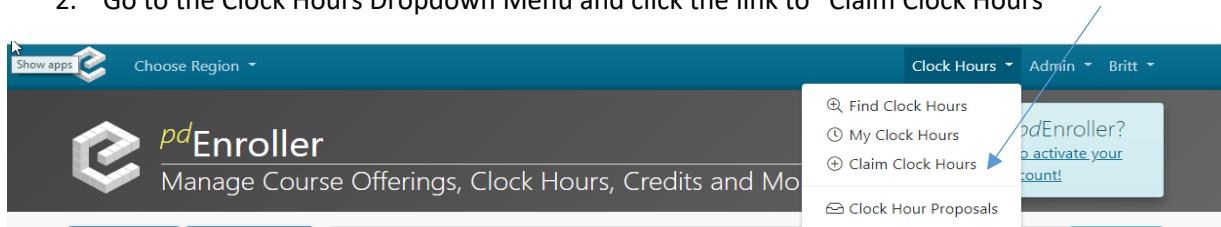


Instructions for claiming clock hours via the *pd*Enroller registration system:

1. Log in to *pd*Enroller (create account if needed) www.pdenroller.org
2. Go to the Clock Hours Dropdown Menu and click the link to “Claim Clock Hours”



3. You will be directed to the below screen where you can enter the code for the course. This code is different from the course number. Click “Find Event” to lookup the event and enter the number of hours you attended. These hours remain unverified until participation is verified via the course sign-in sheet. Once attendance is verified and the evaluation is complete, the hours will be added to your *pd*Enroller transcript.

Claim My Clock Hours

Clock Hour Claim Code

This code is typically provided at events participating in online *pd*Enroller 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 >](#)

? Online clock hour processing is a new feature in *pd*Enroller 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 *pd*Enroller transcript.

If you did not receive a claim code at the event, the organizers may not be participating in this feature.

You may also enter the code via this URL: <https://www.pdenroller.org/clockhours>

If you do not have a *pd*Enroller user account, you will create one during the process.

Please do not create a new account if you have an existing account. You may make changes to account by going in to your profile.

Print out an inservice form after completing the process and send to Human Resource.

Be sure to sign the sign-in sheet as that is your verification of attendance