**Washington State Approved Clock Hours**

**Participant Instructions**

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

## Before the event:

* Make sure you have a **pdEnroller** account. ([https://www.pdenroller.org](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.
* Click “Register Now” to register for clock hours**. Event organizers request registration for clock hours to be completed five days in advance of training**. (<https://www.pdenroller.org/esd113/catalog/134197>)

## 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 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 up to 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.