

## Creating a Clock Hour Proposal on pdEnroller

### Getting Started

1. Log in to pdEnroller.
2. On the top menu bar, Clock Hours>Clock Hour Proposals.
3. Click the “New Proposal” button.
4. The ESD 113 Clock Hour committee will be selected. Click the Create New Proposal button.
5. Enter a title for the event. The subtitle is optional. Click Save & Continue.
6. You will now see a series of tabs across the top of the page. You can move through the tabs in any order.

### Proposal

**Event Description** (required) Enter a description for your event. This is what people will see in the catalog.

**Documented need** (optional) Describe the professional goals or needs this event meets.

### Hours/Objectives

**Clock hours** (required) How many hours are you offering? Lunch time does not count in the total hours but breaks do.

**Other credit types** (optional) Attendance hours may be offered for those who do not want to purchase clock hours.

**Course objectives** (required). Click the Edit Objectives button to enter the objectives. If you have more than three click the “Add Objective” link at the bottom of the window. Click the “Review Criteria” button to read the WAC about criteria to qualify for clock hours.

**STEM** (optional) STEM hours have specific requirements and will be reviewed by a STEM expert. At least 2 of the STEM elements must be included and evidence must be offered for each of the guiding questions.

**TPEP** (optional) TPEP hours must relate to at least one of the criteria listed for teachers and/or principals. Select the criteria then enter the rationale in the box at the bottom of the page.

**Date/Location** (required)

Choose the Primary Location from the drop-down menu. If your location is not listed, choose "Other" and fill in the location manually.

Use the green buttons under the heading "Sessions" to add on-site sessions. If the event is being held on multiple dates use the "Add Multiple On-Site Sessions" button. Use the Add Online Session button for events held only online.

**Agenda** (required)

An agenda is required. You can either enter it in the text box or upload an agenda. The agenda must clearly show the amount of time spent in activities. If the session is more than 5 hours you must show a lunch break of at least 30 minutes.

**Presenters** (required)

Click the Add Presenter button, then follow the instructions on the page to search for a presenter. If the presenter is not found, create a new presenter profile and add contact information and a resume or vita.

**Contacts** (required)

Complete the required information for an administrator contact. The person completing the form will be auto-filled at the bottom part of the page. You can use the same person for both sections.

**Preview**

The preview screen will show you a snapshot of the information you entered. The Validation Checklist will show you if you are missing any required information. Click on the items in red to go to the tab where you can correct the information.

Once all items in the validation checklist are approved the "Submit for Approval" button will become active. Click the button to submit the proposal to the ESD.

**Approval process**

The clock hour committee at ESD 113 will review your proposal. They will contact you if they have any questions about the approval. You will receive a notification when the application is approved. The ESD will contact you with next steps after approval.