0	0	0.0

Other Grades and Symbols:

AU	- Audit
E	- Conditional Grade (no grade points) - is accompanied by a Subscript (a, b, c, or d) which indicates that the permanent grade may not be higher than the subscript used, although it may be lower. Unless the conditional grades are removed by the following dates, they automatically become F: Fall Semester - by the following July 1; Spring Semester - by the following November 1; Summer Session - by the following March 1. (Discontinued 9/1/71)
H	- Pass with honors. (Discontinued 9/1/71)
I	- Work not completed during term, additional time allowed.
INC	- Work not completed during term, additional time allowed. (Discontinued 9/1/71)
LGU	- Letter grade units.
n	- When placed after a grade, indicates a continuous course, final credit not given for the first semester until the second semester is completed.
N	- Deferred grading.
NC	- No Credit - does not count in grade point average.
NG	- No grade received from the instructor.
NGR	- No grade received from the instructor. (Discontinued 1972)
P	- Pass, no grade points.
S	- Satisfactory, no grade points. (Discontinued 9/1/71)
U	- Unsatisfactory (Discontinued 9/1/71)
W	- Authorized withdrawal from courses after the prescribed period. (Since 2/1980)
Wf	- Official withdrawal from courses after prescribed period, with failing grade. Counts as an F. (Discontinued 9/1/71)
Wp	- Official withdrawal from courses after prescribed period, with passing grade. Units are counted as ungraded. (Discontinued 9/1/71)
+	- Denoted passing grade where credit earned by examination. Grade point average not affected. (Discontinued 9/1/71)

On transcripts "issued" after Spring 1972 appearing under the last column "R" (Repeat):

A	- Excluded from units passed.
E	- Excluded from Grade Point Average.
I	- Included in Grade Point Average.

Course Numbering:

1-199	- Undergraduate Courses
200-299	- Graduate Courses - Master's Level
300-399	- Graduate Courses - Doctoral Level
9000-9999	- Enhancement Courses (Post-baccalaureate professional development units - not applicable to a degree.)

Units of Credits:

Semester	- One unit generally represents one hour (50 minutes) per week of lecture, or three hours per week of laboratory work for one semester.
Summer Session	- One unit represents 30 minutes of instruction daily for five weeks.
Winter Term (1970-1983)	- Four units represent one month of instruction during January.
January Term (since 1992)	- Four units represent one month of instruction during January.

G.P.A. Requirements:
Baccalaureate Degrees: A "C" (2.0) average, both cumulative and at UOP, based upon units attempted.
Graduate Degrees: A "B" (3.0) average, both cumulative and a UOP, based upon units attempted in the graduate program.

Certification: This transcript is official only if it bears the embossed seal of University of the Pacific and the signature of the Registrar.

THE OFFICIAL TRANSCRIPT WILL ONLY BE RELEASED UPON THE WRITTEN CONSENT OF THE STUDENT IN COMPLIANCE WITH FEDERAL AND STATE POLICIES.

Authenticity Tests: Paper will turn brown when liquid bleach is applied. The word "COPY" appears if photocopied. The border prints "ORIGINAL" when magnified.

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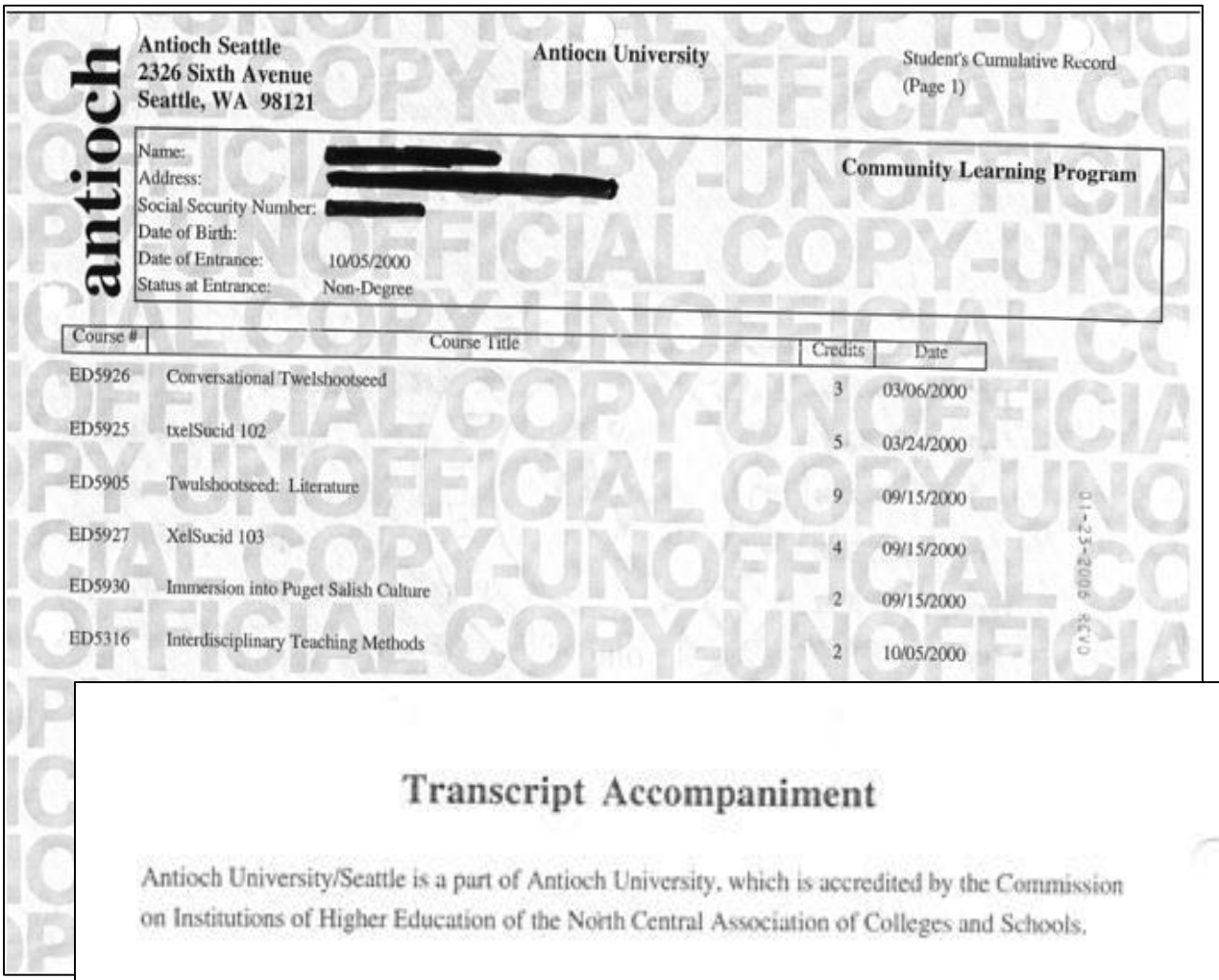
NTC Example: Antioch



antioch

Antioch Seattle
2326 Sixth Avenue
Seattle, WA 98121

Antiocn University

Student's Cumulative Record
(Page 1)

Name: [redacted]
Address: [redacted]
Social Security Number: [redacted]
Date of Birth:
Date of Entrance: 10/05/2000
Status at Entrance: Non-Degree

Community Learning Program

Course #	Course Title	Credits	Date
ED5926	Conversational Twelshootseed	3	03/06/2000
ED5925	txelSucid 102	5	03/24/2000
ED5905	Twulshootseed: Literature	9	09/15/2000
ED5927	XelSucid 103	4	09/15/2000
ED5930	Immersion into Puget Salish Culture	2	09/15/2000
ED5316	Interdisciplinary Teaching Methods	2	10/05/2000

01-23-2006 RCVD

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Transcript Accompaniment

Antioch University/Seattle is a part of Antioch University, which is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

The Family Educational Rights and Privacy Act of 1974 requires that all student information released by the University be transmitted on the condition that the recipient of this information will not release it to other parties without the prior written consent of the student.

The enclosed is a transcript of a student who was enrolled in a Continuing Education/Community Learning Program at Antioch Seattle. The credits are regular University credits. The courses are designed for professional development rather than as part of a coherent curriculum leading to a degree; however, matriculated Antioch students may be able to include these courses in an individualized degree program with program approval.

Academic credits awarded: Quarter hours. Antioch University/Seattle does not award letter grades. Credit is awarded on a pass/fail basis with pass equivalent to a grade of C or higher in 400 level courses, or a grade of B or higher in 500 (graduate) level courses.

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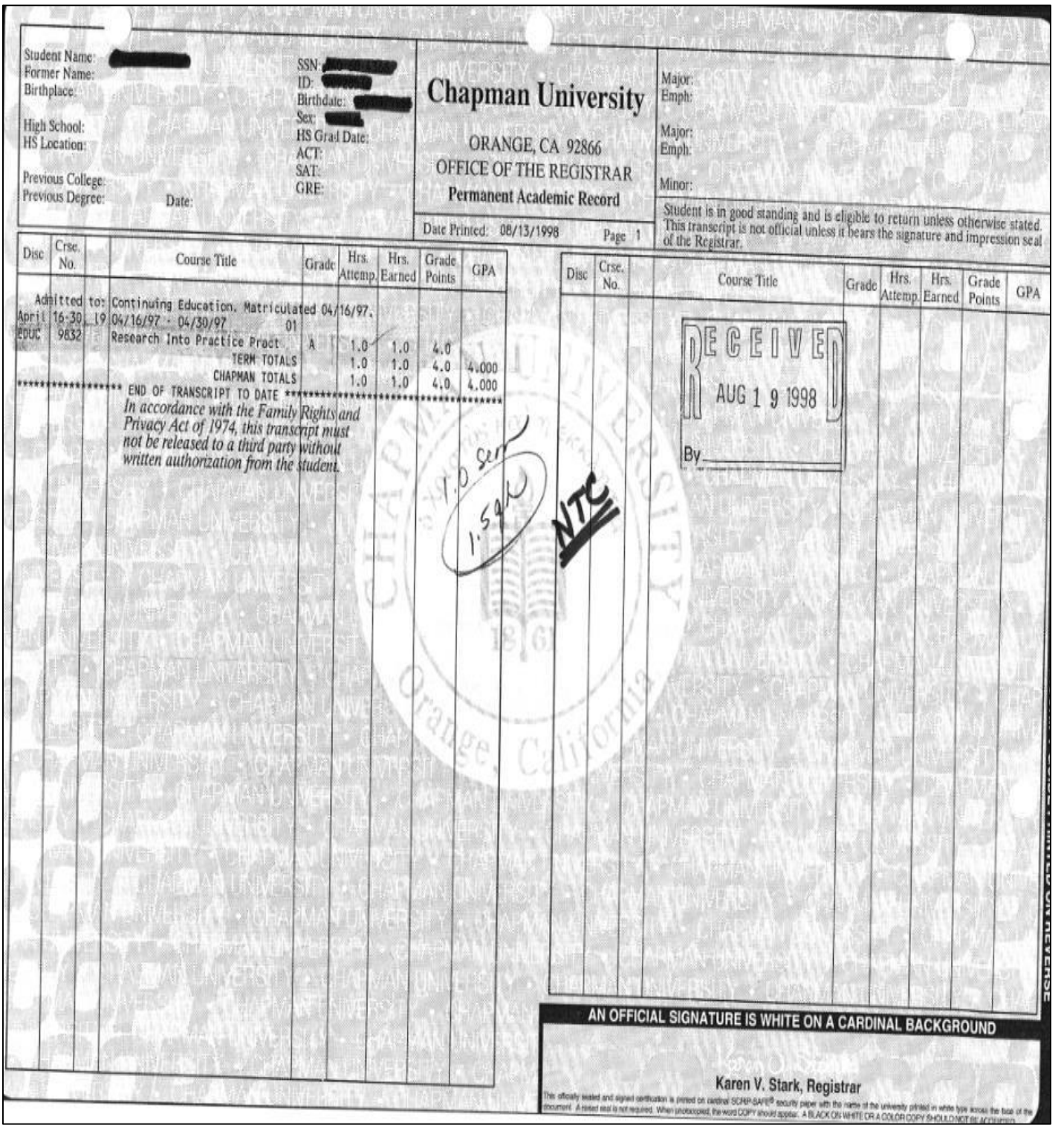
NTC Example: Chapman



Student Name: [redacted]
Former Name:
Birthplace:

High School:
HS Location:

Previous College:
Previous Degree: Date:

SSN: [redacted]
ID: [redacted]
Birthdate: [redacted]
Sex: [redacted]
HS Grad Date:
ACT:
SAT:
GRE:

Chapman University
ORANGE, CA 92866
OFFICE OF THE REGISTRAR
Permanent Academic Record

Date Printed: 08/13/1998 Page 1

Major:
Emph:

Major:
Emph:

Minor:

Student is in good standing and is eligible to return unless otherwise stated. This transcript is not official unless it bears the signature and impression seal of the Registrar.

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA
Admitted to: Continuing Education. Matriculated 04/16/97.							
April 16-30, 19		04/16/97 - 04/30/97 01					
EDUC	9832	Research Into Practice Proct	A	1.0	1.0	4.0	
		TERM TOTALS		1.0	1.0	4.0	4.000
		CHAPMAN TOTALS		1.0	1.0	4.0	4.000
********** END OF TRANSCRIPT TO DATE **********							

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student.

1.0 sem
1.5 qtr

NTC

Disc	Crse. No.	Course Title	Grade	Hrs. Attemp.	Hrs. Earned	Grade Points	GPA

RECEIVED
AUG 19 1998
By

AN OFFICIAL SIGNATURE IS WHITE ON A CARDINAL BACKGROUND

Karen V. Stark, Registrar

This officially sealed and signed certification is printed on cardinal SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.

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NTC Example: Back of Chapman

CHAPMAN
University
Orange, California 92666

Course work shown may have been completed at Chapman University in Orange or at an Academic center. All courses are given residence credit, having been officially approved by the university as to content, credits and instructor.

Accreditation

Chapman University is accredited by, and is a member of, the Western Association of Schools and Colleges, the Council on the Institute of Food Technologies, the Board Registered Nursing of the State of California, College ıtrance Examination Board, Western College Association, Association of Independent Colleges and Universities, American Council on Education, American Association of Colleges for Women, and the Board of Higher Education of the Disciples of Christ.

Calendar

The university operates on a two semester calendar – fall and spring. Each regular 3 credit course represents three hours of university work per week for approximately 15 weeks. In addition, the university offers a 4 week January interterm and two 6 week summer sessions. The Academic Centers are on a semester calendar and their term lengths may vary according to location.

Course Numbering System

Until the fall semester, 1971, courses were numbered 1 ough 99; upper division 100-199, and graduate ourses were 200 and above. Unless otherwise indicated on the transcript, course numbers 100-199 gave graduate credit to students who had graduate standing. Courses numbered with a prefix of X were taken in the Extended Day Division of the university (until 1959) and are to be regarded as the same as courses without the prefix.

Beginning in the fall semester, 1971, lower division courses are numbered as follows: 001-099, Non-degree courses or CEU courses designed to meet specific needs; 100-299, lower division courses of freshman and sophomore level; 300-399, upper division courses of junior and senior level which do not give graduate credit; 400-499 upper division courses of junior and senior level which may be used as graduate credit for graduate students; 500-599 graduate courses for graduate students and seniors by consent of the department chair; 600-699, graduate courses designed for graduate students only; 800-899, professional courses (extension credit) in departments other than education. These courses may or may not be used to satisfy baccalaureate degree requirements. Lower division continuing education courses are designated with a (V) before the course title. 900-999 Professional development credit courses in education for teachers and school administrators designed to serve the needs of those requiring professional upgrading. Those desiring such credits should consult their school district office prior to enrollment. Enrollment as a school teacher or school administrator is required for enrollment. Prior to February 1, 1975, courses numbered 900-999 were not acceptable in education are accepted as extension credit. Beginning January 1994, 0001-0999 non-degree CEU courses; 8000-8999 baccalaureate elective credit (with departmental approval); 9000-9999 professional development credit. N/A is extension credit course work and is not applicable to a degree without advance approval. Beginning September 1, 1993 N/A is used as the grading symbol Non-attended.

Grading System

A, superior, 4 g.p.; A-, 3.7 g.p.; B+, 3.3 g.p.; B, excellent, 3 g.p.; B-, 2.7 g.p.; C+, 2.3 g.p.; C, average, 2.0 g.p.; C-, 1.7 g.p.; D+, 1.3 g.p.; D, inferior, 1 g.p.; D-, .7 g.p.; F, failed, 0 g.p.; E, incomplete, shortage of course work or examination, used until September 1, 1977; I used for incomplete beginning September 1, 1977; P, passed, satisfactory completion of course; NP, No Pass, requirements for credit not satisfied; Au; Audit, no credit; NR, no report, no record of grade received; W, official withdrawal from the course; NA, not attended; SP, satisfactory progress, beginning August 29, 1994; Thesis grading only: HP, high pass; P, pass; NC, no credit. Courses taken on a Pass/Fail or Pass/No Pass basis are not computed in the grade point average. Grade points prior to September, 1958: A-3, B-2, C-1, D-0, F-minus 1. The university semester unit is a credit of one hour per week for one semester.

A full time load for undergraduates is 12 to 18 units and for graduate students 9-12 units (this varies for the Academic Centers based on the length of the term). A minimum for 124 credits with a 2.0 (C) average is required for the bachelor's degree and 30-36 units with a 3.0 (B) average is required for the Master's degree.

Academic Standing

Scholastic standing is good unless indicated by one of the following:

Probation - g.p.a. below 2.0 and has two semesters (three at the Academic Centers to achieve a cumulative g.p.a. of 2.0

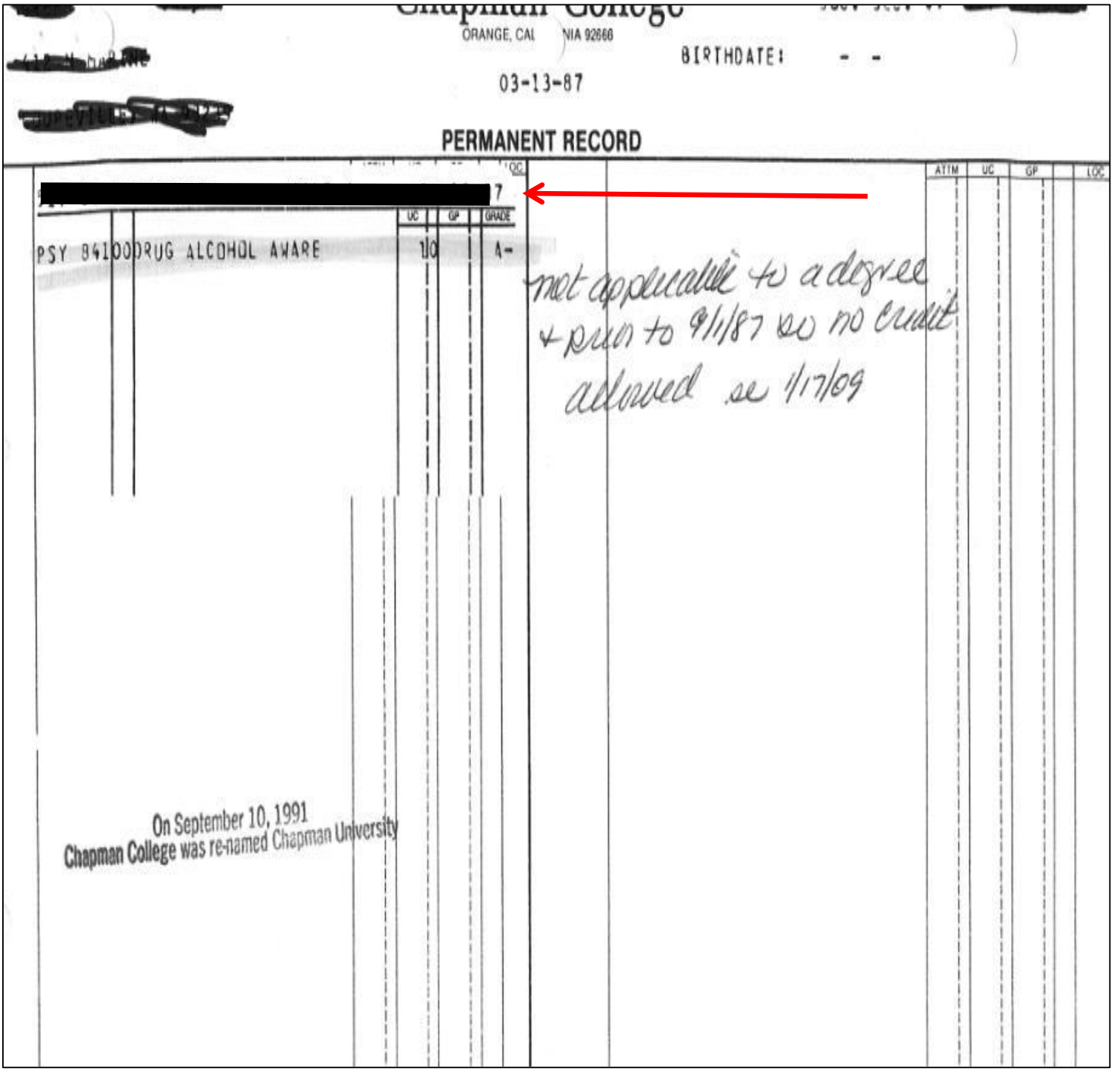
Continued on probation - g.p.a. below 2.0 and has one semester to achieve a cumulative g.p.a. or be subject to dismissal

Dismissed - student has a g.p.a. below 2.0 for at least 2 semesters and is no longer eligible to continue

TO TEST FOR AUTHENTICITY: The face of this document has a cardinal background and the name of the institution appears in small print. Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY • CHAPMAN UNIVERSITY •

NTC Example: **Prior to 9/1/1987 – not allowable**



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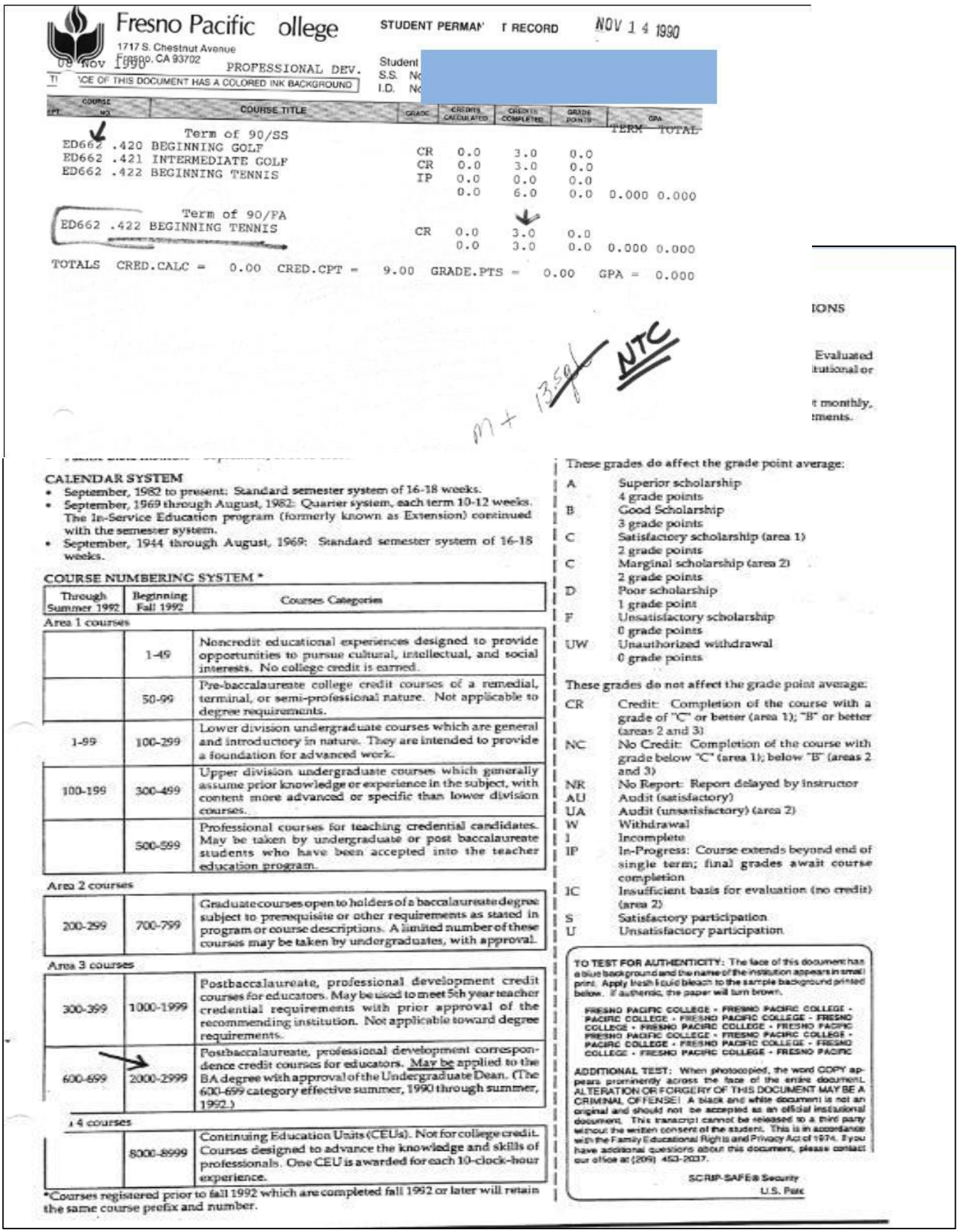
NTC Example: Fresno Pacific



Fresno Pacific College

1717 S. Chestnut Avenue
Fresno, CA 93702

STUDENT PERMANENT RECORD

NOV 14 1990

08 NOV 1990

PROFESSIONAL DEV.

[redacted]

NOTICE OF THIS DOCUMENT HAS A COLORED INK BACKGROUND

COURSE NO	COURSE TITLE	GRADE	CREDITS CALCULATED	CREDITS COMPLETED	GRADE POINTS	GPA TERM	GPA TOTAL
	Term of 90/SS						
ED662 .420	BEGINNING GOLF	CR	0.0	3.0	0.0		
ED662 .421	INTERMEDIATE GOLF	CR	0.0	3.0	0.0		
ED662 .422	BEGINNING TENNIS	IP	0.0	0.0	0.0		
			0.0	6.0	0.0	0.000	0.000
	Term of 90/FA						
ED662 .422	BEGINNING TENNIS	CR	0.0	3.0	0.0		
			0.0	3.0	0.0	0.000	0.000

TOTALS CRED.CALC = 0.00 CRED.CPT = 9.00 GRADE.PTS = 0.00 GPA = 0.000

M+ 13.5 NTC

IONS

Evaluated
tutional or

t monthly,
tments.

CALENDAR SYSTEM

- September, 1982 to present: Standard semester system of 16-18 weeks.
- September, 1969 through August, 1982: Quarter system, each term 10-12 weeks. The In-Service Education program (formerly known as Extension) continued with the semester system.
- September, 1944 through August, 1969: Standard semester system of 16-18 weeks.

COURSE NUMBERING SYSTEM *

Through Summer 1992	Beginning Fall 1992	Courses Categories
Area 1 courses		
	1-49	Noncredit educational experiences designed to provide opportunities to pursue cultural, intellectual, and social interests. No college credit is earned.
	50-99	Pre-baccalaureate college credit courses of a remedial, terminal, or semi-professional nature. Not applicable to degree requirements.
1-99	100-299	Lower division undergraduate courses which are general and introductory in nature. They are intended to provide a foundation for advanced work.
100-199	300-499	Upper division undergraduate courses which generally assume prior knowledge or experience in the subject, with content more advanced or specific than lower division courses.
	500-599	Professional courses for teaching credential candidates. May be taken by undergraduate or post baccalaureate students who have been accepted into the teacher education program.
Area 2 courses		
200-299	700-799	Graduate courses open to holders of a baccalaureate degree subject to prerequisite or other requirements as stated in program or course descriptions. A limited number of these courses may be taken by undergraduates, with approval.
Area 3 courses		
300-399	1000-1999	Postbaccalaureate, professional development credit courses for educators. May be used to meet 5th year teacher credential requirements with prior approval of the recommending institution. Not applicable toward degree requirements.
600-699	2000-2999	Postbaccalaureate, professional development correspondence credit courses for educators. May be applied to the BA degree with approval of the Undergraduate Dean. (The 600-699 category effective summer, 1990 through summer, 1992.)
Area 4 courses		
	8000-8999	Continuing Education Units (CEUs). Not for college credit. Courses designed to advance the knowledge and skills of professionals. One CEU is awarded for each 10-clock-hour experience.

*Courses registered prior to fall 1992 which are completed fall 1992 or later will retain the same course prefix and number.

These grades do affect the grade point average:

A	Superior scholarship 4 grade points
B	Good Scholarship 3 grade points
C	Satisfactory scholarship (area 1) 2 grade points
C	Marginal scholarship (area 2) 2 grade points
D	Poor scholarship 1 grade point
F	Unsatisfactory scholarship 0 grade points
UW	Unauthorized withdrawal 0 grade points

These grades do not affect the grade point average:

CR	Credit: Completion of the course with a grade of "C" or better (area 1); "B" or better (areas 2 and 3)
NC	No Credit: Completion of the course with grade below "C" (area 1); below "B" (areas 2 and 3)
NR	No Report: Report delayed by instructor
AU	Audit (satisfactory)
UA	Audit (unsatisfactory) (area 2)
W	Withdrawal
I	Incomplete
IP	In-Progress: Course extends beyond end of single term; final grades await course completion
IC	Insufficient basis for evaluation (no credit) (area 2)
S	Satisfactory participation
U	Unsatisfactory participation

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FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC FRESNO PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - PACIFIC COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO COLLEGE - FRESNO PACIFIC COLLEGE - FRESNO PACIFIC

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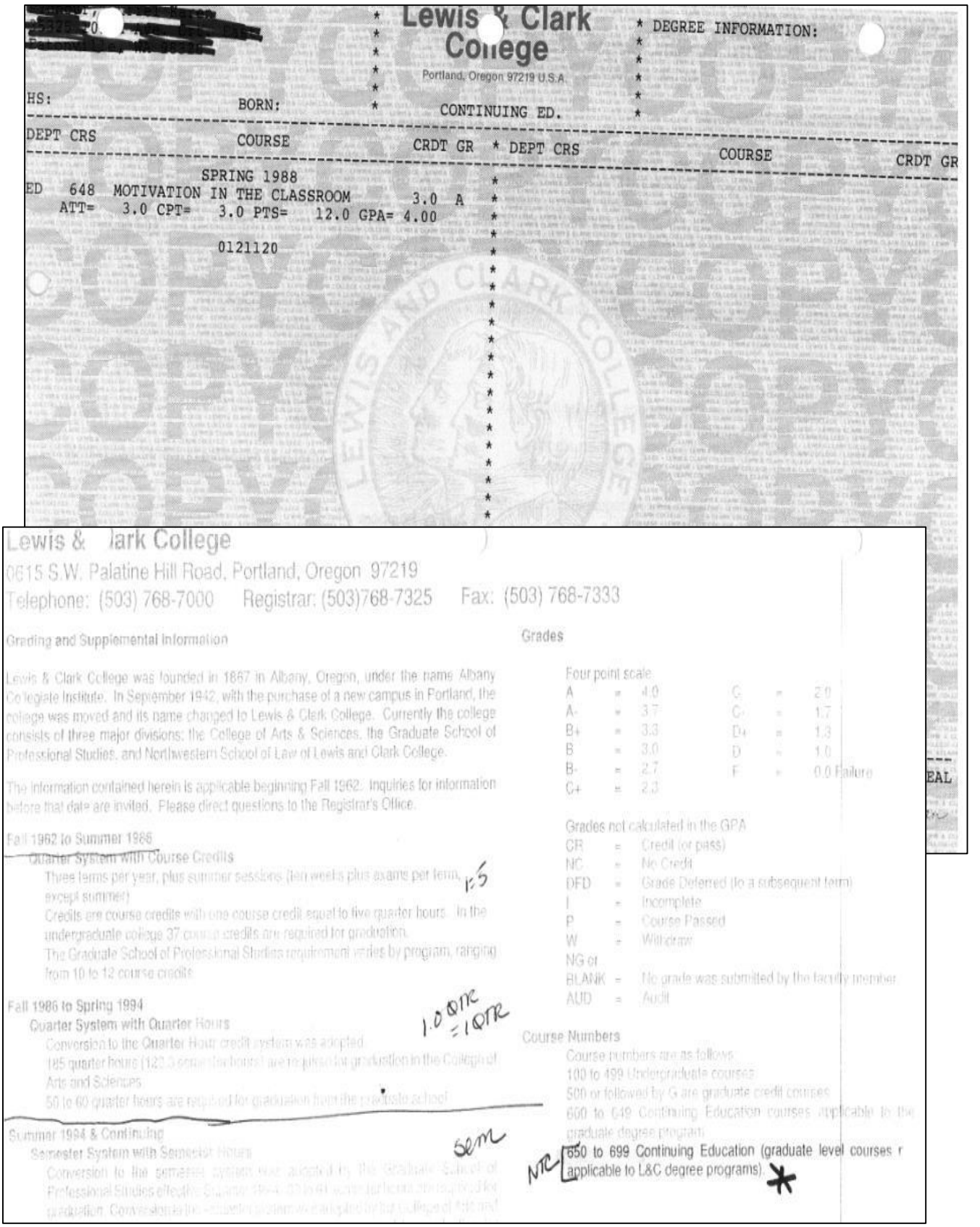
U.S. Pat.

