

# A Step-by-Step Process for External Credit Uploads

21 Steps [View most recent version on Tango.ai](#) 

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Created by

Christi Wallace

Creation Date

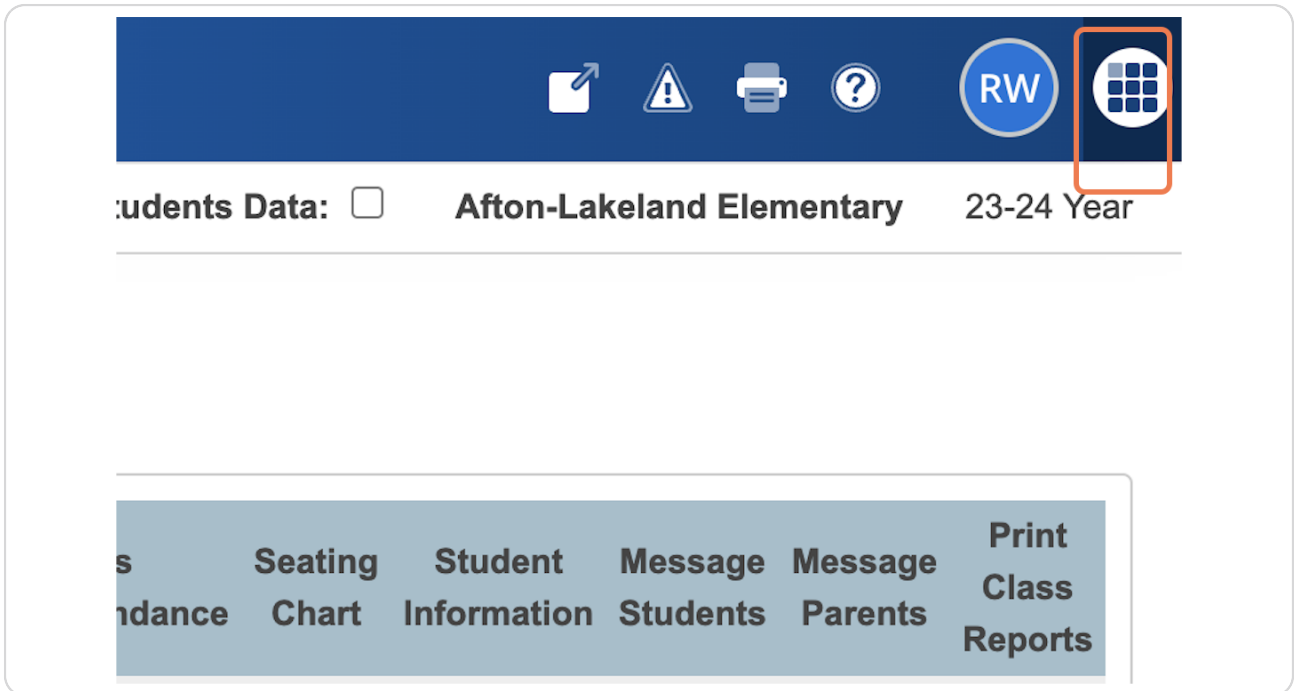
