



SCHOOL OF EDUCATION

UNIVERSITY of WASHINGTON | TACOMA

Clock Hour Application Instructions

Updated: September 2026

Those wishing to submit an application for Clock Hour workshop approval can access the application here: [Clock Hour Workshop Proposal Form for Workshops Sponsored by UW Tacoma School of Education – Fill out form](#)

Please submit your application at least one month prior to your planned workshop date. Rush requests will be considered on a case-by-case basis.

You will be asked to provide the following information:

- Your name
- Your email
- Title of the workshop
- Date of the workshop
- Instructor's names
- A short description of the qualifications of the instructors related to the workshop content
- The total number of clock hours requested for the workshop
- The purpose of the workshop as it relates to one of the following content standards:
 - [Cultural competency, diversity, equity, and inclusion \(CCDEI\) standards](#)
 - [Social Emotional Learning \(SEL\) standards, benchmarks, and indicators](#)
 - [Professional educator role standards](#)
 - [Paraeducator standards of practice](#)
- A brief description of the workshop content
- Specific and measurable workshop objectives
- To be uploaded: A detailed agenda that includes topics covered, time on each topic, and presenter names for each topic (if applicable).

Clock Hour Workshop Instructors must provide an assessment to their participants. That can be accessed here: [UW Tacoma School of Education Clock Hour Workshop Assessment – Fill out form](#)