



Clock Hours Reporting Form

Name: _____ CtcLink ID/Student ID No. (If known): _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email Address: _____

Student's Responsibility:

1. Register for the following inside your Campus CE account:
 - a) Clock Hours Fee
 - b) Clock Hours Class(es)
2. Fill in the **Quarter Information** *and* **Course Information Table** from below.
3. Have your instructor(s) sign this form on the last day of class(es).
 - o *Instructor signatures will need to be done on the back side of this page.*
4. Return the completed form (Within 10 business days *after* course completion) via **Email** or **Physical Mail/In-Person** to the following:
 - o **Email** = conted@seattlecolleges.edu
 - o **Physical Mail/In-Person** = North Seattle College, ATTN: Continuing Education, 9600 College Way North, Seattle, WA 98103
5. Please allow 10 business days for the processing of Clock Hours. After we successfully process your submitted Clock Hours Reporting Form, we will then email you your OSPI Clock Hour Credit Form.
 - o *Make sure to verify the information from Sections I and II **before** you fill in and sign Section III.*

Quarter Information:

Quarter (Select one): ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year (YYYY): _____

Course Information:

Course Title (e.g. 3D Animal Woodcarving)	Item #: (e.g. 12345)



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FOR INSTRUCTORS ONLY:

I attest to the accuracy of the information on the other side of this page. The student **attended all class sessions** and has satisfactorily completed this course.

Instructor's Name: _____

Instructor's Signature: _____ Date: _____

Instructor's Name: _____

Instructor's Signature: _____ Date: _____

Instructor's Name: _____

Instructor's Signature: _____ Date: _____