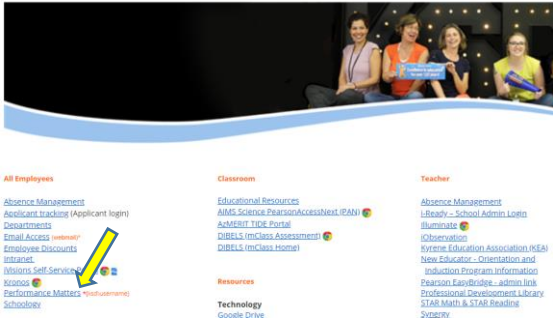
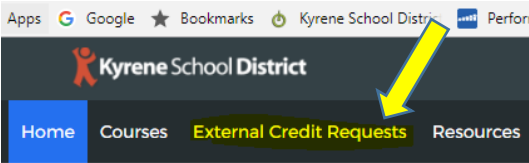
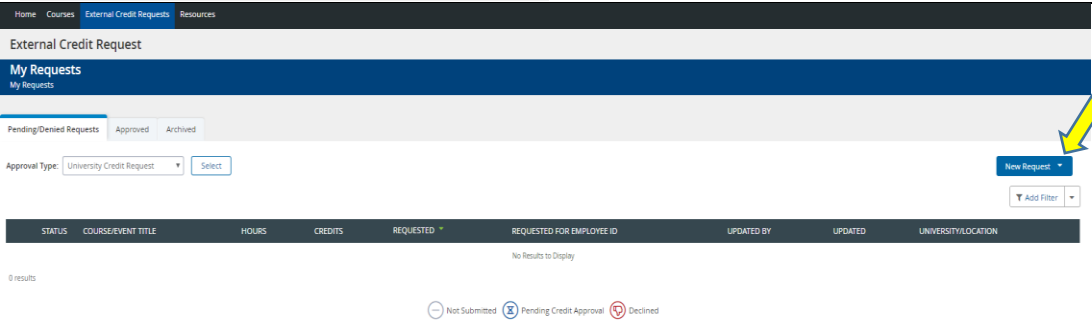
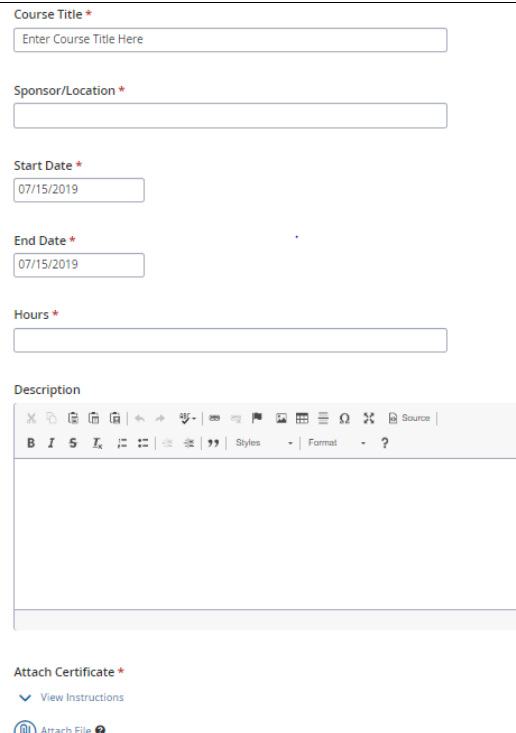


External Credit / Recertification Hours Request Directions for Teachers

<p>Click on Performance Matters from the Employee home page</p>	
<p>Click on External Credit Requests</p>	
<p>On the far right, Click on the New Request drop-down box and choose Recertification Hours or University Credit (Graduate Level classes for potential salary advancement)</p>	
<p>Complete all *required* fields on the request</p>	


Upload your transcript if submitting for University Credit or upload a Certificate of Completion if submitting for Recertification Hours

Click on **Submit For Credit Approval**

Attach Certificate *

 View Instructions

 Attach File 

 [Submit For Credit Approval](#)

[Delete This Request](#)

[Close](#)