



Requesting Staff Development Renewal Credit

The instructions below apply to any professional development (workshops, college courses, online classes, etc.) **not provided** by your school or by the district. CEUs earned by completing in-school or in-district professional development (i.e. early release or work day training) are handled on your behalf by the individual(s) who organized the PD and the Central Office. Your only responsibility is to complete a required survey which will appear in Time Keeper.

Also, please note that there is a **five hour minimum** (equals .5 CEU) for posting CEU credit. If you attended professional development that totaled less than 5 hours, please submit it with other similar themed training.

Online via Time Keeper

1. Log into Time Keeper.
2. Select Submit CEU for Approval (under Actions on the left side menu).
3. Click on Add New (upper right of screen).
4. Fill in the fields and upload your certificate.
5. Click on Save. Your request will be submitted for approval.

OR

Using the MGSD-10 Form

1. Complete a **Request for Renewal Credit and/or Tuition Assistance (MGSD-10)**.
2. Attach a copy of the certificate you received for completing the staff development/course. If a certificate was not provided, other documentation describing the program and information covered (ie conference program, course description) should be sent as verification.
3. Send the completed MGSD-10 with your certificate to the Central Office or Student Services to the attention of the appropriate administrator:
 - Scott Smith (Elementary Instruction, Counselors)
 - Todd Black (Secondary Instruction, Counselors)
 - Sandy Albert (Student Services/EC)
 - Ingrid Medlock (Nurses)
4. After CEUs are issued, all of your documentation will be returned to your attention to keep on file for your own record.