

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

1. Log onto ProGOE; click on the **Transcript** tab
2. Under Out of District – Transfer Credit, click on **New 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. *Participant Name
 - G. *Component Number
4. Click on **Send Request**
5. **Attach:**
 - 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.
 - Send via courier to the director of Professional Learning and Development.

Note: The Office of Professional Learning and Development will review your request in ProGOE when all documentation has been submitted in the courier. Inservice credits will be awarded only if supporting documentation for this transfer request is received by Professional Learning and Development within the school year the activity occurs.

For summer activities, the ProGOE Transfer Request, agenda, and follow-up may be submitted to the office of Professional Learning and Development during the school year following the activity.

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?