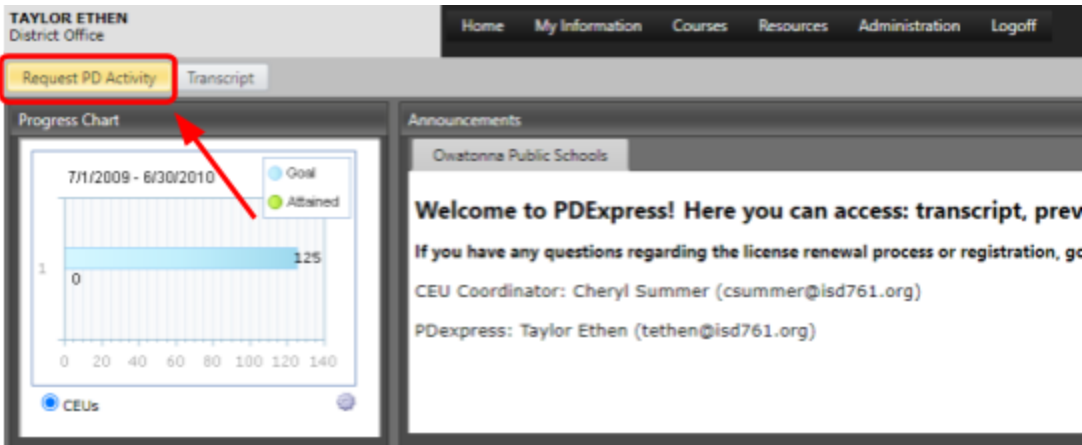
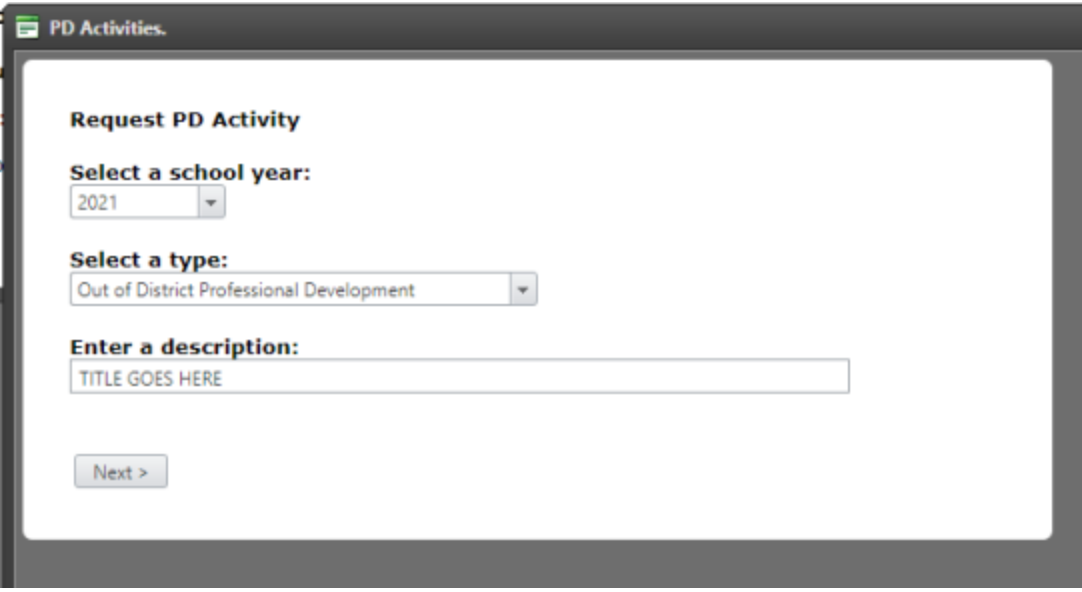


How To Upload External Professional Development Certificates

(i.e. any out of district conferences, myinfinitec videos, etc.)

Questions?

Step 1	Log into PDExpress
Step 2	<p>Click 'Request PD Activity' in the upper left corner</p>  <p>The screenshot shows the PDExpress interface for Taylor Ethen at the District Office. The 'Request PD Activity' button is highlighted with a red box, and a red arrow points to it. The dashboard includes a progress chart for CEUs (0/125) and an announcements section for Owatonna Public Schools.</p>
Step 3	<p>A pop up box will appear: school year, type, and conference title, select the type you'd like to submit and then select next.</p>  <p>The screenshot shows a 'Request PD Activity' form with the following fields: 'Select a school year:' (2021), 'Select a type:' (Out of District Professional Development), and 'Enter a description:' (TITLE GOES HERE). A 'Next >' button is at the bottom.</p>
Step 4	<ul style="list-style-type: none">● Fill in the appropriate information (Be sure to select a State Requirement Met if applicable)● Attach your certificate● Click 'Submit for Review,' (this will route your proposal to your assigned CEU member)

This is your online clock hour approval form for experiences that are NOT present in PDExpress course offerings. These are typically experiences that you have engaged in that are not provided by ISD 761.

- Please fill out one form for each experience.
- All fields marked with a bullet at the end are required information.
- Attach a certificate of completion. If one was not provided, give a detailed description of the training. A certificate/document must be attached for transcripts, workshops, conferences & seminars.

Title	TITLE GOES HERE
School Year	2021
Type	Out of District Professional Development
Status	New
Chronology	Created: 10/28/2020 9:16:52 AM
Approval History	This proposal has not been submitted for review.
Title	<input type="text" value="TITLE GOES HERE"/>
Clock Hour Category	<input type="text" value="B. Educational Workshops/Etc."/>
Number of CEUs Requested	<input type="text" value="15.00"/>
Completion Date	<input type="text" value="10/10/2020"/>
Description	<input type="text" value="This workshop covered"/>
State Req. Met (optional)	<input type="text" value="Accommodations/Modifications/Curriculum"/>
Comments	<input type="text"/>
Attachments	None.
	<input type="button" value="Print"/> <input type="button" value="Submit for Review"/> <input type="button" value="Save"/>

Step 5

Once you have submitted for review, you should see the pending proposal on your PDExpress dashboard.

DONE!

All that is left to do is wait for the approval, once it is approved it will be added to your transcript. 😊

Questions?

PDEExpress Support	CEU Committee
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