

## Clock Hour Instructions, Clock Hour Claim Code: **7UH-D10**

Conference title: NCCE 2021 Conference

Clock Hour Fee is \$3.00/Clock Hour, \$15.00 Minimum Fee

Clock Hour Number: SEK0661

### To claim clock hours from the NCCE conference:

- **Please note:** If you need to use your NCCE conference clock hours for recertification by June 30, 2021, you will need to complete all your conference attendance and submit your clock hour claim by **June 1, 2021, 5 pm.**

If you do NOT need to use these clock hours for June 30, 2021 recertification, you may claim clock hours after you have completed all your attendance of the synchronous **AND** asynchronous sessions. You may access the asynchronous conference sessions, workshops, summits and academies until June 30, 2021.

- You will only be able to submit a clock hour claim ONCE, and once submitted, hours cannot be added to or changed. **Be certain your conference attendance is complete BEFORE claiming clock hours.**
- Complete your conference profile on NCCE's virtual platform to be eligible for clock hours.
- During the synchronous live online conference, record your sessions attended information using the form below.
- Record your asynchronous attendance using the tracking document at the bottom of this form. **These forms are required to be completed and uploaded to support your clock hour claim. The number of clock hours you claim must match your completed forms.** You will need to keep these forms to present to OSPI if you're audited.
- To determine sessions available for STEM clock hours, go to <https://conference.ncce.org/2021/program/search/search.php> Click STEM/STEAM under the "Focus Area" checklist to find STEM sessions. **These are the only sessions and workshops that are approved for STEM clock-hours.** If not indicated as STEM approved, the session is approved for regular clock hours only.
- **At the end of your conference attendance**, total the hours you attended (the total of STEM CH's added to regular CH's) using the information you completed on the below forms. **The number of clock hours you claim must match your completed forms. Your total STEM clock hours, and your total regular clock hours added to your STEM clock hours, are each required to be rounded down to the nearest one-half hour.**
- If you do not have a pdEnroller user account, create one at: [www.pdenroller.org/welcome](http://www.pdenroller.org/welcome)
- Then go to: <https://www.pdenroller.org/clockhours>
- Enter this event's Clock Hour Claim Code: **7UH-D10** and click 'Find Event.' (Claim code is for this event only.)
- Enter the total clock hours earned for the conference (STEM added to regular clock hours), then enter the number of those clock hours which are STEM only.
- Under 'Upload Evidence,' click "Select files..." Upload your forms (below) you recorded your attendance on during the conference. **DO NOT UPLOAD YOUR CERTIFICATE(S) OF COMPLETION FROM THE NCCE WEBSITE/TRAININGS.**
- Agree to the affidavit. Click 'Submit Clock Hours' at the bottom
- **Please allow 30 days for attendance verification.** Once your attendance is verified, you have completed the online survey, and made your payment, your clock hours will be added to your pdEnroller

transcript. When this occurs, an email is sent to alert you this has occurred. The email will contain instructions to access your transcript.

- After your attendance has been verified, you may access your clock hour transcript by logging into <https://www.pdenroller.org/>, click on your first name in the upper right of the webpage, and select "Clock Hours" from the drop-down menu. Download your transcript by clicking on the blue "Download Transcripts" button.
- Email clock hour claim questions to [clockhourtranscripts@psed.org](mailto:clockhourtranscripts@psed.org) Certification questions can be directed to OSPI at [cert@k12.wa.us](mailto:cert@k12.wa.us), 360-725-6400 or by going to [www.k12.wa.us/certification](http://www.k12.wa.us/certification)
- Note: NCCE will share attendee contact information with Puget Sound ESD for the purpose of this event's verification of attendance only.

**Synchronous Sessions    Time    # STEM CH's    #CH's Approved    Total CH's Attended/Session**

**Wed, March 17<sup>th</sup>**

Opening Keynote	6:00 – 6:50	_____	.75	_____
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**Thurs, March 18<sup>th</sup>**

Session 1	1:00 – 1:50	_____	.75	_____
Session 2	2:00 – 2:50	_____	.75	_____
Exhibitor Sessions	3:00 – 3:50	_____	.75	_____
Keynote	4:00 – 4:50	_____	.75	_____
Session 3	5:00 – 5:50	_____	.75	_____
Session 4	6:00 – 6:50	_____	.75	_____
Workshop 1	1:00 – 2:30	_____	1.5	_____
Workshop 2	5:00 – 6:30	_____	1.5	_____
Summit/Academies 1	– 3:50	_____	2.75	_____

**Friday, March 19<sup>th</sup>**

Session 5	8:00 – 8:50	_____	.75	_____
Session 6	9:00 – 9:50	_____	.75	_____
Session 7	10:00 – 10:50	_____	.75	_____
Session 8	11:00 – 11:50	_____	.75	_____
Exhibit Hall Blitz	12 – 12:50	_____	.75	_____
Session 9	1:00 – 1:50	_____	.75	_____
Session 10	2:00 – 2:50	_____	.75	_____
Session 11 Exhibitor				
Sessions	3:00 – 3:50	_____	.75	_____
Session 12	4:00 – 4:50	_____	.75	_____
Session 13	5:00 – 5:50	_____	.75	_____
Vendor/Sponsor Events	6-6:50	_____	.75	_____
Workshop 3	8:00 – 10:30	_____	2.5	_____
Workshop 4	1:00 – 2:30	_____	1.5	_____



**Asynchronous Session Tracking (Continued):** .75 clock hours are available for 50 minute sessions, 1.5 clock hours are available for 90 minute workshops and 2.75 clock hours are available for 170 minute Summits/Academies.

<b><u>Date:</u></b>	<b><u>Time</u></b>	<b><u>Session</u></b>	<b><u># STEM CH's</u></b>	<b><u>#CH's Approved</u></b>	<b><u>Total CH's</u></b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Please add additional pages if needed to record asynchronous trainings.**

**Total STEM CH's for conference: \_\_\_\_\_**

**Total STEM added to regular CH's for conference: \_\_\_\_\_**