



2018 Washington Library Association Conference Clock Hours FAQs

Clock Hours Processed by Antioch University Seattle

*How do I earn clock hours at the WLA conference? **Three steps:***

1. **SIGN IN** (on sign in sheet) at the clock hours table at the beginning of the first day you attend. Your sign in is essential to **RECEIVE THE REQUIRED FORMS** (official "Inservice Registration" form and daily listings of the sessions) and **PAY FOR CLOCK HOURS**.
2. **INITIAL** the sessions you attend on the daily listing of sessions.
3. **TOTAL HOURS** each day, adding your printed name to each page.
4. **COMPLETE, SIGN, & RETURN FORMS** to the Clock Hours table on the last day you attend the conference.

How many clock hours can I earn?

Maximum hours for Wednesday preconference sessions: 7 hours

Maximum hours for Thursday sessions and permitted activities, without exhibits: 5 hours

Maximum hours for Friday sessions and permitted activities, without exhibits: 7 hours

Maximum hours for Saturday sessions and permitted activities, without exhibits: 7 hours
n additional 2 hours may be added to any ONE day for visiting the Exhibits.

STEM clock hours can be earned as listed on the daily session listings.

TOTAL (full attendance) = 28.5 (Other ticketed events and committee meetings may also be added.)

How much does it cost?

Antioch University Seattle will charge a flat fee of \$15 per day to process clock hours. This fee is regardless of the number of hours accumulated per day. Fees must be paid at the time of registration: check, cash or credit card. Checks payable to Antioch University Seattle and are nonrefundable.

How do I register for clock hours?

Go to the Antioch University Seattle clock hours table during open hours. Anyone requesting clock hours **MUST** sign the SIGN-IN SHEET at the clock hours table on the first day of conference attendance in order to receive the required forms ("Inservice Registration" form and the daily listing of sessions).

Do I need to sign out at the end of the conference?

No, however, you must submit the completed “Inservice Registration” form and the daily listing of sessions with marked sessions attended and totaled hours at the end of conference (or just prior to going into your last session) at the clock hours table.

WLA staff will send a link to complete an evaluation for the conference within a week of the end of conference.

When will I receive the official paperwork?

Antioch's certification officer will process the paperwork within one month following the conference. You will receive a signed copy either by email (if email address is provided) or by mail (look for an envelope with the green Antioch logo in the mail). This is your verification of participation.

When can I sign up?

The clock hours table will be open:

Wednesday, preconference day	No hours; pick up paperwork on Thursday to document preconference hours
Thursday	7:00-8:30am; 11:30am-1:45pm
Friday	7:30-8:30am; 3:30-6:00pm
Saturday	7:30-8:30am; 3:30-6:00pm

For additional questions contact Christie Kaaland at ckaaland@antioch.edu.