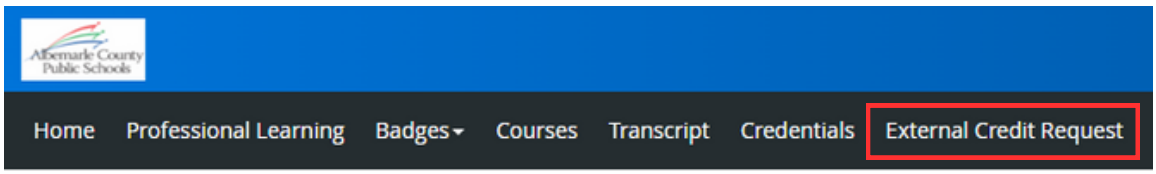
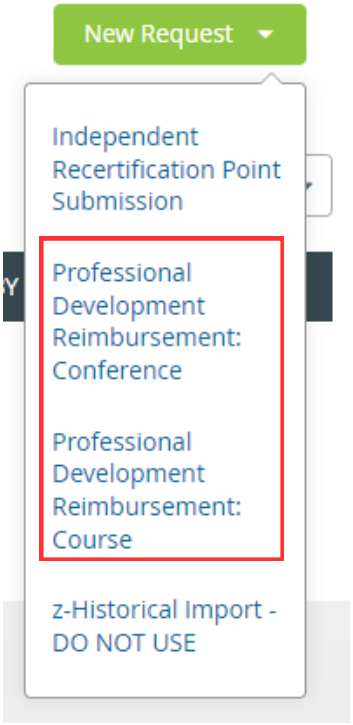
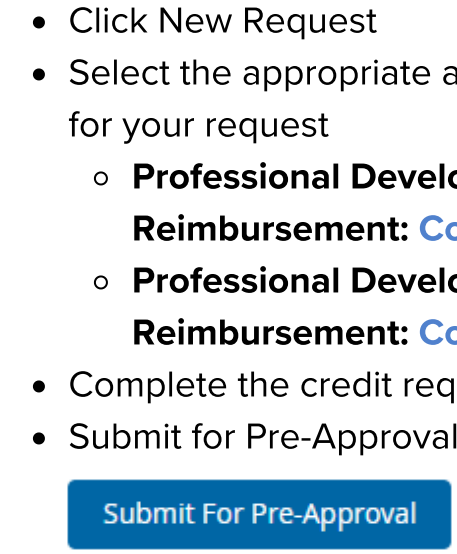
Professional Development Reimbursement Quick Start Guide

1. Sign into the PLMS and select the External Credit Request tab



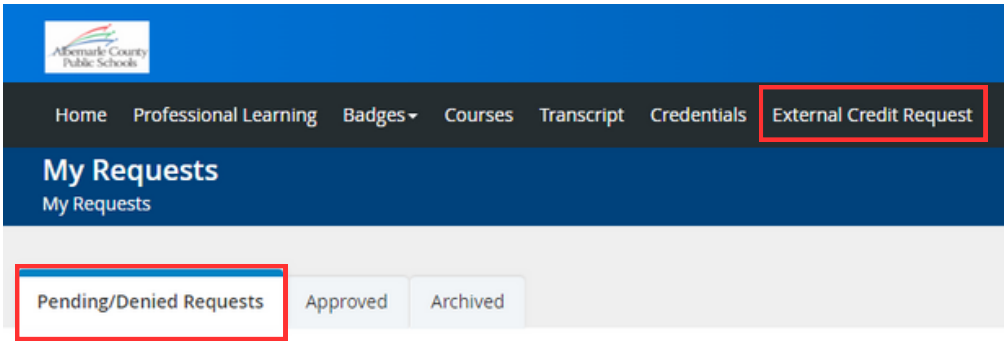
2.
- Click New Request
- Select the appropriate approval type for your request
  - **Professional Development Reimbursement: Conference**
  - **Professional Development Reimbursement: Course**
- Complete the credit request form
- Submit for Pre-Approval





