

Submit a Clock Hour Proposal NWESD

Clock Hour Services provides transcripts, evaluations, evaluation summaries, official Washington state educator clock hour documentation for individuals, as well as guidance and instructions to assist event sponsors to offer clock hours. After an event has been approved for clock hours, an email will be sent to the contact who submitted the proposal containing instructions and information to administer clock hours at the event. **Please allow 10 full working days for approval.**

1. A complete clock hour proposal must be received by NWESD using *pd*Enroller a minimum of 10 full working days prior to the first day of the event.
2. Events approved for clock hours must be a minimum of 3 hours. They may be held over a series of days. For example: Ten clock hours may be approved for 10 one-hour sessions, or 5 two-hour sessions, or 4 two and one-half hour sessions, etc. Meal times and breaks cannot be included when calculating the number of clock hours requested.
3. A complete proposal must be received for repeated events regardless of the event being approved in the past.
4. Clock hours are offered in half-hour increments. For example, an event lasting 3 hours and 45 minutes is eligible for 3 1/2 clock hours.
5. Approval cannot be granted for routine staff meetings.
6. Each event approved for clock hours is evaluated by clock hour attendees using the *pd*Enroller online clock hour evaluation.
7. Clock hour fees are paid by attendees registering for clock hours and are \$3.00 per clock hour, \$14.00 minimum fee, per person, per event.
8. Event sponsors requesting clock hour approval will be responsible for administering clock hours.

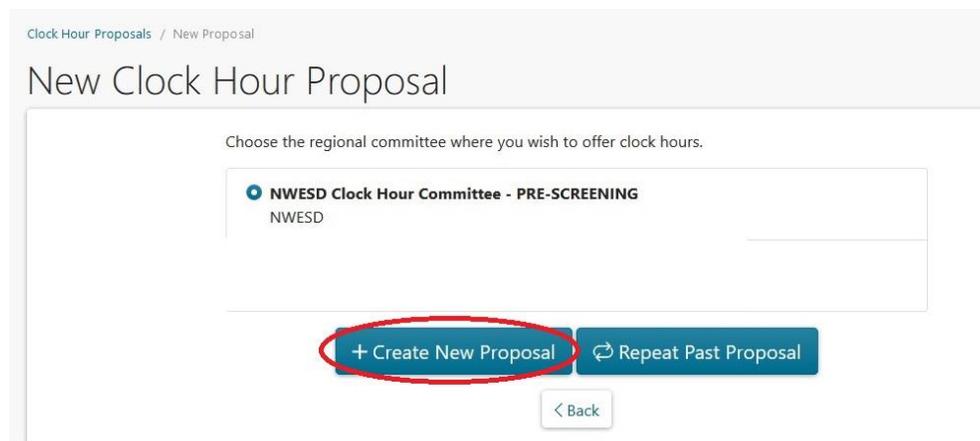
Instructions on how to submit a Clock Hour Proposal in *pdEnroller*

Go to <https://www.pdenroller.org/ClockHours/proposals/nwesi>

New Clock Hour Proposal

Click the radio button to select, 'NWESD Clock Hour Committee - A PRE-SCREENING NWESD.' Click "Create New Proposal" or "Repeat Past Proposal" to submit a proposal to NWESD.

To use "Repeat Past Proposal," you need the previous clock hour class number from an event previously approved using *pdEnroller*. After logging in, you will find your previously approved clock hours at:
[pdEnroller.org/clockhours/proposals/approved](https://www.pdenroller.org/clockhours/proposals/approved)



