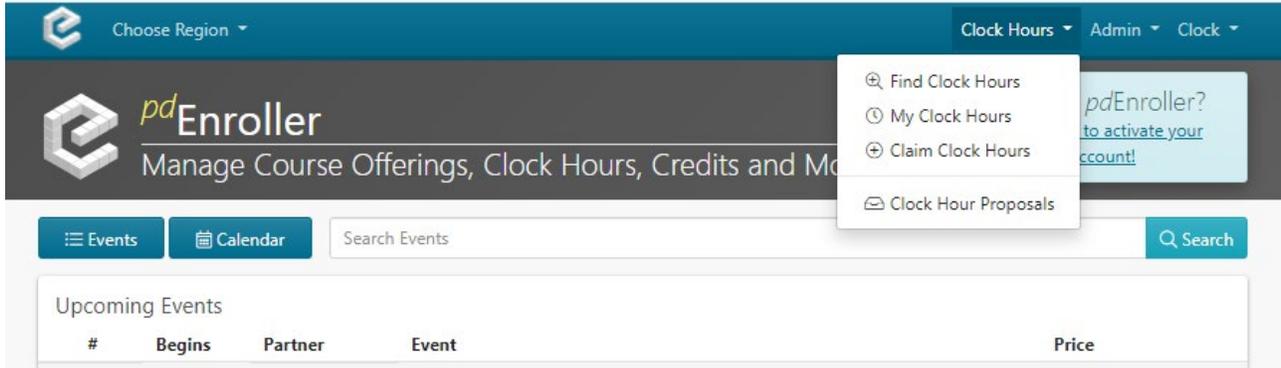


Clock Hour Proposals on pdNorthwest

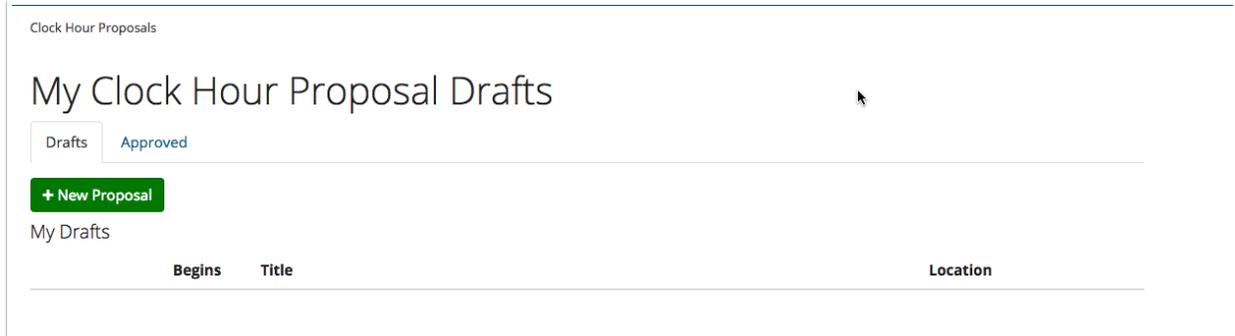
1. Log in to pdEnroller.org

After logging in to pdEnroller, pull down under the Clock Hours menu to Clock Hour Proposals.



2. Creating a proposal

On the Clock Hour Proposal screen, you can select a proposal that is in draft mode or create a new proposal. Click the "New Proposal" button to start a new proposal.



3. New Clock Hour Proposal

Click the “Create New Proposal” or “Repeat Past Proposal” button.

Note: “Repeat Past Proposal” is available to duplicate proposals that have been **previously** approved. You will need the clock hour number to proceed.

Submit proposal to:
ESD 113 - pdNorthwest Clock Hour Committee
ESD 113

[+ Create New Proposal](#) [↻ Repeat Past Proposal](#)

[< Back](#)

4. Title and Subtitle

Items with an asterisk are required fields. Enter a title for your proposed clock hour event. The subtitle is optional. Click Save & Continue.