October 2019.pdf

NTC Example: Lewis & Clark



Lewis & Clark College

Portland, Oregon 97219 U.S.A.

CONTINUING ED.

DEGREE INFORMATION:

HS: BORN:

DEPT CRS	COURSE	CRDT	GR
	SPRING 1988		
ED 648	MOTIVATION IN THE CLASSROOM	3.0	A

ATT= 3.0 CPT= 3.0 PTS= 12.0 GPA= 4.00

0121120

Lewis & Clark College

0615 S.W. Palatine Hill Road, Portland, Oregon 97219

Telephone: (503) 768-7000 Registrar: (503)768-7325 Fax: (503) 768-7333

Grading and Supplemental Information

Lewis & Clark College was founded in 1867 in Albany, Oregon, under the name Albany Collegiate Institute. In September 1942, with the purchase of a new campus in Portland, the college was moved and its name changed to Lewis & Clark College. Currently the college consists of three major divisions: the College of Arts & Sciences, the Graduate School of Professional Studies, and Northwestern School of Law of Lewis and Clark College.

The information contained herein is applicable beginning Fall 1962. Inquiries for information before that date are invited. Please direct questions to the Registrar's Office.

Fall 1962 to Summer 1986

Quarter System with Course Credits

Three terms per year, plus summer sessions (ten weeks plus exams per term, except summer)

Credits are course credits with one course credit equal to five quarter hours. In the undergraduate college 37 course credits are required for graduation.

The Graduate School of Professional Studies requirement varies by program, ranging from 10 to 12 course credits.

Fall 1986 to Spring 1994

Quarter System with Quarter Hours

Conversion to the Quarter Hour credit system was adopted.

185 quarter hours (123.3 semester hours) are required for graduation in the College of Arts and Sciences.

50 to 60 quarter hours are required for graduation from the graduate school.

Summer 1994 & Continuing

Semester System with Semester Hours

Conversion to the semester system was adopted by the Graduate School of Professional Studies effective Summer 1994. 93 semester hours are required for graduation. Conversion to the semester system was adopted for the College of Arts and

Grades

Four point scale

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0 Failure
C+	=	2.3			

Grades not calculated in the GPA

CR	=	Credit (or pass)
NC	=	No Credit
DFD	=	Grade Deferred (to a subsequent term)
I	=	Incomplete
P	=	Course Passed
W	=	Withdraw
NG or BLANK	=	No grade was submitted by the faculty member
AUD	=	Audit

Course Numbers

Course numbers are as follows:

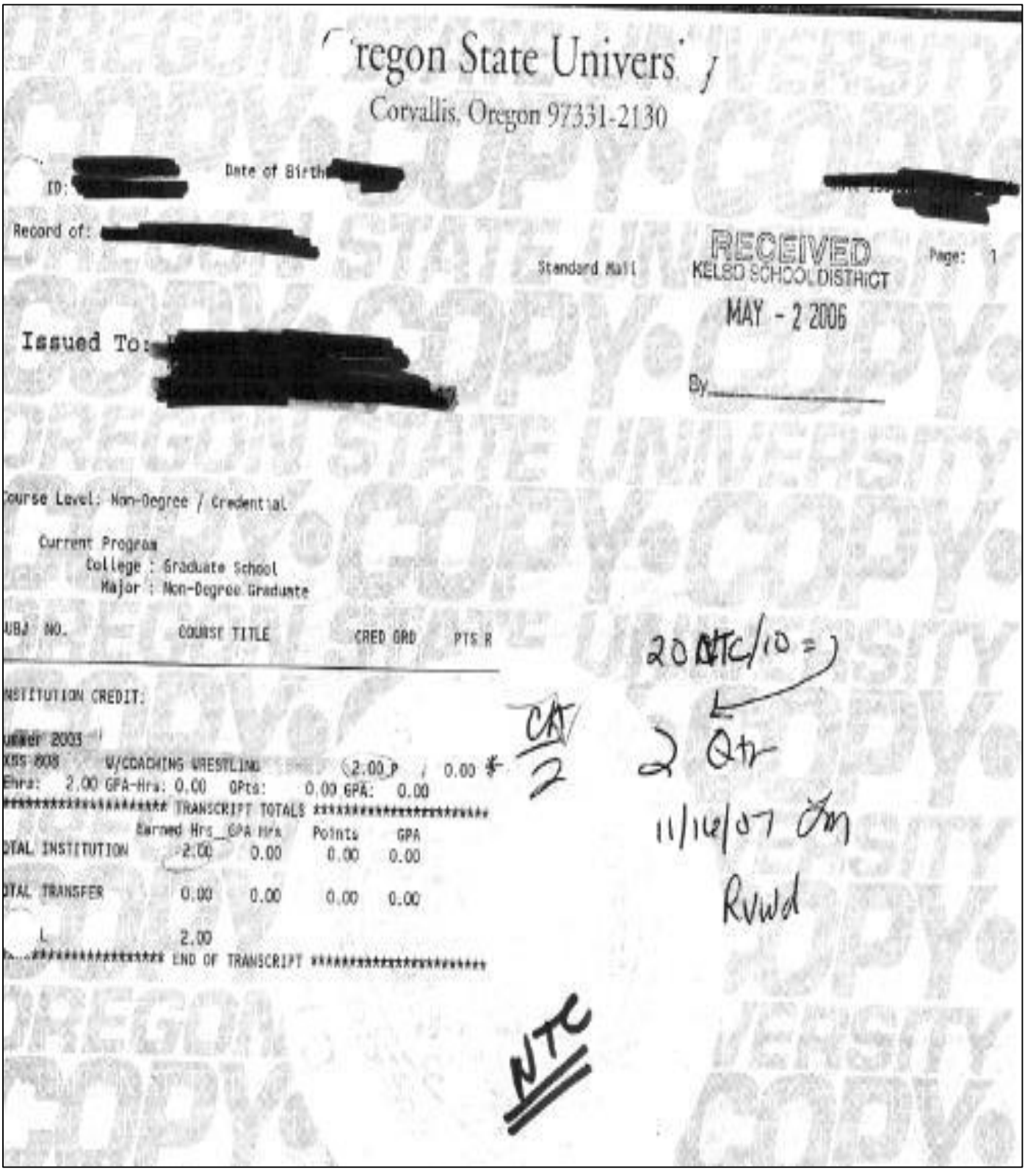
100 to 499 Undergraduate courses

500 or followed by G are graduate credit courses

600 to 649 Continuing Education courses applicable to the graduate degree program

650 to 699 Continuing Education (graduate level courses not applicable to L&C degree programs) *

NTC Example: Oregon State



'regon State Univers'

Corvallis, Oregon 97331-2130

ID: [redacted] Date of Birth [redacted] [redacted]

Record of: [redacted]

Standard Mail

RECEIVED
KELSO SCHOOL DISTRICT
MAY - 2 2006
By_____

Page: 1

Issued To: [redacted]

Course Level: Non-Degree / Credential

Current Program
College : Graduate School
Major : Non-Degree Graduate

UBJ NO.	COURSE TITLE	CRED GRD	PTS R

NSTITUTION CREDIT:

ummer 2003
XSS 808 W/COACHING WRESTLING 2.00 P / 0.00 *
Ehrs: 2.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
OTAL INSTITUTION	2.00	0.00	0.00	0.00
OTAL TRANSFER	0.00	0.00	0.00	0.00
L	2.00			

********** END OF TRANSCRIPT **********

20 NTC/10 =
2 Qtr
11/16/07 JM
Rvwd

CA/2

NTC

October 2019.pdf

NTC Example: **Seattle University 900 Level Courses**

Seattle University

Seattle, Washington 98122-4340
(206) 296-5850 FICE CODE: 003790

An official transcript displays the Seattle University seal, the facsimile signature of the University Registrar, and is printed with red background and border.

ACCREDITATION

Seattle University is accredited by the Northwest Association of Schools and Colleges.

UNITS OF CREDIT

A quarter hour of credit is given for each hour of class per week for 10 weeks. Five quarter hours equal 50 lectures of 50 minutes each. A 100 minute laboratory period is considered equivalent to a 50 minute lecture, except in Engineering and Nursing where required laboratory hours may be greater.

COURSE NUMBER SYSTEM

Until 1957			*After 1957*		
1 - 90	lower division		0 - 099	remedial	
100 - 199	advanced subjects		100 - 299	lower division	
200 - 299	graduate courses		300 - 499	advanced subjects	
			500 - 599	masters courses	
			600 - 699	doctoral courses	
			800 - 999	post-baccalaureate professional development	

GRADING SYSTEM

Effective Summer 1983, Seattle University added the plus and minus grades to the letter grading system. The grade "E" indicated failure in a course until Fall 1996 when it was replaced by "F".

GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION	GRADE	POINT	DESCRIPTION
A	4.0	SUPERIOR	B-	2.7		D+	1.3	
A-	3.7		C+	2.3		D	1.0	POOR
B+	3.3		C	2.0	ADEQUATE	D-	0.7	
B	3.0	GOOD	C-	1.7		F	0.0	FAILING

OTHER GRADES

HW *Hardship Withdrawal* — No effect on grade point average; assigned by dean with documentation.

I *Incomplete 1971 - Summer 1997* — Ignored in credit computation; student has thirty days into succeeding quarter to present course work and obtain another grade; once this period elapses, "I" remains permanently on record with no effect on gpa. Excessive "I" grades may place students on probation. Fall 1997 the "I" grade is replaced with a permanent grade once the deadline passes.

IP *Course in Progress*

M *Missing Grade* — Not available from instructor at time transcript was printed.

N *No Grade* — Grade suspended until work is completed (e.g., thesis, graduate research) and ignored in credit computation until cleared. Effective 1971, student has no more than one calendar year to replace "N" grade.

Q *Suspended Grade* at the 600 level only, for work scheduled for completion at a later date.

R *Mandatory Registration* in zero credit 600 level education courses. A permanent grade, no effect on gpa.

W *Official Withdrawal*

Y *Audit* — not included in credit or grade computations.

YW *Audit Withdrawal*

Z *Unofficial Withdrawal* — Assigned by Registrar to student who registered, did not attend and did not withdraw. No effect on gpa.

FALL 1998 AND AFTER:

P *Pass grade* — Indicates completion with achievement level of "D-" or better of free elective course taken under the pass/fail option; computed only in credits completed.

CR *Satisfactory completion* of a course determined by the department to be mandatorily graded CR/F (E).

or

Satisfactory completion of credit-by-examination with achievement level of "C" or better; computed only in credits completed.

NC *At the undergraduate level*, indicates results on credit-by-examination of less than the minimum achievement of "C"; not included in credit or gpa computations.

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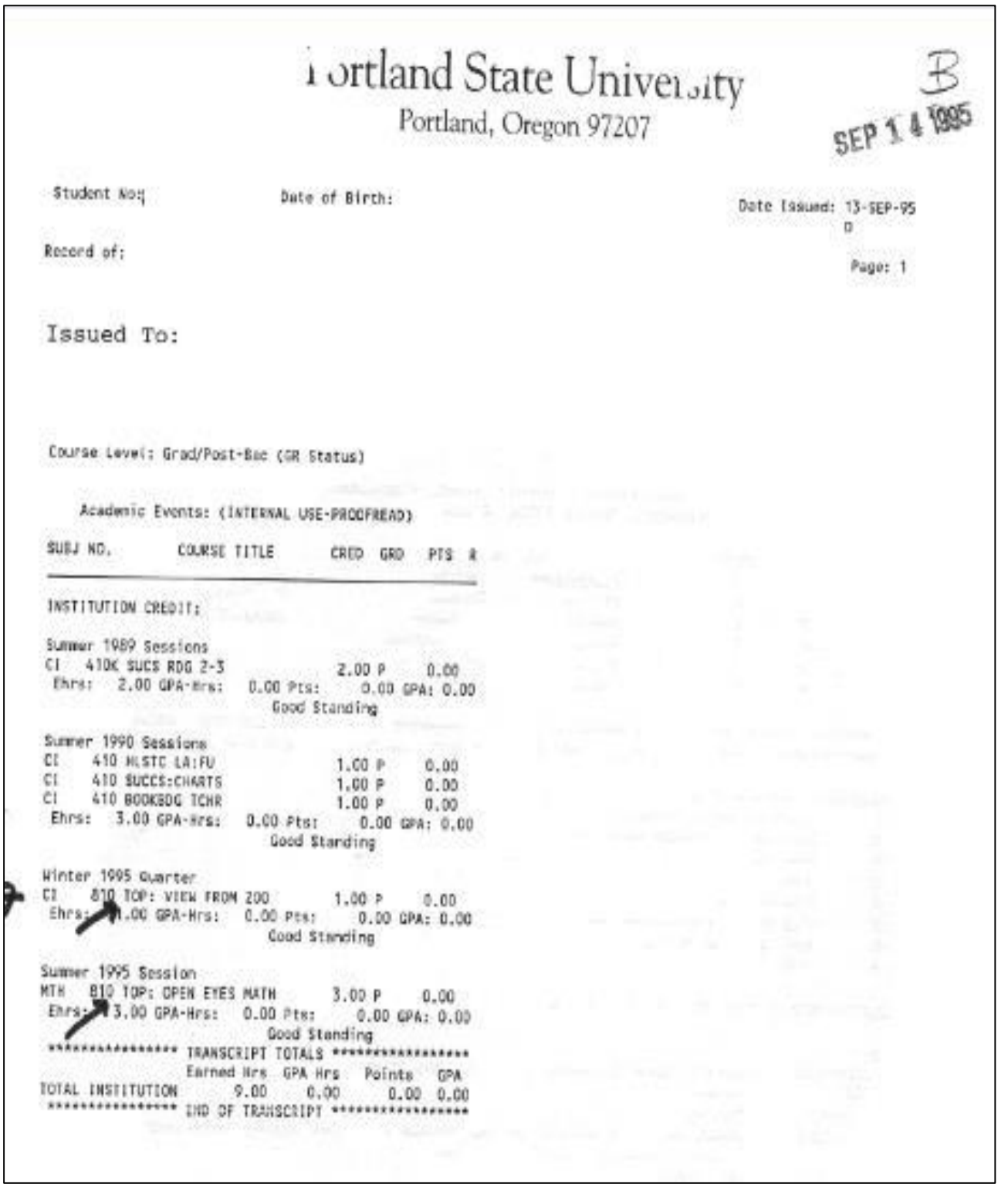
NTC Example: **Portland State**



Portland State University
Portland, Oregon 97207

B
SEP 14 1995

Student No: Date of Birth: Date Issued: 13-SEP-95
D

Record of: Page: 1

Issued To:

Course Level: Grad/Post-Bac (GR Status)

Academic Events: (INTERNAL USE-PROOFREAD)

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R

INSTITUTION CREDIT:

Summer 1989 Sessions
CI 410K SUCS RDG 2-3 2.00 P 0.00
Ehrs: 2.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1990 Sessions
CI 410 HLSTC LA:FU 1.00 P 0.00
CI 410 SUCCS:CHARTS 1.00 P 0.00
CI 410 BOOKSDG TCHR 1.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Winter 1995 Quarter
CI 810 TOP: VIEW FROM 200 1.00 P 0.00
Ehrs: 1.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

Summer 1995 Session
MTH 810 TOP: OPEN EYES MATH 3.00 P 0.00
Ehrs: 3.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00
Good Standing

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	9.00	0.00	0.00	0.00

********** END OF TRANSCRIPT **********

October 2019.pdf

PORTLAND STATE UNIVERSITY

Office of Admissions & Records
Post Office Box 751
Portland, Oregon 97207-0751

PSU ID: 002216

ACCREDITATION

Portland State University is accredited by the Northwest Association of Secondary and Higher Schools—the regional accreditation agency. In addition, various schools and departments are accredited by special agencies.

FORMER NAMES

Portland State University was originally established as Vanport Extension Center in 1946; in 1952 the name was changed to Portland State Extension Center and in 1955 to Portland State College. On February 14, 1969, the institution was designated Portland State University. Portland State University is one of the institutions comprising the Oregon University System, f.k.a. the Oregon State System of Higher Education (OSSHE), organized in 1932. Records prior to 1946 record Portland Extension courses offered by OSSHE's General Education Division (GED) representing University of Oregon, Oregon State and other Oregon Colleges of Education. GED and its successor, the Division of Continuing Education (DCE), records are retained to June 1972; records from 1972 to 1979 were maintained by DCE as a distinct unit of OSSHE, during which passing grades varied. GED/DCE coursework may also be recorded as other institutions. By September 1979, DCE offerings became a part of local OSSHE institutions. In 1991, DCE was renamed School of Extended Studies.

CREDITS

One quarter hour represents fifty minutes of class time per week for a quarter of approximately eleven weeks. A baccalaureate degree has required 186 quarter hours minimum; effective Fall 1994, 180 hours.

GRADING SYSTEM

Grade	Points	Undergraduate	Graduate
A	4	Excellent	Excellent
B	3	Superior	Satisfactory
C	2	Average	Below Standards
D	1	Inferior	Failure (no credit)
F	0	Failure	Failure

Plus/Minus grades are effective starting Fall 1992. (A, A- ... D-, F)

Honorable dismissal is granted subject to notation on the record. A baccalaureate degree requires a 2.00 GPA; a graduate degree requires a 3.00 GPA. D and F grades were not used Winter 1973 through Winter 1974. (Transfer GPAs are for information only.)

MARKING SYSTEM (all disregarded in GPA)

I	Incomplete; mark is permanent after one calendar year
IP	In-progress; select graduate courses only, UNST 421
P	Pass; undergraduate equated to a C- grade or better, graduate to B- or better
NP	No Pass
W	Withdrawn with no penalty
X	No grade received/No basis for grade
*, Y	Invalid grade reported by instructor
AU	Audit

OTHER CODES

On grade labels (prior to Summer 1991), appearing to immediate left of Credit Hours:

AUD	Audited course
R or RPT	Repeated course
G, L or GRD	Graduate credit for 400-no. courses (not used after Summer 1990); on computer-printed transcripts, these courses appear on the "Graduate" record.
H or HON	Honors course
E	Credit by Examination
—	Other codes internal use only

On computer-printed transcripts "issued" after December 1991, appearing under the last column "R" [Repeat]:

E	Excluded from GPA
I	Included in GPA

TERM CODES PREVIOUSLY USED

F for Fall, W for Winter, S for Spring, U for Summer.

COURSE NUMBERING SYSTEM

0–49	Non-baccalaureate
50–99	Basic, limited, or no degree credit
100–299	Lower Division
300–499	Upper Division
500–699	Graduate
700	Post-bac, non-degree credit
800	In-service, limited graduate degree credit

4/5/6/800–810 may be taken more than once; credit is variable. Numbers are reserved: 01, Research; 02, Independent Study; 03, Thesis; 04, Coop Ed/Interns; 05, Reading and Conference; 06, Special Projects; 07, Seminar; 08, Workshop; 09, Practicum; 10, Selected Topics. 1/2/399, Special Studies. W-suffix (eff. Fall 1993) denotes Writing Intensive Course.

FRESHMEN INQUIRY, UNIVERSITY STUDIES PROGRAM (begun Fall 1994)

With the concurrence of the Faculty Senate's Academic Requirements Committee, the Office of the Registrar developed the recommendation that Freshmen Inquiry credits transfer to other institutions as follows:

UNST 101 (5 ch)	5 credits general elective
UNST 101, 102 (10 ch)	10 credits general elective
UNST 101, 102, 103 (15 ch)	3 credits writing (WR121), 4 credits social science, 4 credits science, 4 credits arts and letters

CERTIFICATION

This transcript is official only if it bears the embossed seal of Portland State University and the signature of the Registrar. Verification or further explanation may be obtained by writing the Registrar.

Under the Provisions of Public Law 93-380 (as amended), the information contained in this document is not to be released to others without the written consent of the student named herein.

(RO-12/98)

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NTC Example: Santa Clara

SANTA CLARA UNIVERSITY
STUDENT RECORDS OFFICE
SANTA CLARA, CA 95053

GRADING HISTORY

Effective September 1981: Plus (+) and minus (-) suffixes were incorporated with letter grades thus providing for the following marks and numerical equivalents:

A	4.0	C	2.0	P	Passed	NR	Not Reported
A-	3.7	C-	1.7	NP	Not Passed	W	Withdrawn
B+	3.3	D+	1.3	AUD	Audit	***	Not Yet Graded
B	3.0	D	1.0	I	Incomplete	+/-	Taken for enrichment only (obsolete as of Summer 1981)
B-	2.7	D-	0.7	N	Continuing Work		
C+	2.3	F	0.0				

The School of Law uses a different grading system. For additional information regarding grading practices in the various graduate programs, please refer to the appropriate bulletin.

Effective September 1969: A new grade "C+" (with a numerical equivalent of 2.5 grade points) was added to the extant letter grades referenced below.

Prior to September 1969: A = Excellent (4.0); B = Good (3.0); C = Average (2.0); D = Inferior (1.0); F = Failed (0.0); W = Withdrawn; WF = Withdrawn Failing; WP = Withdrawn Passing.

CALENDAR SYSTEM

Undergraduate and graduate programs have been on the quarter system beginning in September 1964 to the present time. Prior to Fall 1972, undergraduate credit was awarded according to the number of term courses completed. Known as the Santa Clara Plan, this system required 40 term courses. (For conversion, lower division courses were equated to 4.0 quarter units and upper division to 5.0 quarter units.) Graduate course work has been posted in quarter units since Fall 1964; undergraduate course work has been posted in quarter units since Fall 1972.

The School of Law is on a semester system. Between September 1964 and August 1968 the Law School was on the quarter system.

COURSE NUMBERING SYSTEM

(all programs except School of Law)

001-099	Lower division, undergraduate	200-799	Graduate
100-199	Upper division, undergraduate	500-799	Non-Degree Credit

CONTINUING EDUCATION/NON-DEGREE CREDIT

X is used as a prefix to the course number to designate all Continuing Education and non-degree (professional growth) credit courses. The Center for Continuing Education closed in 1981.

HONORS PROGRAM

Courses in the Honors Program are designated with an "H" or "Honors" notation. Honors students are identified in the memoranda column.

CLASS RANK

Rank in class is not computed and not available except in the School of Law.

HAND CARRIED TRANSCRIPTS

Official transcripts released to students will be stamped "Issued to Student". Each transcript will be in a sealed transcript envelope. Such transcripts are official only if the seal is intact.

IMPORTANT NOTICE TO RECIPIENTS OF SCU TRANSCRIPTS

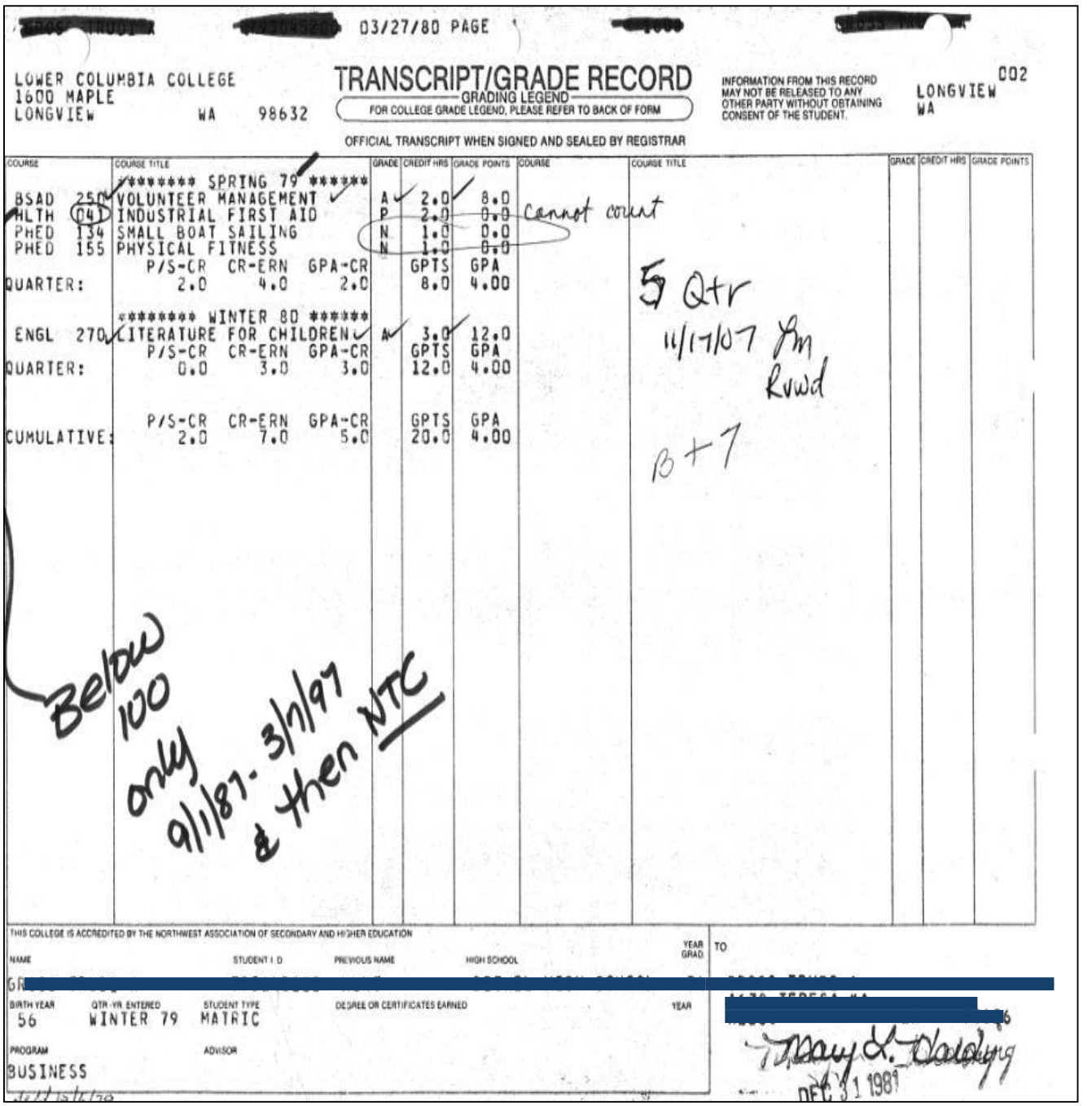
In June 1988, Santa Clara University installed a new Student Information System which generates on-line transcripts.

Academic data for terms prior to Summer Session 1988 is recorded on the student's permanent record card. The official transcript of prior work is a certified photocopy of the permanent record card. Since detailed academic history was not migrated to the new system, transcripts may include the photocopy of the permanent record card for all work completed prior to Summer 1988, as well as the computer-generated transcript for all work completed since Summer 1988. Accumulated units and the grade point average for a student's academic program at that time were migrated and are reflected in the pre-computer summary line appearing at the top of the computer-generated transcript.

THIS TRANSCRIPT IS NOT OFFICIAL IF NOT RECEIVED IN AN OFFICIAL SEALED TRANSCRIPT ENVELOPE AND IF THE RAISED SEAL ON THE DOCUMENT IS NOT EVIDENT. THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT PER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

October 2019.pdf

NTC Example: Below 100 and taken prior to 9/1/1987



[redacted] 03/27/80 PAGE 1 [redacted]

LOWER COLUMBIA COLLEGE
1600 MAPLE
LONGVIEW WA 98632

TRANSCRIPT/GRADE RECORD

GRADING LEGEND
FOR COLLEGE GRADE LEGEND, PLEASE REFER TO BACK OF FORM

INFORMATION FROM THIS RECORD MAY NOT BE RELEASED TO ANY OTHER PARTY WITHOUT OBTAINING CONSENT OF THE STUDENT.

002
LONGVIEW
WA

OFFICIAL TRANSCRIPT WHEN SIGNED AND SEALED BY REGISTRAR

COURSE	COURSE TITLE	GRADE	CREDIT HRS	GRADE POINTS
	******* SPRING 79 ******			
BSAD 250	VOLUNTEER MANAGEMENT	A	2.0	8.0
HLTH (04)	INDUSTRIAL FIRST AID	P	2.0	0.0
PHED 134	SMALL BOAT SAILING	N	1.0	0.0
PHED 155	PHYSICAL FITNESS	N	1.0	0.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	2.0 4.0 2.0		8.0	4.00
	******* WINTER 80 ******			
ENGL 270	LITERATURE FOR CHILDREN	A	3.0	12.0
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
QUARTER:	0.0 3.0 3.0		12.0	4.00
	P/S-CR CR-ERN GPA-CR		GPTS	GPA
CUMULATIVE:	2.0 7.0 5.0		20.0	4.00

Cannot count

5 Qtr
11/17/07 JM
Rvwd

B+7

Below 100 only 9/1/87 - 3/7/97 & then NTC

THIS COLLEGE IS ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY AND HIGHER EDUCATION

NAME [redacted] STUDENT I.D. [redacted] PREVIOUS NAME HIGH SCHOOL YEAR GRAD TO

BIRTH YEAR 56 | QTR-YR ENTERED WINTER 79 | STUDENT TYPE MATRIC | DEGREE OR CERTIFICATES EARNED | YEAR

PROGRAM BUSINESS | ADVISOR

DEC 31 1989

October 2019.pdf

QUESTIONS

ABOUT

NON-TRANSFER CREDITS



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NON DEGREE CREDITS

Rules applicable to non-degree credits

1. Zero credits shall be recognized for persons holding a valid certificate other than a certificate included in 2 or 3 below.
2. Thirty credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.
3. Persons holding valid vocational/career and technical education certificates shall accumulate recognized credits as follows:
    a. One credit for each one hundred clock hours of occupational experience subject to the following conditions and limitations:
        i. Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
        ii. Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.
    b. One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.
4. Credits earned after September 1, 1995, must satisfy the additional requirements of WAC 392-121-262.
5. Accumulate credits rounded to one decimal place.
6. For the following degree types, there are non-degree credit limitations:
    - **S type,** report only eligible non-degree credits determined by WAC 392-121-259(1) and (2). Staff with highest degree type **S** may have either 30 non-degree credits or zero non-degree credits only.
    - **V type,** report only eligible non-degree credits determined by WAC
    - 392-121-259(3).
    - **H type,** eligible non-degree credits are determined by WAC 392-121-259(3) and are limited by WAC 392-121-261(1)(b).

Additional information and examples for non-degree credits will be discussed in the Vocational/CTE section.

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CALCULUATE EDUCATIONAL PLACEMENT
EXCESS CREDITS RULE

Once an advanced degree is earned (MA, Educational Specialist, PhD), a calculation must be made to determine the "credits in excess" of the BA degree. Where the number of credits past the BA exceed 45, those credits will count as being earned after the MA degree, even though they were taken before.

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 52.5
Subtract 45 - 45.0
Result: 7.5
Placement: MA + 7.5, MA 0 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 97.0
Subtract 45 - 45.0
Result: 52.0
Placement: MA + 52.0, MA 45 Column

BA Degree 6/15/99
MA Degree 8/31/08

Add up Credits from BA to MA: 146.0
Subtract 45 - 45.0
Result: 101.0
Placement: MA + 101.0, MA 90 Column

BA Degree 6/15/99
MA Degree 8/31/08
Add up Credits from BA to MA: 42.0
Subtract 45 - 45.0
Result: - 3.0
Placement: MA + 0, MA 0 Column (A negative = 0)

WAC Definition for Excess Credits:

WAC 392-121-261

Definition—Total eligible credits.

