



**CERTIFICATED EMPLOYMENT**  
**CREDITS, CLOCK HOURS & EXPERIENCE FOR SALARY PLACEMENT**  
**2023-2024 SCHOOL YEAR**

Certificated employees are placed on and advance on the salary schedule by accruing years of service and by accumulating academic credits and/or professional development clock hours. The Office of the Superintendent of Public Instruction has strict criteria for what is acceptable to use for salary advancement. You can use this sheet as a reference to assist you in determining what and how you can use your hard work to move forward.

**There are three contributing factors in certificated salary placement at Colville School District:**

- 1. Degree**
- 2. Credits/Clock Hours/CEU's**
- 3. Year of Experience**

Colville School District has eight salary lanes according to the level of post graduate academic work you have reached:

- BA (Bachelors)
- BA+15 (Bachelors with fifteen post graduate quarter credits)
- BA+30 (Bachelors with 30 post graduate quarter credits)
- BA+45 (Bachelors with 45 post graduate quarter credits)
- BA+90 (Bachelors with 90 post graduate quarter credits)
- MA (Masters degree)
- MA+45 (Masters degree with 90 post graduate quarter credits)
- MA+90 (Masters with 135 post graduate quarter credits).

During the course of your employment with Colville School District, it is important that your college credit totals remain up-to-date. As additional college credits are earned, employees should submit official, sealed transcripts. Credits are accepted only from accredited institutions.

## **ACADEMIC CREDITS**

Academic credits are primarily those credits earned from a regionally accredited institution that were earned AFTER the date of your BA degree. If you have more than one BA degree, credits are counted AFTER the date of the first BA degree. Again, all credits must be recorded from an official sealed transcript. Therefore, it is imperative that you submit your official sealed transcripts as soon as possible. As with the degree, if your credits are from a foreign institution, they must be evaluated using the process as defined previously.

College credits should be submitted on a sealed, official transcript from an accredited college or university. We do not accept faxed transcripts.

By state law we convert all credits to quarter hours for the purpose of recording and determining your salary schedule placement. Shown below are the standard conversions:

- Quarter            1.0 Quarter = 1.0 Quarter Hour Credits
- Semester        1.0 Semester = 1.5 Quarter Hour Credits
- Units             Some institutions record in units. The transcript will identify that conversion.
- Clock Hours     10.0 Clock Hours = 1.0 Quarter Hour Credits (clock hours are NOT academic credits)

In addition to being earned after the BA earned date, and the requirement to be from a regionally accredited institution, there are a few more rules about academic credits that are important for you to know.

1. Courses must be 100 level or above.
2. Courses must be applicable to an academic degree program. At times courses are recorded on an official transcript and appear to be an "academic credit" but they are not because the transcript indicates they are not transferable to a degree program. Typically, these are easy to identify by the course number being something other than the standard 100, 200, 300, 400, 500 or 600, such as EdX2011 or WkP X946. We identify these by examining the information on the transcript and/or contacting the Registrar's Office at the college/university. In the event the course does not meet

the “transfer” standard, if the course was completed after 8/31/1987, we can convert that course to clock hours and use it for your salary placement, as long as all other requirements are met.

3. Courses must meet one of seven (7) possible criteria. Washington State has identified specific course criteria. Each course must meet one of the following criteria. We review your courses to make this decision. If a course does not meet one of the criteria, the Human Resource will notify you so that you may appeal the decision and/or provide additional information. The current 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; or*
  - b. *It pertains to the individual's current assignment or expected assignment for the following school year; or*
  - c. *It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board; or*
  - d. *It is specifically required for obtaining advanced levels of certification; or*
  - 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; or*
  - 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.*

## CLOCK HOURS

- OSPI does not allow credit for courses which are less than one clock hour.
- All clock hours must be earned through a Washington State approved clock hour provider (a comprehensive list may be found on the OSPI website at this address: [www.k12.wa.us/certification/teacher/clockhour.aspx](http://www.k12.wa.us/certification/teacher/clockhour.aspx)
  - All Washington public school districts and educational service districts are approved clock hour providers. If you are not certain about a provider or cannot find them on the OSPI approved listing.
- We cannot accept certificates as proof of earned clock hours.
- Clock hour affidavit forms from Washington State approved clock hour providers (including Colville School District) must be accompanied by the [Colville School District Clock Hour form](#) signed and approved by your Supervisor.

