



# ***Clock Hours***



ORTING SCHOOL DISTRICT



# ***Continuing Education Clock Hours***

- WA Office of Superintendent of Public Instruction (OSPI) Rules/Guidance
  - <https://www.k12.wa.us>
  - Educator Support > Continuing Education Clock Hours > Educator Clock Hour Information



## ***Clock Hour Definition***

- “Clock hours are units of credit assigned to educators at a professional development/training event” ~ OSPI
- Ten clock hours equal 1 credit
- Clock hours are used for OSPI certification renewal and district salary placement or advancement
- Clock hours may be submitted in a minimum of 1-hour increments
- Inservice forms must be received by Human Resources by September 30 for current year salary increases\* ~ OSD/OEA CBA

*\*New hires have first 30 days of employment to submit verification to Human Resources*

***Accepted Clock  
Hour  
Documentation***



Pre-Approved  
Agency/District Inservice  
Transcript/Clock Hour Form

REGISTER HERE

OSPI Inservice Registration  
Form



Payment Voucher issued by  
North Central Educational  
Service District (ESD 171)



## Registration

pdEnroller; or  
Approved Entity



## Salary

Skyward



## Certification

OSPI

*Defining Functional Sources*

# ***Registration***

**Orting School District** is a  
Professional Educator  
Standards Board (PESB)  
Approved Clock Hour  
Provider

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Orting SD uses  
pdEnroller as  
registration tool for  
internal class offerings

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Individuals should **only**  
have one (1) pdEnroller  
account  
(not 1 per district/ESD)

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Other entities may or  
may not use pdEnroller  
(and that's okay)

# ***Registration***

## **Other Entities**

(Agencies/Organizations) can also be Professional Educator Standards Board (PESB) Approved Clock Hour Providers

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Verify as Approved Provider ahead of Class Registration

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OSPI Approved Clock Hour Providers Lists

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Professional Organizations/Colleges/ESDs

# pdEnroller Registration

Once attendance is Verified, you will receive a Clock Hour Claim Code

Sample View:

Credits	28.00 Clock Hours
C/H Claim Code	50X-MS3

Employee is responsible for submitting Clock Hour Transcript to Human Resources

pdEnroller Choose Region

## Claim My Clock Hours

Clock Hour Claim Code

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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 >](#)

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.

Find Clock Hours  
My Clock Hours  
Claim Clock Hours  
Clock Hour Proposals

event, the organizers me  
participating in this fe

For events not using this fea  
appear [in your queue](#) as eve  
process your attendance.  
notified via email to complet  
and/or pay for your t



# *Salary*

**Preapproved and Submitted Inservice Transcript Clock Hour Forms** can result in Horizontal Salary Advancement on OEA's Appendix A

## **Notes of Importance:**

- 1.** Employees are responsible for sending inservice forms (including for PLC and Enrichment events) to Human Resources
- 2.** Registration does not equal inservice form submission
- 3.** pdEnroller verifies participation, but does not cause forms to be turned in

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BA + 0

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BA + 15

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BA + 30

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BA + 45

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BA + 90

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BA + 135

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MA + 0

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MA + 45

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Ma + 90

# *Salary*

All verified and approved Credits and Clock Hour Transcript Forms submitted to Human Resources by September 30, that result in Salary Advancement, will be entered into Skyward for pay on the October pay warrant, retro to the beginning of the current work year.

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**Reminder:** Inservice forms must be received by Human Resources by September 30

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**Skyward:** Human Resources staff will enter credits and clock hours into Skyward

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**Employee Access:** Staff are able to view entered credits/clock hours via Skyward Employee Access

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**Transcript Tip:** When earning credits or a higher degree (e.g., Master's), we recommend you work with your university to ensure your degree is conferred and displayed on your transcript for submission to Human Resources by September 30 for current year salary increase.

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**No Exception Clause:** Submission by September 30 is required without exception

# ***Certification***

OSPI cert renewal:

log in at <https://eds.ospi.k12.wa.us>

## How to Access E-Certification

### Returning user

1. Go to [Education Data System \(EDS\) Sign In](#)
2. Enter your username and password
3. Select **Login**
4. From the EDS homepage you may manage account information, select:
  1. **View my applications**
  2. **My Application List**
  3. **E-Certification**

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Many OSPI issued certificates are to be renewed every five (5) years

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Certificates typically expire on June 30

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Prior to renewal, 100 clock hours or credit equivalent) should be logged by you

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Complete your renewal application and pay the fee

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Once your new certificate is issued, you can send a copy to Human Resources or send an email so our team can print it for your personnel file

# ***Questions?***

*Call, Email or Request an  
Appointment with your Human  
Resources Team*

[\*Contact Information\*](#)