

## Clock Hour Claim Instructions

### Clock Hour Claim Code: KWT-1ME

Event title: NCCE 25 Conference

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

Clock Hour Number: SEO0149

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

- Complete the registration process onsite at NCCE registration. **Your name appearing on the final reconciliated 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, Equity, Leadership or non-specific clock hours) **you attended on page 2 of these instructions.**
- To determine sessions available for STEM, Equity, or Leadership clock hours, go to <https://ncce.org/conference/>. Select 'Attendees' at the top of the page. Select 'Clock Hours and Credits' tab. Or you may visit the Membership and Information booth 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, 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. Each type of clock hours claimed must be a minimum of 1.**
- If you do not yet have a pdEnroller user account, create one at: <http://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: KWT-1ME** 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, how many are Equity, and how many are Leadership. Click the 'swear/affirm box, then click on the green 'Submit Clock Hours' button. Follow the in-app instructions.
  - **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 with 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](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)

<u>Session</u>	<u>Time</u>	<u># of Clock Hours</u> <u>(Types: nonspecific, STEM,</u> <u>Equity or Leadership)</u>	<u># Hours</u> <u>Approved</u>	<u>Hours</u> <u>Attended</u>
<b><u>Wednesday, Feb 26th,</u></b>				
Work Smarter, Not Harder	8:00 – 8:50	_____	.75	_____
Concurrent Sessions	8:00 – 9:50	_____	1.75	_____
Summit Sessions	8:00 – 12:00	_____	3.75	_____
Coding in Minecraft	8:00 – 4:00	_____	.75	_____
Concurrent Sessions	9:00 – 9:50	_____	.75	_____
Pathway to Certification	9:00 – 12:00	_____	3	_____
Summit Session	9:00 – 4:30	_____	6.5	_____
Concurrent Sessions	10:00 – 10:50	_____	.75	_____
Concurrent Sessions	10:00 – 11:50	_____	1.75	_____
Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Concurrent Sessions	1:00 – 1:50	_____	.75	_____
Concurrent Sessions	1:00 – 2:50	_____	1.75	_____
Summit Session	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	_____
<b><u>Thursday, Feb 27th</u></b>				
Concurrent Sessions	8:00 – 8:50	_____	.75	_____
Opening Keynote	9:00 – 10:00	_____	1	_____
Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Foundations of Google	11:00 – 1:20	_____	2.25	_____
Teaching Digital Literacy	12:00 – 12:50	_____	.75	_____
Concurrent Sessions	12:00-1:50	_____	1.75	_____
Concurrent Sessions	1:00 – 1:50	_____	.75	_____
Advancing Skills: Google	1:30 – 4:00	_____	2.5	_____
Concurrent Sessions	2:00 – 2:50	_____	.75	_____
Concurrent Sessions	2:00 – 3:50	_____	1.75	_____
Concurrent Sessions	3:00 – 3:50	_____	.75	_____
<b><u>Friday, Feb 28th</u></b>				
Importance of Equity & CS	8:00 – 8:50	_____	.75	_____
Closing Keynote	9:00 – 10:00	_____	1	_____
Concurrent Sessions	11:00 – 11:50	_____	.75	_____
Concurrent Sessions	11:00 – 12:50	_____	1.75	_____
Google Certification	11:00 – 3:00	_____	3.75	_____
Concurrent Sessions	12:00 – 12:50	_____	.75	_____
Concurrent Sessions	1:00 – 1:50	_____	.75	_____
Concurrent Sessions	1:00 – 2:50	_____	1.75	_____
Concurrent Session	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 **19.5** 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 **16.5** STEM 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 **12.5** Equity clock hours for the conference)

Of your Total Clock Hours Attended, how many Leadership Hours (round DOWN to the nearest one-half hour)?  
 \_\_\_\_\_ (Max is **12.5** Leadership clock hours for the conference)