

CLOCK HOUR CLAIM INFORMATION

- ☑ Sessions are listed in the registration platform.
- ☑ Attendee clicks “plan to attend” for any session they plan to attend.
- ☑ Then, attendee will click “join” for live session or “on demand” for on demand sessions
- ☑ Once that session has completed, a survey will be available. Click “take survey”.
- ☑ After completing the survey, a certificate of completion will show that can be printed or saved.

TO CLAIM HOURS

1. **Log in:**
www.pdenroller.org/welcome
2. **If you do not have an account then you must register for one.**
3. **Once logged in, go to: www.pdenroller.org/clockhours OR Go to the “Clock Hours” top dropdown menu and select “Claim Clock Hours”**
4. **Enter Clock Hour Claim Code: 07L-465**
5. **Upload your certificates of completion.**
6. **Claim number of hours attended and affirm**
7. **Take survey and pay if applicable**
8. **Clock hours will be confirmed within 30 days**