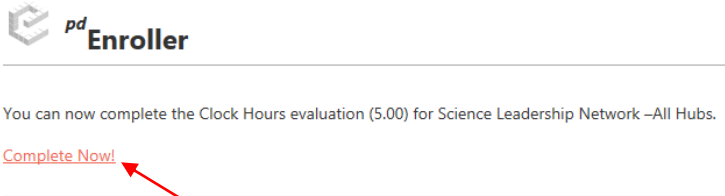




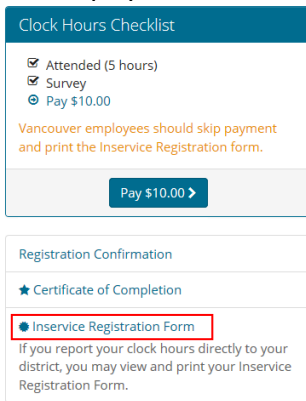
# Professional Development Update to the ESD 112 Clock Hour Process

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).



1. Click on the "Complete Now!" link.
2. Login to pdEnroller or create a new account by following the screen prompts.
3. Complete the online course evaluation, then click green Submit button (bottom of page).
4. VPS employees **DO NOT PAY**. Click on the [Inservice Registration Form](#) link. (see illustration below).



5. System will route to a new page, click on [Inservice Form](#) tab.
6. System will open the INSERVICE REGISTRATION form, click the green Print button.



7. Sign the inservice registration form.
8. 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).