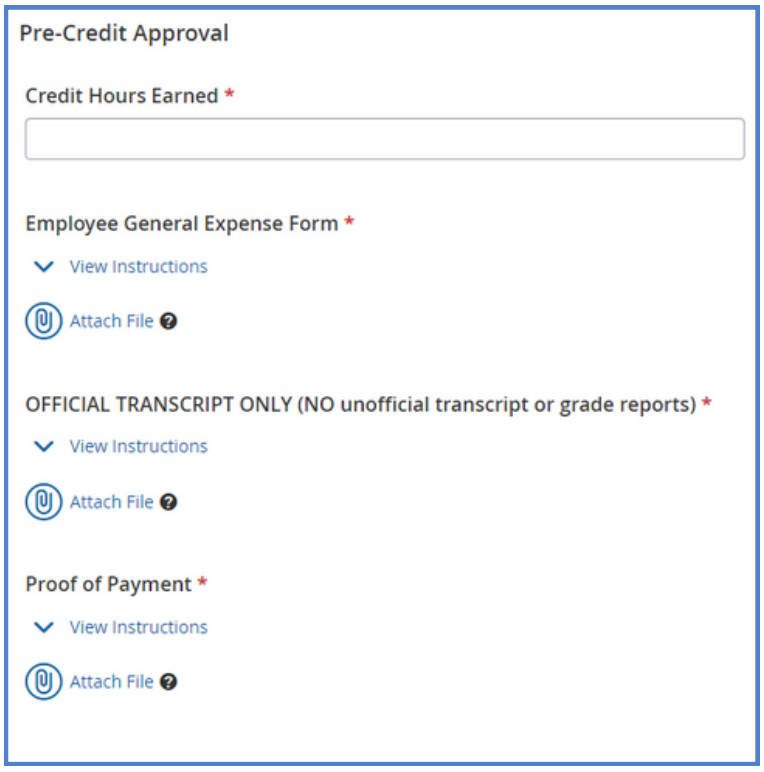
3. The Professional Development department will review and Pre-Approve or Deny your request. You will receive an email notification when this occurs.

4. When you have finished the course or conference, return to your original request in the PLMS to upload all required documentation. It will be under the Pending/Denied Requests tab.



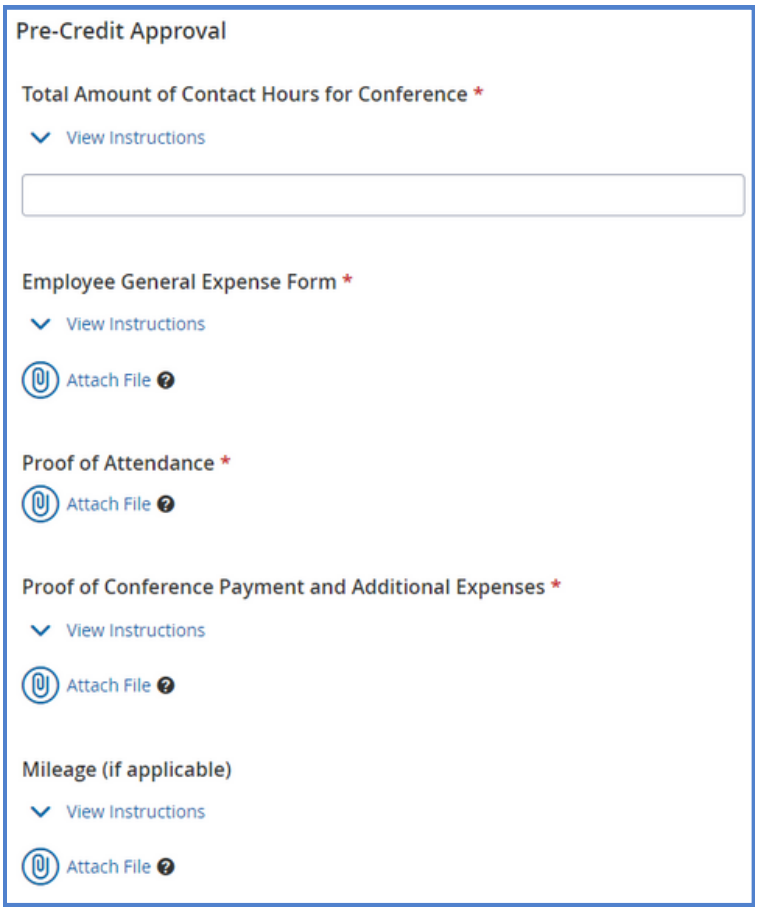
5 Upload all required documentation.

Course



* Accounting will process your reimbursement with an unofficial transcript, but an **official** transcript is required to receive PD Points.

Conference



6 Submit for Credit Approval

7 Your submission will be reviewed and, if approved, submitted to Accounting for processing. Accounting issues reimbursements on the second paycheck of every month. You will receive an Approval Notification via email that will include the date you should receive your reimbursement.

Once approved, your request will be under the Approved tab and your PD points will appear on your transcript.

Questions? Email Kelly Wertman (kwertman@k12albemarle.org)

Albemarle County Public Schools