As used in this chapter, "total eligible credits" means the total number of credits determined as follows:

(1) For an employee whose highest degree is a bachelor's degree, sum:

(a) Academic and in-service credits; and

(b) Nondegree credits, determined pursuant to WAC **392-121-259** and reported on Report S-275 prior to the awarding of the bachelor's degree for vocational/career and technical education instructors who obtain a bachelor's degree while employed in the state of Washington as a nondegreed vocational/career and technical education instructor.

(2) For an employee whose highest degree is a master's degree, sum:

(a) Academic and in-service credits in excess of forty-five earned after the awarding or conferring of the bachelor's degree and prior to the awarding or conferring of the master's degree; and

(b) Academic and in-service credits earned after the awarding or conferring of the master's degree.

(3) For a nondegreed employee sum only nondegree credits.

[Statutory Authority: RCW **28A.150.290**(1). WSR 06-19-045, § 392-121-261, filed 9/15/06, effective 10/16/06. Statutory Authority: RCW **28A.150.290**. WSR 95-21-096 (Order 95-09), § 392-121-261, filed 10/18/95, effective 11/18/95. Statutory Authority: RCW **28A.150.290**, **28A.150.400** and the Biennial Operating Appropriations Act. WSR 94-01-190, § 392-121-261, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW **28A.41.055** and **28A.41.170**. WSR 90-13-088 (Order 15), § 392-121-261, filed 6/20/90, effective 7/21/90.]

When highest degree is master's degree, total the credits like this:

2a. Academic and in-service credits earned after BA and before MA degree.

2b. Academic and in-service credits earned after the MA degree was awarded or conferred.

BA Degree	6/15/99	
MA Degree	8/31/08	
Add up Credits from BA to MA:		42.0
Subtract 45		- 45.0
Result:		- 3.0

Placement: MA + 0, MA 0 Column (A negative = 0)

From the MA + 0 is where you will begin adding credits for this employee.

October 2019.pdf

MORE HOMEWORK TIME. Count the degrees and credits on the documents from page 172 to 177.

UNIVERSITY OF CENTRAL ARKANSAS

OFFICE OF THE REGISTRAR

Student No:

Date of Birth: 28-JUL

Date Issued: 09-SEP-2019

Record of:

Page: 1

Current Name:

Issued To: HUMAN RESOURCES ... HIRE
MUKILTEO SCHOOL DISTRICT HR
9401 SHARON DRIVE
EVERETT, WA 98204

Course Level: Undergraduate

Degree Awarded Bachelor of Science in Educ 02-MAY-2015
Primary Degree
Program : BSE, Social Studies 4010
Major : Social Studies
Maj/Concentration : History
Minor : Teaching and Learning
Inst. Honors: cum laude

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

201210 College of Lake County

ECON 2320	PRINCIPLES OF MACROECONOMICS	3.00 CR	
HIST 1310	WORLD HISTORY I	3.00 CR	
KPED ACTV	KPED ACTIVITY	3.00 CR	
THEA 1300	ACTING FOR NON-MAJORS	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201220 College of Lake County

ANTH 2300	PEOPLES AND CULTURES	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 CR	
HIST ELECT	HISTORY ELECTIVE	3.00 CR	
SOC 1300	PRINCIPLES OF SOCIOLOGY	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201320 College of Lake County

EDUC ELECT	EDUCATION ELECTIVE	3.00 CR	
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
WRTG 1320	ACADEMIC WRITING & RESEARCH	3.00 CR	

Ehrs: 12.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201110 Illinois State University

BIOL 1400	BIOLOGY FOR GENERAL EDUCATION	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	1.00 CR	
HIST 2301	AMERICAN NATION I	3.00 CR	
HIST 2302	AMERICAN NATION II	3.00 NC	
MATH 1360	MATHEMATICS IN SOCIETY	4.00 CR	
PSCI 1330	US GOVERNMENT & POLITICS	3.00 CR	
PSYC 1300	GENERAL PSYCHOLOGY	3.00 CR	
WRTG 1310	INTRO TO COLLEGE WRITING	3.00 NC	

Ehrs: 17.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201310 Illinois State University

GEOG 1300	GEOGRAPHY OF WORLD REGIONS	3.00 CR	
HIST 1320	WORLD HISTORY II	3.00 CR	
HIST 2320	INTRO TO HISTORICAL RESEARCH	3.00 CR	
PSYC ELECT	PSYCHOLOGY ELECTIVE	3.00 CR	
SPCH 1300	BASIC ORAL COMMUNICATION	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201120 Naropa University

GNED ELECT	GENERAL ELECTIVE	3.00 CR	
GNED ELECT	GENERAL ELECTIVE	3.00 CR	
RELG 1320	WORLD RELIGIONS	3.00 CR	

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R

Transfer Information continued:

RELG ELECT	RELIGION ELECTIVE	3.00 CR	
RELG ELECT	RELIGION ELECTIVE	3.00 CR	

Ehrs: 15.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

201010 TRINITY INT'L U

PHIL ELECT	PHILOSOPHY ELECTIVE	3.00 CR	

Ehrs: 3.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

INSTITUTION CREDIT:

Summer 2013

EDUC 1240	BASIC EDUC TECH SKILLS	2.00	B	6.00
ENGL 2370	INTRODUCTION TO FICTION	3.00	B	9.00
HIST 4390	THE ROMAN EMPIRE: 40 BC-395 AD	3.00	B	9.00
KPED 1320	CONC LIFETIME HEALTH/FITNESS	3.00	A	12.00
PSCI 3300	STATE GOV'T AND POLITICS	3.00	A	12.00

Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 48.00 GPA: 3.43

Fall 2013

ART 2300	ART APPRECIATION	3.00	B	9.00
GEOG 1320	INTRO TO HUMAN GEOGRAPHY	3.00	A	12.00
HIST 3381	AMERICAN MILITARY HISTORY	3.00	B	9.00
HIST 4300	SEMINAR	3.00	A	12.00
MSIT 3310	LEARNING & DEVELOPMENT	3.00	A	12.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 54.00 GPA: 3.60

Spring 2014

EDUC 3322	DIVERSE LEARNERS	3.00	A	12.00
GEOG 1315	INTRO TO PHYSICAL GEOGRAPHY	3.00	C	6.00
HIST 3389	TUTORIAL STUDIES IN WORLD HIST	3.00	A	12.00
HIST 4301	AMERICAN ENVIRONMENTAL HISTORY	0.00	W	0.00
HIST 4355	ROLE OF ARKANSAS IN THE NATION	3.00	A	12.00
MSIT 4305	CLASSROOM & BEHAVIOR MGMT	3.00	B	9.00

Ehrs: 15.00 GPA-Hrs: 15.00 QPts: 51.00 GPA: 3.40

Summer 2014

MSIT 4325	DISCIPLINARY LITERACY	0.00	W	0.00
PHYS 1400	PHYSICAL SCIENCE GEN EDUC	4.00	A	16.00

Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00

Fall 2014

EDUC 4210	INTEGRATION TECH TEACH/LEARN	2.00	A	8.00
HIST 4310	TEACHING SOCIAL STUDIES	3.00	A	12.00
HIST 4346	THE SOUTH SINCE 1865	3.00	A	12.00
HIST 4351	SOCIAL STUDIES INTERNSHIP I	3.00	A	12.00
MSIT 4321	CLASSROOM ASSESSMENT	3.00	A	12.00
MSIT 4325	DISCIPLINARY LITERACY	3.00	A	12.00

Ehrs: 17.00 GPA-Hrs: 17.00 QPts: 68.00 GPA: 4.00

Spring 2015

HIST 4680	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00
HIST 4681	SOCIAL STUDIES INTERNSHIP II	6.00	A	24.00

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	77.00	77.00	285.00	3.70
TOTAL TRANSFER	86.00	0.00	0.00	0.00
OVERALL	163.00	77.00	285.00	3.70

********** END OF TRANSCRIPT **********

Rebekah B Resnick, University Registrar
Official Signature

This transcript processed and delivered by Credentials' TranscriptsNetwork

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University of Central Arkansas
Office of the Registrar
201 Donaghey Ave.,Conway, AR 72035
Telephone: (501) 450 -5200
Fax: (501) 450-5734
website: www.uca.edu/registrar
FICE code: 001092

ACADEMIC STATUS

Unless otherwise noted, an individual is academically eligible to continue at the University. A cumulative grade point average of less than 2.0 at the undergraduate level or less than 3.0 at the graduate level is considered academic probation.

ACCREDITATION AND INSTITUTIONAL MEMBERSHIPS

North Central Association of Colleges and Schools, National Council for the Accreditation of Teacher Education, American Assembly of Collegiate Schools of Business, National League for Nursing, Committee on Allied Health Education and Accreditation, American Medical Association, American Physical Therapy Association, American Speech and Hearing Association, American Association of Colleges for Teacher Education, National Association of Schools of Music, Association of State Colleges and Universities, American Association of University Women, Association for Childhood Education International, Council of Graduate Schools, National Council of University Research Administrators and American Association of Collegiate Registrar's and Admissions Officers.

COURSE NUMBERS

Each course has a four-digit number. The first digit indicates the level of the course: 1- Freshman; 2-Sophomore; 3-Junior; 4-Senior; 5 and up-Graduate. The second digit specifies the number of credit hours for the course. The third and fourth digits distinguish the course from other courses within the department.

NOTE: Courses with the prefix IEP and/or UNIV are preparatory courses. IEP and UNIV courses do not count for degree credit and are not used in computing the cumulative grade point average toward earning any degree from the University.

GRADE		POINTS	GRADE		POINTS
A	EXCELLENT	4	WP	WITHDRAWN PASSING	NA
B	GOOD	3	WF	WITHDRAWN FAILING	0
C	AVERAGE	2	CR/NC	CREDIT/NO CREDIT	NA
D	PASSING	1	AU	AUDIT	NA
F	FAILURE	0	NR	NO GRADE REPORTED	NA
X	DEFERRED CREDIT	NA	SA	SATISFACTORY	NA
W	WITHDRAWN	NA	UN	UNSATISFACTORY	NA

Grades with NA points are not used in computing grade point averages.

FRAUDULENT TRANSCRIPT

Act 351 of 1991 (78th General Assembly, State of Arkansas) prohibits the making, forging, or counterfeiting of a transcript of a postsecondary educational institution and prohibits a person from using, offering, or presenting a fraudulent transcript of a postsecondary education institution. A person who violates any provision of this ACT shall be subject to criminal prosecution.

HISTORY

The institution was established in 1907 by the General Assembly as the Arkansas State Normal School. In 1925 the name was changed to the Arkansas State Teachers College, in 1967 to the State College of Arkansas, and in 1975 the institution became the University of Central Arkansas.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 prohibits the release of this record or disclosure of its contents to any third party without the written consent of the student.

REPEATED COURSE DESIGNATION

A number **1** or letter **A** - indicates the course was repeated for grade improvement. The course counts only once for degree credit, and averages in the grade point calculation.
A number **2** or letter **E** - indicates the course was repeated and the first grade forgiven, and does not calculate in the grade point average.

TRANSCRIPTS FROM OTHER INSTITUTIONS

UCA does not release documents (including transcripts) received from other institutions.

UNIT OF CREDIT

The unit of credit is the semester hour.

This Academic Transcript from University of Central Arkansas located in Conway, AR is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of University of Central Arkansas in facilitating the delivery of academic transcripts from University of Central Arkansas to other colleges, universities and third parties using the Credentials' TranscriptsNetwork™.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than University of Central Arkansas's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of the Registrar, University of Central Arkansas, 201 Donaghey Ave., Conway, AR, 72035-0001 Tel: (501) 450-5200.

Date: 8/17/2017

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Student: Student ID: DOB: Original Start Date: Student GPA: 4.00

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program:	M.Ed. in Health and Wellness Education				
Enrollment #:	JA16108327	Status:	Active		
Start Date:	1/9/2017				
Term: 17JAN09	January 09, 2017		1/9/2017		2/12/2017
ED5303	Principles of Human Learning	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17FEB20	February 20, 2017		2/20/2017		3/26/2017
ED5313	School and Community Issues	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17APR10	April 10, 2017		4/10/2017		5/14/2017
ED5343	Assessment and Evaluation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17MAY22	May 22, 2017		5/22/2017		6/25/2017
ED5353	Principles of Program Design & Implementation	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
SAP Met					
Term: 17JUL10	July 10, 2017		7/10/2017		8/13/2017
RES5303	Research Methods and Applied Statistics	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00	Cum GPA: 4.00				
M.Ed. in Health and Wellness Education	GPA: 4.00		15.00		15.00

*** End of Transcript ***

** Indicates Retaken Course
R* Indicates Retaken Override

# Indicates Pass/Fail Course
♦ Indicates Associated Course

Stephanie Hinshaw
Senior Director of Student Operations

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Student No:
Record of
Issued To.

Date Issued: 28-JUN-2019
Page: 1
OF

Course Level: Graduate

Current Program
Major : Curriculum & Instruction
Minor : English Language Development

Degree Awarded Master of Education 30-SEP-2018
Primary Degree
Major : Curriculum & Instruction
Minor : English Language Development

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
INSTITUTION CREDIT:			
Fall Semester 2017			
EDGR 502	DEV CHAR THRU CURR (09-OCT-2017 to 11-NOV-2017)	3.00 A	12.00
EDGR 535	THEORIES OF TCHNG/LRNING (13-NOV-2017 to 16-DEC-2017)	3.00 A	12.00
EDGR 602A	CONTEMP EDUCATIONAL THOUGHT (18-DEC-2017 to 23-DEC-2017)	1.00 A	4.00
	Ehrs: 7.00 GPA-Hrs: 7.00 QPts: 28.00 GPA: 4.00		
	Cum: 7.00 GPA-Hrs: 7.00 Qpts: 28.00 GPA: 4.00		
Spring Semester 2018			
EDGR 595	COMMUNITY OF LEARNERS (08-JAN-2018 to 10-FEB-2018)	3.00 A	12.00
EDCI 509	ESSEN LINGUISTICS FOR LANG DEV (12-FEB-2018 to 17-MAR-2018)	3.00 A	12.00
EDCI 506	A DEV APP TO LANG ACQUISITION (19-MAR-2018 to 21-APR-2018)	3.00 A	12.00
EDGR 602B	CONTEMP EDUCATIONAL THOUGHT (23-APR-2018 to 28-APR-2018)	1.00 A	4.00
	Ehrs: 10.00 GPA-Hrs: 10.00 QPts: 40.00 GPA: 4.00		
	Cum: 17.00 GPA-Hrs: 17.00 Qpts: 68.00 GPA: 4.00		
CA: Apr 30, 2018 -Oct 27, 2018			
EDCI 510	LANG ACQUIS & CURR DEV (30-APR-2018 to 02-JUN-2018)	3.00 A	12.00
EDGR 602C	CONTEMP EDUCATIONAL THOUGHT (04-JUN-2018 to 09-JUN-2018)	1.00 A	4.00
EDCI 521	THR LANG DEV CLASS:ACTIV/PRAC (11-JUN-2018 to 14-JUL-2018)	3.00 A	12.00

********** CONTINUED ON NEXT COLUMN **********

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Institution Information continued:			
EDGR 601	EDUCATIONAL RESEARCH (16-JUL-2018 to 18-AUG-2018)	3.00 A	12.00
EDGR 698	ACTION RESEARCH (20-AUG-2018 to 22-SEP-2018)	3.00 A	12.00
	Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 52.00 GPA: 4.00		
	Cum: 30.00 GPA-Hrs: 30.00 Qpts: 120.00 GPA: 4.00		
Good Standing			

********** TRANSCRIPT TOTALS **********

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	30.00	30.00	120.00	4.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	30.00	30.00	120.00	4.00

********** END OF TRANSCRIPT **********

Heather Skocilich, Interim Registrar

This officially sealed and signed transcript is printed on PARCHMENT, INC. paper with the name of the university printed across the face of the document. A raised seal is not required. When photocopied the word COPY should appear.

REJECT DOCUMENT IF SIGNATURE ABOVE IS DISTORTED

Official Transcript

CONCORDIA UNIVERSITY
Office of the Registrar
2811 NE Holman St – Portland, OR 97211
(503) 280-8510 / www.cu-portland.edu

ACCREDITATION

Concordia University is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

INSTITUTIONAL HISTORY

1905 – The school began as a four-year academy to meet the needs of the area for pastors and parochial school teachers for the Lutheran Church.[1]
1950 – The junior college department for men was introduced - The name was changed from Concordia Academy to Concordia College.
1954 – Concordia added the coeducational program.
1962 – Concordia became Accredited by the Northwest Association of Schools and Colleges (NASC).
1971 – Concordia converted to a quarter calendar.
1977 – Concordia became a four-year college.
1980 – Concordia's first students graduated with Baccalaureate Degrees.
1990 – Concordia added a campus in Tokyo, Japan.[2]
1993 – Concordia joined the Concordia University System.
1995 – The school name changed to Concordia University and converted to a semester calendar.
1996 – Concordia was approved for graduate programs.
2004 – The NASC became the NWCCU.
2012 – Concordia University School of Law opens to students in Boise, Idaho.

[1] All transcripts are for Concordia University unless Concordia High School is specifically stated on the transcript
[2] Beginning Fall, 1994, courses taken at the Tokyo campus are transcripted with notation as appropriate

COURSE CREDIT

Fall 1905 – Summer 1971	Semester Calendar[3]
Fall 1971 – Summer 1995	Quarter Calendar[3]
Fall 1995 – Present	Semester Calendar[3]

[3]Unless otherwise noted

PRIOR LEARNING ASSESSMENT

Concordia University has authorized a policy for assessment of prior experiential learning for credit through portfolio review.

GRADING SYSTEM

School of Law courses are graded on a numerical system, the scale ranging from 4.3 to 0.0. For all other programs, the grades and quality points for the grading system are as follows:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
AU Audit	None
CIP In-progress[4]	None
I Incomplete[5]	None
N No Count	None
NP No Pass	None
P Pass ("C" or better)	None
RD Registrar Delay	None
W Withdraw	None
X No basis for grade	None

[4]Courses that extend beyond one semester.
[5]Students who receive an incomplete in a course will have a grade of I_, in which "_" represents the backup grade the student has earned based on the course work completed. Normally, the grade will be changed to this backup grade if the student does not complete the course work by the end of the following semester.

COURSE NUMBERS

000-099 Non-baccalaureate (prior to 1996, all courses with an ELS prefix are also considered non-baccalaureate)
100-299 Lower division
300-499 Upper division
500-699 Graduate
800 Limited graduate seminar credit

400-level courses denoted with a "G" may meet graduate level course requirements at certain institutions with cooperative programs.

REPEATED COURSES

In such cases, the new grade and credit will replace the original in the calculation of the GPA. In the "R" column, "E" indicates excluded and "I" indicates included grade. Both occurrences and grades will remain on the permanent academic record.

CONTINUING EDUCATION COURSES

Courses designated with a CEU prefix reflect ten contact hours of participation per one hour of credit. CEUs may not be applied toward any Concordia University degree or certificate. "P" indicates completion of the requisite hours.

ACADEMIC STANDING

All students are considered to be in good standing unless otherwise noted. Since Fall of 1999, in order to remain academically eligible for enrollment, an undergraduate student must maintain a minimum cumulative and term grade point average of 2.00. Graduate students must maintain a cumulative and term grade point average of 3.00 to remain in good standing.

DEAN'S LIST/GRADUATION HONORS

Undergraduate students who attain a grade point average of 3.50 with a minimum of 12 units attempted for a semester are placed on the Dean's List. Since Fall of 1991, graduation honors are awarded on the undergraduate student's academic work at Concordia. They are awarded with three grades of distinction according to the following formula: summa cum laude – a 3.90 GPA; magna cum laude – a 3.70 GPA; cum laude – a 3.50 GPA.

GRADUATION REQUIREMENTS

Baccalaureate degrees require the completion of General Education Requirements, departmental requirements and a minimum of 124 semester credits of which 45 must be upper division. Masters degrees require a minimum of 30 semester credits of graduate level courses.

TRANSCRIPTS AND CONFIDENTIALITY OF RECORDS

Concordia University follows the policies of the American Association of College Registrars and Admissions Officers (AACRAO) with regard to the content and release of student records. This transcript of academic record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only. Official transcripts show the university's authorized signature and the college seal and are sealed in an official envelope; unofficial copies are marked "unofficial." Third parties are not authorized to release this transcript to other entities.

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

CONCORDIA UNIVERSITY • CONCORDIA UNIVERSITY

ADDITIONAL TESTS: When photocopied, a latent security statement containing the words COPY COPY COPY appears over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (503) 280-8510. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

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FILE REVIEW – Credits

Employee: _____

Degree	Institution	Date

Credits After BA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After BA Degree and up to MA Degree - Summary

Total Academic Credits Since BA Degree:	
Total In-Service Credits Since BA Degree:	
TOTAL CREDITS SINCE BA DEGREE:	
If MA Degree, Subtract 45	
Excess Credits to MA	

Credits after MA Degree

Academic Institution	Credits		Clock Hour Provider	Credits

Credits After MA Degree – Summary

Total Academic Credits after MA Degree	
Total In-Service Credits after MA Degree	
TOTAL ACTUAL CREDITS AFTER MA DEGREE	
Add Excess if Applicable. TOTAL CREDITS AFTER HIGH DEGREE:	

	High Degree	Credits After High Degree	Placement
Started			
Changes +/-			
Ended			

Reviewed by _____**Date**_____

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CREDITS REVIEW GUIDELINES

Academic Transcripts

- Confirm employee name on transcript.
- Verify the transcript document is official.
- Verify the institution is accredited (e.g. Center Graduate College is NOT)
- Check for Degree Confirmation. Highlight the degree type and degree date.
- Highlight each course after initial BA degree. If more than one BA, count from first BA. Place a check mark on the course number and a check mark next to the grade; checking to ensure courses are over 100 and the grade shows a completed grade.
- When checking the course number check to ensure the course meets the academic course requirements (e.g. is transferrable to a BA or higher degree).
- If the course number is below 100 it can only be reported if it was completed between 9/1/87 and 3/7/95 and then must be reported as an in-service credit not an academic credit.
- Check to ensure the course has not been repeated unless OK by the Institution (e.g. look for an "I" on SPU transcripts)
- Determine the type of Credit: QTR, SEM, Unit, NTC (Non-Transfer to Academic Degree). Can only record NTC if 9/1/87 and thereafter. All NTCs are recorded as In-Service credits not academic credits.
- If Bates Technical the credits can be both Academic Hours or Clock Hours (16.5:1)
- Foreign County: If Foreign Country, make sure there is a translation service document.
- Show work on transcript, including conversions

Master's Degree

- Check for Degree Confirmation Date and Highlight. Date and Credits for the quarter or semester. Record as before the actual MA issued date.
- Calculate Excess Credits (BA + total – 45 = Excess; negative result = 0)

Clock Hours

- Highlight provider name. Check to ensure for the specific school year the provider is on the approved OSPI list. Note: Just because it is an OSPI form, doesn't mean that OSPI is the provider. Check the "sponsoring provider" name. WIAA is OK
- Highlight the course title, number of hours actually earned, course end date and highlight or check that the provider has signed and the employee has confirmed the earned hours. Show conversion work on the clock hour form (e.g. = .60 Qtr Date/Initials).
- It is OK to repeat clock hours, no restrictions

Course Approvals

- Verify Course Approvals exist for all courses 9/1/95 and after.
- Use of the WAC stamp or other district approval for missing approvals.

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QUESTIONS

ABOUT

CREDITS



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SECTION 5

Certificated Years of Experience

WAC 392-121-264. DEFINITION – CERTIFICATED YEARS OF EXPERIENCE

Regardless of the experience factors used by a school district for the purposes of its salary schedule(s), as used in this chapter, the term "**certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out-of-state, and a foreign country.** School districts shall report all certificated years of experience including those beyond the experience limit of the school district's salary schedule.



(1) Professional education employment shall be limited to the following:

(a) Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:

(i) Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program;

(ii) Certification means the **concurrent public professional education licensing requirements** established in the state, province, country, or other governmental unit in which employment occurred and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128;

(b) Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable** to those which require certification in Washington school districts;

(c) Employment in a **governmental educational agency with regional administrative responsibilities** for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of superintendent of public instruction, or United States department of education **in any professional position** including but not limited to C.P.A., architect, business manager, or physician;

(d) Experience in the following areas:

(i**) Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection; and

(ii) **Sabbatical leave**.

(e) For **non-degreed vocational/career and technical education instructors**, up to a **maximum of six years of management experience as defined in WAC 181-77-003(6) acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041** (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held. If a degree is obtained while employed in the state of Washington as a non-degreed vocational/career and technical education instructor, the eligible years of management experience pursuant to this subsection reported on Report S-275 prior to the awarding of the degree shall continue to be reported but shall not increase.

(f) Beginning in the 2007-08 school year, for **occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers** regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of (a) through (e) of this subsection, subject to the following conditions and limitations:(i) Experience included under this subsection shall be **limited to a maximum of two years.**

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(ii) The calculation of years of experience shall be that one year of experience in a school or other non-school position counts as one year of experience for the purposes of this subsection, per subsection (2)(a) of this section.

(iii) Employment as **occupational therapists** shall be limited to the following:

(A) In positions requiring licensure as an occupational therapist under Title 18 RCW, or comparable out-of- state employment; and

(B) While holding a valid occupational therapist license, or other comparable occupational therapist credential.

(iv) Employment as **physical therapists** shall be limited to the following:

(A) In positions requiring licensure as a physical therapist under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid physical therapist license, or other comparable physical therapist credential. (v)

Employment as nurses shall be limited to the following:

(A) In positions requiring licensure as a registered nurse under Title 18 RCW, or comparable out-of-state employment; and

(B) While holding a valid registered nurse license, or other comparable registered nurse credential. (vi)

Employment as **speech-language pathologists or audiologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by speech-language pathologists or audiologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for conditional certification as a school speech-language pathologist or audiologist established in WAC 181-79A-231(1)(c)(iv).

(vii) Employment as **counselors** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by counselors regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school counselor established in WAC 181-79A-231(3).

(viii) Employment as **psychologists** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by psychologists regulated under Title 18 RCW; and

(B) After completion of the minimum requirements for emergency certification as a school psychologist established in WAC 181-79A-231(3).

(ix) Employment as **social workers** shall be limited to the following:

(A) In positions requiring the same or similar duties and responsibilities as are performed by social workers regulated under Title 18 RCW; and(B) After completion of the minimum requirements for emergency certification as a school social worker established in WAC 181-79A-231(3).

(x) Certificated years of experience as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, determined pursuant to this

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subsection and reported on Report S-275, by teachers and other certificated staff who are no longer employed as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, shall continue to be reported but shall not increase.

(**2) Years of full-time and part-time professional education employment prior to the current reporting school year are accumulated as follows**:

(a) For each professional education employment which is not employment as a casual substitute pursuant to subsection (1)(a) of this section;

(i) Determine the total number of hours, or other unit of measure, per year for an employee working full-time with each employer;

(ii) Determine the number of hours, or other unit of measure, per year with each employer, including paid leave and excluding unpaid leave;

(iii) Calculate the quotient of the hours, or other unit of measure, determined in (a)(ii) of this subsection divided by the hours, or other unit of measure, in (a)(i) of this subsection rounded to two decimal places for each year.

(b) For professional education employment as a casual substitute pursuant to subsection (1)(a) of this section:

(i) Determine the total number of full-time equivalent substitute days per year;

(ii) Calculate the quotient of full-time equivalent days determined in (b)(i) of this subsection divided by 180 rounded to two decimal places for each year.

(c) No more than 1.0 year may be accumulated in any traditional nine-month academic year or any twelve-month period.

(i) Accumulate, for each year, professional education employment calculated in (a)(iii) and (b)(ii) of this subsection.

(ii) Determine the smaller of the result in (c)(i) of this subsection or 1.00 for each year.

(d) Determine certificated years of experience as the accumulation of all years of professional education employment calculated in (c)(ii) of this subsection and report such years rounded to one decimal place.

Helpful table to review experience types.

Types	
Professional Public or Private School	School districts/systems and APPROVED State Private Schools *Get WA Private School list from OSPI annually; http://www.k12.wa.us/privateed/PrivateSchools/default.aspx *Schools include Centrum, Pacific Science Center Education Program and Educational Centers authorized under 28A.205 RCW *POSITION requires certification (concurrent public professional education licensing requirements established in that state, province, country or government unit). *Includes Emergency Certification or other Temporary Permits in Washington
Professional, Public or Private Voc-Tech School, Tech College, Community/Jr College, Colleges, Universities	In POSITION comparable to those which require certification in Washington school districts.
Professional Governmental Educational Agency	With Regional Administrative Responsibilities for preschool, elementary and/or secondary education Includes but not limited to, ESDs, OSPI, US Dept. of Education in any professional position including but not limited to CPA, architect, business manager or physician.
Military, Peace Corps or Vista Service	**Which INTERRUPTED Professional Educational Employment**
Sabbatical Leave	Including Sabbatical Leave to serve as Union President
Non-Degreed Vocational	Up to six (6) Years Management Experience *After min. 6000 hours occupational experience regardless of when initial certificate issues *Must be management experience and documented
ESA Experience	New as of 07-08: Up to two (2) years if rules are met. See the ESA Summary Table in the S275 Instructions.

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REVIEWING EXPERIENCE RECORDS

1. Review the application for employment to determine the individual's employment record.

2. Make a list of the previous employers. Review this information with the employee.

3. Work with the employee to have a Verification of Employment form sent to each prior employer where experience credit may be granted. Never grant credit without a completed experience verification form on file.

4. You may wish to create different forms for Regular, Private Schools, College/University, Vocational and ESA verifications.

5. When you are verifying experience from a former Washington State School District, you may also ask that district if they are willing to send the employee's official transcripts to you. This is permissible according to the Attorney General. You will want that district to send you the originals with a cover letter indicating that the transcripts were the official ones on file in their district. Additionally, you will need to ask the prior school district to transmit to you any course approval forms they have processed for that employee where the courses were taken 9/1/95 and thereafter while they were employed with that district. It is a requirement under the law that the prior Washington State school district sent those Course Approval forms to you.

6. Consider revising your verification form to include the contract status and position name while employed, particularly for Washington school districts. This will help when you are determining what type of contract you will issue to the new hire and will also help when you are reviewing the expiration date of the residency certificate and highly qualified status.

7. **Only** when you have received a verification of experience should you proceed with calculating the experience record.

8. The next step is to perform the calculation and it is a simple fraction, where the numerator is the actual number worked and the denominator is what constitutes a full FTE. Here are several examples:

Example 1:	Numerator:	7.5 hrs x 182 days = 1,365 hours	= 1.00 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 2:	Numerator:	7.5 hrs x 92 days = 690 hours	= 0.51 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	
Example 3:	Numerator:	4.25 hrs x 91 days = 386.75 hours	= 0.28 FTE
	Denominator:	7.5 hrs x 182 days = 1365 hours	

When verifying for a **college/university** you have to ascertain what constitutes "full time" or the denominator. For example, the verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4

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quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Example 4: Numerator: 5 credits x 3 quarters = 15 = 0.38 FTE
Denominator: 10 credits x 4 quarters = 40

9. In the case of a Substitute, 180 days is ALWAYS the denominator. This is pursuant to the 275 rules. Please be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (Montana, Idaho, Georgia, California, New York are some examples). For those employees that work less than 1.0 FTE for you in a year, you might want to check your payroll records for substitute or summer school/extended school year experience and post that for them.

10. Military experience that did not interrupt the employee's educational employment cannot be counted.

11. You must be careful with private schools. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not. So this information must be shown on your verification form. You must also be certain the employer met the definition for "private school"

12. Be careful with experience for ESA staff (psychologists, nurses, OT, PT). Generally speaking experience working in a clinic or some educational agency will not count. That experience only counts if 1) the agency actually is approved in that state to award diplomas and/or otherwise operate like a regular school or 2) the person was teaching (e.g. a Nurse who as an instructor of Nurses). The 275 guidelines provide some excellent examples of this rule. You should seek assistance if you are not familiar with these rules. Of course, you can now count up to two (2) years actual ESA experience but mistakes are made where ESA like experience is counted as regular certificated experience.

