



## Professional Development Update to the ESD 112 Clock Hour Process

ESD 112 is now using a paperless system called pdEnroller for the registration and processing of clock hour credit. To register for courses, you will need to create an account or log in to your existing account through the Professional Learning link provided on the ESD 112 website.

Upon completion of the course and once your attendance has been verified, you will receive an email from ESD 112 (see example below).

### Enroller

You can now complete the Clock Hours evaluation (3.00) for Mixtures and Solutions - 5th Grade.

[Complete Now!](#)

1. Click on the "[Complete Now!](#)" link.
2. Complete the online course evaluation, then click green Submit button (bottom of page).
3. VPS employees **DO NOT PAY**. Click on the [Inservice Registration Form](#) link. (see illustration below).

4. Click on Inservice Form tab.
5. A new screen will appear, click the green Print button.

6. Sign the inservice registration form.
7. Send the completed inservice registration form to Nadia Romaniv in the VPS HR department.

If you have any questions, please contact the ESD 112 at (360) 952-3319 or [registration@esd112.org](mailto:registration@esd112.org).