

## **Submit a Clock Hour Proposal in *pdEnroller* Ferndale School District**

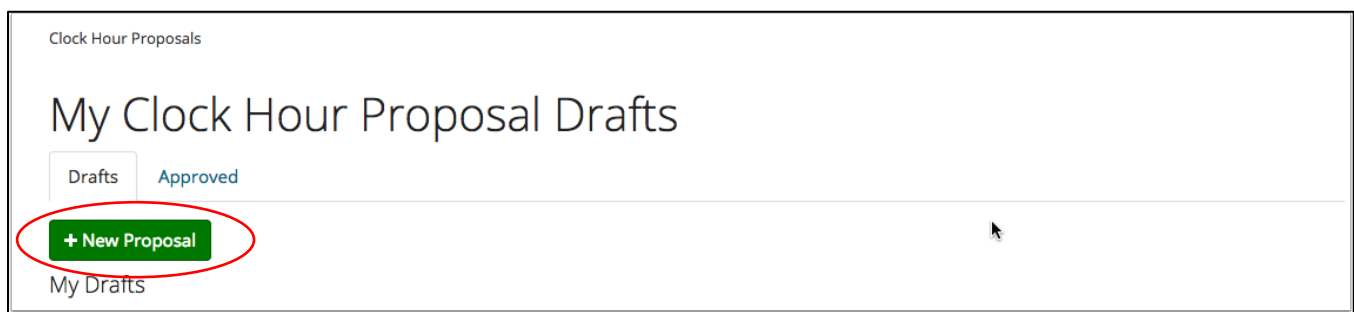
Clock Hour Services provides transcripts, evaluations, evaluation summaries, official Washington state educator clock hour documentation for individuals, as well as guidance and instructions to assist event sponsors to offer clock hours. After an event has been approved for clock hours, an email will be sent to the contact who submitted the proposal containing instructions and information to administer clock hours at the event.

1. A complete clock hour proposal must be received by NWESD using *pdEnroller* a minimum of 10 full working days prior to the first day of the event.
2. Events approved for clock hours must be a minimum of one (1) hour. They may be held over a series of days. For example: Ten clock hours may be approved for 10 one-hour sessions, or 5 two-hour sessions, or 4 two and one-half hour sessions, etc. Meal times and breaks cannot be included when calculating the number of clock hours requested.
3. A complete proposal must be received for repeated events regardless of the event being approved in the past.
4. Clock hours are offered in half-hour increments. For example, an event lasting 3 hours and 45 minutes is eligible for 3 1/2 clock hours.
5. Approval cannot be granted for routine staff meetings.
6. Each event approved for clock hours is evaluated by clock hour attendees using the *pdEnroller* online clock hour evaluation.

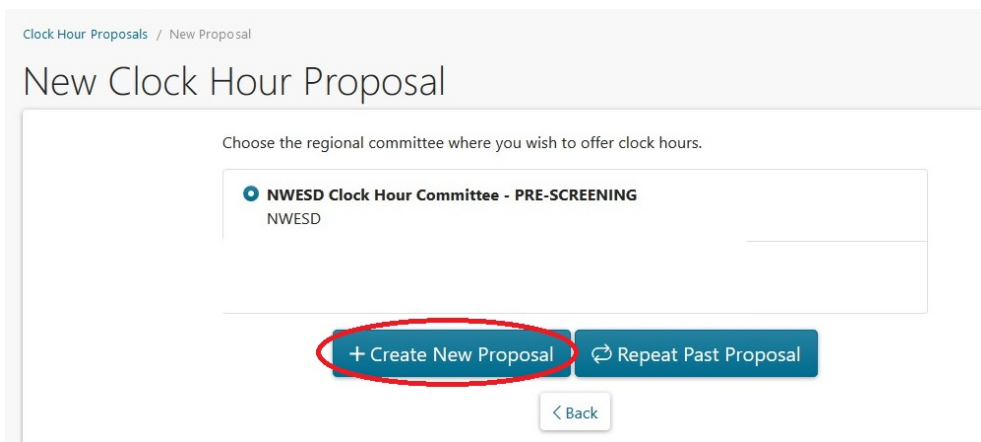
## How to submit a Clock Hour Proposal in *pdEnroller*

### Create a New Clock Hour Proposal

Your login is your email address. If you can't remember your password or you haven't logged in before, hit "Forgot Password." After logging into *pdEnroller*, 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."



