

Clock Hours

A quick overview on all things clock hours

Information

1. All clock hours and credits need to be turned into HR for salary placement
2. Academic credits must be submitted via official transcripts from an accredited college or university
3. Clock hour forms must be earned from an approved provider and be signed by the provider in order to verify the hours have been earned, or by submitting an official pdEnroller transcript

Breakdowns:

- 10 clock hours = 1 credit
- 1 quarter credit = 10 clock hours
- 1 semester credit = 15 clock hours
- 1 PGP = 25 clock hours (as of 7/1/18)

Access/print clock hours in pdEnroller:

1. Log in to pdEnroller.org
2. Click drop down "clock hours" choose "my clock hours"
3. If you have unclaimed clock hours under the "in your queue" section, complete the survey and purchase the clock hours/training you have not yet claimed
4. 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

Due Dates:

October 1st of the current school year for salary placement

Resources & Websites!

1. [Professional Growth Plan \(PGP\) gets you clock hours](#)
2. [Dept. of Health License hours as clock hours](#)
3. [PESB: clock hours & certificate renewal](#)
4. [OSPI: clock hour FAQ's](#)
5. [pdEnroller](#)
6. [OSPI](#)
7. [ESD113](#)

Questions?

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