Capital Region ESD 113 Clock Hour Instructions for Participants

Please complete the following steps to register, purchase and receive clock hours from Capital Region ESD 113 for Pave the Way 2017 Conference on October 19, 2017.

Name of Event: Pave the Way 2017 Conference
Date of Event: October 19, 2017
Event Number: 48250
Course Number: OLAB-0107
Clock Hours Approved: 8.5 hours

<mark>Prior to attending the event</mark> – Participant will need to **register for Capital Region ESD 113 clock hours:**

- If you have not claimed or created your account on pdEnroller, you will need to access this link first - https://www.pdenroller.org/. You may also utilize this link to log in /register.
- Copy and paste the following link to register:
  https://www.pdenroller.org/esd113/Catalog/Event/48250
- Click "register now."
- You are now registered for clock hours.

During the event - **In order to receive clock hours:**
- Participants must be in actual (physical) attendance at the session location at the assigned time and for the duration of the class.

- <mark>**Participants must sign the attendance sign-in sheet <u>each</u> assigned day of the session.**</mark>
  <mark>The attendee <u>must sign in</u></mark> to receive credit for attending the session. *Capital Region ESD 113 will not accept verbal or written documentation (other than official sign-in sheets) from the instructor, school district or other entity stating the attendee was present after the session has taken place.*

After the event – the event sponsor will send documentation of attendance to Capital Region ESD 113 within 10 business days.

Capital Region ESD 113 will record attendance within 10 business days after receiving documentation.

Participants will receive an automated email requesting an evaluation be completed. Participants will then be able to purchase clock hours.

Fees for Clock Hours

- Clock Hour Fee = $2 per clock hour + $5 processing fee per participant. All clock hours need to be purchased within 90 days.

Transcripts

- After you complete the survey and purchase clock hours, you can print an Official Proof of Clock Hour Form for each event. You can also print an unofficial clock hour transcript.

General Information

- Participants must keep their accounts on pdEnroller up-to-date with correct mailing address and place of employment.

- Participants have a responsibility to keep record of clock hours and to contact Capital Region ESD 113 to correct any inaccuracy.