## CONTINUING EDUCATION UNITS (CEU'S)

For those ESA staff\* who must complete CEU units for the purpose of renewing their professional occupational license, those CEU's may be used toward salary placement provided they meet these requirements:

1. The employee must complete the CEU affidavit form with each submission of CEU units.
2. CEU units must be earned 9/1/1987 or later.
3. CEU units must be a minimum of three (3) hours.
4. CEU unit hours must also meet one of the seven (7) course criteria as noted above.
5. Every ten (10) CEU hours converts to one (1.0) quarter hour.

*\*To be eligible, an educational staff associate 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), or*
- *Licensed speech-language pathologist or audiologist (WAC 246-828-510).*

*Educational staff associates 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.*

<http://www.k12.wa.us/certification/LicenseHours.aspx>

## VERIFICATION OF EXPERIENCE

Years of certificated teaching experience, including substitute teaching, are an additional component to salary placement at Colville School District. All certificated experience must be documented by previous school district, institution or employer on the Colville School District Verification of Employment (VOE) Form.

# COLVILLE SCHOOL DISTRICT #115 2023-2024 CERTIFICATED SALARY SCHEDULE

Yrs Exp		BA	BA + 15	BA + 30	BA + 45	BA + 90	MA	MA + 45	MA + 90
0	Base	\$51,478	\$51,838	\$52,201	\$52,984	\$53,779	\$54,585	\$57,860	\$61,332
	Extra Days	\$1,144	\$1,152	\$1,160	\$1,177	\$1,195	\$1,213	\$1,286	\$1,363
	Total Salary	52,622	\$52,990	\$53,361	\$54,161	\$54,974	\$55,798	\$59,146	\$62,695
	Mix Factor	1.00000	1.00700	1.01405	1.02926	1.04470	1.06037	1.12399	1.19143
1	Base	\$52,250	\$52,616	\$52,984	\$53,779	\$54,585	\$55,404	\$58,728	\$62,252
	Extra Days	\$1,161	\$1,169	\$1,177	\$1,195	\$1,213	\$1,231	\$1,305	\$1,383
	Total Salary		\$53,785	\$54,161	\$54,974	\$55,798	\$56,635	\$60,033	\$63,635
	Mix Factor	1.01500	1.02211	1.02926	1.04470	1.06037	1.07627	1.14085	1.20930
2	Base	\$53,034	\$53,405	\$53,779	\$54,585	\$55,404	\$56,235	\$59,609	\$63,186
	Extra Days	\$1,179	\$1,187	\$1,195	\$1,213	\$1,231	\$1,250	\$1,325	\$1,404
	Total Salary	54,212	\$54,592	\$54,974	\$55,798	\$56,635	\$57,485	\$60,934	\$64,590
3	Base	\$53,829	\$54,206	\$54,585	\$55,404	\$56,235	\$57,079	\$60,503	\$64,134
	Extra Days	\$1,196	\$1,205	\$1,213	\$1,231	\$1,250	\$1,268	\$1,345	\$1,425
	Total Salary	55,025	\$55,410	\$55,798	\$56,635	\$57,485	\$58,347	\$61,848	\$65,559
4	Base	\$54,636	\$55,019	\$55,404	\$56,235	\$57,079	\$57,935	\$61,411	\$65,096
	Extra Days	\$1,214	\$1,223	\$1,231	\$1,250	\$1,268	\$1,287	\$1,365	\$1,447
	Total Salary	55,851	\$56,242	\$56,635	\$57,485	\$58,347	\$59,222	\$62,776	\$66,542
5	Base	\$56,002	\$56,394	\$56,789	\$57,641	\$58,506	\$59,383	\$62,946	\$66,723
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,281	\$1,300	\$1,320	\$1,399	\$1,483
