

**NINE MILE FALLS SCHOOL DISTRICT 325/179  
CREDIT APPROVAL FORM**

**Application to Apply Credits Earned to the Nine Mile Falls School District's Salary Schedule**

Credits and clock hours earned by certificated staff shall count only if the content of the course meets one or more of the State-defined criteria listed in Section IV below. It is necessary to complete this form and establish eligibility before any credits can be accepted for District salary placement. A separate form is required for each transcript or clock hour activity (RCW 28A.415.023).

**Section I – Employee Requesting Salary Schedule Placement**

Name \_\_\_\_\_ School \_\_\_\_\_  
(Last, First, Middle)

**Section II – College Credits / Clock Hours**

1) Course(s) Title \_\_\_\_\_

2) Credit Provider \_\_\_\_\_  
(Must be an accredited College, University, or approved Clock Hour Provider)

3) Date Awarded \_\_\_\_\_ Number of Hours or Credits \_\_\_\_\_

**Section III – Certification** (State-defined criteria must meet one or more of the following):

I hereby certify that the content of the course(s) in which the above-described credits or clock hours were earned is:

- Consistent with a school-based plan for mastery of student learning goals for the school in which I am assigned;
- Pertinent to my current assignment or expected assignment for the following school year;
- Necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board;
- Specifically required for obtaining advanced levels of certification;
- Included in a college or university degree program that pertains to my current assignment, or potential future assignment, as certificated instructional staff; or
- Addressed in research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one as applicable and appropriate for individual certificated instructional staff.

**Section IV – Course Description and Justification to Meet Objectives**

Course Description: \_\_\_\_\_

How does the course meet the criteria checked above? \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_  
Director of Learning Signature                      Date