



Completing Your Clock Hour Form: *Mind in the Making* webinar

Process

1. Complete Section I, II & III of the Clock Hour Form. (Page 2)
2. Complete the Report Request below to have your hours reported.
3. Submit the Report Request, the Clock Hour Form, and payment to WAEYC. Postmark no later than May 31, 2012. Payment should be made payable to WAEYC. Clock hours are \$4 per 1.5 hour webinar.

After verifying your attendance and payment, WAEYC will record and approve your hours. We will send you and the entities listed below verification within 15 business days. You are responsible for retaining the verified original. If you have questions, please contact Kari at (253) 854-2565 x23 or kari@waeyc.org.

To be eligible for clock hours, you must complete a minimum of 3 hours of training, which is the equivalent of attending at least two *Mind in the Making* webinars.

Report Request

Organization: _____ Attn: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: (_____) _____ -- _____

If you would like the verification report sent to additional organizations, please complete the section below. There is a fee of \$5 per additional report.

Additional Report

Organization: _____ Attn: _____ Phone: (_____) _____

Address: _____ City: _____ St: _____ Zip: _____

Additional Report

Organization: _____ Attn: _____ Phone: (_____) _____

Address: _____ City: _____ St: _____ Zip: _____

