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## Frequently Asked Questions: Clock Hours

Q: Is Orting School District an approved clock hour provider?

A: Yes

Q: Are all district clock hours offered through pdEnroller?

A: Most, but not all of our course offerings are now offered through pdEnroller.

Q: How do I find pdEnroller?

A: From our district webpage ([ortingschools.org](http://ortingschools.org)), click on STAFF and then Links for Staff. Once on the [Links for Staff page](#), scroll down to pdEnroller and either select Create my pdEnroller Account if you have never used the site, or Log in to pdEnroller if you already have an account.

Q: I previously had a pdEnroller account and log in. Do I create a new account to use in Orting?

A: Individuals should only have one (1) pdEnroller account (not 1 per district/ESD)

Q: How do I keep all of the clock hour pieces straight. What is the difference between pdEnroller, Skyward and OSPI certification?

A: In short:

- **pdEnroller** is a clock hour management system. Orting uses pdEnroller as a **registration** tool for internal class offerings. Many entities use pdEnroller, but not all (and that's okay).
- **Skyward** is an employee data management system where you can view your personal employment information, including viewing classes you've taken for which you've submitted the process documentation and been granted clock hours which are considered for certificated **salary** placement.
- **OSPI certification (EDS)** is a portal where certificated employees can apply for **certification** renewal.

Q: How do I know if my clock hours will count?

A: The Office of Superintendent of Public Instruction (OSPI) maintain a list of approved [providers](#). All WA public schools are approved providers.

Q: How do I know if my clock hours count toward STEM clock hours?

A: The Office Of Superintendent of Public Instruction (OSPI) provides guidance for [STEM](#) professional development requirements for certificate renewal.

Q: How many clock hours equal one (1) credit?

A: Ten clock hours equal 1 credit

Q: What are clock hours used for?

A: Clock hours are used for OSPI certification renewal. Districts also use submitted clock hours for salary placement or advancement.

Q: When do I need to turn in my signed clock hour Inservice form to Human Resources to receive a salary increase this school year?

A: Inservice forms must be received by Human Resources (HR) by September 30 for current year salary increases. New hires have the first 30 days of employment to submit verification to HR.

Q: How do I receive a pdEnroller clock hour Claim Code so I can submit my clock hour Inservice form or Transcript?

A: Once the class is complete, HR staff will send attendees a Claim Code. Once you have the code, please log in to pdEnroller to complete your class evaluation and submit your form for HR's initial verification.