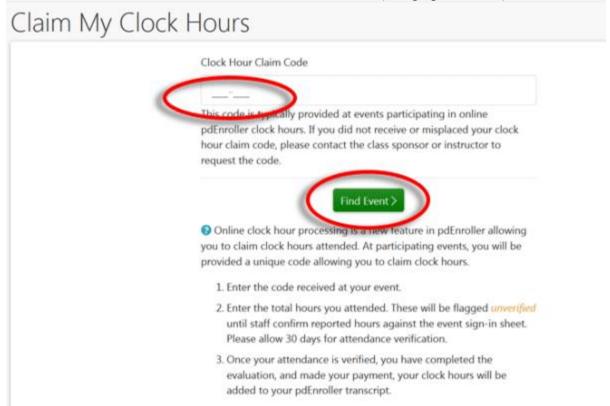
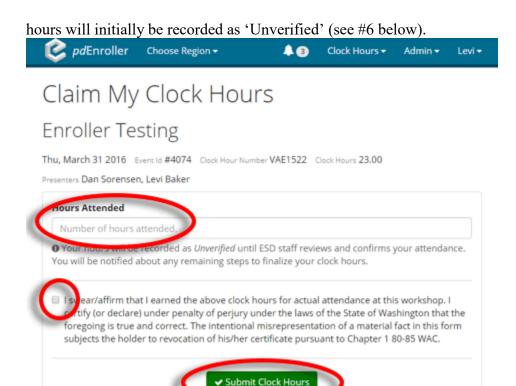
## Claim Clock Hours in pdEnroller

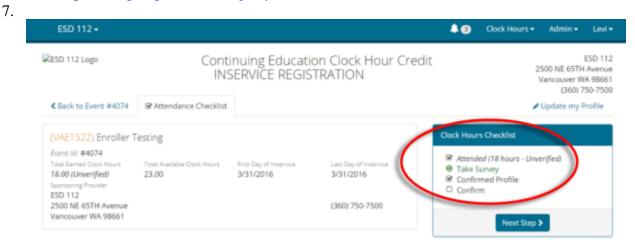
- To claim PSESD clock hours, you will need the Clock Hour Claim Code provided by the
  event sponsor at the event. If you did not receive or misplaced your Clock Hour
  Claim Code, contact the Clock Hours Manager at your school and request the
  code. Note: clock hours can only be claimed after the event has concluded.
- 2. Go to <a href="https://www.pdenroller.org/welcome">https://www.pdenroller.org/welcome</a> and follow the pdEnroller Onboarding Process.
- 3. After logging in, go to https://www.pdenroller.org/clockhours
- 4. Enter the Clock Hour Claim Code and click "Find Event" (See graphic below).



5. Enter the number of hours you are requesting. Agree to the affidavit by clicking the box to the left of, "I swear/affirm that I earned....." Click "Submit Clock Hours." The clock



6. The last step is the Inservice Registration overview. Under the Clock Hour Checklist, complete the event survey and confirm your profile. After your attendance has been verified by your school's Clock Hours Manager, the event will appear on your clock hour transcript at: https://pdenroller.org/My/Credits



8. Puget Sound ESD retains clock hour records for the required seven calendar years. All prior clock hour records have been purged by our office and will no longer appear on your transcript. To document PSESD clock hours older than 7 years, please use the clock hour transcript(s) from that time, or the pink copy of your clock hour request form.

- Puget Sound ESD does not add clock hours from other providers to your PSESD clock hour transcript.
- Email <u>clockhourtranscripts@psesd.org</u> with questions.