Clock Hour Proposals / New Proposal

New Clock Hour Proposal

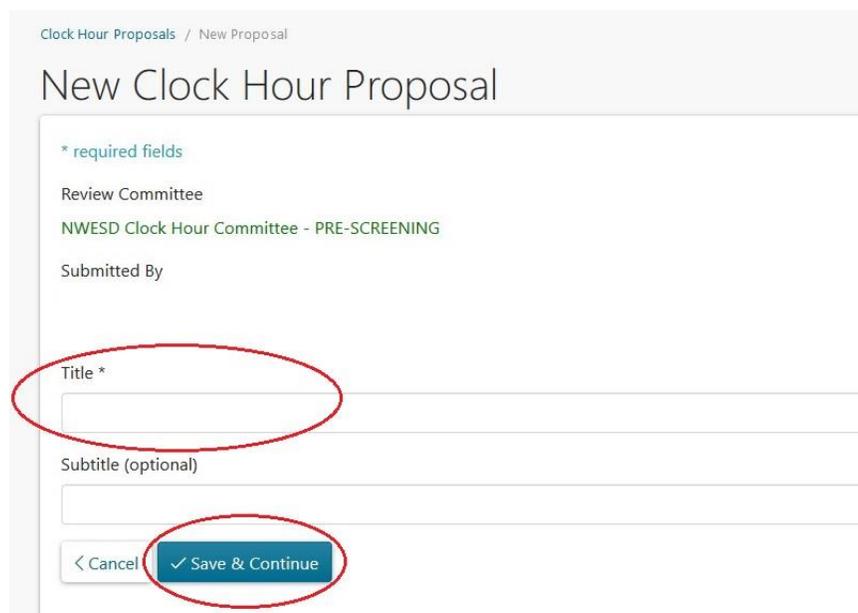
Choose the regional committee where you wish to offer clock hours.

NWESD Clock Hour Committee - PRE-SCREENING
NWESD

Title and Subtitle

Enter title then click "Save & Continue."

*required fields



Clock Hour Proposals / New Proposal

New Clock Hour Proposal

* required fields

Review Committee
NWESD Clock Hour Committee - PRE-SCREENING

Submitted By

Title *

Subtitle (optional)

Description and Documented Need

Enter your event description. Use the editing tools to format your description. Click the ? icon to learn more about the editing tools. Use the **optional** “Documented Need” text box to indicate the professional goals or needs your event meets. Click the green “Save” box when you have completed this page.

Review Committee	NWESD Clock Hour Committee - PRE-SCREENING
Status	Draft
Title *	<input type="text" value="Learning pdEnorller"/>
Subtitle	<input type="text"/>
Event Description *	<div><p>B I U T [font color] [font size] [bulleted list] [numbered list] [link] [unlink] [table] [undo] [redo]</p><p>Describe your event to an audience that is unfamiliar with your program.</p><p>Use the tools in the toolbar above to format the description.</p><p>To learn more about formatting tools, click the "?" above and to the right.</p><p>Enter a description for your event.</p><p>You can use the editing tools to format your description. To learn more about the editing tools, click the ? icon to the right of the tools.</p></div>
Documented Need (Optional)	<div><p>B I U T [font color] [font size] [bulleted list] [numbered list] [link] [unlink] [table] [undo] [redo]</p><p></> ?</p></div>

Tabs

Note the tabs across the top of the webpage. Work through these tabs in any order. Click “Save” before moving to another tab. After completing the proposal, click “Preview” to determine if anything is missing.

Status: Draft	
Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements Contacts Preview	
Event Properties	
<p>i Work through these tabs in any order, but click “Save” before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.</p>	
Review Committee	NWESD Clock Hour Committee - PRE-SCREENING
Status	Draft

Hours/Objectives

Under Hours/Objectives, enter the number of clock hours you are requesting. Break(s) and meal time(s) are not eligible for clock hours. Click "Edit Objectives" and enter three or more objectives to your proposal (what attendees will learn and/or be able to do as a result of this event).

Status: **Draft**

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements Contacts Preview

Event Properties

i Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

Clock Hours

of Clock Hours Requesting *

Clock Hours

Must request at least 3 hours.

Course Objectives

Enter 3 or more objectives. Identify what your participants will learn and how it may be applied. Numbering is automatically added on the Preview Tab.

- 1.
- 2.
- 3.

To add more than three objectives, click the "+Add Objective" at the bottom of the dialog box. Click "Save" when you are finished.

Edit Objectives

Delete

Delete

Delete

+ Add Objective

STEM or TPEP

IF you are applying for STEM or TPEP clock hours, complete the respective form shown under the Hours/Objectives tab. Click “Save” at the bottom.

Date/Location

Use the drop-down menu labeled "Primary Location" to choose the location of your event. When you select a location, the address auto-fills. If your location is not listed, select “NWESD Region” or “Other” and complete the details.

Primary Location

NWESD Region

If your location isn't listed, select "Other" and complete the details.

Location Description

NWESD

A name or description of the location.

Address

The street address where the event is held.

1601 R Avenue

Anacortes Skagit 98221

Adding Sessions

NWESD must receive a complete proposal a minimum of 15 full working days prior to the first day of the event to be eligible for clock hours. Event dates inside the 15 full working day deadline are not eligible for clock hour approval. Click "Add On-Site Session" to add event dates and times. If applicable, click on "Add Online Session" to add online instruction dates and times to your proposal. Click "Save" after entering each session. Repeat this step to add additional dates/times to your event. When you have added all sessions, click "Save".