13. For vocational teachers that either do not have a degree or the degree is incidental and you are reporting them as "V" – you may grant up to six (6) years of experience, BUT – this experience must be related to the assignment and it must be a management or management-related position. Be sure to review the 275 rules for this carefully before granting such experience. Vocational staff can also have experience converted to non-degree occupational credits. Again these rules are specifically detailed in the 275 instructions. You should seek assistance if you are not familiar with these rules.
14. Be sure to show your mathematical calculations directly on the verification form so an auditor can track your work.

15. If you have questions about information provided by a former employer you may contact that employer by telephone or email to obtain clarification to your information and note that on your form. However, according to a recent audit in a district, you must then also obtain a corrected verification form from that prior Review the Verification Form to ensure that the position required a teaching certificate if required for that type of experience (the form should be marked YES). If this area is blank, contact that prior employer to ascertain this information. **If the prior employer was not a school district, then you must determine if the position the person was employed in was equivalent to a position that requires a certificate**

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in our public schools.

16. Mark up the verification form document. Highlight each record. If not broken out by year, then break it out. For example if it is verified as 1999-00 to 2003-04, hand write out each year. Many mistakes are made by not doing this task.

17. Check the data very carefully and then prepare your calculations.

18. Be careful not to exceed 1.0 in any given year. This is another reason it is important to make a record that reflects each individual year of employment, especially when verifications are from multiple employers for the same years.

19. Be sure to post Leave without Pay.

20. Post additional experience for less than 1.0 FTE staff (in allowed position).

Item B.7 Notes from S275 instructional book:

1. Eligible professional education experience must meet the requirements of WAC 392-121-264. In general, for professional education experience eligibility rules regarding:

- Employment in P–12 schools, refer to subparagraph (1)(a).
- Employment in higher education, refer to subparagraph (1)(b).
- Employment in government education, refer to subparagraph (1)(c).
- Employment interruptions, refer to subparagraph (1)(d).
- Employment in industry, refer to subparagraph (1)(e).
- Employment as educational staff associates in nonschool positions, refer to subparagraph (1)(f).

2. For persons with highest degree type S, B, G, M, or D, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(d).
3. Occupational experience eligibility is limited to persons reported with highest degree types V in accordance with WAC 392-121-264(1)(e).
4. For persons with highest degree type H, experience eligibility is limited to the requirements of WAC 392-121-264(1)(a), (1)(b), (1)(c), and (1)(e). Individuals reported with degree type H retain any certificated experience recognized from industry experience when they were reported with degree type V, but may not accrue any additional certificated experience converted from industry experience.
5. Employment may be in Washington, out of state, or in a foreign country.
6. Employment excludes time on unpaid leave.
7. Report all years of experience, including those beyond the experience limit of the district's salary schedule.
8. No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period. For example, if a certificated instructional employee works a 1.0 FTE assignment and also works as a substitute teacher for another district during the same 12-month year, that employee may not accumulate more than one year of experience for that 12-month period.
9. Any hours for an employee which exceed 1.0 FTE for that employee are not reported and do not have to be documented.
10. In-district full-time hours per year equal the number of hours in a full-time day times the number of full-time days per school year (e.g., 7.5 x 180 = 1,350).

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11. If an employee is in a position that is part-time or the employee took unpaid leave during the year, determine the years of experience accumulated for that year as the quotient of the number of hours actually worked to the number of hours in the full-time year.
12. Out-of-district full-time hours per year are determined by the former employer except for experience counted under WAC 392-121-264(1)(e) in which full-time hours per year equal 2,000. Hours in excess of 2,000 per year may not be carried forward to the next year.
13. Substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. Calculate years of experience for substitute days by dividing the accumulated number of full-time substitute days by 180.
14. Partial substitute days are accumulated as part-time professional education employment, subject to the one year of experience in a 12-month period limitation explained in note 8 on page 47. The number of hours in a full day is determined by the employing district. To calculate years of experience for partial substitute days:
    Step 1. Determine the accumulated number of full-time substitute days by dividing the hours of the day worked by the number of hours in a full day.
    Step 2. Divide the accumulated number of full-time substitute days by 180.
15. Rounding: Accumulate full- and part-time employment rounded to two decimal places and report such years to one decimal place. (See the discussion of rounding on page 15.)
16. Learning centers: Sylvan Learning Center and Huntington Learning Center are not approved private schools pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, nor are they certified education centers pursuant to chapter 28A.205 RCW and chapter 392-185 WAC. Employment in these centers does not meet the criteria in WAC 392-121-264(1)(a).
17. Private schools: To determine whether a school is a state-approved private school pursuant to chapter 28A.195 RCW and chapter 180-90 WAC, contact OSPI Office of Private Education at 360-725-6433. A current list of approved private schools is available on the OSPI website at the following location: http://www.k12.wa.us/PrivateEd/18.
18. Education centers deal with credit retrieval for high school dropouts pursuant to chapter - 28A.205 RCW and chapter 392-185 WAC.
19. Employment documentation obtained under previous rule WAC 392-121-280 is grandfathered. Experience reported through the S-275 reporting process for the 1993–94 or previous school years may continue to be documented pursuant to WAC 392-121-280(5)(a).
20. If documentation of employment cannot be supported by normal "third party" evidence meeting the criteria in WAC 392-121-280(5)(b), such as in situations of self-employment or employment with an employer that has gone out of business, documentation of employment should be supported by other evidence, such as:
    - tax returns
    - business license
    - bonding insurance
    - social security records

    The following documents are usually considered to be insufficient evidence of employment:
    - resumes
    - job applications
    - sworn affidavits

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EXPERIENCE VERIFICATON FORMS

Samples of a variety of experience verification forms are provided in this section. We highly recommend that you develop form specific to the type of employment being verified. It will help tremendously in obtaining the required information for each employment type.



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Mukilteo
School District

9401 Sharon Drive
Everett, WA 98204
(425) 356-1322 / FAX (425) 356-1329

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To:

School District Name:
Street Address:
City / State / Zip:

From:

Mukilteo School District
9401 Sharon Drive
Everett, WA 98204

The following individual is employed by the Mukilteo School District and has reported previous professional employment with your district. Please complete the information requested on the reverse side of this form. Thank you for your assistance in establishing an accurate service record for this employee.

Personal Data (to be completed by employee)

Name:
Other Name(s):
SSN:
Position:
School:
Approximate Dates:

I authorize the release of all information requested on the Verification of Professional Employment to Mukilteo School District No. 6.

Employee Signature:	Date:

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in public or private colleges/universities in positions comparable to K-12 certificated positions
2. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
3. List the total number of days a full time employee works in your institution during that year
4. List the total number of hours per day a full time employee works in your institution during that year.
5. List the total days that this employee was paid for.
6. List the total number of hours per day this employee was paid for.
7. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2		3	4	5	6	7
Position Title	List each year of service on a new line.		**Full Time Annual Employment Equals:**		**Exact Hours Paid to this Employee:**		
	Start Date	**End Date**	**Total Paid Days per Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: College Professor	9/16/2013	12/15/2013	180	7.0	120	7.0	840

"We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Questions can be directed to Laura Bradburn at 425-356-1243.

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

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SAMPLE VERIFICATION – COLLEGE/UNIVERSITY

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Position Name. 3. Administrator or "Techer of Record" position – yes or no. Only positions comparable to a position in a school district can be credited by our district. If a person as an asst. instructor but not responsible for lesson plans or student grading the answer would be NO. 4-5. List begin and end date of service for that year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				What did you PAY this employee?				
1	2	3	4	5	6	7	8		9	10	11	12	
Year	Position Name	Adm or Teacher of Record	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 2008-09	*Asst Professor*	*No*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2009-10	*Professor*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	

***We are required to calculate experience based on a numerator of "what the employee actually worked" and a denominator of "what constituted full time" so we can determine if the person was employed with you full time or 100%; or a partial of a full time status. Please provide that data in 6-8 lwhat is full time) and 7-12 (what was this person paid by you]. Questions can be directed to our office zt XXXXXXXXXX**

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.			
Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – PRIVATE SCHOOL

Instructions	1. List position(s) chronologically by year. Use one line for each calendar year or change in status.
Call xxx-xxx-xxx for help.	2. Circle Yes or No indicating whether an occupational license was required for the position.
	3. List start/end service dates. Dates must be annual between September 1st and August 31st.
	4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position that year,
	6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in the listed position.

1	2	3	4	5	6	7	8	
POSITION Grade/Level Subject	Certificate Required Yes/No*	Dates of Service between 9/1 and 8/31 MM/DD/YYYY	Number of Paid Days in Full-time Year In Your District	Number of Paid Hours in Full-time Day In Your District	Number of PAID PAID Days Col 7)	Number of Contract Hours Per Day	Total Hours (Col 6 x	Do Not Use District Verification of FTE awarded.
EX: 1. Teacher, MS Science	(Yes) or No	9/13/86-6/12/87	180	7	173	7.0	(173x7=) 1211.00	
EX: 2. Counselor	Yes or No	10/1/95-12/31/95	180	8	42	8.0	(42x78=) 336.00	

Is your school/organization a state approved or otherwise approved private school? _____ Yes _____ No If yes, please describe that approval:

_____

_____

***Certificate required. To answer yes, the position the person was employed in must have required a state teaching certificate and the person must have held valid certification during those periods of employment.** I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City	State Zip

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SAMPLE VERIFICATION – District/Educational Agency

Instructions. Please follow the specific instructions to ensure full credit. Contact our office at (xxx)-xxxx for assistance if needed. Thank you.	1. Use one line for each academic year or change in status. List position(s) chronologically by year. Do not record student teaching or tutor work. 2. Identify the contract status (Provisional Year 1-2-3, Continuing, Tenured, Non-Tenured, Leave Replacement, Temporary, Substitute, etc) 3. For preschool through Grade 12, was a state education certificate/license required? Answer Yes or No 4-5.. List the actual beginning and ending dates of service for that academic year. 6 -8. List the Paid Hrs per Day and Days per year for what would contstitute FULL TIME in your organization for that academic year. Multiply 6x7=8. 9-12. List ACTUAL PAID Hrs/Day, Days/Yr. For 11 multiple 9 x 10. For 12 divide 11 (Paid Hours) by 7 (Paid Hours if Full Time) for Full Time Equivalency. Do not write in Exp Granted column. Two (2) examples are provided for you.

					What Contsitutes Full Time ?				**What did you PAY this employee?**				
1	2	3	4	5	6	7	8		9	10	11	12	
POSITION	Contract Statis	Certificate Required Circle	Service From Date m/d/yyyy	Service to Date m/d/yyyy	No. of Paid Hrs Per Day	No. of Paid Days Per Year	Total Hours (6 x 7)		Hours Per Day	Days Per Year	Ttl Hrs Pd (8 x 9)	Paid FTE (7/10)	Exp Granted
Example 1: Teacher	*P2*	*Yes*	*9/27/2008*	*6/30/2009*	*7.5*	*181*	*1357.50*		*7.5*	*162*	*1215.00*	*.885*	
Example 2: Sub Teacher	*Sub*	*Yes*	*11/14/09*	*6/12/2010*	*7.0*	*180*	*1260.00*		*7.0*	*48.5*	*339.50*	*.269*	
/													

Private School Emloyer: 1, Is your private school "approved" by your state or equivalent authorizing agency? ____YES ____ NO; and 2) Did the position the employee hold REQUIRE a valid state certificate/license. We only allow experience if the POSITION required certification. ____YES ____ NO.

For Washington State: Balance of Sick Leave Hours to Transfer: _____ (in Hours)

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Name (Pleaes Print above)	**Title (Print above)**	**Organization (Print Above)**	**Email (Print Above)**
Signature (Sign above)	**City (Print Above)**	**State/Zip (Print Above)**	**Telephone (Area Code-Number)**

SAMPLE VERIFICATION – ESA EXPERIENCE

Please return this form to:
XXX SCHOOL DISTRICT
HUMAN RESOURCES
Street/PO Box
City, State, Zip
Questions? - Contact XXX at (111) 111-1111

VERIFICATON OF EMPLOYMENT EXPERIENCE FOR _____(Name)

FOR AUDIOLOGISTS IN NONSCHOOL POSITIONS:

To be completed by administrative official in charge of records

Dates of Service: Please use separate line for each year or change in status.

Please use a fiscal calendar of September through August for each year reported.

Clearly identify leave of absence periods

RCW 18.35.010 Definition - "**Audiology**" means the application of principles, methods, and procedures related to hearing and the disorders of two related language hearing and speech disorders, whether of organic or nonorganic origin, peripheral or central, that impede the normal process of human communication including, but not limited to, disorders of auditory sensitivity, acuity, function, processing, or vestibular function, the application of aural habilitation, rehabilitation, and appropriate devices including fitting and dispensing of hearing instruments, and cerumen management to treat such disorders.

Dates of Service FROM Mo/Day/Yr	**TO** Mo/Day/Yr	Position Title	# of Work Days per year in Full-Time Position in your Facility	# of Work Hours per Day in Full-Time Position in your Facility	Actual # of Days Paid to this Employee* per year listed	Actual # of Hours per day Paid to this Employee**	Did the position meet the criteria of the state definition of Audiology above? Yes or No
Ex 1: 9/3/96	8/31/1997	Audiologist	260	8	260	8	Yes
Ex 2: 11/1/01	6/15/2002	Audiologist	195	7.5	260	8	Yes

* Actual number of Days Employed to include all paid personal/sick leave taken as work days during the year.

** Actual number of Hours Per Day to indicate the number of hours in the employee's normal work day.

I certify that all information listed above is complete and correct according to the official records on file.

Agency Name		Address and City, State, Zip	
Signature of Supervisor or Designee	Title	Date	Phone Number
Agency Name	Street Address	City, State, Zip	

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Sample Cover Letter for ESA

To Whom It May Concern:

The Washington State Legislature has passed legislation allowing staff who serve in certificated support positions (known in Washington as "Educational Staff Associates") to be awarded previous non-school district certificated experience towards salary placement.

However, they are very specific about the information required to document this experience. We must verify the actual hours paid to the employee, and the hours that an employee would be paid if they had worked full time. This verification must be completed for each year individually.

Attached is a form requesting verification of employment for the person listed below, who has indicated prior employment with your organization.

Name of Prior Employee	
Position Held and Estimated Dates of Employment	
Social Security Number	

We appreciate your time and effort in completing this verification as it is important to the salary placement of this new hire. Please return the completed form to:

Anytown School District
1122 Main St
Main, WA 98011

If you have any questions, please contact Human Resources at 111-111-1111.

Sincerely,

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EXPERIENCE VERIFICATON ESA

The following table may be used as a guide to determine whether previous nonschool, or more accurately, non-certificated employment by ESAs is equivalent to certificated school employment pursuant to WAC 392-121-264(1)(f).

- Row (4) identifies the "least restrictive certificate" (minimum certification requirement) to work as a school ESA in the various ESA categories.

- Row (7) identifies the "least restrictive criteria-1" (minimum nonschool employment requirement) for the first three ESA categories, which require the applicable health credential in Washington state. Nonschool employment must have been in positions requiring licensure as occupational therapist, physical therapist, or registered nurse.

- Row (8) identifies the "least restrictive criteria-2" (minimum nonschool employment requirement) for the other ESA categories, which do not require the applicable health credential in Washington state (health credentialing is voluntary, rather than mandatory). Nonschool employment must have been after meeting the minimum education requirements for the applicable "least restrictive certificate" for speech language pathologist or audiologist, counselor, psychologist, or social worker.

ESA Table. Print this table and attach it to any verification of ESA experience. Highlight/check the items to ensure the employee has met the minimum requirements for this experience.

For example, according to this chart, when hiring an Occupational Therapist from a non-school employment:

1. Must be able to get an Initial ESA certificate, and

2. Employment in non-school employment must have required Department of Health OT Licensure and OT must have held this licensure.

An example for an SLP:

1. Must be able to get a Limited Conditional certificate, and
2. Employment in non-school employment must be after meeting the minimum education requirements for the Limited Conditional certificate.

ESA Summary Table							
(1) ESA Duty Title	Occupa-tional Therapist	Physical Therapist	[Regis-tered] Nurse	Speech-Language Pathol-ogist or Audiolo-gist	Counselor	Psychol-ogist	Social Worker
(2) Duty Root	43	48	47	45	42	46	44
(3) OSPI Education Credential	ESA Certifi-cate	ESA Certificate	ESA Certifi-cate	ESA Certifi-cate	ESA Certificate	ESA Certificate	ESA Certificate
(4) Type of OSPI Certificate ("Least Restrictive" Certificate)	Initial ESA	Initial ESA	Limited - Condi-tional	Limited - Condi-tional	Limited - Emergency	Limited - Emergency	Limited - Emergency
(5) Authority for OSPI Certificate	WAC 181-79A-223(2)	WAC 181-79A-223(3)	WAC 181-79A-231(1)(c)(iii)	WAC 181-79A-231(1)(c)(iv)	WAC 181-79A-231(3)	WAC 181-79A-231(3)	WAC 181-79A-231(3)
(6) Department of Health - Authority	RCW 18.59	RCW 18.74	RCW 18.79	RCW 18.35	RCW 18.19	RCW 18.83	RCW 18.225
(7) Health Credential - Required? ("Least Restrictive" Criteria-1)	License - Required	License - Required	License - Required	License - Not required	Registra-tion - Not required	License - Not required	License - Not required
(8) Educa-tion Required for Type of OSPI Certificate ("Least Restrictive" Criteria-2)	Bachelor's (or higher) in Occupa-tional Therapy	Bachelor's (or higher) in Physical Therapy	N/A	Bachelor's (or higher) in Speech-Language Pathology or Audiology	Complete all course-work for Master's in Counseling (except internship)	Complete all course-work for Master's in School Psychology (except internship)	Complete all course-work for Master's in Social Work (except internship)

Minimum Certification Requirement

Minimum Non-School Employment Requirement for OT, PT,RN

Minimum Non-School Employment Requirement for SLP, Counselor, Psych, Social Worker

Alternately, you can create a document for each ESA type to attach to the experience form.

ESA Verification Document

Employee Name: _____

Employed in Position: **OCCUPATIONAL THERAPIST**

Date: _____

Name of District Representative: _____

	Item	Requirement Level	Employee Information
1	ESA Duty Title	Occupational Therapist	
2	Duty Root	43	
3	OSPI/PESB Education Requirement	ESA Certificate	
4	Type of OSPI/PESB Certificate ("Least Restrictive"	Initial ESA	
5	Authority for OSPI/PESB Certificate	WAC 181-79-A-223(2)	
6	Department of Health-Authority	RCW 18.59	
7	Health Credential	License Required	
8	Education Required for Type of OSPI/PESB Certificate ("Least Restrictive" Criteria-2)	Bachelors (or higher) in Occupational Therapy	

Experience Example: **ESA Experience – Backing into Hours using Wage Data. You may utilize business licenses, tax information, social security earnings and other documents to supplement a verification of employment to determine the actual hours worked.**

Poniard Pharmaceuticals Inc. Experience Breakdown:						2080	
From	To	Yearly Earnings	BLS Hourly Rate for RN	Cost of Living Index Inflation Rate	Hours Worked	FTE (Divide F by 2080)	
1/1/1989	12/30/1989	$ 19,000.00	$ 15.98	4.67%	1188.99	0.57	Poniard Pharmaceuticals inc
1/1/1990	12/30/1990	$ 29,737.00	$ 16.86	5.20%	1763.76	0.85	Poniard Pharmaceuticals inc
1/1/1991	12/30/1991		$ 17.87	5.65%			
1/1/1992	12/30/1992		$ 18.35	2.60%			
1/1/1993	12/30/1993		$ 18.97	3.26%			
1/1/1994	12/30/1994		$ 19.46	2.52%			
1/1/1995	12/30/1995		$ 20.02	2.80%			
1/1/1996	12/30/1996		$ 20.58	2.73%			
1/1/1997	12/31/1997		**$ 21.23**	3.04%			
					2,952.75	**1.42**	

Because Poniard Pharmaceuticals Inc. is no longer in business and could not provide the number of hours employee worked for them, we took the yearly salary that Social Security provided in the attached report and backed into the number of hours she worked each year

To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Bureau of Labor Statistics showed the median wage in 1997 was $21.23, so this amount was used to multiply the inflation rate by. This number was subtracted from $21.23 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the the FTE for that year.

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Experience Example: ESA Experience – Backing into Hours using Wage Data

1	**Swedish Health Services Experience Breakdown:**						2080	
3	**From**	**To**	**Yearly Earnings**	**BLS Hourly Rate for RN**	**Cost of Living Index Inflation Rate**	**Hours Worked**	**FTE (Divide F by 2080)**	
4	12/15/1983	12/30/1983	$ 519.00	$ 13.90		37.34	0.02	Swedish Health Services
5	1/1/1984	12/30/1984	$ 12,627.00	$ 14.51	4.19%	870.23	0.42	Swedish Health Services
6	1/1/1985	12/30/1985	$ 24,033.00	$ 15.04	3.53%	1597.94	0.77	Swedish Health Services
7	1/1/1986	12/30/1986	$ 24,289.00	$ 15.65	3.89%	1552.01	0.75	Swedish Health Services
8	1/1/1987	12/30/1987	$ 27,685.00	$ 15.88	1.46%	1743.39	0.84	Swedish Health Services
9	1/1/1988	12/30/1988	$ 31,977.00	$ 16.55	4.05%	1932.15	0.93	Swedish Health Services
10	1/1/1989	12/30/1989	$ 13,438.00	$ 17.36	4.67%	774.08	0.37	Swedish Health Services
11	1/1/1990	12/30/1990	$ 1,366.00	$ 18.31	5.20%	74.60	0.04	Swedish Health Services
12	1/1/1991	12/30/1991	$ 18,313.00	$ 19.41	5.65%	943.48	0.45	Swedish Health Services
13	1/1/1992	12/30/1992	$ 19,922.00	$ 19.93	2.60%	999.60	0.48	Swedish Health Services
14	1/1/1993	12/30/1993	$ 10,908.00	$ 20.60	3.26%	529.51	0.25	Swedish Health Services
15	1/1/1994	12/30/1994	$ 13,701.00	$ 21.13	2.52%	648.41	0.31	Swedish Health Services
16	1/1/1995	12/30/1995	$ 11,047.00	$ 21.74	2.80%	508.14	0.24	Swedish Health Services
17	1/1/1996	12/30/1996	$ 5,687.00	$ 23.00	2.73%	247.26	0.12	Swedish Health Services
18	1/1/1997	10/2/1997	$ -					
19						12,458.14	**5.99**	

Because Swedish Medical could not provide the number of hours this employee worked for them, we had to back into the number of hours she worked each year. To do this, the following steps were used:

1. Used earnings from Social Security Earnings Record.
2. Went to Inflation Data website, http://inflationdata.com/Inflation/Inflation_Calculators/Cumulative_Inflation_Calculator.aspx and figured the inflation rate for each year.
3. Swedish verified that the hourly rate of pay employee last had when she worked for them in 1996 was $23.00, so this amount was used to multiply the inflation rate by. This number was subtracted from $23.00 to come up with the hourly rate of pay for the previous year. These steps were repeated until all the hourly rates of pay were determined.
4. The yearly earnings were divided by the hourly rate of pay to determine the number of hours work.
5. The hours worked were divided by 2080 to determine the FTE for that year.

EXPERIENCE VERIFICATON – PRIVATE SCHOOLS



You must be careful with **private schools**. In order to credit this experience the POSITION must require a certificate, whether the employee held one or not and it must be an approved private school. This information must be shown on your verification form. You can obtain the list of Washington approved private schools on the State Board of Education website at:

http://sbe.wa.gov/our-work/private-schools

NOTE: Just because a school is NOT listed on the approved state list it does not mean it is not a private school. For sure, those that are on the list are approved and ok to report. It requires research to determine if the "private school" is truly operating as a school or perhaps as more of a tutorial private business. A key is determining if it walks and talks like a school. For example, can students attending that program transfer back into a public school with like credit? In the end it is the district's decision but subject to audit. For that reason it is critical that you document the rationale for your decision. This is also true when looking at private school experience from out-of-state. Do remember that many private schools do not require certification for the position. The fact the employee may have held certification during their employment is one factor; but the position they were employed in must have required it as well. It is helpful at times to obtain a job description or posting bulletin from the private school employer to assist with your determination.

Sylvan Learning Center as an example is NOT an Approved Private School

Sylvan Verification Form. Even though they indicate "certificate was required" – still not an approved private school and you cannot count.

Instructions for Schools:

- Use one line for each academic year or change in status.
- Clearly identify leave of absence periods.
- For preschool through grade 12 experience, record only positions requiring a state education license.
- Do not record tutoring, practice work, or student teaching.
- Record substitute days in the substitute column only.
- Prorate full-time experience for partial days and unpaid leaves of absence.

Instructions for Business and Industry:

- Use one line for each calendar year or change in status.
- Divide work experience into management (supervisor or foreman) and non-management assignments.
- Calculate hours worked in each category. Do not duplicate.
- Prorate full-time experience for partial days and unpaid leaves of absence.
- Record work experience only in the following occupational area: _____

Institution	Dates of Service From Mo/Day/Yr to Mo/Day Yr	Number of Paid Days in Full-time Year	Number of Paid Hours in Full-time Day	Number of Hours Paid During This Period	Number of Hours of Substitute Teaching During This Period	Position	State Education License (Certification) Required
SYLVAN LEARNING CENTER	9/25/91 TO 8/25/92			835.5		TEACHER	(Yes) or No
TACOMA, WASH.							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No
							Yes or No

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Street Address	SYLVAN LEARNING CENTER 2310 Mildred St. W. Tacoma, WA 98466 (206) 565-0922
Date: 11/11/96 Title: OWNER	City, State Zip	

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATON – COLLEGE/UNIVERSITY

Experience from colleges can be credited when the position is equivalent.



- An instructor or professor would be equivalent.
- A dean would be equivalent – to an administrator.
- An office assistant would not be equivalent.
- Administrative Assistant? Would need a job description to tell.

Issue is most commonly trying to determine the denominator (what is full time) and the numerator (what did they actually work).

- Some colleges will say "if they instruct 10 quarter hours per quarter that is full time." But you still need to ask – is that for 3 quarters or 4 quarters.
- Often times you will need to personally talk to them and get an email or document.
- It can be helpful if you complete a sample verification form based on your conversation and send it to them; review over the phone/email and then have them correct it, complete it and return it to you.

When verifying for a college you MUST to ascertain what constitutes "full time" or the denominator.

Example: The verification form might indicate that the employee taught a 5 credits class each quarter for 3 quarters that year. You will have to ask the college "what do you consider to be full time?" That answer might be that full time would be a person who teaches 10 credits for 4 quarters. In that case your denominator becomes 40 (10 credits x 4 quarters) and your numerator is what the person worked (5 x 3 = 15). In this case the example is then calculated as:

Numerator: 5 credits x 3 quarters = 15

Denominator: 10 credits x 4 quarters = 40

Calculation: 15/40 = .38 FTE

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Email with Ross Bunda regarding position comparability.

Jenni Ballew

From: Ross Bunda [RBunda@ospi.wednet.edu]
Sent: Thursday, February 01, 2001 8:21 AM
To: 'Jenni Ballew'; 'Sherrie Evans (South Kitsap)'
Subject: FW: Experience Question

Email message forwarded for your consideration.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 753-3585 voice
(360) 664-3683 fax
mailto:rbunda@ospi.wednet.edu
http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm

> -----Original Message-----
> From: Ross Bunda
> Sent: Thursday, June 10, 1999 12:35 PM
> To: 'Pat Harmon'
> Cc: Allen Jones
> Subject: RE: Experience Question
>
> You may be confusing 2 different requirements.
>
> Washington Administrative Code 392-121-245(1) counts certificated years of
> experience for K-12 (actually P-12) if the position required
> certification. This K-12 category is the only category where the
> experience requires certification (of the position, not the person).
>
> The "college" category of experience in WAC 392-121-245(2) requires that
> the position be comparable to those which require certification in
> Washington school districts. Colleges do not require employee
> certification as K-12 does, so you compare positions. For example, a
> college teacher would be comparable to a K-12 teacher, which would require
> certification. Also, a college dean or department chair would be
> comparable to perhaps a K-12 principal or superintendent, which would also
> require certification. A college janitor would be comparable to a K-12
> janitor, which would not require certification.
>
> Unless I'm misunderstanding something, the college (Golden Gate Baptist
> Theological Seminary is a regionally accredited institution of higher
> education) administrative assistant position would be comparable to a K-12
> position which would not require certification. I don't know why Golden
> Gate Baptist Theological Seminary would say this position requires
> certification, since colleges do not require "certification" of employees.
> Perhaps they are interpreting the term differently than how we use it in
> K-12 per WAC 392-121-200.
>
> At any rate, this particular experience does not appear to meet the
> requirement of WAC 392-121-245(1) or (2) or any other criteria for
> counting certificated years of experience.
>
>
> Ross Bunda
> Supervisor, Personnel Reporting
> School Apportionment & Financial Services
> Office of Superintendent of Public Instruction
> (360) 753-3585 voice

1

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> (360) 664-3683 fax
> mailto:rbunda@ospi.wednet.edu
> http://ospiwsrv.ospi.wednet.edu/finance/appsfs.htm
>
>
> ----------
> From: Pat Harmon [SMTP:PHarmon@shelton.wednet.edu]
> Sent: Thursday, June 10, 1999 10:28 AM
> To: 'rbunda@ospi.wednet.edu'
> Subject: Experience Question
> Importance: High
>
> Mr. Bunda,
>
> One of our teachers just turned in an experience form that I would like to
> have your opinion on. She was an Administrative Assistant in the Business
> Office of the Golden Gate Baptist Theological Seminary in Mill Valley CA.
> The form from them states that a certificate was required and that she
> worked two full calendar years from '88 - '90.
>
> I am a little unsure about whether I can count this on our State Salary
> Schedule because of the position she held. At face value, I would assume
> we
> can count it, but would just like a second opinion first. This will of
> course move her up two years and we will have to correct our S275 as well
> as
> do retro active pay for her.
>
> If you need any further information from me, please let me know. Thank
> you
> for taking the time to review this and helping me with this decision.
>
> Patricia A. Harmon
> Personnel
> Shelton School District
> 426-2982

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College Experience Example: Inadequate Info

Cape Cod Community College
Human Resources Office
508 362-2131 ext. 4306/4307
email cyacek@capecod.mass.edu

Work History:

Spring Semester 89	Coor. Literacy Program	20 hrs/week
Fall Semester 89	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Spring Semester 90	Coor. Literacy Program and Part-time Instructor	Full time equivalent work load
Fall Semester 90	Part-time Instructor	Taught one course
Summer 91	Part-time Instructor	Taught one course
Fall Semester 91	Part-time Instructor	Taught two courses (one-half time load)
Fall Semester 92	Part-time Instructor	Taught two courses (one-half time load)
Summer 94	Part-time Instructor	Taught one course
Fall Semester 95	Part-time Instructor	Taught 8 hrs/week
Spring Semester 96	Part-time Instructor	Taught 8 hrs/week
Summer 96	Part-time Instructor	Taught one course
Summer 98	Part-time Instructor	Taught one course
Fall Semester 99	Part-time Instructor	Taught one course

C. W. Yacek
Director of Human Resources
Cape Cod Community College
10/18/00

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Verification Example: Walla Walla College – OK!

University Place School District
Verification of Professional Experience

Employee's Name [redacted] Social Security Number

If Washington Public School Experience: ★ State of Washington Transferable Sick Leave Days Compensable Sick Leave 867 hrs; Non compensable Sick – 32 hours

Sick Leave Sharing (RCW 41.04): Number of donated hours, if any

If Private/Parochial School Experience: ★ Was State Certification required for this position? Yes ____ No X

Use One Line for each Academic Year or Change in Status — **Clearly Identify Leave of Absences**

School District or Institution	State	Dates of Service From Mo/Day/Yr	Dates of Service To Mo/Day/Yr	Days in Full Contract Year	Contract Days Employed	Full Time	Part Time	Hrs Per Day	Position
Walla Walla Comm Coll	WA	8/18/03	6/30/04	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	7/1/04	6/30/05	210	210 210/210	"	1.0	"	"
" "	"	7/1/05	6/30/06	210	210 210/210	"	1.0	"	"
" "	"	8/8/05	8/13/05	6	6 6/210	.0285	X	8	Part-time Faculty
" "	"	7/1/06	6/30/07	210	210 210/210	X	1.0	7	Full-time Faculty
" "	"	8/7/06	8/12/06	5	5 5/210	.0238	X	8	Part-time Hourly
" "	"	7/1/07	8/1/07	23	23 23/210	.1095	X	7	Full-time Faculty
		Denominator			Numerater				↑ evaluate

I certify that the above listed verification of professional experience includes per diem substitute teacher experience and clearly identifies leave of absence periods. I further certify that all the information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

Kathy Storms
Signature of Superintendent or Authorized Official

HR Consultant Asst. II — Title

7/13/06 — Date

500 Tausick Way — Street Address

Walla Walla — City; WA — State; 99362 — Zip

Experience Example: College/University

CONNECTICUT

University of Connecticut, U - 57
Storrs, CT 06269

COLLEGE OF LIBERAL ARTS AND SCIENCES
Department of Modern and Classical Languages
German Studies

Tel. # 860 486 3353

September 23, 1998

TO: Certificated Personnel Specialist,
South Kitsap School District #402

Adult Ed
ok per
Dave
Haunt

This is to confirm that [redacted] served as a full-time teaching assistant in the Department of Germanic and Slavic Languages from Fall '74 to Fall '78. Unfortunately, I am unable to fill out the attached form, because the position "teaching assistant" does not fit the type of position for which the form was intended.

