



## How do I get clock hours for the 2017 WABE Fall Institute?

### # of Clock Hours Available:

- up to 6 hours on Friday
- up to 6 hours on Saturday

**Fee: \$2 per clock hour** (max. \$24)

### *During the Institute:*

- ⇒ **Sign-In Each Day** at the Clock Hour table and pick up a Conference Planning Sheet. This will include the on-line **access code** you will need to register for clock hours. *(Be sure to keep this form.)*
- ⇒ Track the sessions you attend on the Conference Planning Sheet.

### *Clock Hour Forms On-Site Each Day:*

- ⇒ If you wish to pay for and pick up your clock hours on-site each day, they will be available at the clock hour table after the final session of the day.  
*Please Note: On-site forms are available **only** for the current day.*

### *After the Institute:*

- ⇒ Go to the WAESOL website at [www.waesol.org](http://www.waesol.org) and click on the Clock Hour tab. Proceed to the 2017 WABE Fall Institute link.
- ⇒ Use the registration code received at the clock hour sign-in table to access the payment and registration system.
  - Fill out the online form and submit.
  - Pay online for the number of clock hours you are requesting.
- ⇒ WAESOL will verify attendance through the daily sign-in sheets.
- ⇒ Once verified, an official signed clock hour form will be mailed to you within three weeks.