

Career and Technical Education: Requesting Clock Hours Guidance

Background

The Career and Technical Education (CTE) department transitioned to the use of pdEnroller for managing clock hour requests as of February 1, 2020.

Requesting Clock Hours

Resources and Requirements

To request and claim clock hours, requestors/participants will need an account in pdEnroller. To create an account visit <https://www.pdEnroller.org/>. For guidance on how to create an account, see the How to Claim pdEnroller Clock Hours slide deck on the [CTE Resources & Essentials web page](#).

Additionally, requestors must complete the CTE Clock Hour Proposal form to request hours. Completed forms should be submitted **30 days in advance** of the event along with an event agenda and presenter information to cte@k12.wa.us. The [CTE Clock Hour Proposal form](#) is located on the [CTE Resources & Essentials web page](#).

Please note that the in-service education agency must permit a designated representative of OSPI to attend the in-service education program at no charge and provide a copy of the program materials to our office ([WAC 181-85-200](#)). Additionally, in accordance with the OSPI Clock Hour Committee guidelines, **CTE will only provide clock hours to trainings performed by OSPI CTE staff or with direct OSPI CTE staff participation in developing training materials.**

Clock Hour Event Materials: [WAC 181-85-200\(2\)\(4\)](#)

- Event Agenda
 - Must have dates and times of each presentation and training content clearly articulated.
- Presenter(s) Resume(s)
 - For **EACH** instructor/presenter listed on the Clock Hour Proposal form, requestors must submit a document containing a short description describing the presenter's qualifications, degrees, and current professional position **OR** a current official resume.
- Sign-in/Attendance Sheet
 - Please keep an accurate sign-in sheet that you can provide to the CTE department at the end of each PD event.
 - The sign-in/attendance sheet **MUST** include:



- first name, last name
- school district/organization
- email
- number of hours each participant earned
- Event Evaluation Survey
 - Completed by participants in pdEnroller
 - The survey is available for completion after the event has concluded.

Please Note: Program materials must be made available to ALL attendees.

Approval

After the CTE Clock Hour form and all required materials are submitted, the CTE Clock Hour Committee will review the Clock Hour request. If the PD event is approved, the requestor will receive an approval notification via email from the CTE department with the pdEnroller registration link.

Registration and Recording Attendance

Typically, intention to claim clock hours is expressed by participants during the time that the professional development (PD) is offered.

The CTE department will leave the enrollment for clock hours open for **one week** after the conclusion of the OSPI sponsored PD event. After the seven days, pdEnroller registration will close at 5 pm and participants will no longer be able to claim clock hours for their completed PD.

Attendance should be turned in within **two weeks** of the event closing date as it is important to close out events with respect to claiming of clock hours for certification renewal and to comply with required public record keeping.

Questions? Contact Us:

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