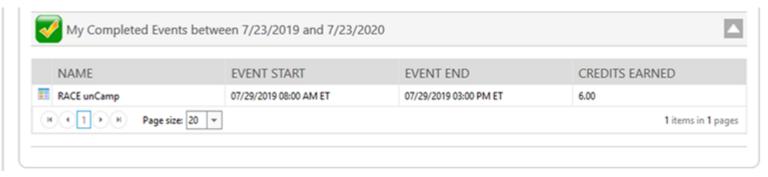
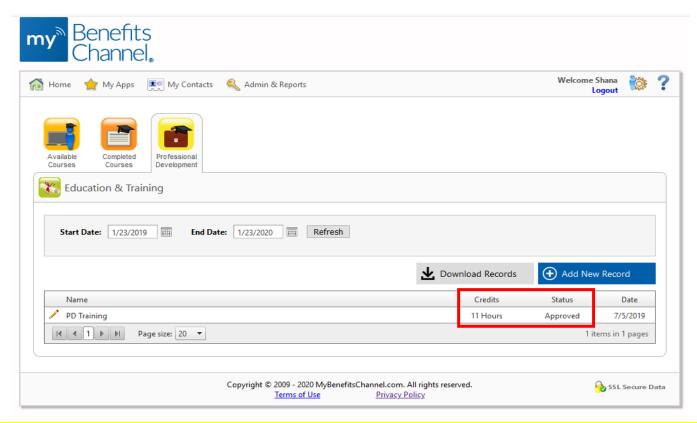
Please read and follow the instructions below so you can make sure your requirement has been or will be met. You must calculate the hours (credits) in both the *Events* AND *Professional Development* sections to get the total hours you've completed for this year.

- <u>Events</u> lists anything <u>district-sponsored</u> that you have registered for and/or attended. This will include district in-service days or alternate in-service hours. To view these:
 - Begin on your Homepage and scroll down to select the green "My Events" box.
 - Change the date range to reflect the current school year and select "Search".
 - Once the date range has refreshed, scroll down to "My Completed Events".
 - If you registered for a district in-service or were given credit for attending a district-sponsored alternate in-service, they are listed here, along with any applicable credit hours. This includes Race unCamp, Laptop Deployment, CPR/AED/First Aid training, New Teacher Induction, etc. Please note that if it was a paid in-service day, it will show 0.00 credits.



- <u>Professional Development</u> lists anything that you have manually entered <u>for</u> <u>Principal/Supervisor approval</u>. To view those approved or follow where they are in the approval process:
 - Begin on your Homepage and select "Education & Training"
 - Select "Professional Development"



Remember: to determine your alternate in-service hours to date, add the approved credits together in <u>both</u> the *Events* and *Professional Development* sections.