Puget Sound ESD • Washington Clock Hours
pdEnroller Proposal Submission Request for CONFERENCES

IT IS THE PURPOSE OF THIS FORM to request that Washington state Clock Hours be **considered** through Puget Sound ESD (PSESD) using the Clock Hour Management tool, pdEnroller.org for submission of course content.

CONTACT INFORMATION:

Institution: _____

Name: _____

Address: _____

City/State: _____

Zip: _____

Voice: _____

Email: _____

DUTIES OF PSESD: PdEnroller, through PSESD, provides transcripts, evaluations, evaluation summaries, official educator clock hour documentation for individuals, as well as guidance and instructions to assist content providers to offer clock hours for trainings. After a training has been approved for clock hours, PSESD Clock Hour Services will email the contact (the person who submitted the proposal) instructions and information to administer clock hours to eligible attendees.

DUTIES OF EXTERNAL CONTENT PROVIDER (Institution listed above): The training sponsor agrees to submit a completed proposal a minimum of 10 full working days prior to the event start date and follow all instructions in the email sent when/if the training is approved for clock hours. The institution listed above agrees to provide clock hour claim information to eligible attendees at the conclusion of the training. An attendance verification roster is required to be uploaded into pdEnroller immediately following in person trainings and synchronous online trainings. Certificates of completion are required to be provided by the institution listed above for all asynchronous online trainings. Asynchronous training certificates of completion must include the attendee name, title of the training, date the attendee completed the training and the number of hours the attendee completed. The term 'clock hours' CANNOT appear on the certificates of completion. Attendees of asynchronous trainings are required to upload their certificate of completion to claim clock hours. Questions about these responsibilities can be emailed to clockhours@psesd.org.

A separate proposal is required to be submitted for each occurrence of a conference. Additionally, a separate proposal agreement is required for each occurrence of each conference. Please note this agreement and the proposal it corresponds to must be received a minimum of 30 days prior to the conference start date.

Conference title as it will appear on the proposal: _____

Conference start date: _____

The clock hour proposal fee applies to <u>each proposal SUBMITTED</u> and cannot be applied/'transferred' to a different proposal than indicated on this agreement. <u>All</u> trainings, including those cancelled, postponed, delayed, halted, etc. are subject to the submission fee below. This fee helps us cover the cost of the time and effort that goes into reviewing and processing clock hour proposals. CLOCK HOUR PROPOSAL SUBMISSION FEES ARE NON-REFUNDABLE.

Fee: $150.00 per <u>each day</u> of the conference

Number of days of the conference: _____ x $150.00 = $ _____ TOTAL to be invoiced

Approval of above and to authorization to invoice:

Signature: _____

Purchase Order Number If Applicable: _____

Please complete and return this form with your approved purchase order or signature to invoice via email to: clockhours@psesd.org