

# Clock Hour Proposals

To begin your first proposal: <https://www.pdenroller.org/ClockHours/proposals/newesd101>

Once you have submitted your first proposal your initial screen will automatically show the approval committee information.

## Approval Process

1. Select ESD 101 Pre-Approval Committee (your screen should only show one option)
2. Select Create New Proposal or Repeat Past Proposal (you would need to know the previous number)

### New Clock Hour Proposal ESD 101

Choose the committee where you wish to offer clock hours.

- ESD 101 STEM Clock Hour Committee  
ESD 101
- ESD 101 Inservice Committee  
ESD 101
- ESD 101 Pre-Approval Committee  
ESD 101

**1**

**2**

+ Create New Proposal    ↻ Repeat Past Proposal

< Back

Recommend saving in each screen. Automatically saves if moving between tabs. Will not automatically save if you close.

# Clock Hour Proposals

## Under Clock Hours/Clock Hours Proposals

1. Click New Proposal to begin
2. Prior proposals will be listed below in My Recent Proposals indicating status
3. You may also use the tabs to navigate through your proposals

### My Clock Hour Proposal Drafts

[Drafts](#) [Pending](#) [Approved](#) [Presenters](#) [My Committee](#)

Select a proposal in draft mode, or click the green "New Proposal" button to start a new proposal.

[+ New Proposal](#)

My Drafts

	Begins	Title	Location
	Mar 10, 2017	Test Professional Development Course	
NEW	Sep 19, 2019	NEWASA 2019-20	

### My Recent Proposals

Title	Status	Clock Hour #	Begins
CPR, AED & First Aid	Approved	1819-0001	Aug 05, 2019
Student Growth: Going Deeper	Approved	1920-0001	Oct 10, 2019

## Title Your Proposals

1. Enter Title
2. You may choose to enter a Subtitle

### New Clock Hour Proposal

\* required fields

Review Committee  
ESD 101 Pre-Approval Committee

Submitted By  
Mary Kempel  
mkempel@esd101.net

Title \*

CPR, AED & First Aid

Subtitle (optional)

< Cancel [Save & Continue](#)

# Clock Hour Proposals

## Description

1. Enter Description - The event description should be a narrative similar to the advertisement. The Inservice committee reviews the description to make sure the course meets the necessary requirements.
2. Do not use Documented Need at this time

CPR, AED & First Aid  
Submitting to: ESD 101 Pre-Approval Committee

Status: Draft

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements 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 ESD 101 Pre-Approval Committee

Status Draft

Title \* CPR, AED & First Aid

Subtitle

Event Description \*

Documented Need (Optional)

What professional goals or needs does this event meet?

Save

## Objectives and Clock Hours

1. Enter #of Clock Hours Requesting
2. Select Edit Objectives – three are required but you may add additional. Please do not restate description in a list form. These should be outcomes of the described training.

CPR, AED & First Aid  
Submitting to: ESD 101 Pre-Approval Committee

Status: Draft

Proposal Hours / Objectives Date / Location Agenda Presenters Online Class Requirements 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.

Clock Hours

# of Clock Hours Requesting \* 3.50

Must request at least 3 hours.

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.

Edit Objectives Review Criteria

- 1.
- 2.
- 3.

# Clock Hour Proposals

## Select your content standards

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

- Opportunities for participants to collect and analyze evidence related to student learning
- Professional certificate standards
- Paraeducator standards of practice as described in Title 179 WAC
- School and district improvement efforts
- Education frameworks and curriculum alignment
- Research-based instructional strategies and assessment practices
- Content of current or anticipated assignment
- Advocacy for students and leadership
- Supervision, mentoring, or coaching
- Building a collaborative learning community

## STEM

1. If you choose to apply for STEM hours enter # of STEM Hours Requesting (STEM proposals will automatically be sent to a STEM Committee for approval prior to the Inservice Committee)
2. You must select two of the four STEM elements
3. You must select YES on each guiding question and describe in detail in the box that will appear

# of STEM Hours Requesting \*

STEM Hours

STEM Hours will only apply if all criteria are met. STEM Hours typically matches the number of clock hours and will default to that if left empty.

