

Clock Hour Claim Instructions

Clock Hour Claim Code: **XHF-B9Q**

Event title: NCCE Conference 2023

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

Clock Hour Number: **SEM0191**

PLEASE READ THIS ENTIRE PAGE BEFORE SUBMITTING YOUR CLOCK HOUR CLAIM:

- Complete the registration process onsite at the NCCE registration table. **Your name appearing on the final reconciled registration listing as being checked in is the only accepted verification of attendance for clock hours.**
- During the conference, **record your sessions and the TYPE(s) of clock hours** (STEM, SEL, Equity, Leadership or non-specific clock hours) **you attended on pages 2 & 3 of these instructions.**
- To determine sessions available for STEM, Social Emotional Learning, Educational Leadership and Equity clock hours, go to ncee.org. Select the blue 'Conference' box on the left. Select 'Attendees' at the top of the page. Select '2023 Clock Hours and Credits' tab. Or you may visit the Membership and Information booth on the 3rd floor at the conference for additional information. If a session is not indicated as a specific type of clock hour, the session is approved for non-specific clock hours only.
- 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, and calculations correct, BEFORE submitting your clock hour claim.**
- At the end of the conference, use pages 2 & 3 below to calculate the hours you attended (STEM, SEL, Equity, Leadership and non-specific clock hours). You will need this information to submit your clock hour claim. **The completed form below is NOT NEEDED to submit your clock hour claim, but you will need it if there are questions about your clock hour claim and if you're audited.**
- If you do not yet have a pdEnroller user account, create one at: www.pdenroller.org/welcome
- At the end of your conference attendance, go to the following link to submit your clock hour claim: <https://www.pdenroller.org/clockhours>
- Enter this event's **Clock Hour Claim Code: XHF-B9Q** and follow the in-app instructions.
- Enter the TOTAL hours **(the total of ALL types of clock hours you attended)**, THEN indicate how many of your total hours are STEM, SEL, Equity and Leadership clock hours.
- **Please allow 30 days for attendance verification.** Once your attendance is verified, you have completed the online evaluation, and paid for your clock hours, your clock hours will be added to your pdEnroller transcript. When this occurs, an email is sent indicating this has occurred. The email will include instructions to access your transcript.
- After you have completed all the steps to claim clock hours, and your attendance has been verified (allow 30 days), 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 Certification questions can be directed to OSPI at cert@k12.wa.us, 360-725-6400 or by going to www.k12.wa.us/certification

<u>Session</u>	<u>Time</u>	<u>Type & # of Clock Hours (nonspecific, STEM, SEL, Equity or Leadership)</u>	<u># Hours Approved</u>	<u>Hours Attended</u>
<u>Tuesday, March 21st</u>				
Concurrent Sessions	8:00 – 8:50	_____	.75	_____
Opening Keynote	9:00 – 10:00	_____	1	_____
Integ. Gamified Learning	10:00 – 12:00	_____	2	_____
Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Concurrent Sessions	12:30 – 1:20	_____	.75	_____
Concurrent Sessions	12:30 – 2:20	_____	1.75	_____
Integrating Gamified	12:30 – 2:30	_____	2	_____
Teacher Librarian Summit	12:30 – 4:20	_____	3.5	_____
Concurrent Sessions	1:30 – 2:20	_____	.75	_____
Concurrent Sessions	2:30 – 3:20	_____	.75	_____
Concurrent Sessions	2:30 – 4:20	_____	1.75	_____
When We Don't Know	2:30 – 4:30	_____	2	_____
Concurrent Sessions	3:30 – 4:20	_____	.75	_____
<u>Wednesday, March 22nd</u>				
Concurrent Sessions	8:00 – 8:50	_____	.75	_____
Concurrent Sessions	8:00 – 9:50	_____	1.75	_____
Google Certified Educator	8:00 – 10:50	_____	2.75	_____
OSPI Media Literacy	8:00 – 12:00	_____	3.75	_____
Concurrent Sessions	9:00 – 9:50	_____	.75	_____
Concurrent Sessions	10:00 – 10:50	_____	.75	_____
Concurrent Sessions	10:00 – 11:50	_____	1.75	_____
Exploring Robotics	10:00 – 12:00	_____	2	_____
Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Concurrent Sessions	1:00 – 1:50	_____	.75	_____
Concurrent Sessions	1:00 – 2:50	_____	1.75	_____
Well-Being Summit	1:00 – 4:50	_____	3.5	_____
Minecraft Day 1	1:00 – 5:00	_____	3.75	_____
Concurrent Sessions	2:00 – 2:50	_____	.75	_____
Concurrent Sessions	3:00 – 3:50	_____	.75	_____
Concurrent Sessions	3:00 – 4:50	_____	1.75	_____
Concurrent Sessions	4:00 – 4:50	_____	.75	_____
<u>Thursday, March 23rd</u>				
Concurrent Sessions	8:00 – 8:50	_____	.75	_____
Closing Keynote	9:00 – 10:00	_____	1	_____
Concurrent Sessions	10:00 – 10:50	_____	.75	_____
Concurrent Sessions	10:00 – 11:50	_____	1.75	_____
Minecraft Day 2	10:00 – 12:00	_____	2	_____
Screenagers	10:15 - 11:50	_____	1.5	_____

SEE BELOW (last page)

Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Concurrent Sessions	1:00 – 1:50	_____	.75	_____
Concurrent Sessions	1:00 – 2:50	_____	1.75	_____
Concurrent Sessions	2:00 – 2:50	_____	.75	_____

You will need the below information to submit your clock hour claim:

Add ALL (types of) hours you attended and round DOWN to the nearest one-half hour for Total Clock Hours Attended: _____ (Max is **20** clock hours for the conference)

Of your Total Clock Hours Attended, how many Equity Hours (round DOWN to the nearest one-half hour)? _____ (Max is **7.5** Equity clock hours for the conference)

Of your Total Clock Hours Attended, how many were Educational Leadership Hours (round DOWN to the nearest one-half hour)? _____ (Max is **7** Leadership clock hours for the conference)

Of your Total Clock Hours Attended, how many were Social Emotional Learning Hours (round DOWN to the nearest one-half hour)? _____ (Max is **11** Social Emotional Learning clock hours for the conference)

Of your Total Clock Hours Attended, how many were STEM Hours (round DOWN to the nearest one-half hour)? _____ (Max is **14.5** STEM clock hours for the conference)