

How to Claim pdEnroller Clock Hours

Career and Technical Education (CTE)



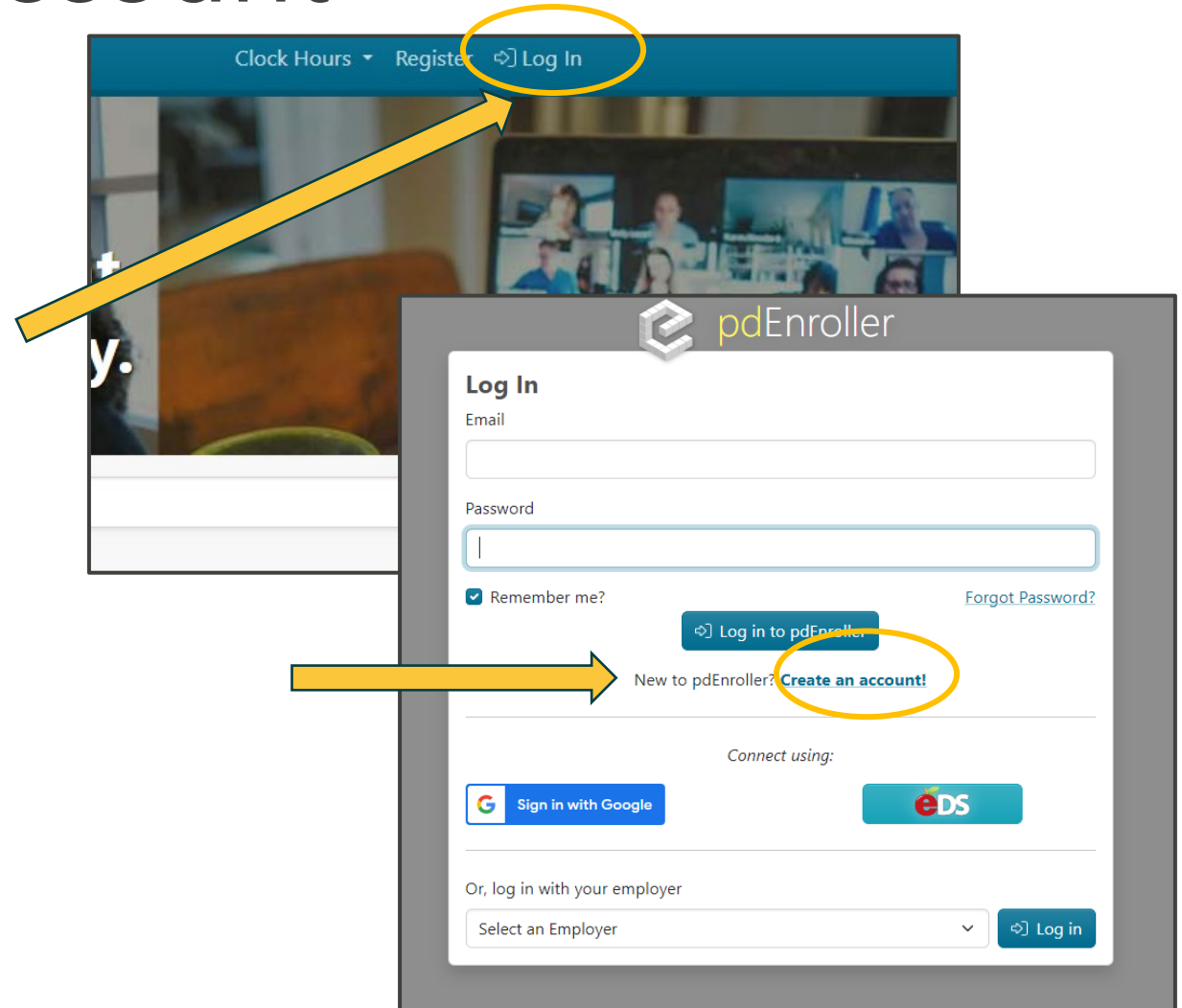
Washington Office of Superintendent of
PUBLIC INSTRUCTION



Step 1: Create an Account

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- Go to the pdEnroller website:
<https://www.pdenroller.org/>
- Click “log in” in the upper right corner.
- Then, select “create an account.”
- Tips:
 - It is recommended that you use a personal email in case you change districts.
 - Do not create more than one account or you risk being unable to find clock hours in the future.
 - If you have more than one account, you may merge them by emailing support@pdenroller.org or calling 360-534-1206





Step 2: Register for an Event

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- You will receive a link from the event sponsor that will look something like this:
<https://www.pdenroller.org/ospi/Catalog/Event/106803>
- Click the link, and it will lead you to the pdEnroller event with a "Register Now!" button
 - **Note:** You MUST register through pdEnroller in order to get your hours. Registration for the professional development (PD) may be separate process.
- Once you register, you should receive a notification email from pdEnroller and the event will show up on your "My Events" page in your profile.

Registration

Event # 155423

Price
Free

Registration Ends
Friday Jun 30, 2023 5:00 PM

[Register Now!](#)

Home / Account / My Events

My Account

- Profile
- Password
- Personal Accommodations
- My Events**
- Clock Hours
- Presentations
- Payment Profiles
- Payment History

My Events

Attending | All Registrations

Upcoming Events

You have not registered for any upcoming events. Find your next course in our [Event Catalog!](#)

All Events

Search...

