

External Credit Requests

My PLC



[™] Log into My PLC.

[™] Click on the External Credit Requesttab 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 Requestbutton. Be sure to answer all starred fields.

- [™] For the field requesting aComponent enter one of the following component numbers using the dropdown box:
 - ³⁄₄ Civics Seal of Excellence Endorsement 1-016-003: Civics Seal of Excellence Endorsement (60 Hours)
 - 3/4 Educational Leadership 7-507-057 Aspiring Leaders Program
 - ³⁄₄ 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

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