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

# Clock Hour Proposals

## Date(s) and Location(s)

1. In the Primary Location pulldown – select NEWESD 101 Region
2. Location Description – complete the name and complete address
3. *At this time even though online is an option in the pull down menu do not choose – rather select NEWESD 101 Region and then say online in the location.*

Proposal Hours / Credits **Date / Location** Agenda Presenters Onlin

Properties

Work through these tabs in any order, but click "Save" before moving to another tab. A tab to determine if any information is missing.

Primary Location \*

NEWESD 101 Region **1**

If your location isn't listed, select "Other" and complete the details.

Location Description

Spokane Regional Health District **2**

A name or description of the location, i.e., the name of the building, school, etc.

Address

The street address where the event is held.

1101 W College Ave

Spokane WA 99201

## Sessions

Add On-Site Session Add Multiple On-Site Sessions Add Online Session

1. Select Add On-site session for a single date event.
2. Enter state date, start time, end date and end time.
3. Do not use the check in features

Add On-Site Session

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

4/6/2020 **2** 8:00 AM 4/6/2020 5:00 PM

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 **3** Check-In End

(Optional) (Optional)

Location Description

Optional text description of the location, i.e., the building, room, etc.

# Clock Hour Proposals

1. Select Add Multiple On-site sessions for a multi date event.
2. Click the dates for each event
3. Select the start time and end time (ok if different times for different dates, you will modify later)
4. Do not use check in start and end fields.

April 2020

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

SU	MO	TU	WE	TH	FR	SA
29	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

Start Time \* 8:00 AM 3 End Time \* 5:00 PM Check-In Start (Optional) 4 Check-In End (Optional)

Location Description

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

Once you have entered your dates they will show in the sessions screen. You can then modify any date or time with the edit button.

## Sessions

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

Date ↑	Time ↑	Location		
Onsite Sessions				
Mon, March 30 2020	8:00 AM - 5:00 PM		<a href="#">Edit</a>	<a href="#">Delete</a>
Tue, March 31 2020	8:00 AM - 2:30 PM		<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Save</a>				

# Clock Hour Proposals

## Agenda

1. Enter agenda detail or
2. Upload an Agenda

The agenda does not show on the course advertisement but does show in the participant account once registered.

CPR, AED & First Aid  
Submitting to: ESD 101 Pre-Approval Committee  
Status: **Draft**

Proposal   Hours / Objectives   Date / Location   **Agenda**   Presenters   Online Class Requirements   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.

### Agenda

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

**Lesson 1:** CPR AED Course Introduction

**Lesson 2:** Adult CPR

- Part 1: Scene safety and assessment
- Part 2: Chest compressions
- Part 3: Giving breaths (Mouth-to-mouth)

**1**

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### Upload an Agenda

*None added*

**2**

Allowed file types: pdf, doc, docx, xls, xlsx, png, jpg, jpeg, tiff

# Clock Hour Proposals

## Presenters

1. Add presenter(s)
2. Try to locate presenter by typing the name or email
3. If one does not appear you may need to create one (see below instructions)
4. If a presenter is listed and you see an error message click Missing Information

Added presenter.

CPR, AED & First Aid  
Submitting to: ESD 101 Pre-Approval Committee  
Status: **Draft**

Proposal Hours / Objectives Date / Location Agenda **Presenters** Online Class Requirements 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.

Patty Gibson pgibson@freemansd.org **Missing Information** **4**

**+ Add Presenter** **1**

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.

Select Recent Presenters

+ Joy Lansdowne j lansdowne@esd101.net
+ Dan Steele d steele@wasa-oly.org
+ Chris Reykdal c hris.reykdal@k12.wa.us
+ Wally Endicott w ally@kidsathope.org
+ Dennis Vermillion D ennis.Vermillion@avista...
+ Kim Messina k im.messina@ccs.spokane.edu
+ Patty Gibson p gibson@freemansd.org

Name **2**

**! Name is required.**

Email

Close **+ Create New** **3**




# Clock Hour Proposals

When creating a new presenter or updating presenter information the following appears.

1. Enter Name (if not already there)
2. Enter email and phone number
3. Enter professional experience or
4. Upload a resume

Dan Steele [dsteeler@wasa-oly.org](mailto:dsteeler@wasa-oly.org)

## Contact Information

 This presenter is linked to 2 events. Updates will be reflected across all events.

