

## Clock Hour File Upload Specifications

The clock hour upload utility allows relicensure committees to transmit clock hour detail entries and mandatory requirement approvals in the form of a batch upload.

- The files can be created using any software system, e.g. Microsoft Excel.
- The final data file must be a comma-separated values (csv) file. Before uploading an Excel file, do File: Save As: Select as type .CSV.
- Upload the header line on the CVS file with the clock hour upload.
- The batch is uploaded directly into the PELSb clock hour reporting system.

Licensing > Lookup  
**Clock Hours**

Search  
Home  
Find Educators  
Clock Hours Upload  
Committee Chairs

**Find Educators**

Enter the file folder number or the first and last name of the educator. Then select the search button.

File Folder Number: ##### or  
First Name: and Last Name:

**Clock Hours**  
**Clock Hours Upload**

**Instructions**

Files must have the .csv extension. An example template in the CSV format is provided below. Before uploading an Excel file do a file Save As and select Save as type: CSV (Comma delimited) (\*.csv).

- Template for Comma Separated Value (CSV) © .csv file format [Download CSV File Format .csv](#)

**Select the button below to find the file and then select the Upload File button to complete your file upload.**

Browse... No file selected.

NOTE: Once the file upload has started, please wait for the file upload to complete. This may take a while depending on the size of the file and the speed of your network connection.

Cancel Upload File

## Additional Notes:

- If errors are found in the original data, the data can be fixed and re-uploaded. Additional uploads will only change corrections. Previously uploaded data will not be added again.
- The relicensure committee must have a completed and approved roster on file with the Professional Educator Licensing and Standards Committee (PELSB) to be granted permission to enter the clock hour reporting system.

Tier 1 and Tier 2 licensees do not require clock hours for renewal. Any clock hours obtained while on a Tier 1 or Tier 2 license cannot be carried forward to a Tier 3 or Tier 4 license. Therefore, please do not enter clock hours for a Tier 1 or Tier 2 license holder.

## District Data Field Specifications

Field Name	Column	Field Type	Format/Validation
File Folder Number	A	Up to seven-digit numeric	Leading zero is not required for file folder numbers shorter than seven digits. Example: 112233 or 1122334
Entry Type	B	Alpha characters	Must be upper case, values are:  TEACHING = Teaching hours ADMIN = Administrative hours  Record will be rejected if user does not have authorization for entry type. For example, a user with only teaching clock hour reporting rights cannot approve administrator hours and vice versa.
Activity Date	C	Eight-digit numeric	Format = YYYYMMDD Example: 20190425  The date must be between the date of entry and five years in the past. Future dates are not allowed and no entry can be older than five years.
Category  See further information on the <a href="#">Categories for Clock Hour Allocation</a> document.	D	One character string	Valid values include:  A = Relevant Coursework B = Educational Workshops C = Staff Development D = Curriculum Development E = Peer Coaching/Mentorship F = Professional Service G = Leadership Experiences H = Diversity Experiences I = Travel/Work Experience L = ASL Hours O = Unspecified 3 = National Board, ASHA, NCSP Certification 4 = Local Option Exemption

Field Name	Column	Field Type	Format/Validation
Clock Hours	E	Numeric	<p>Include decimal point for all entries to designate minutes.</p> <p>2 = 2 hours  2.25 = 2 hours and 15 minutes  2.5 = 2 hours and 30 minutes  2.75 = 2 hours and 45 minutes</p>
Approval	F	One character string	Valid values are "Y" for yes, or "N" for no. The entry must be an uppercase letter.
Description	G	100 character string	<p>Valid values are:</p> <p>A-Z; a-z; 0-9; comma (,); period (.); hyphen (-); asterisk (*); underscore (_); equal (=); apostrophe ('); parentheses (); colon (:); exclamation point (!); at (@); percent (%); ampersand (&amp;); forward slash (/); dollar (\$); plus (+)</p>
<p>Mandatory Requirement</p> <p>See the <a href="#">Mandatory Requirements Grid for Relicensure Committees</a> for further information.</p>	H	<ul style="list-style-type: none"> <li>• Two to seven uppercase character string</li> <li>• Each value must be entered on a separate line in the file</li> <li>• Enter values in the file on separate lines if more than one mandatory requirement is met in a single category (A-I, L, O, 3, 4)</li> </ul>	<p>Valid values are:</p> <p><b>POS</b> = Positive Behavioral Intervention Strategies AND Accommodations, Modification and Adaption of Curriculum, etc.  <b>PREP</b> = Reading Preparation  <b>ACC</b> = Accommodations, modification and adaption of curriculum, materials and instruction.  <b>MI</b> = Understanding the Key Warning Signs of Early-onset Mental Illness  <b>SUI</b> = Suicide Prevention Training  <b>ELL</b> = English Language Learners  <b>CUL</b> = Cultural Competency  <b>ALL</b> = All current mandatory requirements will be checked as completed (enter as one line in the file).</p>