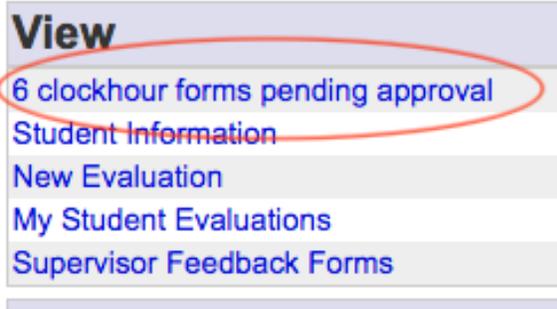


Approving Clock Hours on Calipso

1. Login to Calipso using your ASHA number and password
2. Under “view” you will see “__# of clockhour forms pending approval”. Click on this.



3. Find the clock hours you wish to approve and click “View/Edit”.

Clockhours pending approval: Clockhours List

Name	Supervisor	Course	Semester	Facility	Setting	Hours	Appr	Submitted	Approved		
	Boarman, Katie M	Prior to fall 2017 semesters	CCHM hours	Summit County ESC - Kids First	School	121:15		Feb 02 2018 07:23PM		View/Edit	Delete
	Boarman, Katie M	Prior to fall 2017 semesters	CCHM hours	UA - Audiology and Speech Center	University Clinic	68:15		Feb 02 2018 07:24PM		View/Edit	Delete
	Boarman, Katie M	Undergraduate Observation and Clock Hours	CCHM hours	Undergraduate University	University Clinic			Feb 02 2018 07:24PM		View/Edit	Delete
	Boarman, Katie M	Undergraduate Observation and Clock Hours	undergraduate	UA - Audiology and Speech Center	University Clinic			Feb 05 2018 06:48PM		View/Edit	Delete
	Boarman, Katie M	2nd STANDARD Practicum Year 1	2018 Spring	UA - Audiology and Speech Center	University Clinic	4:00		Feb 22 2018 08:41PM		View/Edit	Delete
	Boarman, Katie M	3rd STANDARD Practicum Year 1	2018 Spring	UA - Audiology and Speech Center	University Clinic	2:00		Mar 19 2018 12:29PM		View/Edit	Delete

4. Scroll to the bottom of the page. You will see the total number of hours entered. You must enter what % of supervision was provided for these hours. ****Must exceed 25% for the areas there are hours!*** Then select “Yes” from the dropdown to indicate supervisor approval. Select “Save”

AAC			2	2:00
Total Treatment Hours			2:00	
Total (non-Observation)			2:00	2:00

Re-calculate

* Did this experience include patients with various types and severities of disorders?

*% the student was observed while providing: Evaluation: % or hh:mm (minimum of 25% for evaluation 25% for treatment of the total contact with each client/patient)
 Treatment: % or hh:mm

* Supervisor approval

* = Required

Comments or additional information:

5. If you have more hours to approve, click “HOME” and repeat this process for each set of hours that need approval.