

Claim Clock Hours in pdEnroller

1. 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 <https://www.pdenroller.org/welcome> 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).

Claim My Clock Hours

Clock Hour Claim Code

This code is typically provided at events participating in online pdEnroller clock hours. If you did not receive or misplaced your clock hour claim code, please contact the class sponsor or instructor to request the code.

[Find Event >](#)

i Online clock hour processing is a new feature in pdEnroller allowing you to claim clock hours attended. At participating events, you will be provided a unique code allowing you to claim clock hours.

1. Enter the code received at your event.
2. Enter the total hours you attended. These will be flagged *unverified* until staff confirm reported hours against the event sign-in sheet. Please allow 30 days for attendance verification.
3. Once your attendance is verified, you have completed the evaluation, and made your payment, your clock hours will be added to your pdEnroller transcript.

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

hours will initially be recorded as 'Unverified' (see #6 below).

The screenshot shows the 'Claim My Clock Hours' page for 'Enroller Testing'. The page header includes the pdEnroller logo and navigation links for 'Choose Region', 'Clock Hours', 'Admin', and 'Levi'. The main content area displays the event details: 'Thu, March 31 2016', 'Event Id #4074', 'Clock Hour Number VAE1522', and 'Clock Hours 23.00'. Below this, the presenters are listed as 'Dan Sorensen, Levi Baker'. A red circle highlights the 'Hours Attended' input field, which contains the text 'Number of hours attended.'. Another red circle highlights a checkbox labeled 'I swear/affirm that I earned the above clock hours for actual attendance at this workshop. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 1 80-85 WAC.'. A third red circle highlights a green button labeled 'Submit Clock Hours'.

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>

7.

The screenshot shows the 'Continuing Education Clock Hour Credit INSERVICE REGISTRATION' page. The page header includes the ESD 112 logo and navigation links for 'Clock Hours', 'Admin', and 'Levi'. The main content area displays the event details: '(VAE1522) Enroller Testing', 'Event Id: #4074', 'Total Earned Clock Hours 18.00 (Unverified)', 'Total Available Clock Hours 23.00', 'First Day of Inservice 3/31/2016', and 'Last Day of Inservice 3/31/2016'. A red circle highlights a 'Clock Hours Checklist' box containing the following items: 'Attended (18 hours - Unverified)', 'Take Survey', 'Confirmed Profile', and 'Confirm'. A 'Next Step' button is located below the checklist.

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 clockhourtranscripts@psed.org with questions.