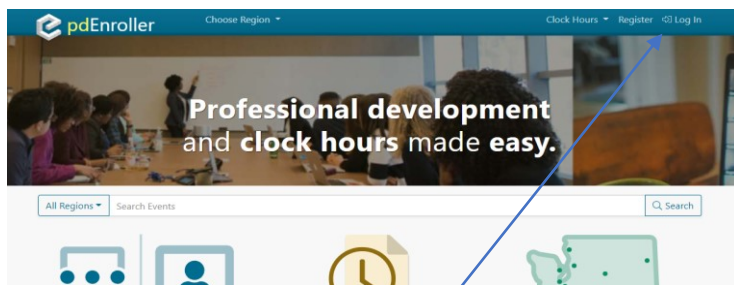


# pdEnroller Steps

Website: [pdEnroller.org](https://pdEnroller.org)

Prior to registering for a course in pdEnroller, you will first need to create an account. Creating an account is only completed once. If you believe you have an account with another district, you can log in and update your information.

**Important** – When creating your account, be sure to enter “Orting School District” as your organization (employer) as this is required in order to view any course offerings through the district. Also, for certificated staff, be sure to enter your certificate number as this will then allow your clock hours to be uploaded to your OSPI e-certification account.



## Process for clock hours

### 1. Register for an Event

Once you have been notified that an event (e.g., PLC Fridays, Enrichment Days, FCS training, etc.) is open, you will login to pdEnroller and register. Be sure to choose “Orting” from the drop down box at the top.

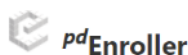
**Important** – Just must register prior to the event/training closing. Once the event is closed, it will not be re-opened to register.

### 2. Attendance/Sign-in

At each event/training, you must sign-in on the attendance sheet on each day of the event. Once attendance sheets are sent to Human Resources (HR), staff cannot sign-in after the fact. If you don't sign-in at the event, clock hours will not be granted for that day.

### 3. Verifying/Claiming Clock Hours

Once an event/training has been completed, HR will verify your clock hours based off the event sign-in sheet. Once attendance is verified, you will receive an email notification to log in and complete the course evaluation (survey).



You can now complete the Clock Hours evaluation for 2023-24 Orting Learning Leader Advance (15.00 hours).

[Complete Now - Clock Hours Evaluation](#)

### 4. Print the Inservice Registration Form

After completing the survey, print the Inservice Registration Form (*not the transcript*), sign/date, turn into HR. This form is required for HR to enter your clock hours in Skyward (Skyward clock hour entry applies to certificated staff). See *printing instructions on the next page*.

## 3 Things to Know

### pdEnroller (Registration)

Orting SD uses pdEnroller as registration tool for internal class offerings.

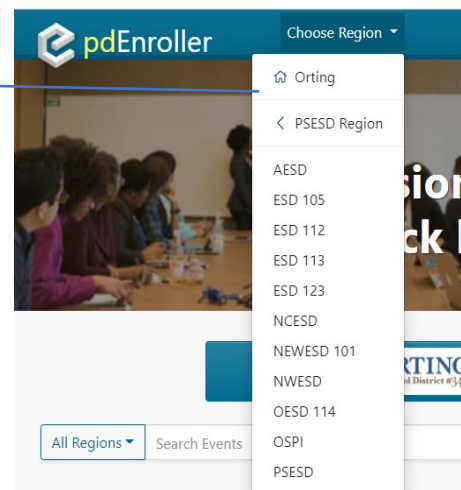
### Skyward\* (e.g., Tracking, Pay increases)

When HR receives credits and clock hours from an employee (on an approved provider clock hour in-service form), they are entered into Skyward. Staff can view entered credits/clock hours via Skyward Employee Access > Emp Info > Personal Information > Prof Development.

### OSPI (Certificate Renewals)

Certificated staff submit through [OSPI e-certification](#) for cert renewal and paraeducators upload clock hours for initial cert issuance.

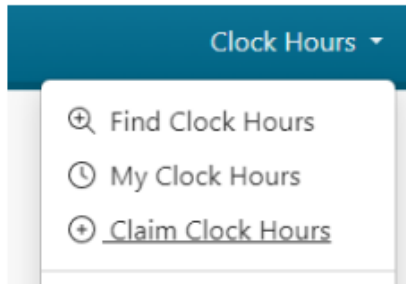
*\*pdEnroller and OSPI don't interact with Skyward, so it requires your action.*



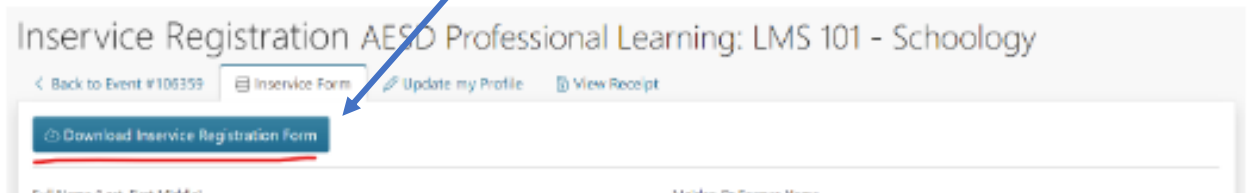
## Printing the Inservice Registration Form

To download a PDF version of the Inservice Registration Form:


1. Find forms by going to the "My Clock Hours" page (top, right-hand side).



2. Click on the event title to reach the clock hours page for the event. There is a button at the top to generate and download the Inservice Registration form PDF.



3. Print, sign/date, the Inservice Registration Form (see example below).

 Orting School District 121 Whitesell St NE Orting WA 98360-8410 (360) 893-6500	
Continuing Education Clock Hour Credit <b>INSERVICE REGISTRATION</b>	
Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations. DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT FOR THIS INSERVICE PROGRAM. PLEASE PRINT AND USE PEN ONLY.	
<b>SECTION I – INFORMATION – PARTICIPANT</b>	
LEGAL NAME (Last, First Middle) _____ MAIDEN OR FORMER NAME _____	
DATE OF BIRTH (m, d, y)	WASHINGTON CERTIFICATE NUMBER _____ EMAIL _____ joyc@orting.wednet.edu
HOME ADDRESS (Street, City, State, Zip Code) 121 Whitesell ST NE Orting WA 98360	
<b>SECTION II – INSERVICE PROVIDER – CLOCK HOURS</b>	
TITLE OF INSERVICE OFFERING Right Response	
CLOCK HOUR NUMBER 146248	EVENT ID #146248
TOTAL NUMBER OF CLOCK HOURS AVAILABLE 14.00	TOTAL NUMBER OF CLOCK HOURS EARNED 1.00
FIRST DAY OF INSERVICE 8/17/2022	LAST DAY OF INSERVICE 11/14/2022
CLOCK HOUR EMPHASES	
SPONSORING PROVIDER NAME (AGENCY GRANTING CLOCK HOURS) Orting School District	
BUSINESS TELEPHONE NUMBER (360) 893-6500	
PROVIDER ADDRESS 121 Whitesell St NE Orting WA 98360-8410	
<b>SECTION III – AFFIDAVIT – PARTICIPANT</b>	
I, _____, swear/affirm that I earned <u>1</u> clock hours for actual attendance at this inservice. I am not applying for college/university credit for this program. Also, _____ certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to chapter 181-85 WAC. This form should be retained by the holder for possible dispute (WAC 181-85-085)	
_____ Original Signature of Participant	_____ Date