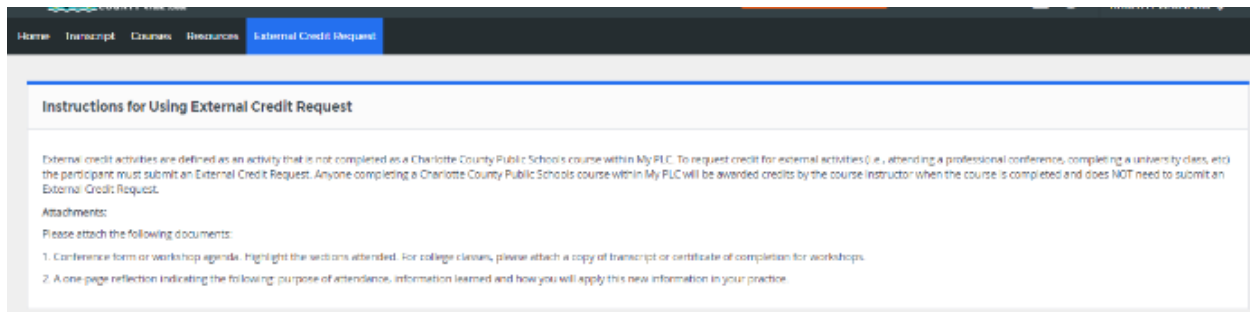


External Credit Requests

My PLC



- ❖ Log into My PLC.
- ❖ Click on the External Credit Request tab at the top of the page and follow the directions (see below).
- ❖ When you are ready to upload the agenda and reflection, click on the New Credit Request button. Be sure to answer all starred fields.
- ❖ For the field requesting a Component enter one of the following component numbers using the dropdown box:
 - **Civics Seal of Excellence Endorsement- 1-016-003: Civics Seal of Excellence Endorsement (60 Hours)**
 - **Educational Leadership - 7-507-057 Aspiring Leaders Program**
 - **All other requests (unless otherwise indicated)- 8-007-001: Out of District Professional Learning Event for the Acquisition of Knowledge and Skills to Improve Student Achievement**
- ❖ To attach the documents, click on the two Attach File links at the bottom of the page.
- ❖ Be sure to click on the Submit button.



The screenshot shows a web interface for 'External Credit Request'. At the top, there is a navigation bar with links for Home, Transcript, Courses, Resources, and External Credit Request. Below the navigation bar, the page title is 'Instructions for Using External Credit Request'. The main content area contains the following text:

External credit activities are defined as an activity that is not completed as a Charlotte County Public Schools course within My PLC. To request credit for external activities (i.e., attending a professional conference, completing a university class, etc.) the participant must submit an External Credit Request. Anyone completing a Charlotte County Public Schools course within My PLC will be awarded credits by the course instructor when the course is completed and does NOT need to submit an External Credit Request.

Attachments:
Please attach the following documents:

1. Conference form or workshop agenda. Highlight the sections attended. For college classes, please attach a copy of transcript or certificate of completion for workshops.
2. A one-page reflection indicating the following: purpose of attendance, information learned and how you will apply this new information in your practice.