As a full-time TA, [redacted] taught two four hour courses per semester. The semester is 14 weeks long. He held this position for 8 semesters. Of course, teaching cannot be measured by time spent in the classroom alone. One must also make preparations, correct homework, grade tests and quizzes and meet with students during office hours. While he attended sessions on teaching methodology, he was completely responsible for the courses he taught: Elementary German I & II, Intermediate German I & II, German for Reading Knowledge I & II. I remember him as a well-liked and conscientious instructor.

Please feel free to contact me, if further information is required.

Terrence C Mc Cormick

Total 3.12 FTE
SKS 11/5/
& Service Ev

Terrence C. Mc Cormick
Assistant Professor of German

Taught	Full	Taught	Full (180/5)		
74-75 (8) 12 qtr	15	28 weeks	36 weeks	= .778	.78
75-76 (8) 12 qtr		"			
76-77 (8) 12 qtr		"			
77-78 (8) 12 qtr		"			

Taught 8.0 x 140 = 1120 .78
Full 8.0 x 180 1440

An Equal Opportunity Employer

86269-1057 (860) 486-3313 Fax: (860) 486-4392

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Experience Example: **College/University. Does not adequately explain what constitutes full time in order to determine what portion of full time the employee worked.**

University of Phoenix · Institute for Professional Development · College for Financial Planning · Meritus U
Western International University · Insight Schools · Aptimus, Inc · Apollo Global · Olympus High School

APOLLO GROUP™

March 29, 2010

To Whom It May Concern:

[redacted] is an active part-time faculty member teaching for the University of Phoenix on an as needed per contract basis. [redacted] employment with the University of Phoenix began on June 9, 2009. The University of Phoenix does not have semesters, and does not supply any type of hours or days worked. Below is a list of the courses that Ms. Ford has taught to date.

Course	Class Name	Group	Start Date	Credits
MTE/508	Models, Theories and Instructional Strategies	MACJ0N5BT3	02/02/10	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0KY4M0	10/13/09	3
MTE/508	Models, Theories and Instructional Strategies	MAAX0K2J84	09/01/09	3
MTE/508	Models, Theories and Instructional Strategies	MACJ0IDA51	06/09/09	3

If you have any questions please call me at (602) 557-1084.

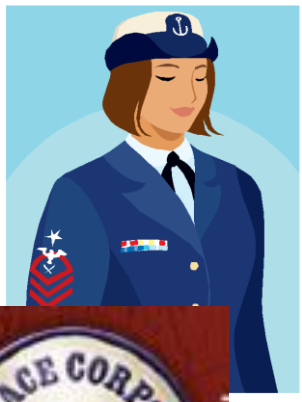
Sincerely,

Gilbert Flores

Gilbert Flores, FPC
Faculty Payroll Supervisor
Human Resources

EXPERIENCE VERIFICATION - MILITARY, VISTA, PEACE CORPS

Military, Peace Corp or VISTA experience that **MUST interrupt** the employee's educational employment to be counted.



VISTA
Fight Poverty with Passion



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Record of Peace Corp Experience

Certificated Work Experience

Location: OH

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1974-1975	Hartland/Lakes	WI	8/1/74	4/30/75	173.0	7.50	1297.5	0.925	0.925	Substitute					
1975-1976	Peace Corps	BE	9/1/75	6/30/76	183.0	8.00	1464.0	1.000	1.925	Teacher					365 days @ 8 hrs
1976-1977	Peace Corps	BE	9/1/76	6/30/77	183.0	8.00	1464.0	1.000	2.925	Teacher					365 days @ 8 hrs
1987-1988	ESD 114 (Tea	W	9/8/87	6/30/88	180.0	5.00	900.0	1.000	3.925	Director					Behavioral Disabilities Director
1988-1989	ESD 114 (Tea	W	7/1/88	6/30/89	192.0	8.00	1536.0	1.000	4.925	Director					Behavioral Disabilities Director
1989-1990	ESD 114 (Tea	W	7/1/89	6/30/90	228.0	8.00	1824.0	1.000	5.925	Director					Behavioral Disabilities Director
1990-1991	ESD 114 (Tea	W	7/1/90	6/30/91	228.0	8.00	1824.0	1.000	6.925	Director					Behavioral Disabilities Director
1991-1992	ESD 114 (Tea	W	7/1/91	6/30/92	260.0	8.00	2080.0	1.000	7.925	Director					Behavioral Disabilities Director
1992-1993	ESD 114 (Tea	W	7/1/92	6/30/93	260.0	8.00	2080.0	1.000	8.925	Director					Behavioral Disabilities Director
1993-1994	ESD 114 (Tea	W	7/1/93	8/31/94	260.0	8.00	2080.0	1.000	9.925	Director					Behavioral Disabilities Director
1994-1995	ESD 114 (Tea	W	9/1/94	8/31/95	260.0	8.00	2080.0	1.000	10.925	Director					Behavioral Disabilities Director
1995-1996	ESD 114 (Tea	W	9/1/95	6/30/96	216.0	8.00	1728.0	1.000	11.925	Director					Behavioral Disabilities Director
1996-1997	Bethel (WA)	W	9/3/96	6/17/97	180.0	7.50	1350.0	1.000	12.925	Teacher					
1997-1998	Bethel (WA)	W	9/2/97	6/18/98	180.0	7.50	1350.0	1.000	13.925	Teacher					
1998-1999	Central Kitsap	W	9/2/98	6/16/99	180.0	7.00	1260.0	1.000	14.925	Teacher					
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	3.30	603.9	0.440	15.365	Special Educatio	P2	OH	MA+90 Column on Step 15	$22,181.72	Resigned 6/13/00.
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	4.20	768.6	0.560	15.925	Special Educatio	P2	OH	MA+90 Column on Step 15	$28,231.28	Resigned 6/13/00.

In-State: 13.000 **District:** 1.000 **Out State:** 2.925 **Cum Fte:** 15.925 **Exempt:** 0.000

EXPERIENCE VERIFICATON – SABBATICAL LEAVE

Experience – Counting Sabbatical Leave

Sabbatical Leave should be reported as that only when the employee has been approved for a sabbatical leave, whether that was during employment with your district or verified by another employer. Typically when persons are on sabbatical leave, they are paid only a portion of their salary. The email below is an exchange regarding the accurate reporting of sabbatical leave time. **Note: Persons serving on leave for union service, where the union reimburses the district salary funds, should be approved on a sabbatical leave for that purpose and reported accordingly.**



From: Cheryl Thresher [mailto:threshec@sao.wa.gov]
Sent: Wednesday, July 16, 2014 11:17 AM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

Hi Lauren, I agree with Ross. I would expect the earned leave to tie to the salary paid for that year at .5.

Cheryl Thresher
Audit Manager, SAO Team SP, (360) 725-5608

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Wednesday, July 16, 2014 10:48 AM
To: Cheryl Thresher
Subject: FW: Sabbatical Leave

Hi Cheryl, Do you have anything to add to Ross' email below? I want to make sure that I process our sabbatical leaves correctly.

Lauren Fang, Certificated Personnel Coordinator, Mukilteo School District, (425) 356-1322

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Tuesday, July 15, 2014 1:29 PM
To: Fang Lauren E.
Subject: RE: Sabbatical Leave

See below.

Ross Bunda, Supervisor, Personnel Reporting, School Apportionment & Financial Services

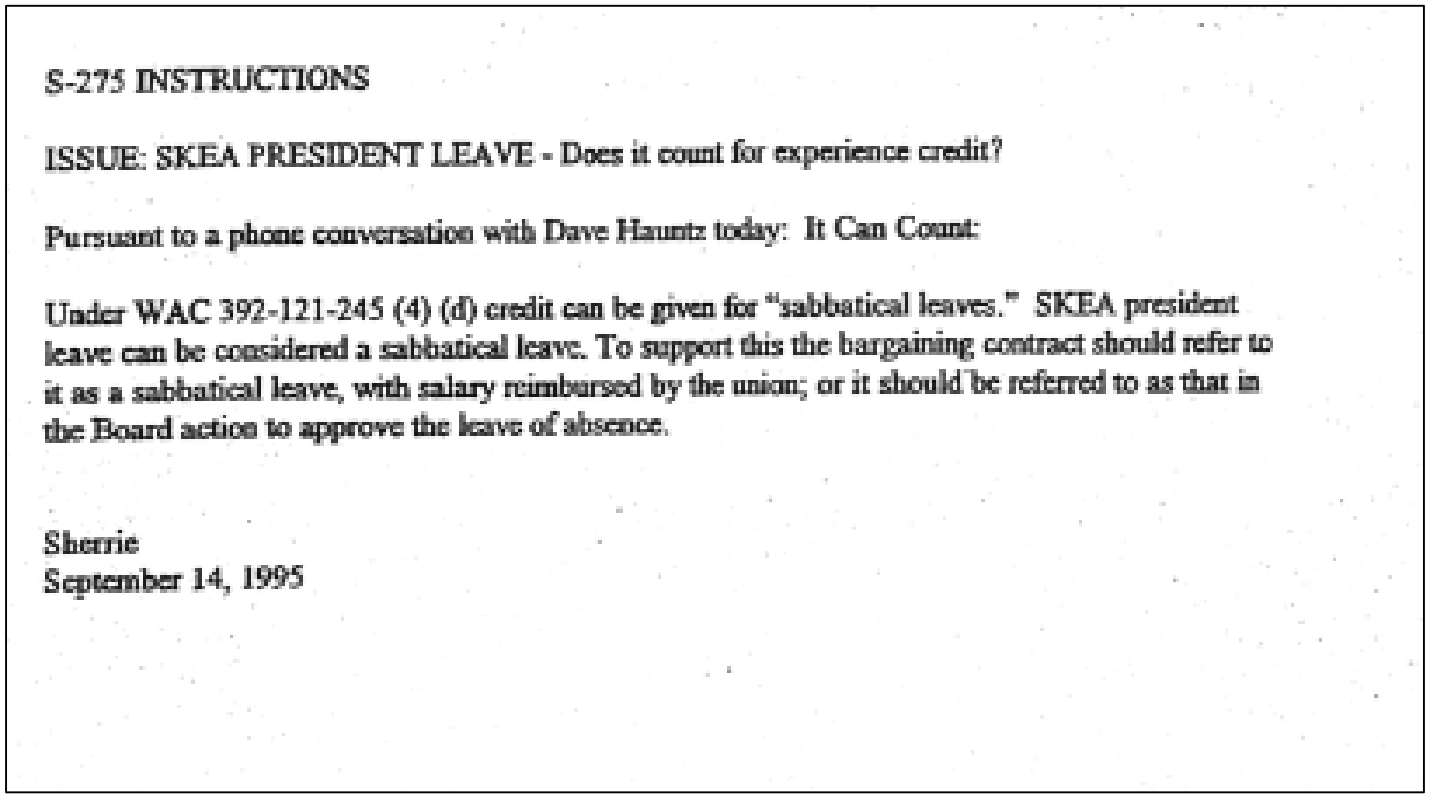
Office of Superintendent of Public Instruction, (360) 725-6308 voice, (360) 664-3683 fax

From: Fang Lauren E. [mailto:FangLE@mukilteo.wednet.edu]
Sent: Tuesday, July 15, 2014 11:45 AM
To: Ross Bunda
Subject: Sabbatical Leave

Good Morning Ross, Our collective bargaining agreement allows teachers to take sabbatical leave and receive 50% of their salary for one year. We have a 1.0 FTE teacher on sabbatical this year. She was reported on the S-275 with duty code 610 Cert On Leave and 0.5 FTE. Is this correct? Probably (I am not aware of any definitive guidance on this).

How much experience will she earn for this year? WAC 391-121-264 states that sabbatical leaves do count towards certificated years of experience but it does not indicate how to calculate that experience. Will she earn 0.5 FTE since she is being compensated for 0.5 FTE? If she is being paid at 50% of salary, it would make sense that she earn 0.5 year experience; however, I am not aware of any definitive guidance on this, other than WAC 392-121-264(1)(d)(i) does allow for certificated years of experience during sabbatical leave. So I'm sure this would count; just not sure how much it would count, but 0.5 year would be reasonable. (If she were paid at 100% of salary, then 1.0 year would be reasonable.)

Lauren Fang, Certificated Personnel Coordinator. Mukilteo School District, (425) 356-1322



S-275 INSTRUCTIONS

ISSUE: SKEA PRESIDENT LEAVE - Does it count for experience credit?

Pursuant to a phone conversation with Dave Hauntz today: It Can Count:

Under WAC 392-121-245 (4) (d) credit can be given for "sabbatical leaves." SKEA president leave can be considered a sabbatical leave. To support this the bargaining contract should refer to it as a sabbatical leave, with salary reimbursed by the union; or it should be referred to as that in the Board action to approve the leave of absence.

Sherrie
September 14, 1995

EXPERIENCE VERIFICATON – SUBSTITUTE EXPERIENCE

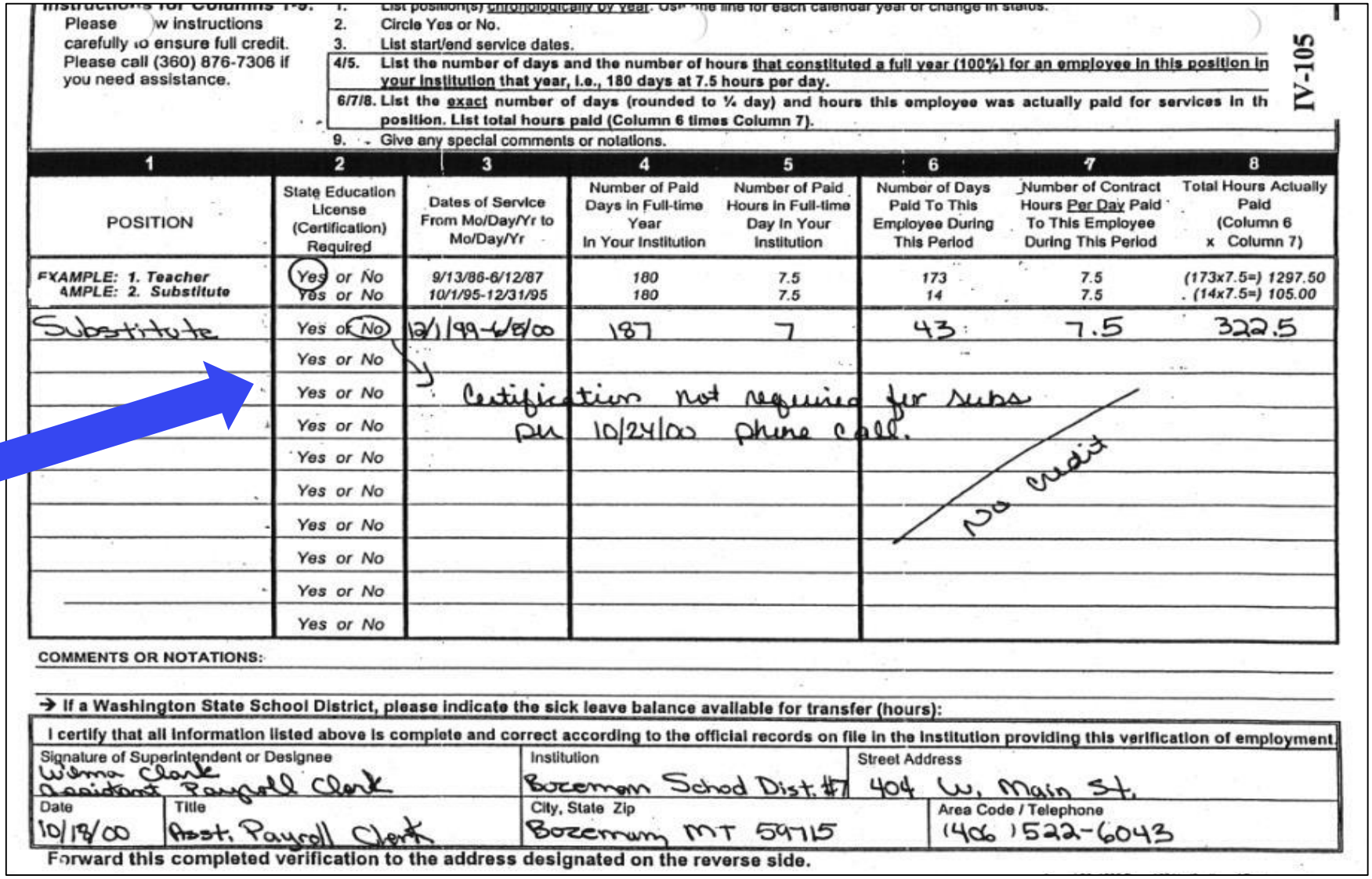
In the case of a **Substitute, 180 days is ALWAYS the denominator**. This is pursuant to the 275 rules.

Certification Required! Be very careful when recording substitute experience as several states no longer require substitutes to have a teaching certificate and that experience would not be reportable (California, Georgia, Montana, and New York are some examples).



Substitute Verification – No Certificate Required

Yes. This experience counts if certification was required and held



Please ...w instructions carefully to ensure full credit. Please call (360) 876-7306 if you need assistance.

2. Circle Yes or No.
3. List start/end service dates.
4/5. List the number of days and the number of hours that constituted a full year (100%) for an employee in this position in your institution that year, i.e., 180 days at 7.5 hours per day.
6/7/8. List the exact number of days (rounded to ¼ day) and hours this employee was actually paid for services in th position. List total hours paid (Column 6 times Column 7).
9. Give any special comments or notations.

IV-105

1 POSITION	2 State Education License (Certification) Required	3 Dates of Service From Mo/Day/Yr to Mo/Day/Yr	4 Number of Paid Days in Full-time Year In Your Institution	5 Number of Paid Hours in Full-time Day In Your Institution	6 Number of Days Paid To This Employee During This Period	7 Number of Contract Hours Per Day Paid To This Employee During This Period	8 Total Hours Actually Paid (Column 6 x Column 7)
EXAMPLE: 1. Teacher	Yes or No	9/13/86-6/12/87	180	7.5	173	7.5	(173x7.5=) 1297.50
AMPLE: 2. Substitute	Yes or No	10/1/95-12/31/95	180	7.5	14	7.5	(14x7.5=) 105.00
Substitute	Yes or (No)	12/1/99-6/8/00	187	7	43	7.5	322.5
	Yes or No						
	Yes or No	Certification not required for subs per 10/24/00 phone call.					
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						
	Yes or No						

No credit

COMMENTS OR NOTATIONS:

→ If a Washington State School District, please indicate the sick leave balance available for transfer (hours):

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Signature of Superintendent or Designee	Institution	Street Address
Wilma Clark Assistant Payroll Clerk	Bozeman School Dist. #7	404 W. Main St.
Date / **Title**	**City, State Zip**	**Area Code / Telephone**
10/18/00 / Asst. Payroll Clerk	Bozeman MT 59715	(406) 522-6043

Forward this completed verification to the address designated on the reverse side.

EXPERIENCE VERIFICATION – STUDENT INTERN

(b) The administrator certificates for superintendent or program administrator will be issued to persons who meet state board of education certification standards for service in the roles of superintendent or program administrator.

(5) Educational staff associate. The educational staff associate certificate authorizes service in the roles of school speech pathologists or audiologists, school counselors, school nurses, school occupational therapists, school physical therapists, school psychologists, and school social workers: Provided, That nothing within chapter 180-79A WAC authorizes professional practice by an educational staff associate which is otherwise prohibited or restricted by any other law, including licensure statutes and rules and regulations promulgated by the appropriate licensure board or agency.

(6) Limited certificates. The following limited certificates are issued to individuals under specific circumstances set forth in WAC 180-79A-231:

(a) Conditional certificate.

(b) Substitute certificate.

(c) Emergency certificate.

(d) Emergency substitute certificate.

(e) Nonimmigrant alien exchange teacher.

(f) Intern substitute teacher certificate.

(g) Transitional certificate.

So this WAC recognized the Intern Substitute Teacher Certificate as a valid certificate and it is one of the certificates that districts use to authorize persons to substitute in a certificated role and substitute experience counts because it requires certification. So that is where I was going with it.

Further **WAC 180-79A-231 Limited certificates. Includes this information:**

(6) Intern substitute teacher certificate.

(a) School districts and approved private schools may request intern substitute teacher certificates for persons enrolled in student teaching/internships to serve as substitute teachers in the absence of the classroom teacher.

(b) The supervising college or university must approve the candidate for the intern substitute teacher certificate.

(c) Such certificated substitutes may be called at the discretion of the school district or approved private school to serve as a substitute teacher only in the classroom(s) to which the individual is assigned as a student teacher/intern.

(d) The intern substitute teacher certificate is valid for one year, or less, as evidenced by the expiration date which is printed on the certificate.

EXPERIENCE VERIFICATON – MISCELLANEOUS

Experience Allowed but Incorrect – Should Not be Reported – no certification required. Note: For records reported on the S275 prior to January 1, 1992 the "older" versions of the employment verification forms suffice for documentation. But if the employee is employed in your district 1/1/92 and after you are required to use the new forms and meet all requirements of those forms.

REQUEST FOR VERIFICATION OF PROFESSIONAL EMPLOYMENT

To: Department of Human Resources	Date: September 4, 2001
Laurel Hall	10/22/01 1-MSD exp. per Carol Klein ∅-S275 exp.
11919 Oxnard St.	
N. Hollywood, CA 91606	

Employee: [redacted]	Soc. Sec. #: [redacted]
Other Name(s):	Approx. Dates: 1993-1994
Position(s): Teacher	School Name:

Please complete the information below and return as soon as possible. Thank you for your assistance!

- One line for each academic year or change in status.
- Do not record tutoring, practice work or student teaching.

Employment Dates: From	To	Position:	Total Days Worked	Hours Worked Per Day	Total Days in Full-time Year	Total Hours in Full-time Day	Certification Required? Yes	No
1993	1994	Teacher	1 School yr.					

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave: (hours)	Sick Leave Used in Current Year: (hours)
Donated Sick Leave (past 12 months): Donated to others: (hours) / Received: (hours)	
WA Retirement Plan: Plan 1 Plan 2 Plan 3	

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of professional employment.

Private ~~District Name~~: Laurel Hall School	Signature Superintendent/Designee: [signature]
Address: 11919 Oxnard St	Title: Business Admin.
City, State Zip N. Hollywood CA 91606	Accredited School? YES NO Date: 9/24/01

Experience Example – 2nd page not signed

1. [redacted] PAID experience in public or private [redacted] assistant), or in colleges/universities in positions compar
2. Was a professional education license/certification requir
3. Chronologically list start and end dates using one line pe
4. List the total number of days a full time employee works
5. List the total number of hours per day a full time employe
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

[redacted] 1,260.00 1,267.00 1,274.00 1,281.00

[redacted] ational (ESD, OSPI, US Dept. of Education).
job description.
s on a new line.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:		
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
MS Teacher	Yes	9/2/2014	6/17/2015	180	7.0	180	7.0	1260
		9/3/2013	6/18/2014	180	7.0	180	7.0	1260
		9/5/2012	6/19/2013	180	7.0	180	7.0	1260
		9/6/2011	6/25/2012	180	7.0	180	7.0	1260
		9/1/2010	6/22/2011	180	7.0	180	7.0	1260
		8/27/2009	6/16/2010	181	7.0	181	7.0	1267
		8/28/2008	6/15/2009	182	7.0	182	7.0	1274
		8/29/2007	6/18/2008	180	7.0	180	7.0	1260

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment

Date	Print Name	Signature	Title
7/13/2015	Joan Wraalstad	Joan Wraalstad	HR Admin Sec III
Email Address	**Institution**	**Mailing Address**	**Phone**
jwraalstad@lwsd.org	Lake Washington SD #414	P.O Box 97039 Redmond, WA 98073-9739	425-936-1237

	assistant), or in colleges/universities in positions comparable to K-12 certificated positions, or in governmental agencies as a professional (EDS, GOV, OS Dept of Education).
2.	Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3.	Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4.	List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5.	List the total number of hours per day a full time employee works in your institution during that year.
6.	List the total days that this employee was paid for.
7.	List the total number of hours per day this employee was paid for.
8.	Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line.		Full Time Annual Employment Equals:		Exact Hours Paid to this Employee:			
		Start Date of this Year	**End Date of this Year**	**Total Days in This Year**	**Total Hours Per Day**	**Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
MS Teacher	Yes	8/31/2006	6/25/2007	182	7.0	182	7	1274	1.0
		8/26/2005	6/16/2006	180	7.0	180	7	1260	1.0
		8/30/2004	6/21/2005	180	7.0	180	7	1260	1.0
		9/2/2003	6/24/2004	180	7.0	180	7	1260	1.0
		9/3/2002	6/24/2003	182	7.0	182	7	1274	1.0
		9/4/2001	6/21/2002	182	7.0	182	7	1274	1.0
		9/5/2000	6/21/2001	183	7.0	183	7	1281	1.0
		9/1/1999	6/20/2000	183	7.0	183	7	1281	1.0

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: _____

Donated Sick Leave Hours (past 12 months): _____

Sick Leave Hours Used in Current Year: _____

Received Shared Sick Leave (past 12 months): _____

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Example – Verification form not clear – emailed to verify as documentation.

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Name: [redacted] Date of Birth: [redacted] Last 4 of Social Security #: [redacted]

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year.** List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305
Teacher-Elementary	Yes	9-2-1998	6-30-1999	180	7.0	180	7.0	1260
" "	Yes	9-8-1999	6-30-2000	183	7.0	183	7.0	1281
" "	Yes	9-1-2000	6-30-2001	183	7.0	160	7.0	1120
Leave of Absence (unpaid)	Yes	3-14-2001	thru 4-13-2001	23	7.0			

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 0

Donated Sick Leave Hours (past 12 months): N/A

Sick Leave Hours Used in Current Year: N/A

Received Shared Sick Leave (past 12 months): N/A

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
July 6, 2015	Maria Gomez	[signature]	H.R. Compliance Technician
Email Address	**Institution**	**Mailing Address**	**Phone**
maria.gomez@highlineschools.org	Highline School District	15675 Ambaum Blvd. SW Burien, WA 98166	206/631-3142

VERIFICATION OF PROFESSIONAL EDUCATION EMPLOYMENT

(To be completed by prior employer)

Employee's Nam _____ Date of Birth: _____ Last 4 of Social Security #: _____

Instructions for Employer:

1. List PAID experience in: public or private P-12 schools in certificated positions (include teacher, substitute teacher, ESA, Admin; do not include student teacher, tutor or teacher assistant), or in colleges/universities in positions comparable to K-12 certificated positions; or in governmental agencies as a professional (ESD, OSPI, US Dept. of Education).
2. Was a professional education license/certification required for this position? For higher ed/gov't agencies use "N/A" and attach a job description.
3. Chronologically list start and end dates using **one line per year**. List position changes on a new line. List unpaid leave of absence on a new line.
4. List the total number of days a full time employee works in your institution during that year. **Use 180 days for substitutes.**
5. List the total number of hours per day a full time employee works in your institution during that year.
6. List the total days that this employee was paid for.
7. List the total number of hours per day this employee was paid for.
8. Multiply the total days by the hours per day to come up with how many hours this employee worked for that year. It is okay to skip steps 6 and 7 and just list the total hours.

1	2	3		4	5	6	7	8	
Position One line per position per year. List sub teaching separately.	**Certification Required?** Yes/No/NA	List each year of service on a new line. **Start Date of this Year**	**End Date of this Year**	Full Time Annual Employment Equals: **Total Days in This Year**	**Total Hours Per Day**	Exact Hours Paid to this Employee: **Total Paid Days**	**Hours Per Day**	**Total Hours**	
Example: 2nd Grade Teacher	Yes	9/16/2013	6/13/2014	182	7.5	174	7.5	1305	
Teacher	yes	9/,195	6/30/96	180	8.0	180	8.0	1440	1.0
		9/,196	6/30/97			180	8.0	1440	1.0
		9/,197	6/30/98			180	8.0	1440	1.0
		9/,198	6/30/99			180	8.0	1440	1.0
		9/,199	6/30/00	183	8.0	183	8.0	1464	1.0
		9/,00	6/30/01			183	8.0	1464	1.0
		9/,01	6/30/02			183	8.0	1464	1.0
		9/,02	3/3/03 LOA	182	8.0	107	8.0	856	.59
								1456	7.59

To Payroll 8/30/17 DB

WASHINGTON STATE SCHOOL DISTRICTS ONLY:

Transferable Sick Leave Hours: 572

Donated Sick Leave Hours (past 12 months): Ø

Sick Leave Hours Used in Current Year: 32 hrs

Received Shared Sick Leave (past 12 months): Ø

I certify that all information listed above is complete and correct according to the official records on file in the institution providing this verification of employment.

Date	Print Name	Signature	Title
7/28/17			
Email Address	**Institution**	**Mailing Address**	**Phone**

Experience Leave of Absence Example

October 2019.pdf

VERIFICATON OF EMPLOYMENT EXPERIENCE
FOR OCCUPATIONAL THERAPIST IN NONSCHOOL POSITIONS:

- o To be completed by administrative official in charge of records
- o Dates of Service: Please use separate line for each year or change in status.
  Please use a fiscal calendar of September through August for each year reported.
- o Clearly identify leave of absence periods

Please return this form to:
MUKILTEO SCHOOL DISTRICT
HUMAN RESOURCES
9401 SHARON DRIVE
EVERETT, WA 98204
Questions?
Contact Lauren Fang @ (425) 356-1322

Name of Employee: [redacted] Employer: Inyo County Superintendent of Schools

(Use 1 line per year) Dates of Service FROM	TO	Position Title	# of Work Days per Year in a Full-Time Position in your Facility	# of Work Hours per Day in a Full-Time Position in your Facility	Total # of Hours Paid to this Employee per year*	Did this position require the employee to perform duties similar to an occupational therapist? Yes or No
9/1/2012	8/31/2013	(EXAMPLE) Part Time Occupational Therapist	260	8	1,040	Yes
10/05/09	03/03/11	Full-time Occupational Therapist	190	8	1,520	YES
*08/31/10	03/03/11	Leave of Absence	[redacted]			

* Actual number of Hours Employed to include all paid personal/sick leave taken as work days during the year.

I certify that all information listed above is complete and correct according to the official records on file.

Signature of Supervisor or Designee	Date 06/30/2015
Printed Name Marlene Dietrich	Title Director, Personnel & Credentials
Address P.O. Drawer G	City, State Zip Independence,CA 93526
Email Address mdietrich@icsos.us	Phone Number (760) 878-2426 ext. 222

October 2019.pdf

October 2019.pdf

Bradburn Laura D.

From: Marlene Dietrich <mdietrich@icsos.us>
Sent: Friday, July 10, 2015 11:35 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
Yes, that is correct.

-Marlene

Inyo County Superintendent of Schools
P.O. Drawer G
Independence, CA 93526
Phone: (760) 878-2426 ext. 222
Fax: (760) 878-2279

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 11:07 AM
To: 'mdietrich@icsos.us'
Subject: RE: [redacted] Employment

Thank you Marlene. So [redacted] worked 159 8-hour days for a total of 1,272 hours?

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

From: Marlene Dietrich [mailto:mdietrich@icsos.us]
Sent: Friday, July 10, 2015 11:06 AM
To: Bradburn Laura D.
Subject: RE: [redacted] Employment

Hi Laura,
A full-time OT position is 190 days. For 09/10, the number of days that [redacted] actually worked was 159 days. Please let me know if you have any other questions.

