

## Clock Hour Instructions for NCCE 2022 Conference

Clock Hour Claim Code: **YUM-DVT**

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

Clock Hour Number: SEL0295

To claim clock hours from the NCCE conference:

- **Please note:** If you need your NCCE conference clock hours for recertification by June 30, 2022, you will need to complete all your synchronous and asynchronous sessions and submit your clock hour claim by June 1, 2022, at 5 pm.

If you do NOT need these clock hours for June 30, 2022 recertification, you may claim clock hours after you have completed all your synchronous **AND** asynchronous sessions. **All conference attendance must be completed before August 31, 2022 at 5 pm, to be eligible for clock hours.**

- 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 submitting your clock hour claim.**
- 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://ncce2022.us2.pathable.com/?openNativeApp=true>, select 'Program' (on the top center of webpage) then 'STEM Sessions' This will display a list of all STEM sessions available for clock hours. **These are the only sessions and workshops 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. Both STEM clock hours, and your total regular 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: **YUM-DVT** 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 the attendance forms you completed below. **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 paid for your clock hours, your clock hours will be added to your pdEnroller transcript. When the clock hours have posted to your transcript, an email is sent to alert you this has occurred. The email will contain instructions to access your transcript.

- After you have completed all the steps to claim clock hours and 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**

**Thurs, April 21st**

Session 1	8:00 – 8:50	_____	.75	_____
Workshops	8:00 - 9:30	_____	1.5	_____
Session 2	9:00 – 9:50	_____	.75	_____
Session 3	10:00 – 10:50	_____	.75	_____
Workshops	10:00 - 11:30	_____	1.5	_____
Session 4	11:00 – 11:50	_____	.75	_____
Session 5	12:00 – 12:50	_____	.75	_____
Workshops	12:00 - 1:30	_____	1.5	_____
Session 6	1:00 – 1:50	_____	.75	_____
Session 7	2:00 – 2:50	_____	.75	_____
Workshops	2:00 - 3:30	_____	1.5	_____
Session 8	3:00 – 3:50	_____	.75	_____
Session 9	4:00 – 4:50	_____	.75	_____
Keynote	6:00 – 7:00	_____	1	_____

**Friday, April 22nd**

Session 10	8:00 – 8:50	_____	.75	_____
Keynote	9:00 – 10:00	_____	1	_____
Session 11	10:00 – 10:50	_____	.75	_____
Workshops	10:00 - 11:30	_____	1.5	_____
Session 12	11:00 – 11:50	_____	.75	_____
Session 13	12:00 – 12:50	_____	.75	_____
Workshops	12:00 - 1:30	_____	1.5	_____
Session 14	1:00 – 1:50	_____	.75	_____
Session 15	2:00 – 2:50	_____	.75	_____
Workshops	2:00 - 3:30	_____	1.5	_____



**Asynchronous Session Tracking (Continued)**: .75 clock hours are available for 50 minute sessions and 1.5 clock hours are available for 90 minute workshops.

<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:** \_\_\_\_\_