* required fields

Review Committee
pdNorthwest Clock Hour Committee

Submitted By
Clock Hours 113
clockhours@esd113.org

Title *

Subtitle (optional)

[< Cancel](#) [✓ Save & Continue](#)

5. Event Description

Enter a description for your event. This is what people will see in the catalog.

Test Proposal

Submitting to: pdNorthwest Clock Hour Committee

Status: Draft

Proposal Hours / Credits Date / Location Agenda Presenters Contacts Preview Event Properties

Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

Review Committee: pdNorthwest Clock Hour Committee

Status: Draft

Title *: Test Proposal

Subtitle:

Event Description *

Enter a description for your event.

You can use the editing tools to format your description. To learn more about the editing tools, click the  then the  icon to the right of the tools.

6. Documented Need & Tags

These are optional fields.

To see the options for subjects, audiences, and tags click in the field and the options will pop up.

Documented Need
(Optional)

B I T

What professional goals or needs does this event meet?

Tags

Tags are primarily used for events added to a registration catalog. They help make your event more discoverable.
(Optional)

Subjects

Audiences

Capital Region ESD 113
Tags

7. Tabs for Navigation

Notice the tabs across the top of the page now. You will work through these tabs to complete the proposal. You may work on these items in any order.

Test Proposal

Submitting to: pdNorthwest Clock Hour Committee

Status: **Draft**

[Proposal](#) [Hours / Credits](#) [Date / Location](#) [Agenda](#) [Presenters](#) [Contacts](#) [Preview](#) [Event](#) [Properties](#)

Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

8. Add clock hours and attendance hours

Choose the type of credit for this proposal.

Select the primary credit type for this proposal. Only 1 can be selected.

Clock Hours
Continuing education credit hours

FCS Hours
Paraeducator activity-based continuing education hours, **Fundamental Course of Study** courses only

Under the Hours/Objectives tab, enter the number of clock hours you are requesting. If you are also offering attendance hours, enter them in the box below.

Hours and Standards

Enter the total number of hours being requested in the # of Clock Hours Requesting field.

Select at least one of the clock hour content standards listed.

Clock Hours

of Clock Hours Requesting *

Clock Hours

Must request at least 1. Hours will be rounded down in half-hour increments. [WAC 181-85-030 #9](#)
Do NOT include lunch or breaks.

Course Objectives

Enter 3 or more objectives. Identify what your participants will learn and how it may be applied. Numbering is automatically added on the [Preview Tab](#).

+ Add Objective

Review Criteria

1.



2.



3.



Clock Hour Content Standards

Select the content standards that apply. Must select at least one. [WAC 181-85-202](#)

- Opportunities (1) Opportunities for participants to collect and analyze evidence related to student learning
- Certificate Standards (2) Professional certificate standards
- Paraeducator Standards (3) Paraeducator standards of practice as described in Title 179 WAC
- Improvement (4) School and district improvement efforts
- Frameworks (5) Education frameworks and curriculum alignment
- Strategies (6) Research-based instructional strategies and assessment practices
- Content (7) Content of current or anticipated assignment
- Advocacy (8) Advocacy for students and leadership
- Supervision (9) Supervision, mentoring, or coaching
- Building (10) Building a collaborative learning community

9. Edit Objectives

To add objectives to the proposal, click the "Edit Objectives" and add 3 or more objectives to your proposal. To add more than three objectives, click the "+Add Objective" at the bottom of the dialog box. Click Save when you are done.

Course Objectives

Enter 3 or more objectives. Identify what your participants will learn and how it may be applied. Numbering is automatically added on the [Preview Tab](#).

[+ Add Objective](#)

[Review Criteria](#)

1.



2.



3.



10. STEM

If you are applying for STEM clock hours, you must complete this section on the hours/credits tab. Follow the instructions below.