Thanks,
Marlene

Inyo County Superintendent of Schools
P.O. Drawer G

October 2019.pdf

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Friday, July 10, 2015 10:31 AM
To: 'MDIETRICH@ICSOS.US'
Cc: Fang Lauren E.
Subject: [redacted] Employment

Hi Marlene,

I am reviewing the experience verification form that you recently sent to Mukilteo School District for [redacted]. The dates of employment stated are 10/5/09 through 03/03/11 with her being on a leave of absence from 8/31/10 through 03/3/11. I just want to verify that she worked the 190 days in the 09/10 school year as it appears she started a month into the school year. Thanks for letting me know. ☺

Laura Bradburn
Personnel Technician
Mukilteo School District
9401 Sharon Drive
Everett, WA 98204
425-356-1243
425-356-1329 FAX #

SAMPLE – EXPERIENCE RECORDED BY YEAR

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1991-1992	North Thurston	W	9/4/91	6/30/92	180.0	8.00	1440.0	1.000	1.000	Counselor					
1992-1993	North Thurston	W	9/1/92	6/30/93	180.0	8.00	1440.0	1.000	2.000	Counselor					
1993-1994	North Thurston	W	9/1/93	6/30/94	180.0	8.00	1440.0	1.000	3.000	Counselor					
1995-1996	Clover Park	W	11/11/95	2/15/96	36.0	7.50	270.0	0.200	3.200	Substitute					Counselor Interventionist
1996-1997	Bremerton	W	9/1/96	6/30/97	180.0	7.50	1350.0	1.000	4.200	Counselor					
1997-1998	Chief Leschi -	W	10/3/97	6/30/98	157.0	7.00	1099.0	0.872	5.072	Counselor					
1998-1999	Chief Leschi -	W	9/2/98	6/30/99	180.0	8.00	1440.0	1.000	6.072	Counselor					
1999-2000	Chief Leschi -	W	9/1/99	2/7/00	98.0	8.00	784.0	0.544	6.616	Counselor					
1999-2000	South Kitsap	W	2/14/00	6/13/00	78.0	3.75	292.5	0.213	6.829	Counselor	P2	OH	MA+45 Column on Step 6	$7,878.66	2/14/00 start date

In-State: 6.829 **District:** 0.213 **Out State:** 0.000 **Cum Fte:** 6.829 **Exempt:** 0.000

October 2019.pdf

BY YEAR DETAIL – SHOWS WHEN OVER 1.0 FTE FOR A YEAR AND DEDUCT!

Certificated Work Experience

Location:

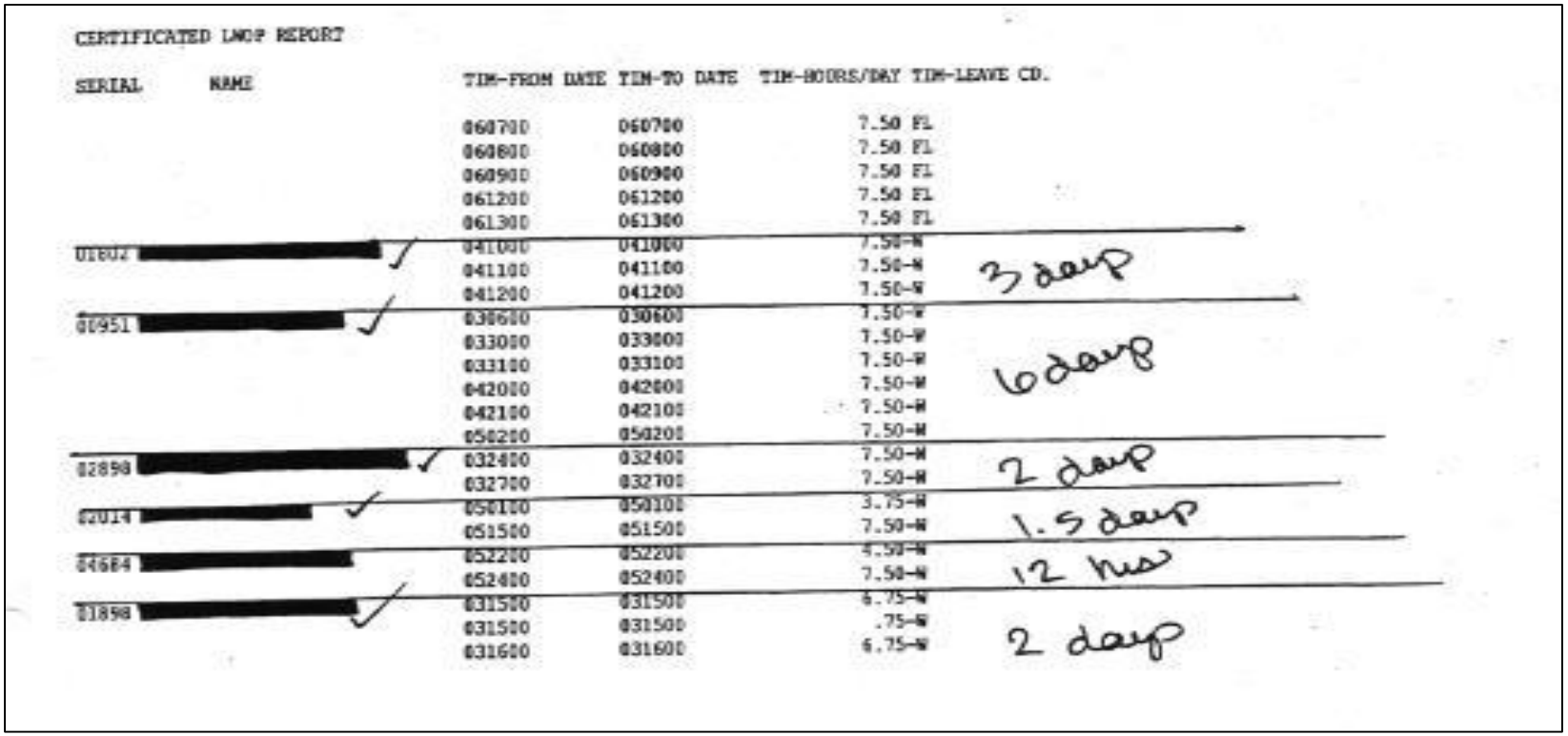
IV-107

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary	Comments
1982-1983	Salem-Keizer	OR	9/1/82	6/30/83	77.0	8.00	616.0	0.420	0.420	Teacher					
1982-1983	Marion County	OR	10/15/82	5/15/83	27.0	8.00	216.0	0.150	0.570	Teacher					
1982-1983	Aumsville	OR	2/15/83	2/19/83	4.0	8.00	32.0	0.020	0.590	Teacher					
1983-1984	Santiago Christ	FC	8/25/83	6/1/84	175.0	8.00	1400.0	1.000	1.590	Teacher					
1984-1985	Santiago Christ	FC	8/20/84	6/5/85	175.0	8.00	1400.0	1.000	2.590	Teacher					
1985-1986	South Kitsap	W	9/3/85	6/18/86	181.0	8.00	1448.0	1.000	3.590	Teacher	P	BG			
1986-1987	South Kitsap	W	9/2/86	6/16/87	181.0	8.00	1448.0	1.000	4.590	Teacher	C	BG			
1987-1988	South Kitsap	W	9/3/87	6/16/88	181.0	8.00	1448.0	1.000	5.590	Teacher	C	BG			
1988-1989	South Kitsap	W	9/6/88	6/20/89	180.0	8.00	1440.0	1.000	6.590	Teacher	C	BG			
1989-1990	South Kitsap	W	9/6/89	6/15/90	180.0	8.00	1440.0	1.000	7.590	Teacher	C	BG			
1990-1991	South Kitsap	W	9/5/90	6/20/91	180.0	7.50	1350.0	1.000	8.590	Teacher	C	HC			
1991-1992	Hungary	FC	9/2/91	6/12/92	180.0	5.50	990.0	1.000	9.590	Teacher					Overseas Teacher
1991-1992	South Kitsap	W	9/4/91	6/16/92	180.0	3.50	630.0	0.470	10.060	Teacher					
1991-1992	South Kitsap	W	6/16/92	6/16/92				-0.470	9.590	←					Adjust FTE > 1 ←
1992-1993	South Kitsap	W	9/2/92	6/17/93	180.0	7.50	1350.0	1.000	10.590	Teacher	C	HC			
1993-1994	South Kitsap	W	9/6/93	6/16/94	180.0	7.50	1350.0	1.000	11.590	Teacher	C	HC			
1994-1995	South Kitsap	W	9/6/94	6/20/95	180.0	7.50	1350.0	1.000	12.590	Teacher	C	HC			Card: 12.6
1995-1996	South Kitsap	W	9/6/95	6/20/96	180.0	7.50	1350.0	1.000	13.590	Teacher	C	HC			
1996-1997	South Kitsap	W	9/3/96	6/12/97	180.0	7.50	1350.0	1.000	14.590	Teacher	C	HC	MA+45 Column on Step 14	$43,619.00	
1997-1998	South Kitsap	W	9/1/97	6/10/98	180.0	7.50	1350.0	1.000	15.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1998-1999	South Kitsap	W	9/2/98	6/11/99	180.0	7.50	1350.0	1.000	16.590	Teacher	C	HC	MA+45 Column on Step 15	$46,095.00	
1999-2000	South Kitsap	W	8/25/99	6/13/00	183.0	7.50	1372.5	1.000	17.590	Teacher	C	HC	MA+45 Column on Step 16	$49,236.00	

In-State: 14.000 **District:** 14.000 **Out State:** 3.590 **Cum Fte:** 17.590 **Exempt:** 0.000

DEDUCT LWOP!!

Deduct LWOP annually AND post additional certificated experience (substitute, summer school or ESY) for staff that are less than 1.0 FTE for that year.



CERTIFICATED LWOP REPORT

SERIAL	NAME	TIM-FROM DATE	TIM-TO DATE	TIM-HOURS/DAY	TIM-LEAVE CD.	
		060700	060700	7.50	FL	
		060800	060800	7.50	FL	
		060900	060900	7.50	FL	
		061200	061200	7.50	FL	
		061300	061300	7.50	FL	
01602	[redacted] ✓	041000	041000	7.50	W	
		041100	041100	7.50	W	3 days
		041200	041200	7.50	W	
01951	[redacted] ✓	030600	030600	7.50	W	
		033000	033000	7.50	W	
		033100	033100	7.50	W	
		042000	042000	7.50	W	6 days
		042100	042100	7.50	W	
		050200	050200	7.50	W	
02898	[redacted] ✓	032400	032400	7.50	W	
		032700	032700	7.50	W	2 days
02014	[redacted] ✓	050100	050100	3.75	W	
		051500	051500	7.50	W	1.5 days
04684	[redacted]	052200	052200	4.50	W	
		052400	052400	7.50	W	12 hrs
01898	[redacted] ✓	031500	031500	6.75	W	
		031500	031500	.75	W	
		031600	031600	6.75	W	2 days

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Recorded LWOP Record

Certificated Work Experience

Year	District		Start Date	End Date	Day Wrk	Hrs Day	Annual Hours	Wrkd FTE	Cum FTE	Position	Con Typ	Loc	Placement	Salary
1997-1998	Bremerton	W	9/1/97	6/30/98	89.0	7.50	667.5	0.490	0.490	Occupational Th				
1998-1999	South Kitsap	W	9/2/98	6/11/99	171.0	7.50	1282.5	0.950	1.440	Occupational Th	P1	OSE	MA+90 Column on Step 1	$31,825.00
1999-2000	South Kitsap	W	8/25/99	6/13/00	3.7	7.50	27.5	0.020	1.460	Occupational Th				
1999-2000	South Kitsap	W	8/25/99	6/13/00	177.0	7.50	1327.5	0.967	2.427	Occupational Th	P2	OSE	MA+90 Column on Step 1	$34,994.00

In-State: 2.427 **District:** 1.937 **Out State:** 0.000 **Cum Fte:** 2.427 **Exempt:** 0.000

ADD OTHER EXPERIENCE FOR LESS THAN 1.0 FTE STAFF

When a certificated employee works less than 1.0 FTE in any given year, you can credit them with additional certificated employment experience. This must be work that is equivalent to a certificated employee's regular base contract so Enrichment or supplemental contracts for "Enrichment like" work are not valid.

You can count summer school, substitute work, extra days performed in that capacity (counselor, librarian, etc.), and you can count extended school year program work (e.g. SLP, OT, PT, School Psychologist).

Use a regular verification form and complete it for your district for the work. Attach your documentation (e.g. time records from payroll). Then compute and add it to the record.



EXPERIENCE VERIFICATON – ACCREDITATION NOT REQUIRED

Experience – Accreditation not a requirement!

From: Ross Bunda
Sent: Wednesday, July 23, 2014 3:51 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation
No; perhaps a well-intentioned person who thought that was the requirement, rather than looking for the proper requirement.
Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:44 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

Thank you Ross for this information. That is odd that so many districts ask this question. Do you have any idea where this may have stemmed from?

Laura Bradburn, Personnel Technician, Mukilteo School District

From: Ross Bunda [mailto:Ross.Bunda@k12.wa.us]
Sent: Wednesday, July 23, 2014 3:27 PM
To: Bradburn Laura D.
Cc: Fang Lauren E.
Subject: RE: Experience and School Accreditation

I am not aware of any WAC or RCW requirement that a school must be accredited for experience/employment to count. There is nothing in the Sample Documentation Form for verification of experience on page 91 of the 2013-14 S-275 personnel reporting instructions that requires that a school must be accredited for experience/employment to count.

Ross Bunda, Supervisor, Personnel Reporting School Apportionment & Financial Services
Office of Superintendent of Public Instruction (360) 725-6308 voice (360) 664-3683 fax
mailto:Ross.Bunda@k12.wa.us http://www.k12.wa.us/safs

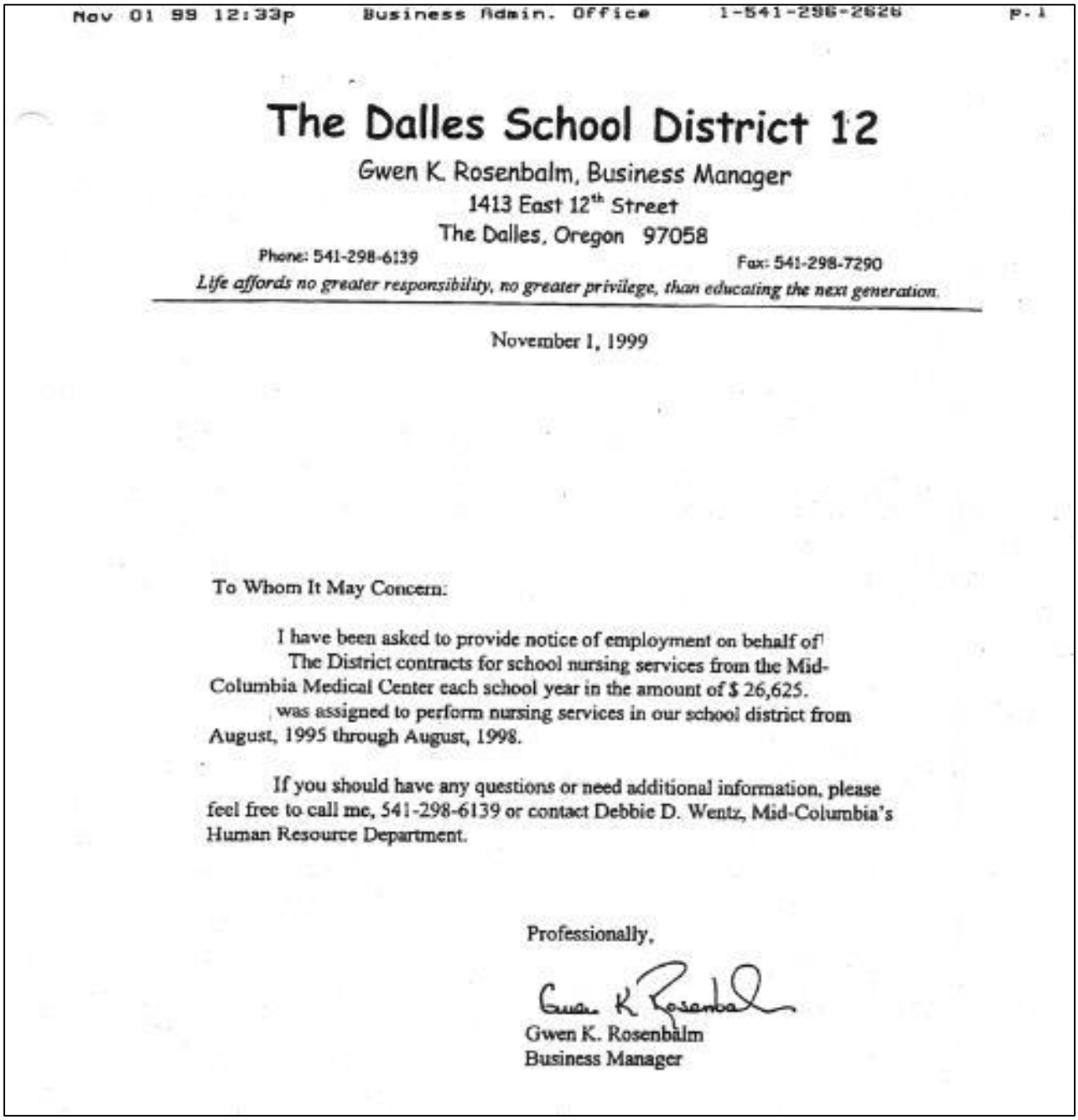
From: Bradburn Laura D. [mailto:BradburnLD@mukilteo.wednet.edu]
Sent: Wednesday, July 23, 2014 3:19 PM
To: Ross Bunda
Cc: Fang Lauren E.
Subject: Experience and School Accreditation

Hi Ross, When I look at experience forms that districts send out to other districts to capture an employee's experience, there is **almost always the question on the form that asks "Is the school accredited.**" I am trying to find the WAC or RCW that says that in order to count the experience, the school must be accredited. Can you point me in the direction of the WAC or RCW?

Laura Bradburn, Personnel Technician, Mukilteo School District

WHO IS THE EMPLOYER?

In this case the Dalles School District contracted with a different agency so the experience cannot be credited as regular professional experience. With the ESA rules it is possible to credit up to two (2) years but the verification would need to come from Mid-Columbia Medical Center since they were the actual employer.



Nov 01 99 12:33p Business Admin. Office 1-541-296-2626 p.1

The Dalles School District 12

Gwen K. Rosenbalm, Business Manager
1413 East 12th Street
The Dalles, Oregon 97058
Phone: 541-298-6139 Fax: 541-298-7290
Life affords no greater responsibility, no greater privilege, than educating the next generation.

November 1, 1999

To Whom It May Concern:

I have been asked to provide notice of employment on behalf of . The District contracts for school nursing services from the Mid-Columbia Medical Center each school year in the amount of $ 26,625. was assigned to perform nursing services in our school district from August, 1995 through August, 1998.

If you should have any questions or need additional information, please feel free to call me, 541-298-6139 or contact Debbie D. Wentz, Mid-Columbia's Human Resource Department.

Professionally,

Gwen K. Rosenbalm
Business Manager

OLD RULES – NO PERSONAL SERVICE CONTRACTS!



Be careful not to grant experience for personal service contracts unless you are granting it under the ESA rules which is limited to a total of two (2) years.

Old Rules - Personal Service Contracts Not Allowed. Ok under NEW ESA - up to 2 years if meets requirements

Sherrie Evans

From: Ross Bunda [Ross.Bu
Sent: Friday, June 08, 2007 8:59 AM
To: Sherrie Evans
Subject: RE: Question on Experience

If the employer was not the private school, school district, etc., I would think the employment does not meet the criteria in WAC 392-121-264(1)(a) "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...." Rather, I would consider that to be employment in business, private industry, etc., which provided services to the private school, school district, etc. Notice that the WAC wording uses the term "employment" and not the term "experience."

The question is (still), Who was the employer? That is, who was identified as employer on the employee's W-2, who withheld taxes, etc. and those things that employers do with respect to their employees.

The employment of these "independent contractors" would be similar to that addressed on page 12 of the 2006-07 S-275 personnel reporting instructions: "Experience as an independent contractor does not qualify as eligible certificated years of experience pursuant to WAC 392-121-254."

I don't see how that situation changes if an individual is reported on the S-275 report (as duty code 830 or 640). These "contractor staff" are not employees of the school district. Their compensation is not set by the school district, and these individuals are not included in the employing school district's salary compliance (RCW 28A.400.200) on Report 1803.

Ross Bunda
Supervisor, Personnel Reporting
School Apportionment & Financial Services
Office of Superintendent of Public Instruction
(360) 725-6308 voice
(360) 664-3683 fax
mailto:ross.bunda@k12.wa.us
http://www.k12.wa.us/safs

From: Sherrie Evans [mailto:sherrie.evans@hrmplus.com]
Sent: Thursday, June 07, 2007 6:08 PM
To: Ross Bunda
Subject: Question on Experience

It was good to see you at WASBO. I'm sorry I have not been able to be involved with the group on ESA experience but I know you have some good folks working with you.

I have a question for you based on some file reviews we have been completing for a district. They employed an individual under a personal services contract to perform duties in a certificated position (school psychologist). I have always referred to WAC 392-121-264 where it limits experience credit to "Employment in public or private preschools or elementary and secondary schools in positions which require certification where...."

In my noted I have written that personal service contracts should not be counted or reported because the employer is really the individual as their own entity or business. Mostly I have seen this where the personal service contract was through another agency that then provided service to the school district. In this case this person was actually employed by the public school district in a position that required certification so I am thinking that this might be reportable. In both Kent and South Kitsap we did not employ under personal services contracts so I'm not as sure of this as I would like to be so wanted to double-check with you.

I also wondered if it mattered if the person was reported on the 275 was being employed in a personal services

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QUESTIONS

ABOUT

EXPERIENCE



REPORTING STAFF WITH HIGH DEGREE OF "S"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **S** if: Persons are in **special circumstances** holding:

- A valid continuing or standard school nurse certificate.
- A valid limited certificate authorized per WAC 181-79A-140(3) or (6).
- Employed in a position defined as certificated such as superintendent, deputy superintendent, or assistant superintendent.

Pursuant to WAC 291-121-259 – Non Degree Credits (2): Thirty (30) credits shall be recognized for persons holding a valid continuing or standard school nurse certificate.

REPORTING STAFF WITH HIGH DEGREE OF "V"

For certificated employees without college degrees, (or for certificated employees with a bachelor's or higher level degree but are reported as "nondegreed" pursuant to WAC 392-121-250(2)(b)), report as degree type **V or S.**

Report as **V** if: **Vocational/CTE** instructors holding valid vocational/CTE certificates as provided for in chapter 181-77 WAC.

As used in this chapter, the term "highest degree level" means:

(1) The highest degree earned by the employee from an accredited institution of higher education, pursuant to WAC 392-121-249; or

(2) "Non-degreed" for a certificated instructional employee who:

(a) **Holds no bachelor's or higher level degree**; or
(b) **Holds a bachelor's or higher level degree and a valid vocational/career and technical education certificate, but**:

(i) The bachelor's or higher level degree was **not a requirement of any past or present education certificate or permit, including the vocational/career and technical education certificate,** pursuant to chapter 181-77 or 181-79A WAC; and

(ii) Whose highest placement pursuant to WAC 392-121-270 is as a non-degreed certificated instructional employee.

Step One: Report with a Degree or No-Degree?

- If the person has No Degree then the high degree will be "V" for "Vocational/CTE instructors holding valid vocational/CTE certificates are provided for in 181-77 WAC.
- If a person has a degree, you must verify with OSPI whether or not the degree was used as a requirement to issue the certificate.
- Do NOT report employees as non-degrees if they have ever used a degree to obtain the following endorsements on a vocational/CTE initial, initial renewal, continuing or continuing renewal certificate, which normally requires a BA degree per WAC 181-77-031:
  - Agriculture Education – V010000
  - Business Education – V070000
  - Marketing Education – V080000
  - Business and Marketing Education – V 078000
  - Family and Consumer Sciences Education – V200002
  - Technology Education – V210100
- The vocational/CTE CONDITIONAL certificate is NOT issued based on a degree. Employees with such certificates are reported as high degree V is all other requirements are met.

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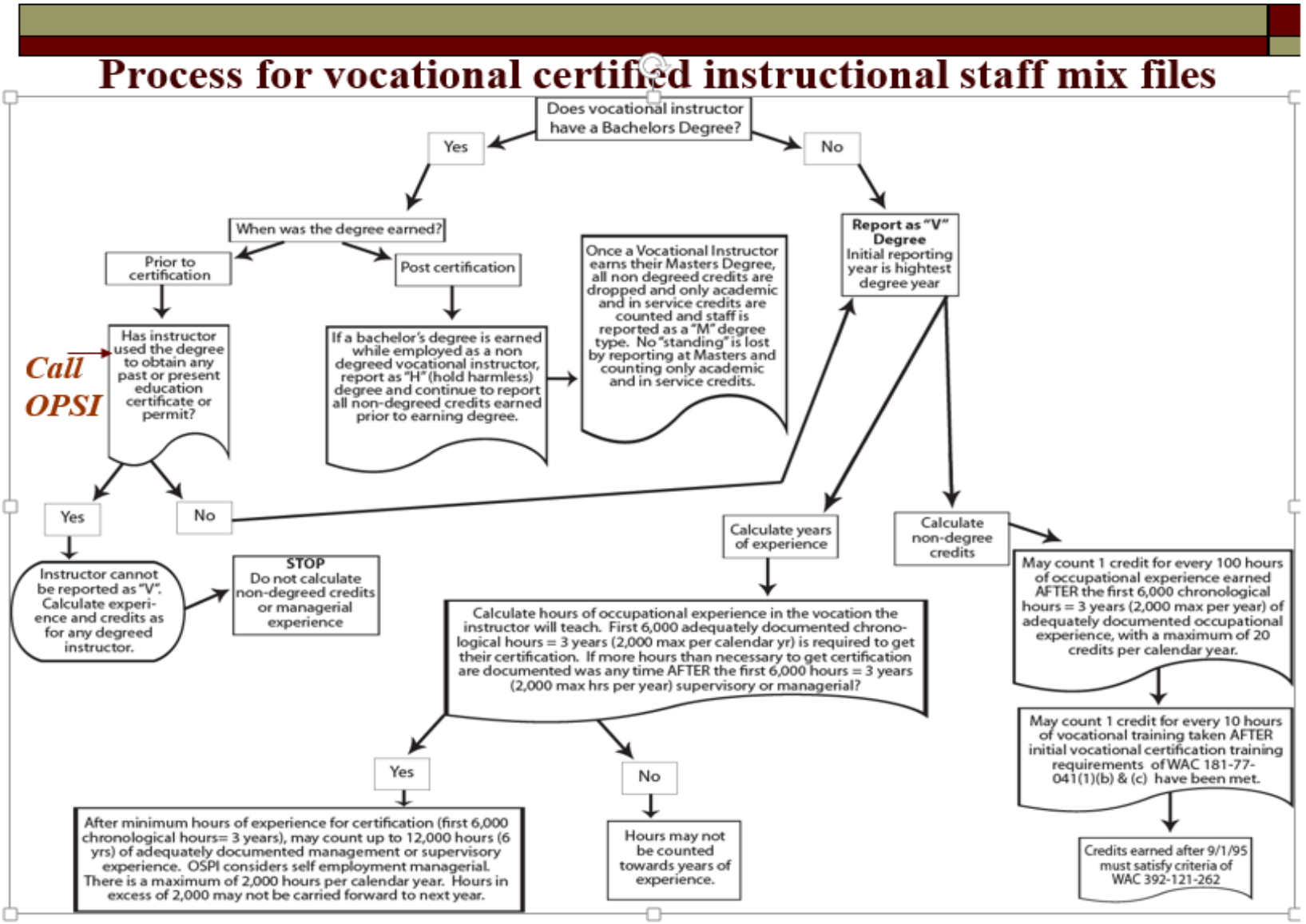
*These rules were effective 8/31/2007. If the person had a degree the questions was whether or not the degree was related to the teaching assignment. That is no longer the case.

Up to **six (6) years management experience** (WAC 181-77-003) can be reported, after the instructor meets the minimum requirements (6000 hours), regardless of when the initial certificate is issued and regardless of the type of CTE certificate held. WAC 392-121-264

WAC 181-77-003 "Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct.

Vocational Records Process



Reporting Experience and Credits for "V" Degree Staff

We have found the most efficient way to begin calculations for a new V degree staff person; and/or to check information for an existing staff person is to document ALL previous paid and volunteer experience that is related to the occupational subject area(s) the person will be teaching. To do this you can start by creating a list from the application materials; but it is highly recommended that you meet with the employee as well to ensure the accuracy of the information.

The next step is to verify all volunteer or paid employment identified as relative to the teaching assignment. This can be difficulty especially when the experience is from years past and/or it is from self-employment. Either way, experience cannot be reported unless it is properly documented.

Experience documentation for V degree staff is important because:

1. The equivalent of three (3) years or **6000 hours must first be documented** before any other experience can be credited.
2. Once the 6000 hours threshold is met, **experience can be used to grant management experience** which can be used to report experience for V degree staff. No other experience can be counted. It is especially important to verify the position held and whether or not it meets the management definition.
3. Additionally, once the 6000 hours threshold is met, the **experience can also be used to convert to occupational credits** at the rate of 1 credit for every 100 hours of occupational experience. This places the individual in the educational column depending on total non-degree credits, e.g. BA 15, BA 45. Once an individual accumulates 135 non- degree credits the placement for LEAP purposes is automatically MA 0 even though they do not hold a MA degree. They cannot go beyond the MA 0 column unless they eventually obtain a Master's degree.

Example 1: You possess documentation that meets the 6000 hours threshold; and additionally documentation that verifies the individual has 9.25 years management experience in the occupational area to be taught. Management experience is limited to 6 years. The 9.25 years will convert to 20 non-degree occupational experience credits per year or a total of 185 credits. This person will be reported with a high degree of V with 185 non-degree credits, with a placement of MA 0 Step 6.

Example 2: You are unable to obtain documentation of the 6000 threshold hours. This person will be reported as a high degree of V with 0 non-degree credits and 0 experience. The person have a LEAP placement of BA 0, 0.

Example 3: You possess documentation that meets the threshold 6000 hours; and additional documentation of 4.5 years of occupational experience that is NOT management experience. This person will be reported with a high degree of V, with 0 years of experience and 90 non-degree credits; with a placement of BA 90, Step 0.