*pdEnroller* will automatically submit your clock hour proposal to your clock Hour Committee. 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 class number.



### Title and Subtitle

Enter title then click "Save & Continue"

\*required fields

Clock Hour Proposals / New Proposal

## New Clock Hour Proposal

\* required fields

Review Committee  
NWESD Clock Hour Committee - PRE-SCREENING

Submitted By

Title \*

Subtitle (optional)

< Cancel ✓ Save & Continue

Enter the Title and then click “Save & Continue.”

### Tabs

Note the tabs across the top of the webpage. Work through these tabs in any order. Click “Save” before moving to another tab. After completing the proposal, click “Preview” to determine if anything is missing.

Status: **Draft**

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements Contacts **✓ Preview**

Event Properties

**i** Work through these tabs in any order, but click “Save” before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

Review Committee NWESD Clock Hour Committee - PRE-SCREENING

Status Draft

### Proposal Tab: Description, Documented Need and Tags

Enter your event description. Use the **optional** “Documented Need” text box to indicate the professional goals or needs your event meets. Use the “Tags” section to make your event more discoverable in the Catalog by clicking on the selections in the Subjects and Audiences tags. Click the green “Save” box when you have completed this page.

Review Committee

Status

Title \*

Subtitle

Event Description \*

NWESD Clock Hour Committee - PRE-SCREENING

Draft

Learning pdEnorller

B I U T<sup>1</sup> ◂ ◃ ◅ ◆ ◇ ◈ ◉ ◊ ◌ ◍ ◎ ● ◐ ◑ ◒ ◓ ◔ ◕ ◖ ◗ ◘ ◙ ◚ ◛ ◜ ◝ ◞ ◟ ◠ ◡ ◢ ◣ ◤ ◥ ◦ ◧ ◨ ◩ ◪ ◫ ◬ ◭ ◮ ◯ ◰ ◱ ◲ ◳ ◴ ◵ ◶ ◷ ◸ ◹ ◺ ◻ ◼ ◽ ◾ ◿ ◁ ▷ ▢ ▣ ▤ ▥ ▦ ▧ ▨ ▩ ▪ ▫ ▬ ▭ ▮ ▯ ▰ ▱ ▲ △ ▴ ▵ ▶ ▷ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿ ▸ ▹ ► ▻ ▼ ▽ ▾ ▿

</> ?

Describe your event to an audience that is unfamiliar with your program.

Use the tools in the toolbar above to format the description.

To learn more about formatting tools, click the "?" above and to the right.

Enter a description for your event.

You can use the editing tools to format your description. To learn more about the editing tools, click the ? icon to the right of the tools.

Documented Need  
(Optional)

## Hours/Credits Tab: Clock Hours, Course Objectives, Content Standards, STEM, Equity and Educational Leadership

Under Hours/Objectives, enter the number of clock hours you are requesting. Break(s) and meal time(s) are not eligible for clock hours. Click "Edit Objectives" and enter three or more objectives to your proposal (what attendees will learn and/or be able to do as a result of this event).

Status: **Draft**

Proposal **Hours / Objectives** Date / Location Agenda Presenters Online Class Requirements Contacts Preview

Event Properties

**i** Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

**Clock Hours**

# of Clock Hours Requesting \*

Clock Hours

Must request at least 3 hours.

**Course Objectives**

**Enter 3 or more objectives.** Identify what your participants will learn and how it may be applied. Numbering is automatically added on the Preview Tab.

Edit Objectives Review Criteria

- 1.
- 2.
- 3.

To add more than three objectives, click the "+Add Objective" at the bottom of the dialog box. Click "Save" when you are finished. If you look under "Review Criteria," there is a drop-down menu that possible criteria to use.

### **Content Standards, Equity, Educational Leadership and STEM**

Select at least one Content Standard that applies to satisfy WAC 181-85-202. Choose all that apply. If you are applying for Equity or Educational Leadership clock hours, you would indicate on this page.

If you are applying for STEM clock hours, complete the respective form shown under the Hours/Objectives tab. Click "Save" at the bottom.

