

How To Submit Final Transcript

Questions?

Step 1	Log into PDEExpress
Step 2	<p>Open your transcript and save/download to your computer.</p>
Step 3	<p>Select PD Activities to upload your final submission.</p>

Step 4

Ensure you have met all license requirements by reviewing the instructions on the next screen.

This section is for submitting your PDExpress transcript when it's your renewal year. Review your PDExpress transcript for your 5-year license period to make sure you have all of the following below pertaining to your license before submitting. ***The attachment of your PDExpress transcript is required. Please be sure that all requirements are submitted and approved before requesting a final transcript review and approval.***

- Clock hours earned in two or more categories listed below (125 required):
 - A. relevant coursework completed at an accredited colleges and universities (1 quarter credit = 16 CEUs / 1 semester credit = 24 clock hours);
 - B. educational workshops, conferences, institutes, seminars, or etc.
 - C. staff development activities, in-service meetings, and courses;
 - D. site, district, regional, state, national, or international curriculum development;
 - E. engagement in formal peer coaching or mentorship relationships with colleagues
 - F. professional service
 - G. leadership experiences
 - H. opportunities to enhance knowledge and understanding of diverse educational settings
 - I. preapproved travel or work experience
- Relicense Requirements:
 - Key Warning Signs for Early-Onset Mental Illness
 - Suicide prevention
 - Positive Behavior Intervention Strategies (Includes: Accommodations, Modifications, Adaptation of Curriculum, Materials and Strategies)
 - Cultural Competency
 - Reading Preparation
 - English Language Learners Best Practice

Step 5

Enter today's date and attach the completed transcript.

Title Final Transcript
School Year 2021
Type FINAL TRANSCRIPT SUBMISSION
Status New
Chronology Created: 10/9/2020 1:41:20 PM **Enter today's date**
Approval History This proposal has not been submitted for review.
Title Final Transcript
Completion Date **Enter today's date**
Comments
Attachments None. **Click paperclip to upload transcript**
Print Submit for Review Save

Step 6

To submit: Select *Submit to Review*

Questions?

PExpress Support	CEU Committee
Cheryl Summer HR Specialist (CEU Committee) csummer@isd761.org	Erin Klecker (A-C) / 444-8731 eklecker@isd761.org
Taylor Ethen Teaching & Learning Secretary tethen@isd761.org	Connie Pittmann (D-G) / 444-8937 cpittmann@isd761.org
	Julie Bauer (H-K) / 444-8251 jbauer@isd761.org
	Lynn Peterson (L-N) / 446-2300 lpeterson@stmarys-owatonna.org
	Katie Seifert (O-R) / 444-8261 kseifert@isd761.org
	JoAnn Stolpa (S) jstolpa@isd761.org
	Chris Picha (T-Z) / 444-8602 cpicha@isd761.org