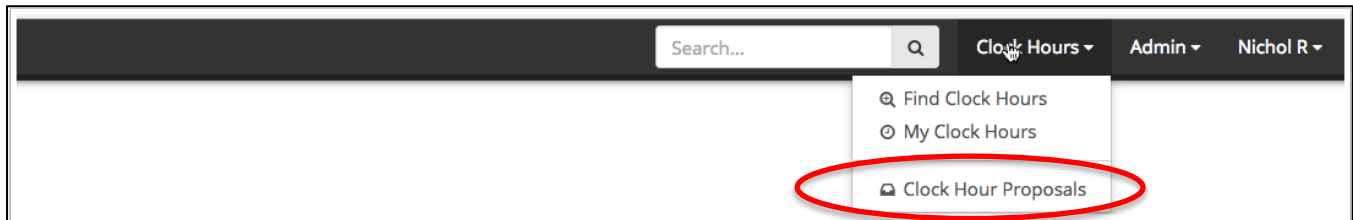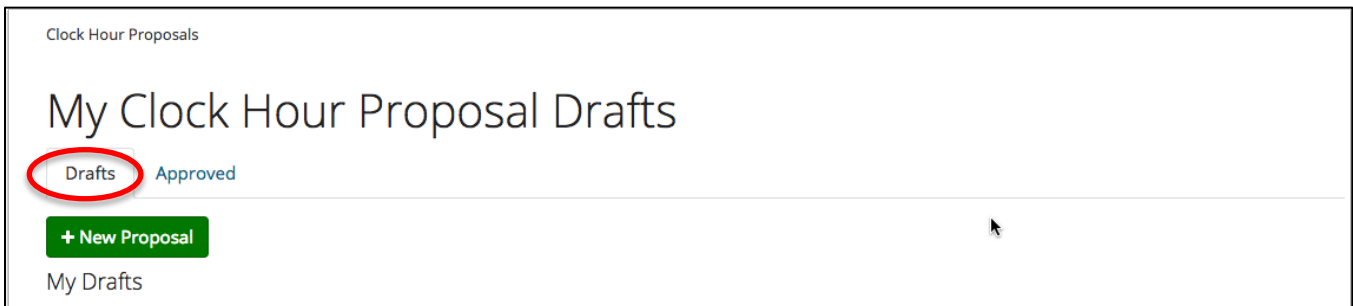# Submit a Clock Hour Proposal in *pd*Enroller

Create a New Clock Hour Proposal

After logging into *pd*Enroller, click on "Clock Hours" in the upper right and pull down to "Clock Hour Proposals."

Under the Drafts tab, click the green button for "New Proposal."

*pd*Enroller will automatically submit your clock hour proposal to the PSESD Clock Hour Committee – A PRE-SCREENING.***** You can select to Create a New Proposal or Repeat a Past Proposal. If you wish to copy a past proposal, you will need to know the past Clock Hour #.

(***** If you instead see a box that says NO COMMITTEE SELECTED, go to this link: https://pdenroller.org/Clockhours/proposals/psesd, log in, and select "PSESD Clock Hour Committee – A PRE-SCREENING". You can then proceed to create your C/H proposal.)
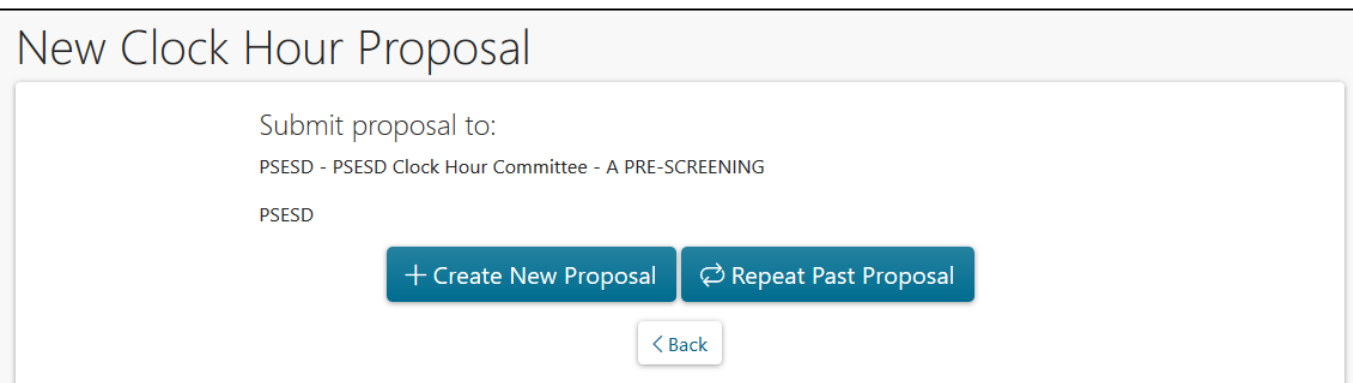
Title: Give your proposal a title (subtitle is optional), then click "Save & Continue."

