

Request Transfer of Credit for Workshops, Conferences for Out of District Training

THIS CAN NOT BE USED FOR COLLEGE COURSES
College courses used for renewal must be submitted via
official transcript to the BPS certification office.

1. Log onto ProGOE; click on the Transcript tab
2. Under "Out of District – Transfer Credit", click on Create Credit Request
3. Fill in the following fields with the *symbol
 - A. *Course/Event Title: (type in the title of the workshop or conference)
 - B. *University/Location
 - C. *Start Date
 - D. *End Date
 - E. *Hours
 - F. *Component Number
 - G. *Description
 - H. *Participant Name
4. Evidence of event/attendance completion, attach the following:
 - The printed agenda from the conference and/or workshop, with sessions attended.
 - Copy of the certificate of completion showing dates and credits earned.
 - Action Plan for each highlighted session (if you did not receive a certificate of completion).
5. Then click "Submit for Credit Approval"

Note: The Office of Professional Learning & Development will review your request in ProGOE. **Inservice credits will be awarded only if supporting documentation for this transfer request is received by Professional Learning & Development within the school year the activity occurs.**

IMPLEMENTATION PLAN
(must be complete for credit to be awarded)

Learner's Name _____

Date _____

Employee ID _____

Workshop Title _____

Work Location _____

As a result of this training, what objective will I implement? _____

Detailed Specific Actions in Sequence	Responsible Person(s)	Completion Date/Time	What Evidence Indicates Completion?