Dan Steele **1**

Email \*

dsteeler@wasa-oly.org **2**

Phone \*

(360) 943-5717

## Professional Experience

Upload a resume or complete the experience fields.

Experience

**3**

Upload a Resume **4**

## Type of Course – generally do not use this feature.

1. Default is Not Applicable unless the course is online.
2. If the course is online you may choose to define how it will be monitored and
3. How attendance will be tracked

### Attendee Participation

#### Online Course Type

Synchronous

The class is offered real time in a virtual classroom allowing students to ask, and teachers to answer, questions instantly.




Asynchronous

The class is delivered via web, email and message boards posted to online forums. Students may complete these classes at their own pace.

Not Applicable **1**

#### How is participation monitored/verified?

(Type of interaction between the instructor and the participant)

**B I U**     

How is participation monitored/verified?

**2**

#### How will the number of hours the participant spends on the class be documented and/or attendance verified?

- Synchronous class - a traditional sign-in sheet where the instructor verifies the attendance/participation or a certificate of class completion showing the date the participant completed the class
- Asynchronous class - a certificate of class completion showing the date the participant completed the class is required.

**B I U**     

How will the number of hours be verified?

# Clock Hour Proposals

## Contact Information

The Administrator Contact is the person in charge of the proposal.

1. Enter name
2. Enter Organization (NEWESD 101)
3. Enter School/Department – your Department/Sub Category
4. Enter email and phone

Proposal   Hours / Objectives   Date / Location   Agenda   Presenters   Online Class Requirements   **Contacts**   Preview

Event   Properties

**i** 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.

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. Click the green "Save" box when you have completed this page.

Administrator Contact

Full Name \*

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

Organization / District \*

School / Department \*

Email \*

mail for the administrator listed above.

Phone \*

Contact phone number for the administrator listed above.

Your Contact information should automatically fill in since you are the one entering the information. This person will receive the email that the proposal has been approved.

### 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



Review and submission. Once the proposal is submitted only a committee member, the registrar or someone with permissions within the department can modify some elements of the proposal.

# Clock Hour Proposals

## Validation

Review your proposal before submission. Check mark means complete information. “i” means you may or may not need, you can still submit. If not complete there will be an error message that must be updated before you can submit.

### Validation Checklist

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✓ Title provided.

---

✓ Description provided.

---

✓ Dan Steele complete.

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✓ Chris Reykdal complete.

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✓ Wally Endicott complete.

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✓ Dennis Vermillion complete.

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✓ Kim Messina complete.

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✓ 10.50 clock hours requested.

---

✓ 3 objectives added.

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**i** Proposal is not requesting TPEP certification.

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**i** Proposal is not requesting STEM certification.

---

✓ Agenda provided.

---

✓ 7 dates specified.

---

✓ Administrator contact complete.

---

✓ Contact information complete.

**CLICK SUBMIT**

# Clock Hour Proposals

## Proposal Approval

This is the email the “Your Contact” will receive once the proposal is approved. If the course is not approved or there are questions it will be rerouted back to the originator



Proposal 1819-0001 has been approved.

### 1819-0001 CPR, AED & First Aid

[View Online](#)

Status	Approved on Wednesday, June 19, 2019
Approval Committee	ESD 101 Inservice Committee
Clock Hours	3.50
Presenters	Patty Gibson
Clock Hour Claim Code	GHY-WBT
Clock Hour Cost	\$10.50

#### Dates

Monday August 5 2019 8:00 AM 11:30 AM Freeman Transportation Building

List of proposals can be found under the Clock Hour tab under Clock Hour Proposals

## Clock Hour Proposals

Clock Hour Proposals submitted to committees in your organization. This page is for helping track proposal status.

[This is a first-draft of this page. If you have suggestions or requests, send feedback](#)

[Export](#)

Event Id	C/H Num.	Proposal Status	Event Status	Title	Start	Committee	Contact
24268		Draft	None	Test Professional Development Course	3/10/2017	ESD 112 Clock Hour Committee	Mary Kempel
88906	1819-0001	Approved	None	CPR, AED & First Aid	8/5/2019	ESD 101 Inservice Committee	Michael Dunn

1

1 - 2 of 2 items