



CLOCK HOURS

INFORMATION

To adjust your salary placement, submit your official transcripts or verified clock hour forms to HR.

Academic credits must be submitted via official transcripts from an accredited college or university, sent directly to HR.

Clock hours must come from an approved provider and require a signed clock hour form or an official PdEnroller transcript.

Do my clock hours in PdEnroller automatically count towards salary placement? **No.**

Courses taken through PdEnroller do not automatically transfer to HR. You must submit your completed clock hour form or official PdEnroller transcript directly to Human Resources.

How to access/print clock hours in PdEnroller:

1. Log in to PdEnroller.
2. Click drop down "clock hours" choose "my clock hours".
3. 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.
4. If you have claimed all your clock hours: under the "Completed Clock Hours" section, click on each clock hour/training to view and print the clock hour form or official transcript.

[Helpful Links:](#)

[Professional Growth Plan \(PGP\)](#) gets you clock hours!

[Dept. of Health License Hours as Clock Hours](#)

[PESB: Clock Hours & Certificate Renewal](#)

[OSPI: Clock Hour FAQ's](#)

Websites:

- [PdEnroller](#)
- [OSPI](#)
- [ESD113](#)

A quick overview on all things clock hours

DUE DATES

September 30th of current school year for Salary Placement

Credit Reimbursement forms due September 30th
(Reimbursements paid in December)



BREAKDOWNS

- 10 clock hours = 1 credit
- 1 Quarter Credit = 10 clock hrs
- 1 Semester Credit = 15 clock hrs
- 1 PGP (Professional Growth Plan) = 25 clock hours (as of 7/1/18)
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QUESTIONS?
Contact us!

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