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Vocational Example – Initial Worksheet based on experience in resume:

EMPLYOEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degre Cum
1986	6/?/86	12/31/86	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1987	1/1/87	2/?/987	First Class Communication	Data Entry Lead			0	0.000	0	0.00	0.000	0.00	0.00
1988	3/?/88	12/31/88	Interglobal Temp Services	Word Processor			0	0.000	0	0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	Interglobal Temp Services	Word Processor			0.00	0.000		0.00	0.000	0.00	0.00
1989	1/1/89	11/?/89	China House	Desktop			0.00	0.000		0.00	0.000	0.00	0.00
1989	11/?/90	12/31/89	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	1/1/90	11/?/90	Microsoft	Product Support Technician II			0.00	0.000		0.00	0.000	0.00	0.00
1990	11./?/90	12/31/90	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1992	1/1/92	12/31/92	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000		0.00
1993	1/1/93	8/?/93	Microsoft	Software Test Engineer			0.00	0.000		0.00	0.000	0.00	0.00
1993	10/?/93	12/31/93	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1994	1/1/94	2/?/94	Cliff's Computers	Technical Support			0.00	0.000		0.00	0.000	0.00	0.00
1995	2./?/95	4/?/95	Snelling & Snelling	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1995	5/?/95	12/?/95	Wash State Parks	Administrative Assistant Temp Services			0.00	0.000		0.00	0.000	0.00	0.00
1996	1/?/96	12/31/96	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1997	1/1/97	12/31/97	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	1/1/98	9/?/98	Wenatchee Valley College	Administrative Assistant			0.00	0.000		0.00	0.000	0.00	0.00
1998	9/?/98	12/31/98	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
1999	1/1/99	8/31/99	Mission Control	Operations Manager			0.00	0.000		0.00	0.000	0.00	0.00
			TOTALS							**0.00**	**0.00**	**0.00**	

Vocational Worksheet Example 1:

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1978	1/1/78	12/31/78	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	2000.00	0	0		
1979	1/1/79	12/31/79	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	4000.00	0	0		
1980	1/1/80	12/31/81	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	6000.00	0	0	MIN OCC MET	
1981	1/1/81	8/31/82	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	8000.00	0.00	0.000	20.00	20
1982	1/1/82	8/31/83	Smith Auto	Mechanic	8.00	260	2000.00	1.000	2000.00	10000.00	0.00	0.000	20.00	40
1983	1/1/83	8/31/84	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	12000.00	2000.00	1.000	20.00	60
1984	1/1/84	8/31/85	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	14000.00	2000.00	1.000	20.00	80
1985	1/1/85	8/31/86	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	16000.00	2000.00	1.000	20.00	100
1986	1/1/86	8/31/87	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	18000.00	2000.00	1.000	20.00	120
1987	1/1/87	8/31/88	Smith Auto	Foreman	8.00	260	2000.00	1.000	2000.00	20000.00	2000.00	1.000	20.00	140
1988	1/1/88	5/1/89	Smith Auto	Foreman	8.00	100	800.00	0.400	800.00	20800.00	800.00	0.400	8.00	148
1988	5/2/89	12/31/88	Bellingham Tech	Program Instructor	8.00	150	1200.00	0.600	1200.00	22000.00	1200.00	0.600	12.00	160
1989	1/1/89	12/31/89	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	24000.00	2000.00	0.000	20.00	180
1990	1/1/90	12/31/90	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	26000.00	2000.00	0.000	20.00	200
1991	1/1/91	12/31/91	Bellingham Tech	Program Instructor	8.00	260	2000.00	1.000	2000.00	28000.00	2000.00	0.000	20.00	220
			TOTALS				**28000.00**	**14.00**			**18,000.00**	**6.00**	**220.00**	**220.00**
												MAX 6.0		

Reached Max 6.0 years

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: MA 0 Step 6

NOTES:

1. **2,000 hours paid occupational experience is the maximum allowed per year.**
2. 2,000 hours paid occupational experience equals one year of experience.
3. Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4. Years of experience granted = annual management hours divided by 2000

Vocational Worksheet Example 2:

CATHY COOK

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1997	W4 $2,263.64		Camp Fun	AM Baker			258.41	0.129	258.41	258.41	0.000	0.000	0.00	0.00
1998	No Records		Camp Fun	AM Baker			0.00	0.000	0.00	258.41	0.000	0.000	0.00	0.00
1999	1/1/99	12/31/99	Camp Fun	AM Baker			967.00	0.484	967.00	1225.41	0.000	0.000	0.00	0.00
2000	1/1/00	12/31/00	Camp Fun	AM Baker			1894.25	0.947	1894.25	3119.66	0.000	0.000	0.00	0.00
2001	1/1/01	2/28/01	Camp Fun	AM Baker			127.75	0.064	127.75	3247.41	0.000	0.000	0.00	0.00
2001	3/1/01	12/31/01	Great Bakery	Baker			1457.00	0.729	1457.00	4704.41	0.000	0.000	0.00	0.00
2002	1/1/02	12/31/02	Great Bakery	Baker			1295.59	0.648	1295.59	6000.00	0.000	0.000	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2002	1/1/02	12/31/02	Great Bakery	Baker			562.41	0.281			0.000	0.000	5.62	5.62
2003	1/1/03	12/31/03	Great Bakery	Baker			2013.00	1.000			0.000	0.000	20.00	25.62
2004	1/1/04	12/31/04	Great Bakery	Baker			1989.00	0.995			0.000	0.000	19.89	45.51
2005	1/1/05	7/16/05	Great Bakery	Baker			874.00	0.437			0.000	0.000	8.74	54.25
2005	7/17/05	12/31/05	No Employment								0.000	0.000	0.00	54.25
2006	12/1/06	3/1/07	All Time Sports	Lodge Manager - verified Supervisory			362.00	0.181			362.000	0.181	3.62	57.87
2007	12/1/07	3/5/08	All Time Sports	Lodge Manager - verified Supervisory			360.00	0.180			360.000	0.180	3.60	61.47
2008	12/1/08	3/1/09	All Time Sports	Lodge Manager - verified Supervisory			61.00	0.031			61.000	0.031	0.61	62.08
2008	6/21/08	11/18/08`	Wenatchee Valley College	Instructor			40.00	0.020			40.000	0.020	0.40	62.48
			TOTALS				**6261.41**				**823.000**	**0.412**		**62.5**
												MAX 6.0		

Issues:	
1	Need verification forms that are completed and signed by the former employers. You can prepare; send to them and have them sign off.
2	Need verification if Great Bakery was supervisory or not. Says "supervisor" on one form; but not signed by emloyer.
3	1999 Camp Fun. I can't see where you get 957 hours; other than you took her wages and divided it by $9 per hour??
4	1997 Camp Fun. Have W 4 so can get average wage and calculate but need to record.
5	Super Mountain Natural Foods - I would need a description of her actual job title, Assistant Manager to determine applicability as well as a definition of what she
6	I don't concur with previous calculation from prior district based on data provided.
7	I don't see any other educational records for her so my report is based on her occupational experience.
8	For 1997 Using W-4 of $2,263.64 used Bureau Stats showing wage for 1999 was $9.06. $2,263.64 divided by $8.76 per hour = 258.41 work hours at Camp fun for 1997. Added to record.
9	Backed off of that a 3.5% Cost of Living for 1998 and used $ 8.76 per hour for 1997 (which appears to be pretty accurate as her wages in 1999 were $9.00 per hour for the same work per that employer).
10	Verified that Super Mountain was a retail clerk and not related so not counting that experience.
11	Confirmed all other experience is now verified - Camp Fun 1999-2001; Great Bakery 2001-2005 (and confirmed Lead Pastry Baker was not supervisory; Verified All Time Sports and confirmed Lodge Manager was supervisor; and Wenatchee Valley College.
12	Placement should be correct at BA 45 Step 0 (.392 years)

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Vocational Worksheet Example 3:

LUCY LAWYER

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Experience Granted	ee Credits Granted	Non-Degree Cum
1998	7/1/98	12/31/98	Chelan County Juvenille Center	Juvenille Custody	8.00	132	1056.00	0.528	1056.00	1056.00	0	0	0.00	0.00
1999	1/1/99	12/31/99	Chelan County Juvenille Center	Juvenille Custody	8.00	260	2000.00	1.000	2000.00	3056.00	0	0	0.00	0.00
2000	1/1/00	12/31/00	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000	2000.00	5056.00	0	0	0.00	0.00
2001	1/1/01	6/13/01	Chelan County Juvenille Center	Admin Asst	8.00	118	944.00	0.472	944.00	6000.00	0	0	0.00	0.00
Meets minimum 6000 occupational hours in the industry														
2001	6/14/01	12/31/01	Chelan County Juvenille Center	Admin Asst	8.00	142	1216.00	0.608			0.000	0.000	12.16	12.16
2002	1/1/02	12/31/02	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	32.16
2003	1/1/03	12/31/03	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	52.16
2004	1/1/04	12/31/04	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	72.16
2005	1/1/05	12/31/05	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	92.16
2006	1/1/06	12/31/06	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	112.16
2007	1/1/07	12/31/07	Chelan County Juvenille Center	Admin Asst	8.00	260	2000.00	1.000			0.000	0.000	20.00	132.16
2008	1/1/08	12/31/08	Chelan County Juvenille Center	Office Manager-	8.00	260	2000.00	1.000			2000.000	1.000	20.00	152.16
2009	1/1/09	2/23/09	Chelan County Juvenille Center	Office Manager-	8.00	38	304.00	0.152			304.000	0.152	3.04	155.20
Verified that she met the requirements of the "initial" vocational certificate as of 1/28/2008. She completed the following courses after that date that will apply as Non-Degree Credits														
2009		5/31/09	WSU	Child Abuse			2.00	s					3.00	158.20
2009		5/31/09	WSU	Voc Tchr Training			3.00	Semesters					4.50	162.70
			TOTALS				**15520.00**	**7.76**			#####	**1.152**		**162.7**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.

PLACEMENT: (Voc) MA 0 Step 1

Vocational Worksheet Example 4:

JERRY JAILER
Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occupational Experience	Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
1992	3/20/92	12/31/92	ABC Indian Nation	Counselor - Probation	8.00	208	1664.00	0.832	1664.00	1664.00	0	0	0	0
1993	1/1/93	12/31/93	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	3664.00	0	0	0	0
1994	1/1/94	12/31/94	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000	2000.00	5664.00	0	0	0	0
1995	1/1/95	2/28/95	ABC Indian Nation	Probation Officer	8.00	42	336.00	0.168	336.00	6000.00	0	0	0	0
Meets minimum 6000 occupational hours in the industry														
1995	3/1/95	12/31/95	ABC Indian Nation	Counselor - Probation	8.00	218	1744.00	0.872			1744.00	0.872	17.44	17.44
1996	1/1/96	12/31/96	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	37.44
1997	1/1/97	12/31/97	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	57.44
1998	1/1/98	12/31/98	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	77.44
1999	1/1/99	12/31/99	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	97.44
2001	1/1/00	12/31/00	ABC Indian Nation	Counselor - Probation	8.00	260	2000.00	1.000			2000.00	1.000	20.00	117.44
2002	1/1/02	2/14/02	ABC Schools	Drug Prevention	8.00	32	256.00	0.128			256.00	0.128	2.56	120.00
2003	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	136.40
2004	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	152.80
2005	9/1/00	8/31/01	ABC Indian Nation	Drug Prevention	8.00	205	1640.00	0.820			0	0.000	16.40	169.20
			TOTALS				**#####**	**8.87**	**0**		**0**	**6.000**		**169.2**
												Max 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.
*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

PLACEMENT: (Voc) MA 0 Step 6

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

Issues:	
1.	Verified Counselor-Probation Officer was related to CTE Assignment
2	Verified Drug Prevention Officer was related to CTE Assignment

Vocational Worksheet Example 5:

VAL VIDEO

Career and Technical Salary Placement Calculation

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE Hrs/2000	Minimum Occupational Experience	Cum Occup Exp =6000 Hrs Req'd	Mgt Hrs	Years of Experience Granted	Nondegree Credits Granted	Non-Degree Cum
2004	7/1/04	12/31/04	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2005	1/1/05	12/31/05	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2006	1/1/06	12/31/06	Val's Videos	Owner - No records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2007	7/1/07	12/31/07	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2008	1/1/08	12/31/08	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
2009	1/1/09	2/28/09	ABC Video Store	Owner - Bank Records			0.00	0.000	0.00	0.00	0	0	0.00	0.00
HAV NOT BEEN ABLE TO VERIFY 6000 HRS MIM OCC EXPERIENCE														
			TOTALS				**0.00**	**0.00**	**0**	**0.00**	**0.00**	**0.000**	**0.00**	**0.00**
												MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.
requirement has been met.

NOTES:

1	2,000 hours paid occupational experience is the maximum allowed per year.
2	2,000 hours paid occupational experience equals one year of experience.
3	Annual hours worked (2,000 hours maximum) divided by 100 = nondegree credits.
4	Years of experience granted = annual management hours divided by 2000.

PLACEMENT: (Voc) BA 0 Step 0

Issues:

1. Self employed 2004 - 2009. Owner of both businesses
2. Documentation presented includes:
   - a. Val's Videos. Dept of Revenue Business Registration 7/9/04 showing taxes will be due annually & $20 processing receipt
   - b. Secretary of State document verifying ABC Video Store Inc as a business
   - c. Ledger balance sheet from Bank for Val's Video for March 09
   - d. Bank statements for Val'sVideo for July 07, August 07, Sept 07, Oct 07, Nov 07, Dec 07 = 6 months
   - e. Bank statements for Val's Video for Jan-Dec 2008 = 12 months
   - f. Bank statements for Val's Video for Jan-Feb 2009 = 2 months

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Documentation of Experience Issues

When verifications of employment for vocational experience are being processed, be sure to document:

1. **By Calendar Yea**r (January 1 to December 31), the actual hours of work paid. This becomes the "numerator." The denominator for the vocational year is 2000 hours. If a person worked 2080 hours or any hours in excess of 2000 there is no added credit. 2000 hours = 1.0 FTE for that calendar year.
2. The **name of the position, whether it meets the management criteria or not, and obtain a job description if possible** to further document the management experience determination.
3. If "normal" documentation **cannot be obtained**, such as situations with self-employment or the prior employer has gone out of business, experience can be documented utilizing other evidence. However, resumes, job applications and sworn affidavits are NOT valid documents. Documentation that is valid includes: s:
    a. Tax returns
    b. Business license
    c. Bonding insurance
    d. Social security records
4. If at all possible, try to obtain some form of verification of employment from the prior employer stating the position, management experience, full or part time, and the start and end date. With that you can use other tools to "back into" the experience.

Note: These same rules apply when verifying ESA experience ☺

Vocational Example – Backing into Experience

EMPLOYEE NAME

Career and Technical Salary Placement Calculation

Start Date: 9/1/1999 **Assignment: Businss Education** **Degree** **No** **Used:** **N/A**

Year	From	To	Employer	Occupation	Hrs Day	Days Yr	Hours Worked	FTE	Occup Exp =6000 Hrs	Mgt Hrs	Mgt FTE	Nondegree Credits Granted	Non-Degree Cum
1989	See Tab 2-BLS Wages 89-90		Volt Service Corp; Marketing Plus, Steeler	Word Proceessing; Desk Top Publish			1762.18	0.881	1762.18				
1990	See Tab 2-BLS Wages 89-90		Volt Service	Word Proceessing;			254.71	0.127	2016.89				
1990	2/14/90	12/31/90	Microsoft	Software Test Engineer	8	229	1832.00	0.916	3848.89				
1991	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	250	2000.00	1.000	5848.89				
1992	1/1/92		Microsoft	Software Test Engineer	8	18.889	151.11	0.076	**6000.00**				
MEETS MINIMAL OCCUPATION 6000 HOURS													
1992	1/1/91	12/31/91	Microsoft	Software Test Engineer	8	231.111	1848.89	0.924		0.00	0.000	18.49	18.49
1993	1/1/93	8/14/93	Microsoft	Software Test Engineer	8	162	1296.00	0.648		0.00	0.000	12.96	31.45
1993	See Tab 3-BLS Wages 93-94		Cliff's Computers - See Tab 4 BLS	Technical Support Engineer			125.62	0.063		0.00	0.000	1.26	32.71
1994	See Tab 3-BLS Wages 93-94		Cliff's Computers & Longview Fiber - See Tab 4 BLS	Technical Support Engineer			321.23	0.161		0.00	0.000	3.21	35.92
1998	See Tab 4-BLS Wages 98-99		Wenatchee Valley College & Go Pages	Administrative Assistant			1378.62	0.689		0.00	0.000	13.79	49.70
1999	See Tab 4-BLS Wages 98-99		Go Pages	Administrative Assistant			862.55	0.431		0.00	0.000	8.63	58.33
			TOTALS							**0.00**	**0.00**	**58.33**	
											MAX 6.0		

*Minimum occupational experience requirement = 6,000 hours of paid occupational experience.

*Years of experience and nondegree credits are not granted until after the minimum occupational experience requirement has been met.

requirement has been met.

1	2,000 hours paid occupational experience is the maximum allowed per year

99-00 Placement: BA 45 Step 0

Bureau of Labor Statistics Wage Data for 1999. Always document web site:
http://www.bls.gov/bls/blswage.htm



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1999 National Occupational Employment and Wage Estimates

43-4021 Correspondence Clerks

Compose letters in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and typing correspondence.

These estimates are calculated with data collected from employers in all industry divisions in metropolitan and non-metropolitan areas in every State and the District of Columbia.

Employment estimate and mean wage estimates for this occupation:

Employment	46,160	RSE = 4.9 %
Mean hourly wage	$11.48	RSE = 0.9 %
Mean annual wage	$23,880	RSE = 0.9 %

(1)

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$8.14	$9.35	$11.05	$13.01	$15.81
Annual Wage	$16,920	$19,460	$22,980	$27,060	$32,890

BLS Wage Information for Occupation of "Correspondence Clerks"

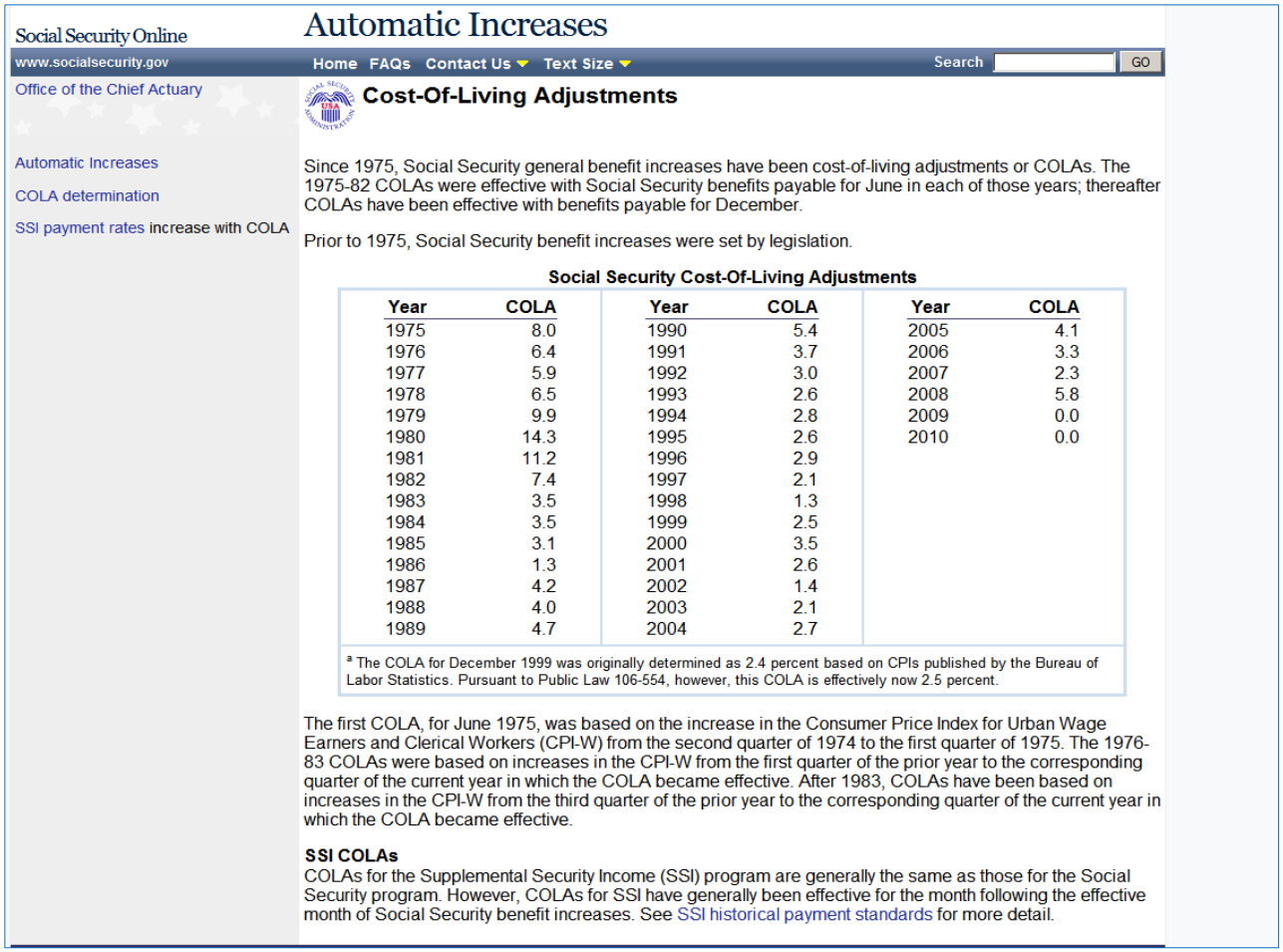
XX Employee was employed as a word processor and did desk top publishing.

1999 11.48 Mean Hourly Wage

Next Step: Used Cost of Living Index to back wages down from 1999 to 1989 and 1990.

Social Security Administration - Cost of Living Index

http://www.ssa.gov/oact/cola/colaseries.html



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Office of the Chief Actuary

Automatic Increases

COLA determination

SSI payment rates increase with COLA

Automatic Increases

Cost-Of-Living Adjustments

Since 1975, Social Security general benefit increases have been cost-of-living adjustments or COLAs. The 1975-82 COLAs were effective with Social Security benefits payable for June in each of those years; thereafter COLAs have been effective with benefits payable for December.

Prior to 1975, Social Security benefit increases were set by legislation.

Social Security Cost-Of-Living Adjustments

Year	COLA	Year	COLA	Year	COLA
1975	8.0	1990	5.4	2005	4.1
1976	6.4	1991	3.7	2006	3.3
1977	5.9	1992	3.0	2007	2.3
1978	6.5	1993	2.6	2008	5.8
1979	9.9	1994	2.8	2009	0.0
1980	14.3	1995	2.6	2010	0.0
1981	11.2	1996	2.9		
1982	7.4	1997	2.1		
1983	3.5	1998	1.3		
1984	3.5	1999	2.5		
1985	3.1	2000	3.5		
1986	1.3	2001	2.6		
1987	4.2	2002	1.4		
1988	4.0	2003	2.1		
1989	4.7	2004	2.7		

[a] The COLA for December 1999 was originally determined as 2.4 percent based on CPIs published by the Bureau of Labor Statistics. Pursuant to Public Law 106-554, however, this COLA is effectively now 2.5 percent.

The first COLA, for June 1975, was based on the increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) from the second quarter of 1974 to the first quarter of 1975. The 1976-83 COLAs were based on increases in the CPI-W from the first quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective. After 1983, COLAs have been based on increases in the CPI-W from the third quarter of the prior year to the corresponding quarter of the current year in which the COLA became effective.

SSI COLAs

COLAs for the Supplemental Security Income (SSI) program are generally the same as those for the Social Security program. However, COLAs for SSI have generally been effective for the month following the effective month of Social Security benefit increases. See SSI historical payment standards for more detail.

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Compute to 1989-90	Reduce by Cola	Reduce by Cola
1999	$ 11.48	
1998	$ 11.33	1.3%
1997	$ 11.09	2.1%
1996	$ 10.77	2.9%
1995	$ 10.49	2.6%
1994	$ 10.20	2.8%
1993	$ 9.93	2.6%
1992	$ 9.63	3.0%
1991	$ 9.28	3.7%
1990	**$ 8.78**	5.4%
1989	**$ 8.36**	4.7%
1989	**Social Security Wages**	
Volt Service		$ 1,819.00
Marketing Plus		$ 10,863.29
Steeler Inc.		$ 2,057.07
	Total 1989:	$ 14,739.36
1989 Determined Hrly Rate		$ 8.36
Determined Hours Worked	1989	**1762.18**
1990	**Social Security Wages**	
Volt Service		$ 2235.50
	Total 1990:	$ 2235.50
1990 Determined Hrly Rate		$ 8.78
Determined Hours Worked	1990	**254.71**

REPORTING ADDED NON-DEGREE CREDITS FOR "V" STAFF

WAC 392-121-259 – Non Degree Credits

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows (**all of which are reported as Non-Degree Credits**)

> (b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2). Clock hours of vocational/career and technical educator used in determining non-degree credits MUST BE EARNED AFTER MEETING THE MINIMUM CERTIFICATION REQUIREMENTS, regardless of when the initial certificate is issued

Therefore, vocational instructors can continue to accumulate non-degree credits during their employment subject to the WAC as noted above. WAC 181-77-003 (2) is listed below for your reference.

(2) "Career and technical education educator training" shall mean those career and technical education programs, courses, seminars and workshops offered for the purpose of career and technical education certification in compliance with chapter 181-85 WAC

If you are uncertain if courses meet these requirements, you may contact OSPI Career and Technical Education at 360-725-6245.

Do note that all non-degree credits that are not converted occupational experience must all satisfy one of the seven (7) course criteria. So be sure to WAC stamp your documentation!

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WAC 392-121-259 – Non-degreed Credits

As used in this chapter, "nondegree credits" means credits recognized for nondegreed certificated instructional employees as follows:

(3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience (100 hours = one credit) as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) (earned AFTER 6000 hours has been met) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Nondegree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year. (Max credits per year = 20)

(iii) Nondegree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d). (Experience gained working in a school, college, government agency, military or sabbatical requiring a certificate can be counted towards non-degreed credits)

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12) (courses, seminars, workshops for CTE certification compliance). Clock hours of vocational/career and technical education educator training used in determining nondegree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), (complete a PESB approved program) regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

3a. 100 occupational hours equals one credit

3a.i Non-degreed credits from occupational experience must be earned after 6000 hours has been met

3a.ii Maximum non-degreed credits per year is 20

3b. Non-degreed credits from clock hours must be earned after completion of PESB approved program.

WHAT HAPPENS WHEN A "V" DEGREE GETS A DEGREE?

The high degree is changed and reported as "H" for Hold Harmless!

For high degree 'H" persons, report only eligible non-degree credits determined by WAC 392-121-259 (3)

3) Persons holding valid vocational/career and technical education certificates as provided for in chapter 181-77 WAC shall accumulate recognized credits as follows:

(a) One credit for each one hundred clock hours of occupational experience as defined in WAC 181-77-003(7), subject to the following conditions and limitations:

(i) Clock hours of occupational experience used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements of three years (six thousand hours) as established in WAC 181-77-041 (1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

(ii) Non-degree credits based on occupational experience shall be limited to a maximum of twenty credits per calendar year.

(iii) Non-degree credits based on occupational experience shall exclude experience determined pursuant to WAC 392-121-264 (1)(a) through (d).

(b) One credit for each ten clock hours of vocational/career and technical education educator training meeting the requirements of WAC 181-77-003 (2), (9), or (12). Clock hours of vocational/career and technical education educator training used in determining non-degree credits must be earned after meeting the minimum vocational/career and technical education certification requirements as established in WAC 181-77-041 (1)(b) and (c), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Basically the person is held harmless and their experience and previous credits are still reported. Here are some examples:

Examples—Vocational/CTE Instructors and Nondegree Credits

2J: A vocational/CTE instructor whose highest degree type is **V** has documented 65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience received after meeting minimum vocational/CTE certification requirements. Report 75 credits in *Item B.6, Nondegree Credits*. Report nothing in *Items B.3, Academic Credits, B.4, In-service Credits, and B.5, Excess Credits.*

2K: Another vocational/CTE instructor whose highest degree type is **B** has documented 65 approved vocational/CTE teacher training credits and 3,000 hours of occupational experience received after meeting minimum vocational/CTE certification requirements. Report no credits in *Item B.6, Nondegree Credits,* because this person has a degree. Check to see if the approved vocational/CTE teacher training qualifies as in-service or academic credits.

2L: A vocational/CTE instructor received a first bachelor's degree on August 31, 2014. For the 2013–14 school year this individual was reported with highest degree type **V** and 75 credits in *Item B.6* (65 approved vocational/CTE teacher training credits and ten credits of converted occupational experience). For the 2014–15 school year report this person with highest degree type **H.** Continue to report 75 credits in *Item B.6, Nondegree Credits,* but do not add any additional nondegree credits. Report any academic and in-service credits earned since the bachelor's degree in *Items B.3, Academic Credits,* and *B.4, In-service Credits*. Report nothing in *Item B.5, Excess Credits.*

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Obtaining a Master's Degree

Once an individual obtains a Master's Degree they are always reported with high degree of M. Their previously reported management experience counts, but they start over with credits just as if they were not reported as V degree.

Example

- Person reported in the previous year with 5 years management experience, 2 years teaching experience and 140 non-degree credits, with placement of MA 0 Step 7.
- Person now obtains a MA degree.
- Calculate credits to MA degree (example 52).
- Subtract 45 with a net 7 excess credits.
- Although the previous non-degree credits are reported, they are not used.
- The placement will still be MA 0, Step 7.
- However, the person can now record additional hours and continue on to MA 45 or MA 90.

VOC EXPERIENCE VERIFICATION LETTER

(District Letterhead)

(Date)

Name of Employer
Address of Employer
City, State, Zip

Re: Verification of Employment for (Name of Employee)

Dear (Employer Name):

The (Your District Name) has employed (Employee Full Name) as a teacher in our vocational education program. In order to grant the appropriate experience on our salary schedule, Washington State law requires that school districts verify this individual's prior work experience in a very specific manner.

Please complete the form attached to this letter and return it to our office. To assist with this verification we are providing the following information from this employee:

Employee SSN	
Dates of Service	
Position(s) Held	

The employee has also provided a release for this information by the signature indicated below:

> I authorize you to release all information requested in the attached Verification of Employment to the school district listed above.

_____

Employee Signature Date

Should you have questions or need assistance processing this request please contact (Name, Phone Number, and Email of contact at your district). Thank you.

Sincerely,

(Name)
(Title)

Sample Vocational Experience Verification Form

Verification of Occupational Experience for Vocational Teachers

Please follow instructions carefully to ensure full credit on our salary schedule for this employee.
List dates of service from Mo/Day/Yr to Mo/Day/Yr for each **calendar** year. **Use one line for each work year or change in position.**

1. List the position title.
2. Circle yes if this position was considered management in nature, no if it was not. (Management experience is defined by WAC 180-77-003(6) as "…work as a supervisor, foreman, or manager in the occupational area in which the person will instruct.") Instructional Area _____
3. List the number of hours paid per year the employee worked. For example, a full-time employee who works 8 hours a day for 260 days would have 2080 hours per year.
4. Other comments or explanations.

Dates of Service for each year (M/D/Y – M/D/Y)	Position Title	Management Position? Yes or No	Hours Per Day Worked	Days Per Year Worked	Hours Per Year Worked	Other Comments
Example: 2/10/00 – 12/31/00	*Auto Mechanic*	*No*	*8.0*	*214*	*1712*	*Hired as Auto Mechanic*
Example: 1/1/01 – 8/31/00	*Lead Auto Mechanic*	*Yes*	*8.0*	*173*	*1384*	*Resigned – moved*

Employer Verification Signature	Employer Verification Title	Employer Verification Email Address
Date	Telephone Number	Fax Number

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QUESTIONS

ABOUT

V OR S STAFF REPORTING



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HELPFUL REMINDERS!

1. **Colleges/Technical Schools**. Employment in public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.

Helpful Questions:

Question 1

Was the employer a college/university or technical/vocational school? This information should be on the verification form. Use the internet to search if needed to verify.

Question 2

Was the position held comparable to a certificated position in Washington school districts?

There is no certification requirement for college employment. The decision is based solely on the comparability of the position. Obtaining a job description can be very helpful. Here are a few examples:

Dean of Students	Yes – would be comparable
Graduate Assistant	Questionable. Must ensure that the position was equal to a classroom teacher, e.g. does lesson plans; provides direct instruction; responsible for grading.
Administrative Assistant	Questionable. This could be a title that reflect an administrative position equivalent to an assistant principal. On the other hand, it could be secretary position which would not be comparable. This is a good example of why a job description is useful.
Custodian	No – not comparable.

2. **Governmental Agency**. Employment in a governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician.

Helpful Questions:

Question 1

Was the employer a governmental agency as defined above? Employment at US Department of Education, OSPI and the ESDs are examples of governmental agencies.

Question 2

Was the position held a "professional" position? There is no certification requirement. The determination is solely based on the definition of the position. See the definition of duty root 96, Professional ("Requires a high degree of knowledge and skills acquired through at least a baccalaureate degree or its

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equivalent.") A job description can be helpful in making this decision. Other than the examples cites above other professional positions that would qualify include nurse, OT, PT, administrator, psychologist, SLP. Here again the title of the position can be misleading. An administrative assistant may be something equal to an administrative position or it may be a secretarial position.

3. **Service**. Military, Peace Corps, or Vista service which interrupted professional education employment.

Helpful Questions:

Question 1

Did the service interrupt the professional education employment of the employee? If it did not interrupt, it cannot be counted. As an example, if the person went directly into Peace Corps from college and did not teach first, that experience cannot be reported. On the other hand, if the person substitute taught in a position that required a teaching certificate and then went into the Peace Corps and came back into teaching, then the experience would count.

Question 2

Does it matter what position they were employed in? No, the verification form must just verify their service in the military, VISTA or Peace Corps.

4. **Sabbatical Leave.** Sabbatical Leaves are fairly uncommon but when used typically grant a person a partial pay for the time they are on a leave of absence.

