

VERIFICATION OF FRONTLINE CERTIFICATES

This form may be used by staff when providing evidence for license renewal. The goal of this form is to reduce the number of individual certificates that are already recorded in Frontline that you would need to print and provide. Please see your building LPDC representative(s) with any questions about your license renewal or this form.

STEPS:

1. Log into your Frontline account.
2. In the upper-left corner, change from "Absence Management" to "Professional Growth."
3. From the Navigation pane choose "My Info," then "Portfolio," then "My Portfolio."
4. Print this screen with the list of your PD hours.
 1. Please do NOT choose "Export" at the bottom of the page.
 2. Please ensure that any paper certificates you provide for evidence are NOT duplicates of any PD hours included on this list.
5. Complete this form and submit to LPDC along with the report you printed.
6. An LPDC Administrative Representative will verify the hours you report.

Name _____

Building _____

License Date Range (what five-year period) _____

Total Hours Listed in the Attached Frontline Report _____

Administrator Verification

Number of Hours Verified _____

Other Notes (if needed) _____

Administrator Signature and Date _____