	Total Salary	57,247	\$57,648	\$58,051	\$58,922	\$59,806	\$60,703	\$64,345	\$68,206
6	Base	\$56,002	\$56,394	\$56,789	\$59,082	\$59,968	\$60,868	\$64,520	\$68,391
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,313	\$1,333	\$1,353	\$1,434	\$1,520
	Total Salary	57,247	\$57,648	\$58,051	\$60,395	\$61,301	\$62,220	\$65,954	\$69,911
7	Base	\$56,002	\$56,394	\$56,789	\$60,559	\$61,467	\$62,389	\$66,133	\$70,101
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,346	\$1,366	\$1,386	\$1,470	\$1,558
	Total Salary	57,247	\$57,648	\$58,051	\$61,905	\$62,833	\$63,776	\$67,602	\$71,659
8	Base	\$56,002	\$56,394	\$56,789	\$62,073	\$63,004	\$63,949	\$67,786	\$71,853
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,379	\$1,400	\$1,421	\$1,506	\$1,597
	Total Salary	57,247	\$57,648	\$58,051	\$63,452	\$64,404	\$65,370	\$69,293	\$73,450
9	Base	\$56,002	\$56,394	\$56,789	\$63,625	\$64,579	\$65,548	\$69,481	\$73,650
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,414	\$1,435	\$1,457	\$1,544	\$1,637
	Total Salary	57,247	\$57,648	\$58,051	\$65,039	\$66,014	\$67,005	\$71,025	\$75,286
10	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$66,840	\$67,842	\$71,913	\$76,227
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,485	\$1,508	\$1,598	\$1,694
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$68,325	\$69,350	\$73,511	\$77,921
11	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$69,179	\$70,217	\$74,430	\$78,895
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,537	\$1,560	\$1,654	\$1,753
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$70,716	\$71,777	\$76,084	\$80,649
12	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$71,600	\$72,674	\$77,035	\$81,657
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,591	\$1,615	\$1,712	\$1,815
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$73,191	\$74,289	\$78,746	\$83,471
13	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$74,106	\$75,218	\$79,731	\$84,515
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,647	\$1,672	\$1,772	\$1,878
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$75,753	\$76,889	\$81,503	\$86,393
14	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$76,700	\$77,850	\$82,521	\$87,473
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,704	\$1,730	\$1,834	\$1,944
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$78,404	\$79,580	\$84,355	\$89,417
15	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$80,381	\$81,587	\$86,482	\$91,671
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,786	\$1,813	\$1,922	\$2,037
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$82,168	\$83,400	\$88,404	\$93,709
16+	Base	\$56,002	\$56,394	\$56,789	\$65,852	\$84,240	\$85,503	\$90,634	\$96,072
	Extra Days	\$1,244	\$1,253	\$1,262	\$1,463	\$1,872	\$1,900	\$2,014	\$2,135
	Total Salary	57,247	\$57,648	\$58,051	\$67,315	\$86,112	\$87,403	\$92,648	\$98,207