Helpful Questions:

Question 1

Can the teacher's union president's leave time be reported as sabbatical leave? Yes. In fact, it should be reported this way where the district authorizes a leave of absence and the union reimburses the district for pay. Additionally when such leave is approved by the Board of Directors it should be stated as a sabbatical leave. Be sure to change your reporting duty code accordingly.

5. **Non-Degree Vocational Experience.** For non-degreed vocational/career and technical education instructors, up to a **maximum of six years of management experience** as defined in WAC 181-77-003 which states: "**Management experience" shall mean work as a supervisor, foreman or manager in the occupational area in which the person will instruct**. Additionally such experience must have been acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

Helpful Questions:

Question 1

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Do you have a valid verification of employment citing the name of the employer, dates to and from, position held, and job description, or an equivalent in other appropriate documents? Never grant vocational experience without the appropriate documentation. This is one of the most difficult pieces of processing CTE staff.

Question 2
Did the experience occur after the person acquired 6000 work hours in the occupation to be taught? You must also have documentation that verifies the initial 6000 hours. You cannot use the employees "self-testimony" or a resume. You can only report management experience after the documented 6000 hours are met.

Question 3
Did the position meet the management definition requirement? You must have documentation that the position was either a supervisor, foreman or manager. There are no exceptions and this is a frequent error.

6. **ESA Experience.** Beginning in the 2007–08 school year, for ESA staff (occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers), years of experience may include employment in those positions but is limited to two years. While some districts locally grant credit for more than 2 years, only a maximum of 2 years can be reported on the S-275.

Helpful Questions:

Question 1
Who is the employer? Frequently the employee will indicate they provided services for a school district. You need to verify who provided their pay check. That is the employer. Typically we find that the school district was not the employer and it was some other agency (or self-employment). In this case you may report up to 2 years of ESA experience if it is properly documented.

Question 2
What if we are not able to obtain a verification form directly from the employer? Similar to the rules for granting vocational experience, you may utilize social security statements, tax returns, business licenses, bonding insurance or worker compensation reports.

Question 3
Are there specific requirements? Yes. For some positions a license, degree or other educational credentials are requirement. The best tool is to utilize the ESA Summary Table found in the S-275 Reporting Instructions and shown below. We recommend that you print a copy of this table; add the employee name at the top; and note or add documentation to verify the requirements are met.

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SECTION 6

Lessons

Learned

From

Auditors

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FY13 Staff Mix Errors

Cause of error	Number references in audit memos	Percent
Clerical error (math computation, data input….)	32	21%
Misclassification of credits (generally excess/academic)	29	19%
Credits not reported	26	17%
Double counted credits	15	10%
Lack of support for credits reported	7	5%
Rounding errors or inconsistencies	7	5%
Did not convert semester credits to quarter credits	4	3%
Miscalculate years experience	3	2%
System conversion date issue - credits not counted	3	2%
Relied on incorrect yrs experience calculation prior district	3	2%
Unknown	2	1%
Reported in-service less than 3 hours in length	2	1%
Lack of credit approvals	2	1%
Did not report credits because already M + 90	2	1%
Miscalculation substitute experience or did not report	2	1%
Reported tribal instructors exp + credits to match pay	2	1%
lacked employee contract	1	1%
lack of support yrs experience	1	1%
Did not deduct 45 credits at Masters	1	1%
Files only reviewed when salary changes	1	1%
Miscalculation excess credits	1	1%
Did not convert in-service hours to credits	1	1%
Counted in-service credits registered for but not taken	1	1%
Reported credits prior to BA	1	1%
Incorrect vocational instructor calculations	1	1%
District requires original transcripts - not in file	1	1%
Exceeded 1 FTE per year	1	1%
Instructor contract FTE increased but S275 not updated	1	1%
Reported out-of-state in-service credits	1	1%
No support for highest degree earned	1	1%
Total	155	

Audit Errors

Because staffing data is used to determine state funding, S-275 data reported to OSPI must be properly documented. Errors on the S-275 report should be corrected promptly. Documentation must be available for audit by the Washington State Auditor's Office. Audit findings can result in the adjustment of school district allocations after the end of the school year. In recent years, audit reports noted the following S-275 reporting errors:

- **Improperly accepted a master's degree from a non-accredited college.** [Degrees must be earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-250.]
- **Reported a grandfathered (G) bachelor's degree when eligible credits totaled less than 135.** [Example: Employee earned less than 135 total credits before January 1, 1992. References: RCW 28A.150.410(3) and WAC 392-121-270(2).]
- **Misclassified degree type.** [Example 1: Highest degree should have been reported as master's degree instead of grandfathered bachelor's degree. Example 2: District reported incorrect date for award of master's degree; master's degree was awarded before October 1 snapshot date, but not reported.]
- **Did not have on file, for instructors with master's degrees, transcripts documenting the award of the bachelor's degree from the granting institution.** [For certificated employees with a master's degree, districts should have on file documentation of the employee's first bachelor's degree. This is required to calculate excess credits and properly determine the employee's total eligible credits. Reference: WAC 392-121-280(1).]
- **Improperly reported a vocational/CTE instructor as "nondegreed: when the instructor had a bachelor's degree and did not meet the criteria/definition of "nondegreed".** [Reference: WAC 392-121-250.]
- **Reported academic credits earned from a non-accredited institution.** [Report only those academic credits earned from an institution of higher education that is regionally accredited or is accredited by the distance education and training council. Reference: WAC 392-121-255(3).]
- **Improperly counted academic credits that were below college level.** [Report only academic credits that are transferable or applicable to a bachelor's or more advanced degree program. Reference: WAC 392-121-255(4).]
- **Improperly reported credits that were earned prior to the award of a bachelor's degree as academic credits.** [Report only academic credits earned after the awarding or conferring of the employee's first bachelor's degree. Reference: WAC 392-121-255(1).]
- **Did not convert semester credits to quarter credits.** [Example: 3.0 semester hour credits should be reported as 4.5 quarter hour credits. Reference: WAC 392-121-255(7).]
- **Counted transfer credits without a copy of the transcript from the college that awarded the credits.** [Credits are to be documented by transcripts from the institution awarding the credits. Reference: WAC 392-121-280(2)(c).]
- **Counted same credits twice.**
- **Did not convert clock hours to in-service credits.** [Example 1: 7 clock hours should be reported as 0.7 in-service credits. Example 2: 15 continuing education credit hours should be reported as 1.5 in-service credits. Reference: WAC 392-121-257(7).]
- **Counted in-service credits which totaled less than 3.0 hours.** [Count only in-service programs which total 3 or more hours. Reference: WAC 181-85-030(6).]
- **Improperly reported in-service credits earned in another state.** [Count only Washington

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Washington- approved in-service credits. Reference: WAC 392-121-257(3).]

- **File contained eligible credits that district didn't report.** [For state reporting purposes, count all eligible credits earned on or before October 1, even if you don't receive the documentation until after October 1. References: WAC 392-121-255(2) and WAC 392-121-257(2)
- **Did not calculate credits in excess of 45 earned between the bachelor's and master's degrees to establish excess credits.** [For certificated employees whose highest degree is a master's degree, districts should report as excess credits those academic and in-service credits in excess of 45 earned after the awarding or conferring of the bachelor's degree and prior to the warding or conferring of the master's degree. Districts should then report academic and in-service credits earned after the awarding or conferring of the master's degree. Reference: WAC 392-121-261(2).]
- **Misclassified credit types, such as academic vs. excess.** [Example 1: Credits that were reported as academic credits should have been reported as excess credits. Example 2: Credits earned after master's degree reported as excess credits should have been reported as academic credits.]
- **Did not include eligible work experience towards nondegree credits.** [For "nondegreed" vocational/CTE instructors, report occupational experience beyond three years (6,000 hours) as nondegree credits. Reference: WAC 392-121-259(3)(a).]
- **Did not include eligible clock hours of vocational/CTE educator training toward nondegreed credits.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392-121-259(3)(b).]
- **Improperly included clock hours of vocational/CTE educator training toward nondegreed credits before the instructor met the program requirements for initial certification.** [For "nondegreed" vocational/CTE instructors, report as nondegree credits those clock hours which are earned after meeting the program requirements for initial certification. Reference: WAC 392- 121-259(3)(b).]
- **Inappropriately allowed a degreed vocational/CTE instructor to convert occupational experience to credits and years of experience.** [Nondegree credits and "management experience" apply only to nondegreed certificated instructional employees. Reference: WAC 392-121-259 and 392-121-264(1)(e).]
- **Did not have approval forms for eligible credits earned after September 1, 1995.** [Reference: WAC 392-121-262.]
- **Counted out-of-state substitute experience which didn't require certification.** [Count K–12 employment only for those positions which require certification, as determined by the state or other governmental unit in which employment occurred. Reference: WAC 392-121-264(1)(a).]
- **Did not include experience credit for substitute hours.** [Count all K–12 employment in positions which require certification. Reference: WAC 392-121-264(1)(a).]
- **Incorrectly converted substitute days from out-of-district to the number of equivalent days in the district, instead of using 180 days.** [Reference: WAC 392-121-264(2)(b).]
- **Incorrectly counted experience which did not meet criteria.** [Reference: WAC 392-121-264.]
- **General mathematical and clerical errors in recording credits and years of experience, including data entry and rounding.**
- **Lacked supporting documentation for earned credits and years of experience.** [Example 1: No transcript. Example 2: Academic credits documented by a registration form instead of transcript. Reference: WAC 392-121-280.]
- **Did no update files as credits were earned, but only when approaching changes to LEAP placement.**

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Things we have learned from our reviews and working with auditors!

- Start Early
- Be Organized
- Be Detailed
- Be Very, Very Knowledgeable
- Keep current with training/info
- Keep historical notebooks (S 275 instructions)
- Maintain documentation!!!
- Be conservative – ask first, then pay and/or report
- Seek help – the auditors are your friends – really!!!
- Keep notations on S275 edits

BE CAREFUL WITH…….

- Course Approval Codes
- Conversion of Semester Hours
- Master Degree Dates/Credits
- "Inservice" Hours Rules
  - Clock Hours
  - Non-Transfer Credits
  - Approved providers
- Vocational Placements
  - Non-Degree Credits
  - Documentation of experience
- Experience Calculations
  - After 1/1/92 - Documentation
  - Calculate "Denominator"
  - All Substitutes – 180 days

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TIME SCHEDULES

We recommend building an internal calendar to ensure you are completing activities in a timely manner. It helps to be organized!



- ✓ **Jan-Feb**
  - **Enrollment Projections**
  - **2nd Semester Schedule Checks**
  - **Check Certification to Assignments**
  - **Out-of-Endorsements to Board**
  - **Updating S275**
  - **Double Check K-4 Allocation Report**
  - **State Auditors Arrive**

- ✓ **Feb-March**
  - **Preliminary Staffing Projections**
  - **Staffing Analysis**
  - **Budget Changes**
  - **Meetings/Communications**

- ✓ **March-April**
  - **Staffing Placements**
  - **Transfer Processes**
  - **Confirm Leave Returns**
  - **Recruitment Activities**
  - **Firming up Staffing**
  - **Updating S 275**
  - **Negotiations**

- ✓ **April-May**
  - **Transfer Processes**
  - **Issue Certificated Contracts (Board authority)**
  - **Issue RIF or non-renewal notices if applicable**
  - **Recruitment and Hiring**
  - **Finalizing Staffing**
  - **Negotiations**

- ✓ **May-June**
  - **Finalize Staffing and Budgets**
  - **Hiring Activities**

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- ✓ **June-August**
  - **Final Budget Adopted by Board**
  - **Freeze Budget Data and Create "Actual" Data for comparison purposes**
  - **Check Certification for Assignments**
  - **Post Experience – Get LWOP from Payroll – Get added Instructional Activity FTE from Payroll**
  - **Check of New Hire Documentation – Certification, I-9, etc prior to start dates**

- ✓ **September**
  - **Initial Enrollment Counts**
  - **Estimates of K-4 Counts**
  - **Staffing Adjustments**
  - **Notices to Staff re: Credits/Experience**
  - **Final S 275 for prior year**

- ✓ **October-November**
  - **Staffing Adjustments**
  - **Official Oct 1 counts for S275 (KEMS)**
  - **S 275 for current year**
  - **Check New Hire Documentation**
  - **Out-of-Endorsements to Board**

- ✓ **December**
  - **Adjust S 275 for December reporting**

Helpful Contacts

Ross Bunda, OSPI
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Cheryl Thresher, Auditor's Office

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QUESTIONS

ABOUT

AUDITS



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SECTION 7

REVIEWING YOUR DATA

1801 Report

1. The 1801 report is available through your fiscal system. You should run this report every time you submit a 275 and maintain your final year-end report.
2. You should review it thoroughly to ensure your compliance.
3. You should also review it with business office staff.
4. Annually the reports are available for all districts on line at OSPI:

http://www.k12.wa.us/safs/reports1801.asp

Edit Report

- You should run and review your edit reports with each submission and maintain your final year end report.

- These reports help identify issues. You cannot submit without errors but you can submit with warnings. However, you should document on your report the issue with your warnings. For example, you may have a "benefits too low" warning because a person went on LWOP after October 1.

1801 Reports - Available for every district. You MUST review this information for compliance and make 275 corrections as needed.

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
01	160.745	9,246,885	57,525	651,607	4,054	1,601,097	9,960	18.34	1.61835	35,546
21	25.320	1,448,002	57,188	121,816	4,811	249,619	9,859	18.71	1.65495	34,556
22	0.900	57,756	64,173	4,279	4,754	9,167	10,185	18.75	1.88482	34,047
24	2.500	153,954	61,582	12,652	5,061	25,463	10,185	18.77	1.80868	34,048
31	14.230	767,011	53,901	76,946	5,407	145,655	10,236	19.09	1.54703	34,842
34	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
45	1.860	104,114	55,975	5,857	3,149	19,253	10,351	19.69	1.50606	37,167
51	4.660	263,820	56,614	18,934	4,063	47,017	10,090	17.78	1.66277	34,048
55	6.252	350,966	56,137	22,639	3,621	55,758	8,918	18.05	1.70739	32,879
56	2.100	138,313	65,863	16,097	7,665	21,298	10,142	17.92	1.88482	34,944
58	5.300	321,870	60,730	283,594	53,508	53,981	10,185	18.07	1.78366	34,048
64	0.190	10,334	54,389	747	3,932	1,907	10,035	18.87	1.59744	34,048
65	1.160	61,598	53,102	4,436	3,824	11,693	10,080	18.89	1.55961	34,048
88	1.770	108,993	61,578	7,153	4,041	18,027	10,185	18.02	1.80856	34,048
97	1.000	146,000	146,000			11,213	11,213	17.28	1.88482	77,461
Program 21 Instructional	24.720	1,388,215	56,158	121,816	4,928	242,891	9,826	18.71	1.64937	34,048
Program 21 Administrative	0.600	59,787	99,645			6,728	11,213	18.70	1.88482	52,867
K-12 Program 21 Instructional	21.950	1,217,367	55,461	25,677	1,170	214,679	9,780	18.70	1.62892	34,048

Program	FTE	Base Salary Total	Base Salary Average	Other Salary Total	Other Salary Average	Insurance Benefits Total	Insurance Benefits Average	Mandatory Benefits Avg Rate	Mix Factor LEAP 1	Derived Base
Program 26, 56, and 59 Instructional	2.000	128,348	64,174	16,097	8,049	20,288	10,144	17.87	1.88482	34,048
Program 26, 56, and 59 Administrative	0.100	9,965	99,650			1,010	10,100	18.70	1.88482	52,870
Program 31 Instructional	13.630	711,035	52,167	76,946	5,645	138,927	10,193	19.12	1.53216	34,048
Program 31 Administrative	0.600	55,976	93,293			6,728	11,213	18.74	1.88482	49,497
Program 34 Instructional	1.400	86,920	62,086	6,270	4,479	14,259	10,185	18.78	1.82347	34,048
K-3 BEA Instructional	56.408	2,960,752	52,488	29,106	516	541,022	9,591	18.52	1.54185	34,042
4-6 BEA Instructional	32.591	1,858,521	57,026			323,284	9,919	17.89	1.67433	34,059
7-8 BEA Instructional	24.099	1,326,045	55,025	8,172	339	236,654	9,820	18.33	1.61606	34,049
9-12 BEA Instructional	52.150	2,843,837	54,532	16,957	325	534,591	10,251	18.62	1.60162	34,048
K-12 BEA Instructional	165.248	8,989,155	54,398	87,322	528	1,635,552	9,898	18.39	1.59766	34,048
K-12 BEA Administrative	0.487	46,004	94,464			11,324	23,253	18.75	1.30317	72,488
BEA	179.235	10,350,930	57,751	740,680	4,132	1,791,476	9,995	18.40	1.61461	35,768
Instructional	213.200	11,751,105	55,118	1,223,026	5,737	2,110,084	9,897	18.40	1.61883	34,048
Administrative	16.187	1,515,431	93,620	3,244	200	175,322	10,831	18.39	1.82434	51,317
Other				6,757						
Active	229.387	13,266,536	57,835	1,233,027	5,375	2,285,405	9,963	18.40	1.63333	35,409



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QUESTIONS

ABOUT REVIEWING YOUR DATA



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SECTION 8

APPENDIX

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Engrossed House Bill 2242

In an April 2018 letter to Superintendents and Business Managers, Chris Reykadl, he said, "This letter is intended to provide clarity around the effective dates and share information about our plans to move forward during the 2018 – 19 transition year.

By way of background, in March 2018, the Legislature passed E2SSB 6362, which accelerated the implementation timeline for a new salary structure adopted in response to the *McCleary* litigation. Along with the increase in state funding, the legislature adopted new requirements related to the tracking of local revenue expenditures. Upon signing E2SSB 6362, Governor Inslee vetoed section 408, which directed the OSPI to adopt rules requiring the separate accounting of state and local revenues to expenditures by the 2018 – 19 school year. **The effect of this veto is that current law remains unchanged;** OSPI is required to adopt rules by the 2019 – 20 school year."

Background:
Engrossed House Bill 2242 (EHB 2242)
In the third special session of 2017, the Legislature enacted EHB 242. This legislation increased and revised state allocations for

- **K-12 basic education salaries,**
- **professional development days, and**
- **the prototypical school funding model**.

It also

- created a new state property tax for common schools at a total rate of $2.70 per $1,000 of assessed value when combined with the existing state property tax,
- revised local effort assistance up to $1,500 per student,
- capped school district levies at the lesser of $2,500 per student or $1.50 per $1,000 of assessed property value, and
- **limited use of these levies for enrichment outside of the state's basic education program**.

Basic Education: The Washington State Constitution provides, "It is the paramount duty of the state to make ample provision for the education of all children residing within its borders..." The Washington Supreme Court (court) has interpreted this to mean that the Legislature must define an instructional program of basic education for public schools and amply fund it from a regular and dependable source.
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Since 2012, when the **court found that the state had failed to meet its state constitutional paramount duty to amply fund a program of basic education** and retained jurisdiction, the Legislature has annually reported to the court on legislative progress towards amply funding a program of basic education. The July 2017 report to the court included summary information on EHB 2242. In the **November 2017 court order, the court declared it was satisfied that the new salary model established by EHB 2242 provides for full state funding of basic education salaries sufficient to recruit and retain competent teachers, administrators, and staff**. However, only half of the state salary increase under the new model was provided for the

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2018-19 school year, deferring full funding until the 2019-20 school year. The **court determined that the phase-in of the state salary allocations did not comply with the court's requirement to complete full implementation of the state's program of basic education by the 2018-19 school year. For that reason, the court found that the state had failed to fully comply with the court's order**, and it continued to retain jurisdiction.

School District Salaries: In 2017, through the enactment of EHB 2242, the Legislature phased-in increased state salary allocations for certificated instructional staff (CIS), certificated administrative staff (CAS), and classified staff (CLS) with 50 percent of the state funded increase implemented in the 2018-19 school year and 100 percent in school year 2019-20. Additionally, the Legislature reformed how school district staff salaries are established and adjusted in the future. These changes take effect with the2018-19 school year.

Before EHB 2242:

- Through school year 2017-18 the state allocated funding for certificated instructional staff (CIS) salaries **based on a grid which provides salary values that increase based on educational credit and years of experience.**
- Each district's CIS allocation is based on its **staff mix**, that is, the distribution on the state salary grid of the CIS hired by the district.
- Funding to support salaries for the classified staff (CLS) and administrative staff (CAS) is specified in the budget bill as a salary rate per state-funded staff person.
- **State salary funding was for allocation purposes only, and school districts were not required to hire staff according to the prototypical school staffing formula, nor were they required to pay CIS salaries according to the state CIS salary grid.**

After EHB 2242 (this is what will change how districts will report to the state):

- Beginning in school year 2018-19, the state **will cease using the state salary schedule to allocate CIS salaries** for school districts.
- This **eliminates use of a district's staff mix**.
- Instead, the state will allocate salary funding to school districts **based on minimum statewide average salaries** for each of the three school staffing categories.
- Beginning in school year 2018-19, the minimum allocated salaries must be increased in equal increments to the following amounts for school year 2019-20, adjusted for inflation from the 2017-18 school. In school year 2018-19 salaries are phased in at 50 percent:ŸŸ
  - Certificated Staff (CIS) — an average salary of $65,216;
  - Administrative Staff (CAS) — an average salary of $6,805; and
  - Classified Staff (CLS) — an average salary of $46,784.

Additional requirements are established for CIS salaries:

- Districts may not pay CIS less than $40,000, or more than $90,000, and
- salaries for CIS with five years' experience must be at least 10 percent more than the minimum salary.
- restrictions apply to salaries for the basic education program, and exclude supplemental contracts.
- Districts may exceed the caps for specified hard-to-staff positions.

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- Each of the minimum and maximum salaries is adjusted by inflation and by a district's regionalization factor.

Salary Regionalization: Under EHB 2242, beginning with the 2018-19 school year, the state must further adjust its salary allocations to reflect regional differences in the cost of hiring staff.

The regionalization factor for each school district is

- based on differences in the median residential value of each school district and its nearby districts,
- has adjustments of 6, 12, or 18 percent. An additional adjustment equal to 6 percent is identified in the budget bill and must be reduced on a specified schedule through the 2022-23 school year. For districts with a total adjustment of 24 percent, the additional 6 percent adjustment is completely eliminated by the 2022-23 school year. The additional 6 percent adjustment is reduced by 3 percentage points by the 2022-23 school year for other school districts receiving the additional adjustment.

Supplemental Contracts: School districts may provide additional salary to CIS beyond that provided by the state. The additional salary is provided using supplemental contracts and must be for additional time, responsibilities, and incentives, also known as TRI. In accordance with EHB 2242, the rate the district pays under a supplemental contract may not exceed the hourly rate of the employee under the employee's basic education salary.

Temporary Limits on Salary Increases:
EHB 2242 imposed temporary salary limits for the 2018-19 school year only—if a school district's collective bargaining agreement was modified after July 6, 2017, and in effect for the 2018-19 school year, then school districts are restricted from providing a percentage increase to total salary, including supplemental contracts, for CIS, CAS, and CLS above inflation as measured by the Consumer Price Index (CPI). The CPI is described as the current base compiled by the Bureau of Labor Statistics, U.S. Department of Labor, for the city of Seattle. These provisions expire August 31, 2019.

Inflation Measures: According to EHB 2242, except for the temporary restrictions on salary increases for the 2018-19 school year only, state salary allocations must provide an inflationary adjustment based on the Implicit Price Deflator (IPD), rather than the CPI. The IPD is described as the inflationary measure compiled by the Bureau of Labor Statistics, U.S. Department of Labor for the State of Washington. The inflation adjustment provided for enrichment levies and local effort assistance (LEA), is based on the IPD. This IPD is described as compiled by the Bureau of Economic Analysis of the U.S. Department of Commerce.

Local School District Levies and LEA:
In 2017, the Legislature reformed the maximum amount school districts may collect through their local district levies (enrichment levies) through the enactment of EHB 2242. EHB 2242 also substantially modifies state funding for the LEA program, which provides support for school districts with high local tax rates due to low assessed values. These changes take effect in calendar year 2019.

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Before EHB 2242:
Through calendar year 2019, a school district's maximum enrichment levy amount is determined by the district's levy base and levy percentage, also referred to as a lid. Generally speaking, a district's annual levy base is the total of its state and federal funding for the prior school year, adjusted for inflation, and including additional amounts that were added to the levy base in 2010, sometimes referred to as ghost money. The levy lid is the maximum allowable percentage of the levy base that a school district may collect. The levy lid for most school districts is 28 percent, which means that each calendar year, districts may collect up to 28 percent of their levy base. Some districts are grandfathered at a higher levy percentage. The 28 percent lid extends through calendar year 2018. Through calendar year 2019, a school district is eligible for LEA funding if the school district has a higher than average levy rate and if the district has certified a local enrichment levy. Levies are equalized up to 14 percent of the levy base, half of the 28 percent levy lid that is applied to the majority of districts.

After EHB 2242:
Beginning with calendar year 2019, **school districts may collect enrichment levies based on a new levy lid**. A district's maximum enrichment levy is the lesser of $2,500 per pupil or a rate of $1.50 per $1,000 of assessed value. To qualify for LEA funding, a school district must have a maximum local levy that generates less than a state LEA threshold of $1,500 per pupil. LEA funding is provided on a per-pupil allocation basis so that the sum of enrichment levy funding and LEA funding for a qualifying district levying the maximum $1.50 tax rate is $1,500 per pupil. State LEA allocations are provided in proportion to the ratio of a school district's actual enrichment levy compared to its maximum levy. Both the per-pupil local levy lid and LEA threshold amount are adjusted annually for inflation beginning in calendar year 2020.

Enrichment Levy Restrictions: EHB 2242 changed maintenance and operation levies and transportation vehicle levies to enrichment levies. **Beginning 2019-20 school year, school districts may use local enrichment levies solely for documented and demonstrated enrichment and not for basic education**. **Use of local levies for supplemental contracts must also meet this requirement**. School districts must receive pre-ballot approval from the Office of the Superintendent of Public Instruction (OSPI) of an expenditure plan for enrichment levies, before submitting the levy to voters.

http://fiscal.wa.gov/BudgetOLEAPDocs

http://www.k12.wa.us/Workgroups/SalaryGrid.aspx

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From:	monaglej@skschools.org
Sent time:	10/31/2019 12:20:56 PM
To:	monaglej@skschools.org
Subject:	Goal Format 2004-2005
Attachments:	Goal Format 2004-2005.doc

GOALS 2004-2005
PERSONNEL SERVICES

Goal 1: Provide professional development opportunities to staff in Personnel Services to continue to develop staff skills in both service and technical areas.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Attend conferences and seminars consistent identified needs to improve skills and to remain current in personnel and labor relations issues.	Staff will exhibit skills and knowledge consistent with areas of identified needs.	August 31	Personnel Services Staff
Maintain active role in the Washington School Personnel Association.	Regular attendance at WSPA training opportunities.	August 31	Greg, Lori, Charyl and Jenni
Develop expertise in effective ways to reduce labor and industries liability.	Initiate activities to return employees to work as soon as possible subsequent to injury. Reduction in labor and industry modification factors and cost.	On-going	Jenni, Greg, Lori
Develop improved understanding of privacy issues related to state (RCW 42.17) and federal laws (HIPPA)	Improved knowledge	On-going	Staff
Continue to develop improved knowledge of Collective Bargaining Agreements both internally and externally.	Provide training	On-going	Greg and Lori
Develop/update internal procedures for sub/empl desk	Completion of procedures	February 2005	Susan/Nancy/Lori
Develop understanding of new budget code process.	Attend class	November 2004	Nancy

Goal 2: Develop and implement strategies to retain quality staff by seeking improvements to our work environment.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Work with district wide departments to create and develop light duty assignment to assist in timely return to work for employees injured at work.	Improved return to work rates and reduction of L & I premiums.	On going	Jenni, Greg and Lori
Provide information to the leadership team on the Top Ten Principal Behaviors most valued by new teachers.	Awareness will assist supervisors in effectively working with new staff.	June 30	Greg
Provide research data to the leadership team on the reason teachers leave the teaching profession.	Awareness will assist supervisors in effectively working with new staff.	June 30	Greg
Identify and negotiate initiatives that will assist new teachers in their first year(s) of teaching.	Contract language for release time, professional development funds, mentoring.	On-going	Greg

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Communicate workload information	Increased understanding and support	On-going	Include as agenda item – Greg/Lori
Clearly define and communicate areas of responsibility/assignments.	Efficiency in operation	On-going	All Staff
Expanded work area for Personnel Services.	Reconstruction/move	Fall 2005	Supt/Cabinet/FO/Personnel Staff
Continue to provide support for on-line application process.	Positive response to postings	On-going	Dorene/Susan
Support Administrators in hiring/selection process	Increased understanding	On-going	Dorene/Susan/Lori

Goal 3: Continue to improve customer service both internally and externally.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Work with EMS and ITS in developing on line accessibility for employees to access records, credits, and experience on the District's web page.	Improved access of employee records	August 31	Jenni, Lori and Greg
Continue to cross train between office functions to create continuity in services.	Improved customer service and responsiveness to requests for service	On-going	All staff
Improve internal communication.	Improved sharing of information for efficiency and reduction of duplicate work.	On-going	All Staff
Develop procedures to more effectively assist new teachers on submitting documentation upon hire.	Improved customer service	On-going	All staff
Research telephone options for improved customer service.	Improved responsiveness to our customers.	November meeting with technology	All Staff
Provide kiosks	Installation hardware/software – kiosks scheduled for use	September 2004-on-going	Susan/Dorene/Lori

Goal 4: Continue to implement new initiatives utilizing technology to improve accountability and data management.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Implement records storage at the warehouse for improved retention and availability of personnel and district records	Storage area established at warehouse, systems, and procedures established and communicated.	On-going	Lori, Jenni, Charyl in conjunction with Facilities staff.
Automate required employee training for BBP, Safety and reporting responsibilities for sexual misconduct.	Establish on line training for improved efficiency.	August 31	Jenni

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Continue to develop the department web page and use of email for improved service.	Improved communication and a reduction of distribution of hard copies	On-going	All
Class Server/GKT availability	Class server installed	September 2004-on-going access	Susan/Dorene/Lori
Typing Software Availability on-line.	Software installed	December 2004-on-going access	Susan/Dorene/Lori
C & M Technology – online application	Installation of new version and ongoing modification of system for improved effectiveness.	December 2004	Susan/Lori

Goal 5: Develop and implement a recruitment plan consistent with the District's Affirmative Action Plan, with a focus on increasing employee diversity and on filling critical positions where there is a limited pool of available candidates.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Implement strategies in AA Plan approved by the board of directors.	Increased hiring in areas identified in AA Plan as underutilized.	Long term on going	Greg and Lori
Develop and Implement a recruitment plan with a focus on increasing diversity and difficult to fill positions	Increased hiring of diverse staff and 100% fill rate of all open positions.	March 1	Lori
Redesign recruitment booths for effective presence at career fairs	New booth	February 1	Lori
Communication increase to generate interest in substituting	Applicant pool increase	On-going	Susan/Nancy/Lori
Student Teacher follow-up	Hiring of student teachers	On-going	Lori/Dorene
Post positions on ethnic organization websites	Applicant pool reflects broader diversity	On-going	Lori/Dorene
Review Affirmative Action Plan	Understanding of AA goals and plan within Personnel Services.	November 2004	Lori reviews with personnel staff

Goal 6: Continue to develop initiatives in substitute services that will improve customer service and coverage for vacant positions.

Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Install Web based SASS System for improved efficiency and customer service.	Schools have information concerning absenteeism without contacting personnel. Improve accessibility for substitutes to open positions.	January 1	Lori, Nancy and Susan
Train staff and substitutes on new Web Center	Training complete	Spring 2005	Susan/Nancy/Lori
Publish Handbook	Distribution	August 2004	Susan/Lori
Substitute Newsletter	Distribution	Spring 2005	Susan/Nancy/Lori
Develop Substitute Web page	Web page designed	January 2005	Susan/Lori
Substitute Orientation	Well informed substitutes	On-going	Nancy/Lori

Goal 7: Continue to implement procedures to effectively manage our labor contracts and to improve labor relations.			
Activity	***Evidence of Success***	***Completion Date***	***Responsibility***
Develop job descriptions for all SEIU positions and for classified administrators.	Job descriptions in place	On-going	Jenni, Lori
Implement new LWOP procedures and evaluate effectiveness by year end.	Leave requests are processed timely and equitably within scope of pilot leave procedures project.	On-going	Nancy/Lori