How to Claim pdEnroller Clock Hours

Career and Technical Education (CTE)

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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
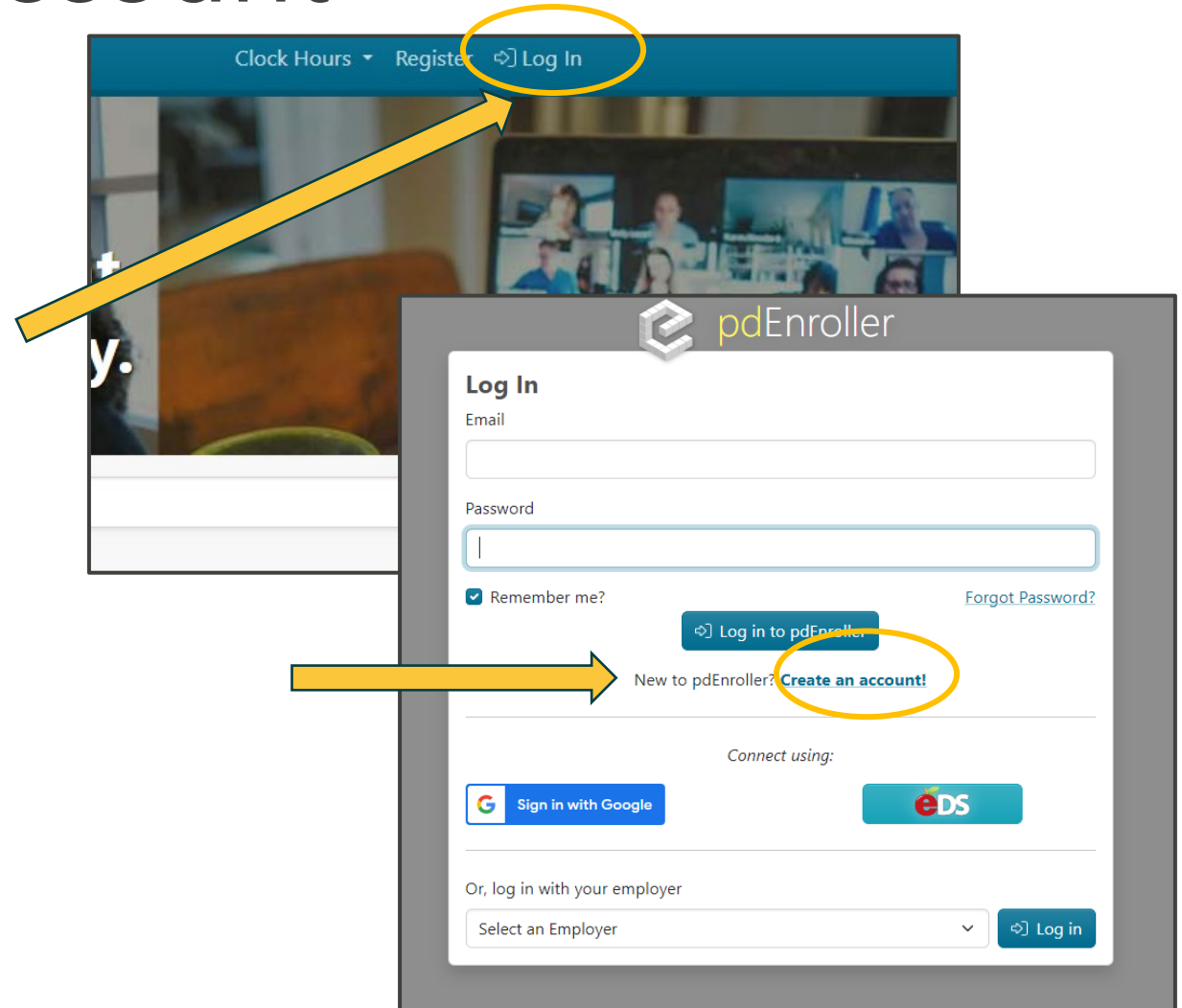
Step 2: Register for an Event

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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.
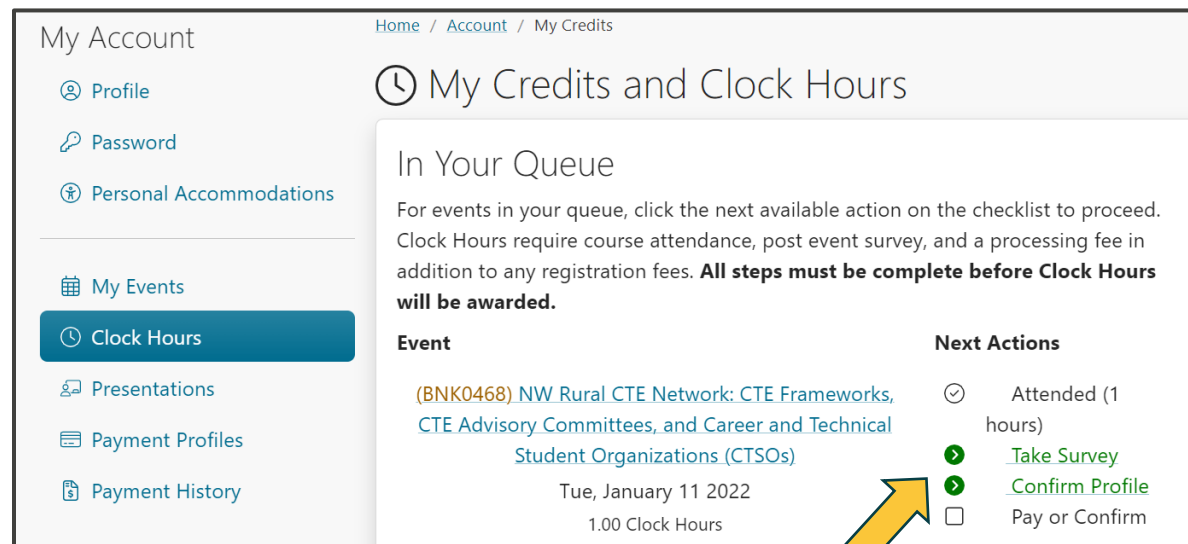
Step 3: Event Conclusion

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- 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.

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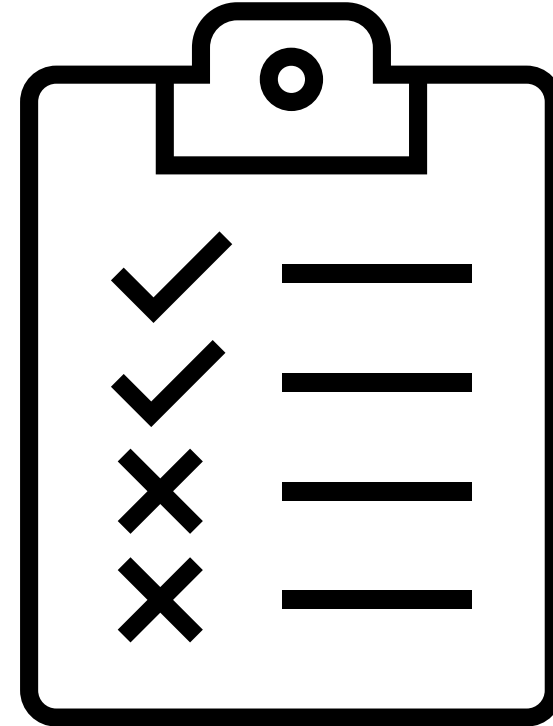
Step 3: Event Conclusion (Continued)

- 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.

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Clock Hour Resources

- Continuing Education Clock Hours | OSPI (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