

SafeSchools On-Line Clock Hour Reporting Instructions

To earn clock hours for SafeSchools on-line training during the **2023-2024** school year:

- Participants must be an employee of a member school district in the Southeast Washington Workers' Compensation Trust
- Contact your principal to find out if SafeSchools on-line training is available for your district. They will be able to provide individual login information
- **\$3.00 per clock hour**
- A quiz **must be** successfully completed for each course
- Complete the following between August 1, 2023 - December 31, 2023
- Any combination of topics that total a minimum of 3 hours max up to 10 hours. Time is based on the topic duration stated by SafeSchools
- SafeSchools lists the estimated time it takes to complete each course. You will get credit for the estimated time established by SafeSchools. You must complete a minimum of **one hour** to receive clock hours
- Documentation of completed course will be verified by ESD 123

Claiming Clock Hours on pdEnroller

Use this address to find your events:

www.pdenroller.org/clockhours

Event Code for **2023-24 Safe Schools Online Trainings: 8EV-LCR**

Enter the number of hours you attended. These will be recorded as 'Unverified'.

1. You may continue and complete the course evaluation once you have reported hours.
2. ESD 123 will verify these hours within 30 days. You will be notified by email that your clock hours have been verified and then you will go to pdEnroller to pay.

Process:

1. Go to www.pdenroller.org/clockhours. Enter in the event code.

pdEnroller Choose Region Clock Hours Admin Laura

Claim My Clock Hours

Event Code

The code is typically provided to you during the event. This is not case-sensitive.

Find Event

This is a new feature in pdEnroller allowing you to report clock hours attended. At participating events, you will be given a unique code allowing you proceed.

1. Enter the code received at your event.
2. Enter the total hours you attended. These will be flagged unverified until staff confirm reported hours against the event sign-in sheet.
3. Once confirmed, you have complete and add your clock hours to your transcript.

Courses Administered By: ESD 112 ESD 113 ESD 123 ESD 171 OESD 114 OSR All
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2. Enter the total number of hours attended and agree to the affidavit.

pdEnroller Choose Region Clock Hours Admin Levi

Claim My Clock Hours

Enroller Testing

Thu, March 31 2016 Event Id: #4074 Clock Hour Number: VAE1522 Clock Hours: 23.00

Presenters: Dan Sorensen, Levi Baker

Hours Attended

Your hours will be recorded as **Unverified** until ESD staff reviews and confirms your attendance. You will be notified about any remaining steps to finalize your clock hours.

I swear/affirm that I earned the above clock hours for actual attendance at this workshop. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC.

Submit Clock Hours

3. You will end on the Inservice Registration overview. You may continue and complete the survey and verify your profile if required. You will be unable to pay or confirm hours until they have been verified. You will be notified by email when this occurs.

ESD 112 Clock Hours Admin Levi

ESD 112 Logo Continuing Education Clock Hour Credit INSERVICE REGISTRATION ESD 112 2500 NE 65TH Avenue Vancouver WA 98661 (360) 750-7500

Back to Event #4074 Attendance Checklist Update my Profile

(VAE1522) Enroller Testing

Event Id: #4074

Total Earned Clock Hours	Total Available Clock Hours	First Day of Inservice	Last Day of Inservice
18.00 (Unverified)	23.00	3/31/2016	3/31/2016

Sponsoring Provider
ESD 112
2500 NE 65TH Avenue
Vancouver WA 98661
(360) 750-7500

Clock Hours Checklist

- Attended (18 hours - Unverified)
- Take Survey
- Confirmed Profile
- Confirm

Next Step

Please contact Jess Howard at jhoward@esd123.org or 509.544.5733 if you need assistance with these steps.