STEM

of STEM Hours Requesting *

STEM Hours will only apply if all criteria are met. STEM Hours typically matches the number of clock hours.

No STEM requested

Match Clock Hours

Custom

STEM Hours

A STEM proposal must include content from **2 of the 4** STEM elements. Please check the areas that apply:

Science

Technology

Engineering

Mathematics

Guiding Questions

To qualify as a STEM course, each guiding question must be answered with a 'Yes' and evidence supplied for each question. Evidence can be copied from the course description, objectives, agenda. You may also add additional information that provides rationale for the guiding question.

Will the STEM activity have an impact on STEM experiences for students?

Yes

No

Does the STEM activity provide examples or resources to use with students or with other educators?

Yes

No

Does the STEM activity provide examples or resources about STEM-related career choices to use with students?

Yes

No

All guiding questions must be answered with a 'Yes' and details given for each.

11. Date/Location

Use the drop-down menu labeled "Primary Location" to choose a location. If your location is not in the drop-down, choose "Other" and enter it manually.

If your course is offered on specific dates/times (even over Zoom) then use the Add On-Site Session or Add Multiple On-Site Sessions button. If your course is online, on-demand only, use the Add Online Session button.

Sessions

[Add On-Site Session](#) [Add Multiple On-Site Sessions](#) [Add Online Session](#)

Date ↑	Time ↑	Location
No Sessions Added		

For single sessions, click "Add On-Site Session" to add dates and times. Enter a description of the location (for example, room number). Click Save.

Add Session ×

Basic

Start Date * Start Time * End Date * End Time *

Details

- Descriptions**
- Location**

ⓘ Only the start date is used when determining position and display on the calendar. If this event occurs over multiple, specific dates, add a new session for each occurrence to ensure correct display.

ⓘ If your event spans multiple days, you must enter a new session for each individual day. Sign-in sheets and calendar displays will not separate ranges into individual days.

Check-In Start Check-In End

Location Description

Optional extra description of the location. I.e, the building or room. This is displayed publicly. Use the "Location" tab to add more location detail.

For multiple on-site sessions, choose the dates from the calendar and enter a start and end time. The same start and end time will be entered for every session, but you can edit this information before submitting.

Add Multiple On-Site Sessions



September 2020						
SU	MO	TU	WE	TH	FR	SA
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select multiple dates on the calendar to add all as sessions.
The times and location will apply to all dates selected.

Start Time *

End Time *

Check-In Start

Check-In End

Location Description

Optional extra description of the location for each session. I.e, the building or room.

× Cancel

✓ Save

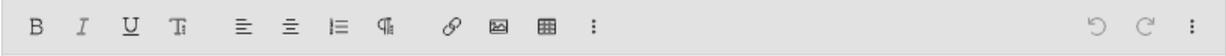
12. Agenda

You may choose to either enter the agenda in the text box, or upload using the button below. An agenda is required. The agenda needs to reflect times. You can either show start and stop times for each activity or show the amount of time that each activity will take.

If your event lasts more than 4 hours, you must show at least a 30-minute lunch break. The lunch break does not count in the total clock hours.

Agenda

An agenda is required to propose clock hours. You can either enter an agenda, or upload one.



Upload an Agenda

None added

Add Agenda... Drop files here to upload

Allowed file types: doc, docx, gif, jpeg, jpg, ods, odt, pdf, ppt, pptx, png, rar, rtf, tiff, txt, xls, xlsx, zip

13. Adding a Presenter

Click the Add Presenter button.

Proposal Hours / Credits Date / Location Agenda **Presenters** Contacts Preview Event Properties

Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

+ Add Presenter

In the Add Presenter dialog box, start typing a name. If the person has presented before, their name will pop up on the left. Click on the name to add that person as a presenter, then click Add.

If the presenter is new, click the Create New button and add the required information.

