

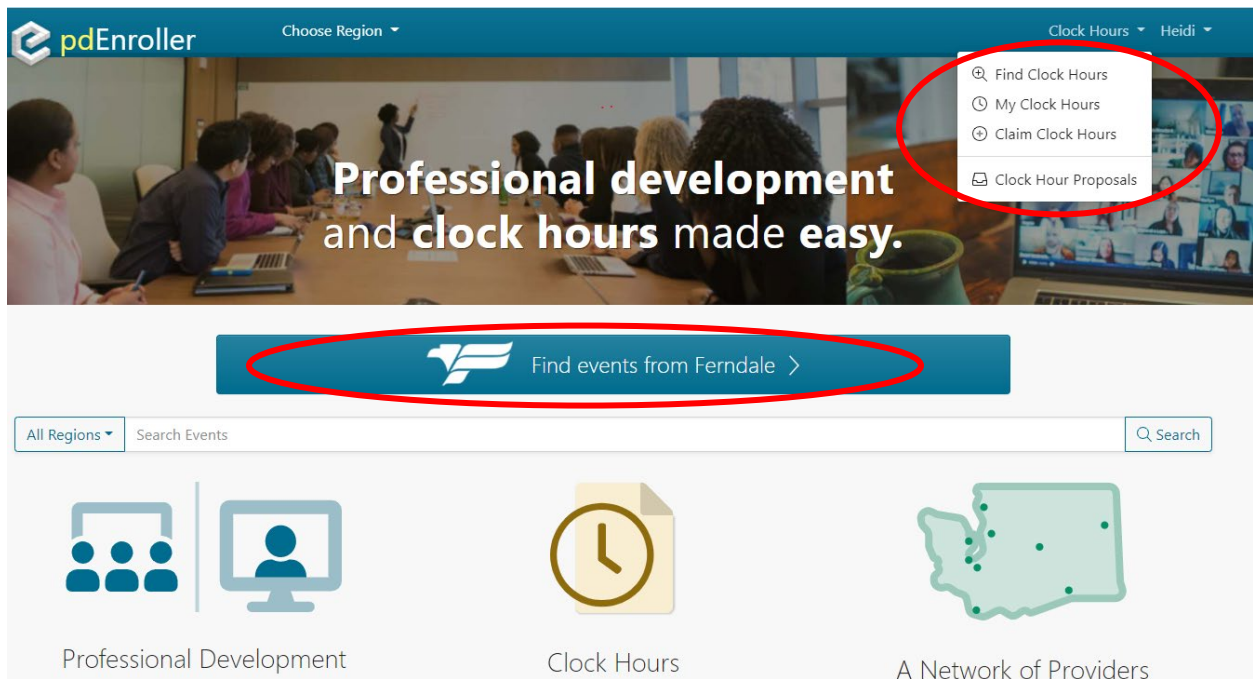
Directions for Accessing pdEnroller and Completing Courses

Login to pdEnroller.org. Go to the blue bar at the top of the page and hit Login.

Your FSD email address is your login. If you don't know or have a password, hit "Forgot Password" and you will be sent a link to change your password.

If you haven't been in the program before, you will be instructed to activate your account.

Once you are logged in, you will see the screen below. If you wish to see clock hours provided by Ferndale, hit the blue bar to find courses to complete.



To see your clock hours, go to blue bar at the top of the page and click on "Clock Hours". From there you can find clock hours to take, look at your clock hours and look at clock hour proposals available to take.

My Clock Hours – If you have taken clock hours, there will be a blue "Download Transcripts" button. Hit that button and it will download your Official Transcript of courses you have taken. The transcript will be downloaded to your computer.

My Account

- Profile
 - Password
 - Personal Accommodations
-
- My Events
 - Clock Hours**
 - Presentations
 - Payment Profiles
 - Payment History

Home / Account / My Credits

My Credits and Clock Hours

In Your Queue

For events in your queue, click the next available action on the checklist to proceed. Clock Hours require course attendance, post event survey, and a processing fee in addition to course fees. **All steps must be complete before Clock Hours will be awarded.**

No classes in your upcoming queue offer clock hours, or the sponsoring organization does not support online payment.

ⓘ You must choose between clock hours and credit if both are offered. Only one is awarded per event.

Claim Your Hours

ⓘ If you received a Clock Hour Claim Code at your event, click above to enter your code.

If you did not receive a code, your event organizers may not be participating in the self-claim feature and will process attendance in bulk. When your attendance is processed, these events will display in your queue, and you will be notified via email to complete your survey and/or pay for your hours.

