

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.

- **Events** lists anything district-sponsored 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.

NAME	EVENT START	EVENT END	CREDITS EARNED
RACE unCamp	07/29/2019 08:00 AM ET	07/29/2019 03:00 PM ET	6.00

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

my Benefits Channel

Welcome Shana Logout

Available Courses | Completed Courses | Professional Development

Education & Training

Start Date: 1/23/2019 | End Date: 1/23/2020 | Refresh

Download Records | Add New Record

Name	Credits	Status	Date
PD Training	11 Hours	Approved	7/5/2019

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