



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 ~~start~~ fields. For the Component, scroll down and choose

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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.