Transcripts

Download Transcripts

[Download File](#)

Last Export: 3/11/2022 9:47 AM

Completed Clock Hours

Title	Start ↓	Hours
(FDSD-1790) 2/28/18 Poverty Challenge Simulation	2/28/2018	

Below is what your official transcript will look like. This documents all courses you have taken through pdEnroller. You will turn this into HR for documentation of completion. You will complete a “Reflection Form” for each course listing three things you have learned and turn in to your AA1 for extra time, and send to Darlene Patterson to mark you completed in pdEnroller so you can claim your clock hours.



Ferndale School District
 PO Box 698
 Ferndale WA 98248-9317

Official Clock Hours Transcript

Ferndale School District

PO Box 698
Ferndale WA 98248-9317

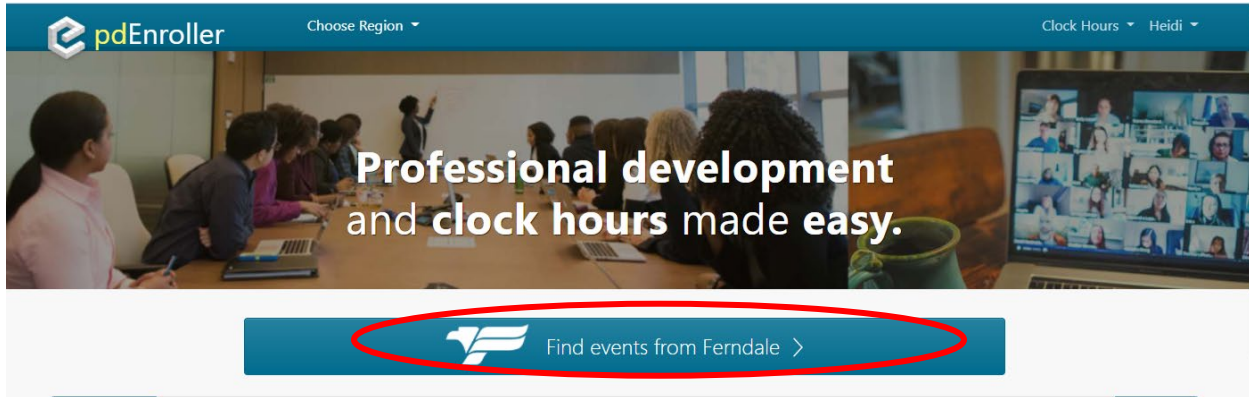
Certificate Number:
 Birth Date:
 Report Date: 3/15/2022

Course #	Title of Inservice	Sponsor	Emphasis	Start - End	Clock Hours
FDSD-603	Ferndale School District Emergency Operations Planning	Ferndale		3/14/2016 3/14/2016	6.00
FDSD-1789	Poverty Challenge Simulation	Ferndale		2/21/2018 2/21/2018	3.00
FDSD-1790	2/28/18 Poverty Challenge Simulation	Ferndale		2/28/2018 2/28/2018	3.00

Total: 12.00

To Register for Courses:

After signing into your account, go to the blue bar in the middle of the page that says, “Find events from Ferndale.”



- You will then get a list of all the courses offered through Ferndale. You will hit on the green registration button and follow the prompts for enrolling in a course.

10 Found

All Regions Search Title, Event Id, or Clock Hour # Search Calendar

#	Start	Title	Price	Status
#139306	Ongoing	Elementary Teacher and Technology Committee 1 Clock Hours	Free	Closed
#140449	Ongoing	Emergency Response for Paraeducators 2 Clock Hours	Free	Register
#140478	Ongoing	Student Protection for Paraeducators 3 Clock Hours	Free	Register
#140472	Ongoing	Creating a Positive Workplace for Paraeducators 3 Clock Hours	Free	Register
#140459	Ongoing	Mental Health for Paraeducators 1 Clock Hours	Free	Register
#140481	Ongoing	Rights and Responsibilities for the Paraeducator 1 Clock Hours	Free	Register
#140482	Ongoing	Information Technology for Paraeducators - Elementary 2 Clock Hours	Free	Register
#140497	Ongoing	Information Technology for Paraeducators - Secondary 2 Clock Hours	Free	Register
#140929	Ongoing	SWIS PD 1 Clock Hours	Free	Register
#140932	Ongoing	Second Step Specialty Webinars - All Levels	Free	Register

After following the prompts, you will be registered for the course. Upon completion, you will be notified to complete a survey for the course. Once you have completed the survey AND sent your Reflection sheet to Darlene to mark your attendance at the course, you will be able to claim the clock hours.