Completion of the clock hour proposal is now a series of tabs across the top of the page. You may move through the tabs in any order. Complete the fields, noting the Help Text under each item.

- On the **Proposal** tab add an Event Description. The Documented Need is optional.

- **Hours/Objectives**
    - Under "Clock Hours" enter the total number of clock hours being requested.
    - Optional: Under "Other Credit Types you can enter, for example, SPU Credit, STARS, etc. However, those types are only for advertising and informational purposes.
    - On the right-hand side of the page, enter course objectives, one objective in each box. If you have more than 3 objectives, click the green "Add Objective" button.
    - Under "Content Standards" you must select at least one content standard that applies to your event.
    - If you are requesting STEM clock hours, enter the number of hours that meet STEM criteria. This can be less than the total number of clock hours being requested. Check at least 2 of the 4 STEM elements, then continue down to answer the "Guiding Questions", clicking "Yes" and entering detailed evidence.

- **Date/Location**: Under "Primary Location" choose a location (if listed) or choose Other to enter you own location. Next, you can click:

    - "Add On-Site Session" for a one-day face-to-face session
    - "Add Multiple On-Site Sessions" for events of more than one day
    - "Add Online Session" for online classes

    For an **on-site session**, enter the Start Date/Start Time and End Date/End Time. Adding Check-In Start and Check-In End times is optional. If you have more information about the location (e.g., room number) that you want to provide to the participants, enter it here. Click save.

    For events with **multiple on-site sessions**, you click all the dates on the calendar for your event and enter times and an optional location description. The times and location will default to the same for all dates. However, after you click Save, you will be able to go into a specific date to edit the times and location for that date.

    For an **online session**, enter the Start/End Dates and Start/End Times. There is an optional field for a URL where the online session will occur and a box where you can enter Instructions and Additional Information for participants. The URL and Additional Info/Instructions does NOT show on the catalog description but is only made available to registrants in their registration confirmation email and on the Event Page. Click Save.

    If you have a training that will include both on-site and online elements, you can include both kinds of sessions.

- **Agenda:** Enter a detailed agenda in the box (including times) or upload a file of the agenda by clicking on "Add Agenda" at the bottom.

- **Presenters:** Click the "Add Presenter" button and follow the instructions in the pop-up box. If you need to create a new Contact record for a presenter, you will be prompted to add a Phone Number and Professional Experience (i.e., resume or bio). Click the '+' to add the contact information and professional experience or upload a resume. Then click Save.

Kiel Hinrichs   kielhinrichs@gmail.com   ❗*Missing Information*   **+**

- **Online Class Requirements:** Additional information required for online classes only.

- **Contacts:** The Administrator Contact is the person at your organization who approved this proposal for submission. Your Contact Info auto-fills with the contact info of the person submitting the clock hour proposal.

- **Preview:** The Preview tab allows you to preview the proposal you have created and will flag in red font any portions of the proposal that are incomplete. When the proposal is complete, you can click the "Submit for Approval", which will be active.

- **Properties:** Proposal Properties give you an overview of your clock hour proposal. **You can remove/delete the clock hour proposal DRAFT if you want here.** At the bottom of the page, click the "Remove" RED button.

After you submit your event for clock hour approval, it will be listed under your "Pending" Clock Hour Proposals. It will move under "Approved" when the Clock Hour Committee votes to approve the proposal.