

Washington State Approved Clock Hours

Participant Instructions

193494, College Bound Updates Webinar

*Complete these steps to **register, purchase, and receive** clock hours*

Before the event:

- Make sure you have a **pdEnroller** account. (<https://www.pdenroller.org>) Don't create a new account if you changed your place of employment or cannot login by using a former district email. Need help? Contact clockhours@esd113.org.
- Follow this link to register for clock hours: <https://www.pdenroller.org/esd113/catalog/193494>

During the event:

- You must be on time and **present** for the entire event at the session location.
- Sign the sign-in sheet — *legibly* — **each assigned day** of the session. For online events, follow the instructions from your event organizer. *Capital Region ESD 113 accepts only official sign-in sheets as proof of attendance for in-person events. Virtual attendance documentation received from the event organizer will become the official attendance record.*

After the event:

- **Complete evaluation** – Event organizers are requested to submit attendance documentation within 10 days after the last day of the event. You will receive an automated email to complete an evaluation once attendance is recorded.
- **Purchase Clock Hours** - You will be prompted to purchase clock hours, once the evaluation is completed. It's your responsibility to keep a record of your clock hours and to contact Capital Region ESD 113 at clockhours@esd113.org to correct inaccuracies.

MORE INFORMATION

- **Fees:** Clock hours are \$3 each + \$5 to process. To avoid late fees, purchase your clock hours within 90 days.
- **Transcripts:** You can print an Official Proof of Clock Hour Form and/or a clock hour transcript through your pdEnroller account. Go to "clock hours" under the dropdown arrow next to your name located in the upper right corner.
- **pdEnroller Automated Emails:** please note - if you use a school email address as your user login, your district email system may block pdEnroller automated emails. Access event information, evaluations, and clock hour information at any time through your pdEnroller account.