

# HOW TO REQUEST CONVERSION OF OUT OF DISTRICT CONTACT HOURS AND "OTHER ACTIVITIES" TO CEU CREDIT THROUGH WLPDC

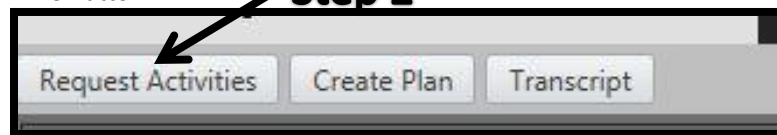
Effective **August 26, 2013**, in order for certificated staff to request contact hours and "Other Activities" to be converted to CEU's **the hours must be entered on PD Express AND the original workshop certificate or "Other Activity" log must be sent to Tracey Finley, Human Resources**. You will no longer need to complete WLPDC Form D or E – Part I.

Educators may enter workshop information at any time within the five year licensure period.

Educators must enter Other Activity requests within the current school year. The Other Activities can be entered when the maximum number of hours has been reached (20 hours) or at the end of the current school year (prior to June 30).

Instructions for requesting CEU credit via PD Express:

1. Log in to PD Express (click on continue to site, the site IS safe even if there is an error message).
2. Click on the **REQUEST ACTIVITIES** Button.



3. On the next screen:
  - a. Choose the School Year in which the event took place.
  - b. Under **TYPE** click on the drop down arrow and select "Out of District CEU" or "WLPDC Other Activities."
  - c. Type the **TITLE** of the workshop or "Other Activity" for which you are requesting CEU's.
  - d. Click **NEXT**.

A screenshot of the 'Request Activities' form. It shows a dropdown menu for 'Select a school year:' with '2016' selected. Below it is a dropdown menu for 'Select a type:' with 'Out of District CEU' selected. The title 'WGH TBT Meetings 2015-2016' is entered in the 'Enter a description:' field. Arrows point to these elements, labeled 'Step 3a', 'Step 3b', and 'Step 3c'.

A screenshot of the 'Enter a description:' field. It shows the title 'WGH TBT Meetings 2015-2016' and a 'Next >' button. Arrows point to these elements, labeled 'Step 3c' and 'Step 3d'.

4. On the next screen, complete the **TITLE** and **PROVIDER** boxes.

A screenshot of the PD Express form showing the details of the request. The 'Title' field is 'WGH TBT Meetings 2015-2016' and the 'Provider' dropdown is 'Pre-Approved Provider'. An arrow points to the 'Title' field, labeled 'Step 4'.

<b>Title</b>	WGH TBT Meetings 2015-2016
<b>School Year</b>	2016
<b>Type</b>	WLPDC Other Activities
<b>Status</b>	New
<b>Chronology</b>	Created: 6/6/2016 1:57:30 PM
<b>Approval History</b>	This proposal has not been submitted for review.
<b>Title</b>	WGH TBT Meetings 2015-2016
<b>Provider</b>	Pre-Approved Provider

- Complete the **DESCRIPTION**. In this area, indicate the number of **CONTACT HOURS** from this workshop or activity. Complete the **PROVIDER, PRESENTER** and **DATE** sections.
- In the **HOURS** section, please put **0** rather than the amount of workshop or activity contact hours. The WLPDC will verify the hours and will issue the proper CEU amounts upon approval. **THIS MUST BE LEFT AS A ZERO UNTIL IT IS APPROVED!!!**
- Click on the **SAVE** button and then the **SUBMIT FOR REVIEW** button.

The screenshot shows a form with the following fields and annotations:

- Description:** "Weekly meetings of the WGH Teacher Based Teams. 7.5 contact hours" (An arrow labeled **Step 5** points to this field).
- Identify Provider:** "Janis Ulicny"
- Identify Presenters:** "Janis Ulicny"
- Workshop Dates:** "September 2015-May 2016"
- Hours:** "0.00" (An arrow labeled **Step 6** points to this field).
- Comments:** (Empty text area)
- Attachments:** "None."
- Buttons:** "Print", "Submit for Review", and "Save". (An arrow labeled **Step 7** points to the "Submit for Review" button).

- Check to make sure that your request has been submitted to WLPDC for approval. To do this, you can go back to **MY PAGES** heading and click on **ACTIVITIES**. You should see your workshop request and be able to verify that it has been submitted.

WGH TBT Meetings 2015-2016	2016	Submitted	06/06/2016
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**Step 8** (An arrow points from this text to the "Submitted" status in the table above)

- You can propose multiple CEU requests at this time, or simply log off.
- Turn in your **original** workshop certificate or original "Other Activity" log sheets to Tracey Finley, Human Resources. Keep a copy for yourself, but please submit the original. Please make sure the page is signed by you and an administrator and please make sure that all dates have been initialed by a facilitator.
- Certificates from Out of District CEUs are able to be turned in within your five year license dates. Other Activities must be submitted within the school year that they happened, prior to June 30 of that year.
- At the next scheduled WLPDC meeting, your request will be reviewed and verified with the submitted certificates and log sheets. You will receive an e-mail notification via PD Express with the information about the transition from contact hours or CEU's. Your transcript will reflect the addition of these CEU's.

If you have any questions, please be sure to see a WLPDC member.