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

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

Orting SD uses pdEnroller as registration tool for internal class offerings

Individuals should **only** have one (1) pdEnroller account

(not 1 per district/ESD)

Other entities may or may not use pdEnroller

(and that's okay)
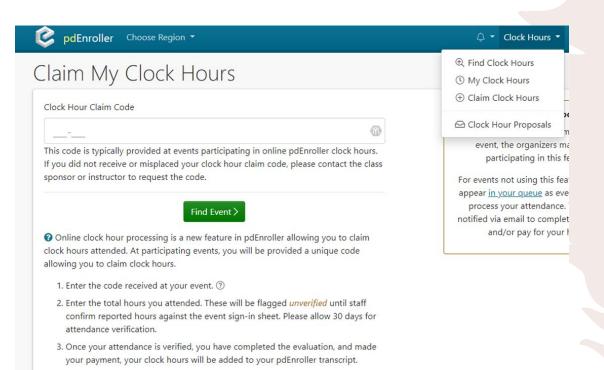
Registration

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

Verify as Approved Provider ahead of Class Registration

[OSPI Approved Clock Hour Providers Lists](#)

[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

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 <u>not</u> equal inservice form submission
3. pdEnroller verifies participation, but does not cause forms to be turned in

BA + 0

BA + 15

BA + 30

BA + 45

BA + 90

BA + 135

MA + 0

MA + 45

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.

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

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

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

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.

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**

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

Certificates typically expire on June 30

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

Complete your renewal application and pay the fee

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