



How do I get clock hours for the 2018 WABE (Nov./Dec.) Winter Institute?

of Clock Hours Available:

- up to 6 hours for Thursday School Visit
- up to 6 hours on Friday
- up to 4.5 hours on Saturday

Fee: \$2.00 per clock hour

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 and click on the Clock Hour tab. Proceed to the 2018 WABE (Nov./Dec.) Winter 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.