



# 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:
  - ¾ Civics Seal of Excellence Endorsement 1-016-003: Civics Seal of Excellence Endorsement (60 Hours)
  - ¾ Educational Leadership - 7-507-057 Aspiring Leaders Program
  - ¾ 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