Add Presenter ×

Start typing the presenter's first name, then last name. If that person has a record, their name will appear on the left. Click on the name from the list on the left. Repeat for additional presenters. If the instructor's name does not pop up, click "Create New" and create a new record for the instructor.

ALL instructors presenting during your event are required to be indicated here.

<p>Select Recent Presenters</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"><p>+ Cindy Jouper cjouper@esd113.org</p></div> <div style="border: 1px solid #ccc; padding: 5px;"><p>+ Clock Hours 113 clockhours@esd113.org</p></div>	<p>Name</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"><p> </p></div> <p> Name is required.</p> <p>Email</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"></div>
--	--

Close + Create New

14. Presenter Missing Information

If the presenter's profile is incomplete, you will see the “! Missing Information” error shown below.

[+ Add Presenter](#)

[Cindy Jouper](#) cjouper@esd113.org

[Clock Hours 113](#) clockhours@esd113.org ! *Missing Information*

Click on the presenter's name to add the missing information. You can either upload a vita or list the presenter's qualifications in the text box.

Note: Please include information about what makes the presenter qualified to teach **this** class.

You can also edit a current presenter's information by clicking on their name.

15. Administrator Contact

If you are entering clock hours for someone else, enter their name as the Administrator Contact. If you are the person requesting the clock hours, complete your contact information as the Administrator Contact. The person who is logged in will automatically be filled in as the Contact, but you can edit this info.

Administrator Contact

Full Name *
Full name of the administrator at your organization who approved this proposal for submission.

Organization / District *

School / Department *

Email *
Contact email for the administrator listed above.

Phone *
Contact phone number for the administrator listed above.

Your Contact Info

Please enter your contact information for follow up on this proposal.

Your Full Name *

Mailing Address *
Street

City State Zip Code

The address where we can mail you the clock hour packet.

Email *
Your Contact Email

16. Preview Clock Hour Proposal

After you have entered all the information, click on the Preview tab. This will allow you to preview the information you added, and alert you if any information is missing.

i This is how your proposal will appear to the approval committee. Proofread and edit using the tabs above prior to submitting the proposal. Upon submission, this proposal will be locked from further changes.

Test Proposal

Status

Draft

Clock Hour #

New

Approval Committee

pdNorthwest Clock Hour Committee

Credits

No Credits Added

Presenter(s)

Cindy Jouper

13 Prior Approved Events

Clock Hours 113 **!** Missing Information

New Presenter

Description

No Description Provided

Course Dates / Location

Capital Region ESD 113

Capital Region ESD 113 6005 Tyee Dr SW

Tumwater WA 98512

No dates entered.

No agenda Provided

Requested By

No Name Provided
Organization Not Specified
No Phone Provided
No Email Provided

Contact Person

Clock Hours 113
6005 Tyee Dr SW
Tumwater WA 98512
✉ clockhours@esd113.org

17. Validation Checklist

The Validation Checklist at the bottom of the Preview page will show you whether you have completed all the requirements. You will not be able to submit for approval until all errors are corrected.

Validation Checklist

✓ Title provided.

! No description provided.

○ No Audience or Subject tags added.

✓ Cindy Jouper complete.

! Clock Hours 113 missing resume or experience.

! No primary credit type added.

! No agenda added. Enter an agenda or upload a file.

! No dates specified.

! Administrator contact is incomplete.

✓ Contact information complete.

< Proposal Drafts

✓ Submit for Approval

Correct any errors before submitting.

18. Submit for Approval

Once you correct all errors and submit the collection for approval, you will see this dialog box. Click "Submit for Approval" again to submit this proposal to the clock hour committee.

Submit Proposal for Approval? ×

If you continue, this proposal will be locked and submitted to pdNorthwest Clock Hour Committee for clock hour review. You will be unable to edit further.

× Cancel ✓ Submit for Approval

19. Next Steps

You will receive an automated email that your clock hour request has been approved. Please allow 2 to 3 days for the ESD to send you a personal email giving instructions on what to do next.