Sessions

+ Add On-Site Session Add Online Session

Date

Thu, August 30 2018	8:00 AM - 5:00 PM	Edit	Delete
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Save

Agenda

An agenda is required to propose clock hours. When you have entered or uploaded the agenda, click “Save”. **Note: If you do not have an agenda at time you are submitting your proposal, you may make a note in the section that agenda will be provided at training.**

Agenda

An agenda is required to propose clock hours. You can either enter an agenda, or upload one.

Agenda will be provided at training.

Save

Upload an Agenda

None added

Add Agenda...

Allowed file types: pdf, doc, docx, xls, xlsx, png, jpg, jpeg, tiff

Presenters

Click “+ Add Presenter”. Start typing the presenter's first name, then last name. If that person has an account, their name will appear on the left. Click on the name from the list on the left. Repeat for additional presenters. If the presenters name does not appear, click "+ Create New" and create an account for the presenter. ALL presenters are required to be added to the proposal. If you add a presenter in error, click on the presenters name (a link), scroll down and click on “Remove From Proposal” on the bottom right.

Add Presenter

Start typing the presenter's first name, then last name. If that person has a record, their name will appear on the left. Click on the name from the list on the left. Repeat for additional presenters. If the instructor's name does not pop up, click "Create New" and create a new record for the instructor.

ALL instructors presenting during your event are required to be indicated here.

Select Recent Presenters

Name

Email

Close + Create New

Online Class Requirements

Leave blank for in-person/face to face events. Complete this section if your event (or part of your event) includes online instruction.

Select the correct radio button under 'Online Course Type' for synchronous or asynchronous class.

Complete the participation and the verification of hours text boxes. Click 'Save' at the bottom center of the webpage.

Contacts

If you are entering clock hours for someone else, enter their name as the "Administrator Contact." If you are the person requesting clock hours, complete your contact information as the "Administrator Contact." The person logged in will automatically be filled in under "Your Contact Info," but you can edit this info.

Please note: all messages regarding this proposal and administering clock hours at the event will be sent to the email address provided in "Your Contact Info." Click the green "Save" box when you have completed this page.

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements **Contacts** Preview

Event Properties

Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

If you are entering clock hours for someone else, enter their name as the Administrator Contact. If you are the person requesting the clock hours, complete your contact information as the Administrator Contact.

The person who is logged in will automatically be filled in as the Contact, but you can edit this info. Click the green "Save" box when you have completed this page.

Administrator Contact

Full Name *
Full name of the administrator at your organization who approved this proposal for submission.

Organization / District *

School / Department *

Email *
Contact email for the administrator listed above.

Phone *
Contact phone number for the administrator listed above.

Your Contact Info

Please enter your contact information for follow up on this proposal.

Your Full Name *

Mailing Address *
Street

City State Zip Code
-- State

The address where we can mail you the clock hour packet.

Email *
Your Contact Email

Save

Preview Clock Hour Proposal

After you have completed the proposal, click the “Preview” tab to preview your proposal. The “Preview” tab is where you will be alerted if any information is missing. To edit proposal, click on “Proposal Drafts” at the bottom of the “Validation Checklist.”

Information must be completed before submitting.

Validation Checklist

✓ Title provided.
✓ Description provided.
✓ Alden Cornwell complete.
✓ Hannah Applewhite complete.
✓ Cindy Jouper complete.
✓ Nichol Lindsay complete.
✓ 3.00 clock hours requested.
✓ 3 objectives added.
i Proposal is not requesting STEM certification.
! No agenda added. Enter an agenda or upload a file.
i No audiences selected.
i No subjects selected.
✓ 1 dates specified.
✓ Administrator contact complete.
✓ Contact information complete.

[← Proposal Drafts](#) [✓ Submit for Approval](#) **Correct any errors before submitting.**



Validation Checklist & Submit for Approval

Once the validation checklist is complete, the "Submit for Approval" button is active. Click to submit your clock hour proposal for approval.

Validation Checklist

- ✓ Title provided.
- ✓ Description provided.
- ✓ Alden Cornwell complete.
- ✓ Hannah Applewhite complete.
- ✓ Cindy Jouper complete.
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- ✓ 3.00 clock hours requested.
- ✓ 3 objectives added.
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[← Proposal Drafts](#)

[✓ Submit for Approval](#)

