

## Teacher Professional Certification Clock Hour Verification Process

Grays Harbor College is approved by the Washington State Superintendent of Public Instruction to offer Continuing Education courses which meet teacher professional certification needs. Many [online](#) classes are available for clock-hour credit, as are some on-ground [Continuing Education](#) courses. **All courses must be approved by your school district *before enrolling in a course*. For a course to qualify for clock hours, complete one of the processes below.**

### Clock Hour Verification Processes

Steps	For Ed2Go Courses	For Continuing Education Courses
<b>Select a Course</b>	<p>Explore preapproved online class offerings at <a href="http://www.ed2go.com/ghc">http://www.ed2go.com/ghc</a>. Please note: classes identified as <b>APD Clock Hours Approved</b> have received prior approval.</p> <p>If a class of interest is not on the approved clock hour list, please submit this <a href="#">approval form</a> to the designated clock hour verification (CHV) representative at least 30 days before the class is scheduled to begin.</p>	<p>Explore a listing of Continuing Education courses at <a href="http://www.campusce.net/ghc">http://www.campusce.net/ghc</a>.</p> <p>Submit this <a href="#">approval form</a> to the clock hour verification (CHV) representative at least 30 days before the class is scheduled to begin.</p>
<b>Register &amp; Pay Tuition</b>	Register and pay tuition for the course you have selected through the online system.	
		Registration and payment can also be completed in person, at any GHC campus.
<b>Enjoy your course!</b>		
<b>Complete Verification and Processing Fee</b>	Submit the certificate of completion for the course to the CHV representative and receive the <b>processing fee form</b> .	Take the clock hour verification form to the class instructor for signature upon class completion and to receive <b>processing fee form</b> .
	<ul style="list-style-type: none"> <li>▪ Present the processing fee form and the \$10 processing fee to any GHC campus cashier.</li> <li>▪ Submit the completed receipt of payment for the processing fee to the CHV representative. The <b>clock hour verification form</b> will be completed at that time.</li> <li>▪ Submit the approved verification form to SPI for your clock hours to be documented.</li> </ul>	

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