



Capital Region ESD 113 Clock Hour Instructions for Participants

Please complete the following steps to register, purchase and receive clock hours from Capital Region ESD 113.

Prior to attending the event – Participant will need to register for Capital Region ESD 113 clock hours:

- Go to www.myesd.org.
- Sign-in or create an account.
- Enter the Session ID Number, select “register.” Follow all steps until you receive “Thank you for your registration” message.

During the event - In order to receive clock hours:

- Participants must be in actual (physical) attendance at the session location at the assigned time and for the duration of the class.
- **Participants must sign the attendance sign-in sheet each assigned day of the session.** *The attendee must sign in to receive credit for attending the session. Capital Region ESD 113 will not accept verbal or written documentation (other than official sign-in sheets) from the instructor, school district or other entity stating the attendee was present after the session has taken place.*

After the event – the event sponsor will send documentation of attendance to Capital Region ESD 113 within 10 business days.

Capital Region ESD 113 will record attendance within 10 business days after receiving documentation.

Participants will receive an automated email requesting an evaluation be completed. Participants will then be able to purchase clock hours.



If an email was not received, the participant will need to access their account by the following steps:

- Go to www.myesd.org.
- Click the **Sign In** link and log into account.
- Click on **Registration History/Certificates and select Past Sessions**.
- Select “evaluation” located under the title of the session.
- After submitting the completed evaluation. You will now be able to select “Purchase Clock Hours” located under the title of the session.
- Check the box next to the Session ID and check the box that affirms your attendance for the clock hours.
- Select “Add to Cart.” Then select “Check out.” You will be asked to verify that your information is correct, school/district, etc. - click on “continue.”
- You can now “complete checkout” by indicating form of payment. If you select check or purchase order, you will need to print a payment voucher *which you will be instructed to do on the next screen*. Mail in your voucher with payment. If you select credit card, you will then be prompted to enter your credit card information.

Fees for Clock Hours

- Clock Hour Fee = \$2 per clock hour + \$5 processing fee per participant. All clock hours need to be purchased within 90 days. After 90 days, a late fee of 20% will be added.

Transcripts

- Capital Region ESD 113 official clock hour transcripts are mailed to the participants by mid-September every year.
- If participants want an additional transcript or a transcript prior to mid-September, a \$5 fee per transcript is assessed.
- Go to www.myesd.org.
- Click the **Sign In** link and log in to the site.
- Click on **Professional Development Record**.
- Select “Request Official Record.” Enter payment information. The transcript will be processed and mailed to you within 7 days.
- For an unofficial transcript, select “Year of Record” and click **Go**. You will receive a pdf file to download or print.
- Use the **Manage Transcript** button to keep a personal record of non-ESD classes.



General Information

- Participants must keep their accounts on MYESD up-to-date with correct mailing address and place of employment.
- Participants have a responsibility to keep record of clock hours and to contact Capital Region ESD 113 to correct any inaccuracy.

Contact Us: If you need help using the **MYESD** system, click on the **Contact Us** link and submit a help ticket, or call the ESD 113 help desk at 360-464-6700.

Questions – Contact Tiffany Harmon • 6005 Tyee Dr. SW • Tumwater, WA 98512
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