

## Directions for External Increment Credit Requests (previously Prior Course Approvals)

- Login to the Professional Learning Platform (PLP).
  - D11 website, employee tab, United Talend Professional Learning icon on left side of page
  - Login is your long email address ([firstname.lastname@d11.org](mailto:firstname.lastname@d11.org)) and your network password
- Click on Credit Request on the black bar at the top of the window
- Click on New Request on the right side of the page
- From the drop-down, choose \*External Increment.
- Review the guidelines and expectations regarding External Increment Credit at the top of the form.
- Click the box, “I have read and understand the acknowledgement.”
- Complete the form. All items with a red exclamation mark are required.
- Attach a syllabus, flyer, or some other documentation for HR to review the course for credit.
- At the end of the form, click the blue-colored “Submit for Pre-Approval.”
- If the course is approved by HR, you will receive an email in your district email box.
- Complete the course.
- After you complete the course, electronically attach your course certification of completion to the External Increment Credit form.
  - **Notice: Payment must be received in the Professional Development/Learning Office before credit will be approved.**
    - Option 1:
      - ✓ Pay electronically through MySchoolBucks
      - ✓ [MySchoolBucks](#)
    - OR
    - Option 2:
      - ✓ Pay for the course by submitting a check
      - ✓ Send check to Professional Learning Coordinator, 2560 International Circle, Colorado Springs, Colorado 80910
      - ✓ Send via D11 Pony or US Mail
- Here are the details regarding credit(s), fees, and required hours.
  - 0.5 credit costs \$25 and applies to 7.5 to 14.5 hours outside of contract time
  - 1.0 credit costs \$50 and applies to 15 to 22 hours outside of contract time
  - 1.5 credits cost \$65 and applies to 22.5 to 29.5 hours outside of contract time
  - 2.0 credits cost \$80 and applies to 30 to 37 hours outside of contract time
  - 2.5 credits cost \$95 and applies to 37.5 to 44.5 hours outside of contract time
  - 3.0 credits cost \$110 and applies to 45 to 52 hours outside of contract time
- Each course must stand individually for hours and payment.