The Career and Technical Education (CTE) department has transitioned to the use of PdEnroller for managing clock hour requests as of February 1, 2020. To request and claim clock hours, requestors/participants will now be required to have an account in PdEnroller. It is important that duplicate accounts are not created; it is recommended that you use a personal email in case you change employment at any point. To create an account visit [https://www.pdenroller.org/](https://www.pdenroller.org/).

Additionally, we have a new CTE Clock Hour Proposal Form for requesting hours. Completed forms should be submitted, along with an event agenda and presenter information to [cte@k12.wa.us](mailto:cte@k12.wa.us). The form is posted on the CTE landing page of the Office of Superintendent of Public Instruction’s (OSPI) website.

Please note that the in-service education agency must permit a designated representative of OSPI to attend the in-service education program at no charge and provide a copy of the program materials (RCW 181-85-200). Additionally, in accordance with the OSPI Clock Hour Committee guidelines, **CTE will only provide clock hours to trainings performed by OSPI CTE staff or with direct OSPI CTE staff participation in developing training materials.**

Typically, intention to claim clock hours is expressed by participants during the time that the professional development (PD) is offered.

In efforts to assist in the transition to the PdEnroller process, we will leave the enrollment for clock hours open for seven days after the OSPI sponsored PD event. After the seven days, PdEnroller registration will close at 5 pm and participants will no longer be able to claim clock hours for their completed PD. It is important to close out events with respect to claiming of clock hours in order to comply with record keeping.

**Effective July 1, 2020, all registrations for clock hours will close 7 days after PD is delivered.**

WAC 181-77-015: Certificate validity and renewal.

1. The initial certificate is valid for five years and may be renewed in accordance with WAC [181-77-031](https://www.wa.gov/effectivedates/181-77-031) or [181-77-041](https://www.wa.gov/effectivedates/181-77-041).
2. The initial renewal certificate is valid for five years and may be renewed in accordance with WAC [181-77-031](https://www.wa.gov/effectivedates/181-77-031) or [181-77-041](https://www.wa.gov/effectivedates/181-77-041).
3. The continuing certificate is valid for five years and may be renewed in accordance with WAC [181-77-031](https://www.wa.gov/effectivedates/181-77-031)(4) or [181-77-041](https://www.wa.gov/effectivedates/181-77-041)(4).
(2) Initial renewal. Candidates for renewal of the initial certificate must complete ten quarter hours of credit or one hundred continuing education credit hours of career and technical education educator training in the subject matter certified to teach since the initial certificate was issued or renewed, or four professional growth plans as defined in WAC 181-79A-030. Individuals completing fewer than four annual professional growth plans must complete the necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

Application for renewals shall not be submitted earlier than twelve months prior to the expiration date of the current certificate.

Expired certificates may be renewed with completion of one hundred continuing education credit hours within the previous five years from the date of the renewal application, or by completing four professional growth plans. Individuals completing fewer than four annual professional growth plans must complete necessary continuing education credit hours needed to be the equivalent of one hundred continuing education credit hours.

An expired certificate may be renewed by presenting evidence to the superintendent of public instruction of completing the continuing education credit hours or professional growth plan requirement within the five years prior to the date of the renewal application.

CLOCK HOUR NOTE: Clock hour courses related to CTE teaching - This would include courses such as classroom management, formative assessment, differentiated instruction, and culturally-responsive teaching strategies. For more information please contact the Professional Educator Standards Board.