

Continuing Education Clock Hour Processing Fee Application



Each participant requesting clock hour verification needs to complete this form and turn it into the cashier's office on the main campus or either of the education centers (Riverview in Raymond, and Columbia in Ilwaco) with the **\$10 processing fee**. Once completed and payment has been verified on the bottom, bring the form with the inservice verification form to the office granting the clock hours.

SECTION I: PARTICIPANT INFORMATION		
LAST NAME	FIRST NAME	MIDDLE INITIAL
DATE OF BIRTH	STUDENT IDENTIFICATION NUMBER	EMAIL ADDRESS
HOME ADDRESS (STREET, CITY, STATE, ZIP)		
SCHOOL EMPLOYEED AT	SCHOOL ADDRESS (STREET, CITY, STATE, ZIP)	

SECTION II – INSERVICE COMPLETION INFORMATION		
TITLE OF CLASS/TRAINING	CLASS NUMBER (IF ANY)	
START DATE	END DATE	NUMBER OF HOURS

SECTION III – AFFIDAVIT FROM PARTICIPANT	
I CERTIFY THAT THE INFORMATION ABOVE IS TRUE AND CORRECT.	
PARTICIPANT SIGNATURE	DATE

SHADED AREA BELOW IS FOR BUSINESS OFFICE ONLY

PAYMENT RECEIVED BY:	DATE:
CHECK #/CASH:	PAYMENT AMOUNT:
DEPOSIT ACCOUNT CODE: 145-112-1D80	FEE CODE: W2