CLOCK HOURS

Tumwater School District

A quick overview on all things clock hours

INFORMATION

All clock hours and credits need to be turned into HR for salary placement.

Academic Credits must be submitted via Official transcripts from an accredited college or university.

Clock hour forms must be earned from an <u>approved provider</u> and be signed by the provider in order to verify the hours have been earned, or by submitting an official PdEnroller Transcript.

Do my clock hours in PdEnroller automatically count towards salary placement?
No. If you registered for a course through PD Enroller, your courses do not automatically transfer towards salary placement. In order to receive credit for completion, please submit the clock hour form to Human Resources.

Access/print clock hours in PdEnroller:
- Log in to <u>PdEnroller</u>.
- Click drop down "clock hours" choose "my clock hours".
- If you have un-claimed clock hours: under the "In Your Queue" section, complete the survey and purchase the clock hours/trainings you have not yet claimed.
- If you have claimed all your clock hours: under the "Completed Clock Hours" section, click on each clock hour/training to view and then print the clock hour form

<u>Professional Growth Plan (PGP)</u> gets you clock hours!

<u>Dept. of Health License Hours as Clock Hours</u>

<u>PESB: Clock Hours & Certificate Renewal</u>

<u>OSPI: Clock Hour FAQ's</u>

Websites:
- <u>PdEnroller</u>
- <u>OSPI</u>
- <u>ESD113</u>

DUE DATES

September 30th of current school year for Salary Placement

<u>Credit Reimbursement</u> forms due September 30th (paid in December)

KEEP UP the good WORK

BREAKDOWNS

10 clock hours = 1 credit

1 Quarter Credit = 10 clock hrs

1 Semester Credit = 15 clock hrs

1 PGP = 25 clock hours (as of 7/1/18)

QUESTIONS?

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