Export to Excel

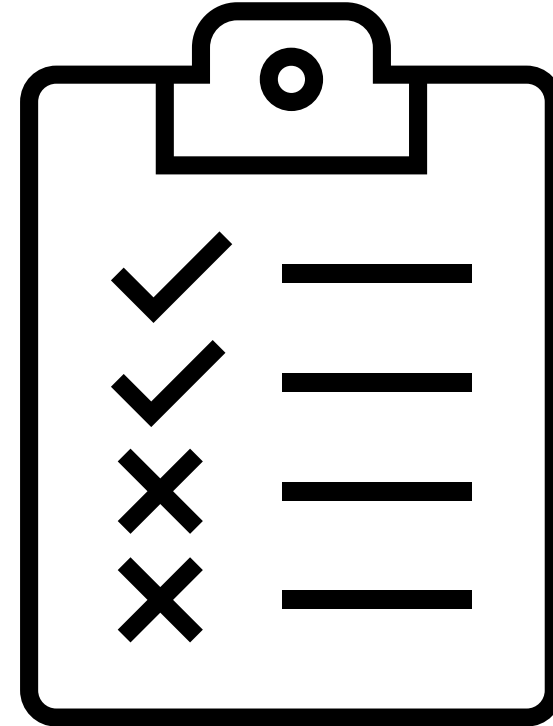
Event Id	Title	Start	Registration
154998	OSPI Data Dive #3: Educator Data (Afternoon Session)	4/25/2023 1:00 PM - 4:30 PM	1428556



Step 3: Event Conclusion

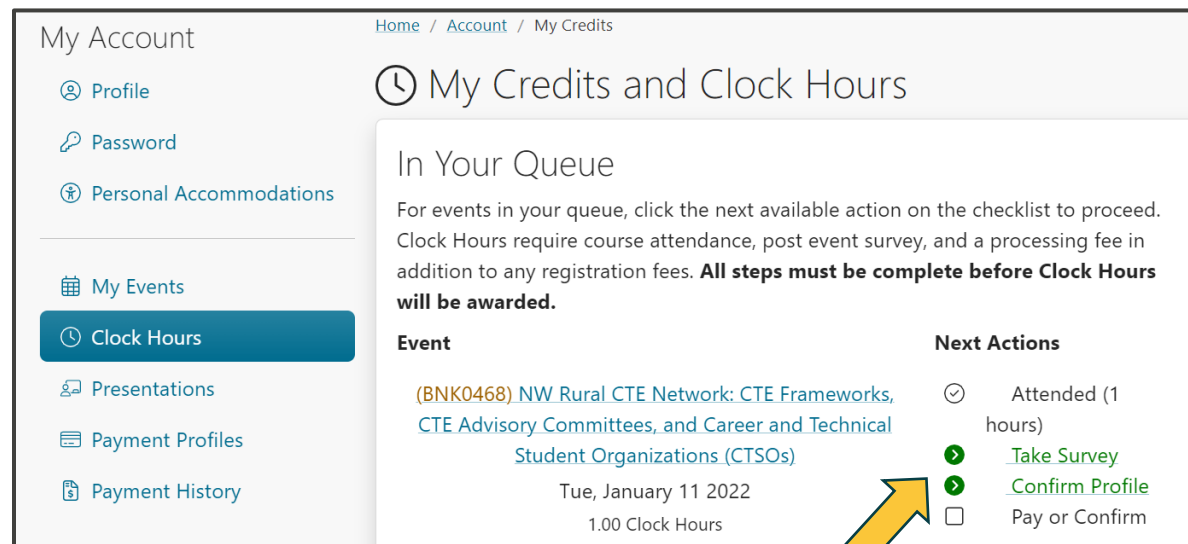
Step 3: Event Conclusion

- Once the event has concluded and registration officially closes **1 week after the last day of the PD**, the event sponsor will send OSPI an attendance report based on who attended and for how long.
- OSPI inputs attendance **within 30 days** after event.
 - **Note:** you do **NOT** need a claim code for OSPI clock hours, nor will you be provided with one. OSPI clock hours are free and use the attendance system, rather than the claim code system.



Step 3: Event Conclusion (Continued)

- After the event is over, you **MUST** complete the evaluation survey in order to receive your clock hours. Once the survey is complete and attendance has been entered by OSPI, the hours will record on your transcript.
- To find a pending clock hour survey, go to: Top Menu > Clock Hours > My Clock Hours > **Take Survey**
 - <https://www.pdenroller.org/my/clockhours>
- **Note:** If the clock hour survey link does not open, it often means you registered using a different email address. Surveys are only available to addresses listed on your user profile.
- **Tip:** If you believe you have two pdEnroller accounts, contact support listing both email addresses for assistance. Please indicate your preferred email address.



My Account Home / Account / My Credits

My Credits and Clock Hours

In Your Queue

For events in your queue, click the next available action on the checklist to proceed. Clock Hours require course attendance, post event survey, and a processing fee in addition to any registration fees. **All steps must be complete before Clock Hours will be awarded.**

Event	Next Actions
(BNK0468) NW Rural CTE Network: CTE Frameworks, CTE Advisory Committees, and Career and Technical Student Organizations (CTSOs) Tue, January 11 2022 1.00 Clock Hours	<input checked="" type="checkbox"/> Attended (1 hours) <input checked="" type="checkbox"/> Take Survey <input checked="" type="checkbox"/> Confirm Profile <input type="checkbox"/> Pay or Confirm

Clock Hour Resources

- [Continuing Education Clock Hours | OSPI \(www.k12.wa.us\)](https://www.k12.wa.us)
- [pdEnroller – Glossary](#)
- [Frequently Asked Questions: Where is My Event Link?](#)
- [Presenter Resources](#)
- [How to Print Inservice Registration Form](#)
- [The Clock Hour Survey Link Won't Open!](#)
- [How Do I Download My Transcript?](#)
- Need Help?
 - Contact support@pdenroller.org



Have Questions or Need Assistance?

**Contact
Us!**

cte@k12.wa.us | 360-725-6245