**VERIFICATION OF EXPERIENCE FORM**  
COLVILLE SCHOOL DISTRICT 115  
217 S. HOFSTETTER ST.  
COLVILLE, WA 99114

<b>TO:</b>	<b>FROM:</b>  <b>COLVILLE SCHOOL DISTRICT 115</b> 217 S. HOFSTETTER ST. COLVILLE, WA 99114 RETURN TO <a href="mailto:HEATHERJUDD@COLSD.ORG">HEATHERJUDD@COLSD.ORG</a>
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The individual whose name appears below must have previous professional employment verified. Please complete the information requested on the reverse side of this form. Your assistance in establishing a correct service record for this employee is appreciated.

INDIVIDUAL'S NAME (FIRST MIDDLE LAST)
FULL NAME WHEN LAST EMPLOYED WITH YOUR ORGANIZATION
APPROXIMATE DATES OF EMPLOYMENT FOR WHICH VERIFICATION IS REQUESTED
APPROXIMATE DATES OF LEAVE OF ABSENCE
POSITION(S)
NAME OF SCHOOL(S) OR DEPARTMENTS

I authorize you to release all information requested in the "Verification of Employment" to the school district listed above.

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EMPLOYEE SIGNATURE

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DATE

**TO BE COMPLETED BY PREVIOUS EMPLOYER(S)**

Employee Name:	
DOB:	
Last 4 SSN:	

**VERIFICATION OF PROFESSIONAL EMPLOYMENT**

RETURN TO: COLVILLE SCHOOL DISTRICT 115  
 217 S. HOFSTETTER ST. COLVILLE, WA 99114  
 EMAIL: [HEATHERJUDD@COLSD.ORG](mailto:HEATHERJUDD@COLSD.ORG)

**\*\*\* USE ONE LINE FOR EACH ACADEMIC/EMPLOYMENT YEAR. CLEARLY IDENTIFY UNPAID LEAVE OF ABSENCE PERIODS \*\*\***

Dates of Service		Type of School	Accredited School		Days in full time year	Hours in full time day	Actual # of days served	Hours per day employed	Hours of Substitute teaching	Position Held	State educ. License/cert required?	
Beginning	End		Yes	No							Yes	No

If Washington experience: State of Washington transferable sick leave hours \_\_\_\_\_

State of Washington retirement plan number: (Please indicate Plan 1, 2 or 3) \_\_\_\_\_

- **Type of school** - For type of school, enter **PUB** for Public, **PRI** for Private, **DEN** for Denominational, **THL** for Institute for Higher Learning, or **FGN** for Foreign school(s).
- **Accredited school** - A school will be considered accredited only if accredited by a state Department of Education, a territorial or regional accrediting association, or schools operated by the United States in foreign countries where the school has been accredited by a recognized agency of the United States.
- **Actual days served** - Indicate all **DAYS WORKED PLUS DAYS OF** paid leave taken during the school year.
- **Hours per day employed** - Indicate the number of hours in a normal work day during the school year.
- **Hours of substitute teaching** - Indicate the number of hours of substitute teaching during the school year.

*I certify that the above listed verification of professional experience includes per diem substitute teaching experience and clearly identifies leave of absence periods. I further certify that all 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.*

SUPERINTENDENT OR AUTHORIZED SIGNATURE	PRINTED NAME	TITLE	DATE
SCHOOL DISTRICT	STREET ADDRESS	CITY, STATE	ZIP



## TRANSFER OF RECORDS AUTHORIZATION FORM

COLVILLE SCHOOL DISTRICT 115  
217 S. HOFSTETTER ST.  
COLVILLE, WA 99114

I, \_\_\_\_\_, a new employee with the COLVILLE SCHOOL DISTRICT 115, hereby give my permission to my previous employer, \_\_\_\_\_ School District, to forward all originals of my official transcripts, verification of experience documents, clock hour documents, credit approval forms, and immunization records to the COLVILLE SCHOOL DISTRICT 115. I understand that photo-copies of these documents will be kept in my personnel file at the \_\_\_\_\_ School District. I agree to hold harmless \_\_\_\_\_ School District for the transfer of these records.

\_\_\_\_\_  
Signature (requesting employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
The \_\_\_\_\_ School District hereby certifies that the attached documents are original documents that have been forwarded to the COLVILLE SCHOOL DISTRICT 115 with the permission of the above named individual. This transfer was accomplished on (date) \_\_\_\_\_.

\_\_\_\_\_  
Signature (transferring school)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Additional information \_\_\_\_\_

**Original** (of this form), will be kept at the \_\_\_\_\_ School District along with copies of the requested documents.

**Copy** (of this form) will be forwarded to COLVILLE SCHOOL DISTRICT 115 with the original documents



## CAREER IN TEACHING MENTOR PROGRAM

COLVILLE SCHOOL DISTRICT 115

217 S. HOFSTETTER ST.

COLVILLE, WA 99114

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teaching Assignment/Subject for upcoming school year: \_\_\_\_\_

School: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. **Are you brand new to teaching?** ☐ Yes ☐ No

*Brand new means you have never subbed or taught (other than student teaching)*

If you marked **YES**, return to Human Resources.

If you marked **NO**, continue to question #2.

2. **Are you a first year teacher (0-179 days)?** ☐ Yes ☐ No

*Full year means 180 days in one teaching assignment.*

*This does not include subbing.*

3. **Are you a second year teacher (180-359 days)?** ☐ Yes ☐ No

If you marked **YES**, record your most recent full year position information below.

If you marked **NO**, continue to question #3.

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Year of Contract

\_\_\_\_\_  
Position/Assignment

4. **WA Certificate Number** \_\_\_\_\_

5. **I have had experience subbing:**

*I have been a long term substitute (more than 20 consecutive days in one position)*

☐ Yes ☐ No

*How many days was your long term substitute assignments?*

\_\_\_\_\_

*I have subbed in numerous buildings and/or districts*

☐ Yes ☐ No

*How many days did you sub in the previous school year?*

\_\_\_\_\_