### **Date/Location Tab:**

Use the drop-down menu labeled "Primary Location" to choose the location of your event. When you select a location, the address auto-fills. If your location is not listed, select "NWESD Region" or "Other" and complete the details.

**Primary Location**

NWESD Region

If your location isn't listed, select "Other" and complete the details.

**Location Description**

NWESD

A name or description of the location.

**Address**


The street address where the event is held.

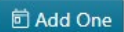


1601 R Avenue

Anacortes Skagit 98221


## Adding Sessions

Click "Add One" session and you can pick your date and time. Be sure to indicate at the top of the page if it is "On-site" or "Online." It works best to add one day at a time.

 Sessions

 Add One  Add Multiple  Add Primary Web Link

No sessions added.

 Save

## Agenda Tab:

An agenda is required to propose clock hours. When you have entered or uploaded the agenda, click “Save”. **Note: If you do not have an agenda at time you are submitting your proposal, you may make a note in the section that agenda will be provided at training.** You can also just list your agenda items below instead of uploading an agenda.

Agenda

An agenda is required to propose clock hours. You can either enter an agenda, or upload one.

Agenda will be provided at training.

Save

Upload an Agenda

None added

Add Agenda...

Allowed file types: pdf, doc, docx, xls, xlsx, png, jpg, jpeg, tiff

## Presenters Tab:

Click “+ Add Presenter”. Start typing the presenter's first and last name. If that person has an account, their name will appear on the left. Click on the name from the list on the left. Repeat for ALL additional presenters. If the presenter's name does not appear, click “+ Create New” and create an account for the 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.”

Add Presenter

Start typing the presenter's first name, then last name. If that person has a record, their name will appear on the left. Click on the name from the list on the left. Repeat for additional presenters. If the instructor's name does not pop up, click “Create New” and create a new record for the instructor.

ALL instructors presenting during your event are required to be indicated here.

Select Recent Presenters

Name

Email

Close + Create New

## Contacts Tab:

The Administrator Contact is the person at your organization who approved this proposal for submission. Your Contact Info auto-fills with the contact information of the person submitting the clock hour proposal. Please note: all messages regarding this proposal and administering clock hours at the event will be sent to the email address provided in “Your Contact Info.” Click the green “Save” box when you have completed this page.

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements **Contacts** Preview

Event Properties

**Administrator Contact**

**Full Name \***  
Full name of the administrator at your organization who approved this proposal for submission.

**Organization / District \***

**School / Department \***

**Email \***  
Contact email for the administrator listed above.

**Phone \***  
Contact phone number for the administrator listed above.

**Your Contact Info**

Please enter your contact information for follow up on this proposal.

**Your Full Name \***

**Mailing Address \***  
Street

**City** **State** **Zip Code**  
-- State

The address where we can mail you the clock hour packet.

**Email \***  
Your Contact Email

**Save**

## Preview Tab:

After you have completed the proposal, click the “Preview” tab to preview your proposal. The “Preview” tab is where you will be alerted if any information is missing. To edit the proposal, click on the red alert notice, and it will take you to the appropriate page for corrections. Once the validation checklist is complete,



the "Submit for Approval" button is active. Click to submit your clock hour proposal for approval.

After you submit your event for clock hour approval, it will be listed under "Pending" Clock Hour Proposals.

### Validation Checklist

✓ Title provided.
✓ Description provided.
✓ Alden Cornwell complete.
✓ Hannah Applewhite complete.
✓ Cindy Jouper complete.
✓ Nichol Lindsay complete.
✓ 3.00 clock hours requested.
✓ 3 objectives added.
i Proposal is not requesting STEM certification.
✓ Agenda provided.
i No audiences selected.
i No subjects selected.
✓ 1 dates specified.
✓ Administrator contact complete.
✓ Contact information complete.

[< Proposal Drafts](#)[✓ Submit for Approval](#)

### Event Tab:

This tab allows you to turn your clock hour proposal into a registration event. At the bottom of the page, click "Add to Catalog." To complete the other registration

details, next click on “Edit Event.” This event will also show up as a Draft event on your Dashboard.

### **Properties Tab:**

Proposal Properties give you an overview of your clock hour proposal. You can remove / delete the clock hour proposal DRAFT by clicking the red “Remove” button at the bottom of the page.

**You have completed the clock hour proposal!!!**