Dec 11, 2023

Last Updated

Feb 25, 2025

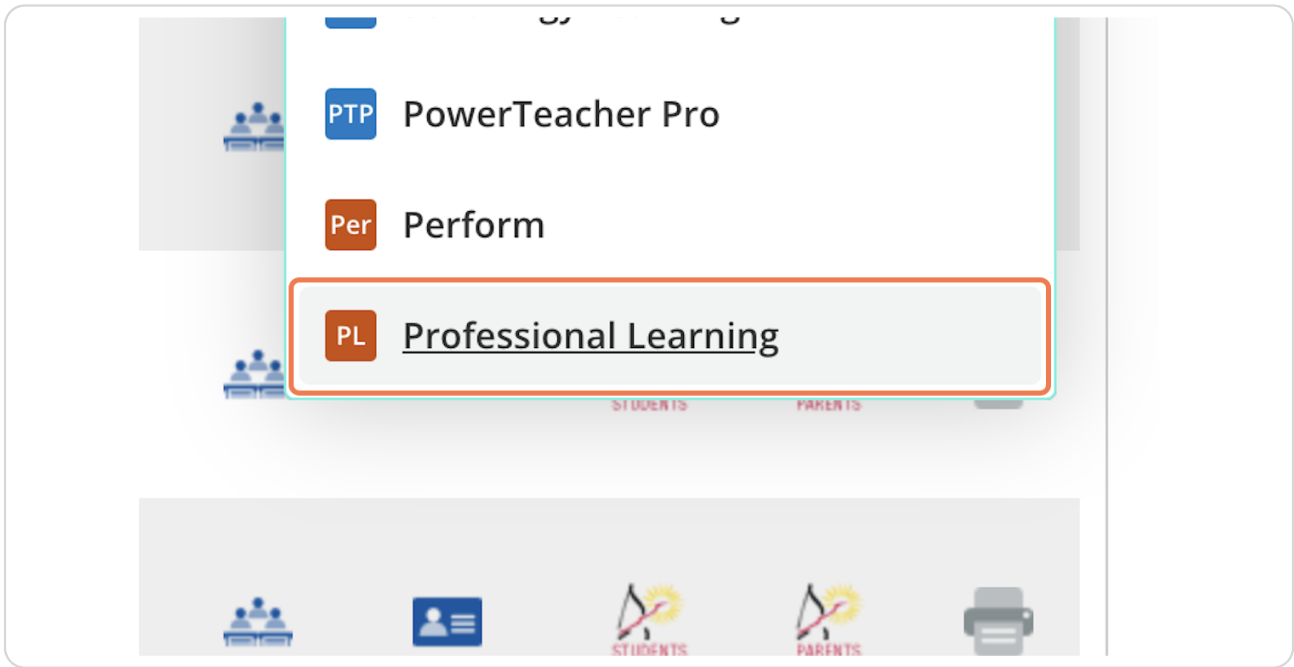
STEP 1

Click on Open App Switcher/Waffle



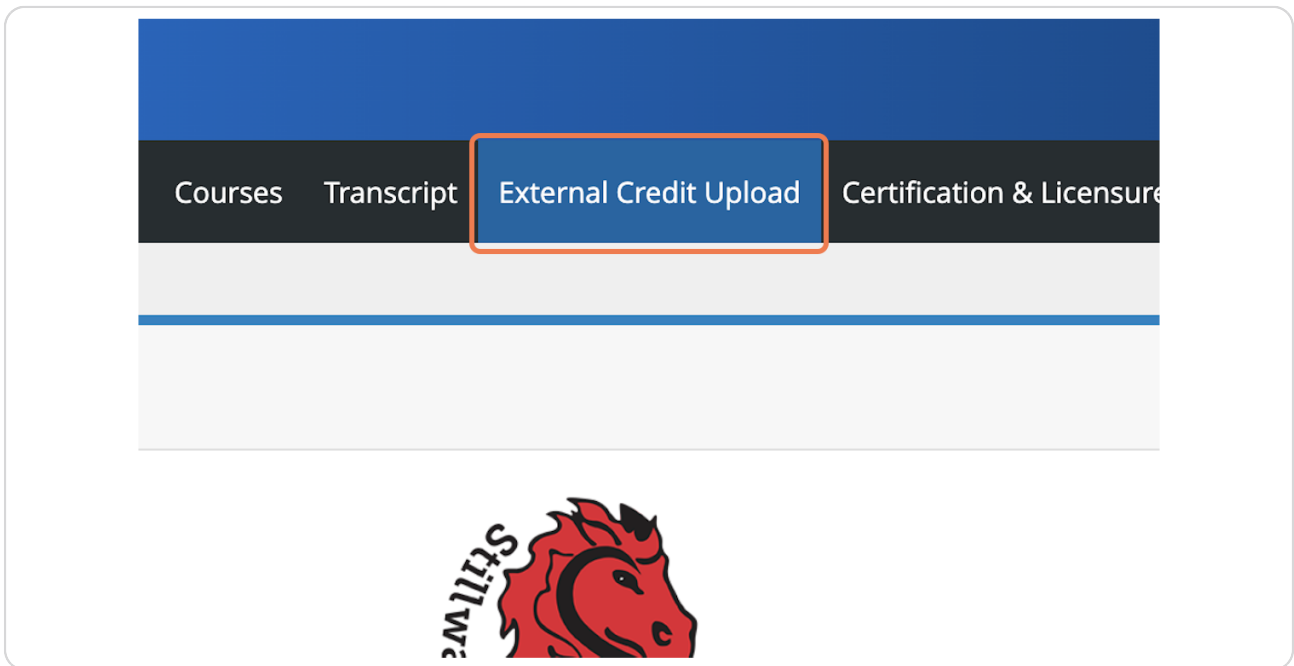
STEP 2

Select Professional Learning



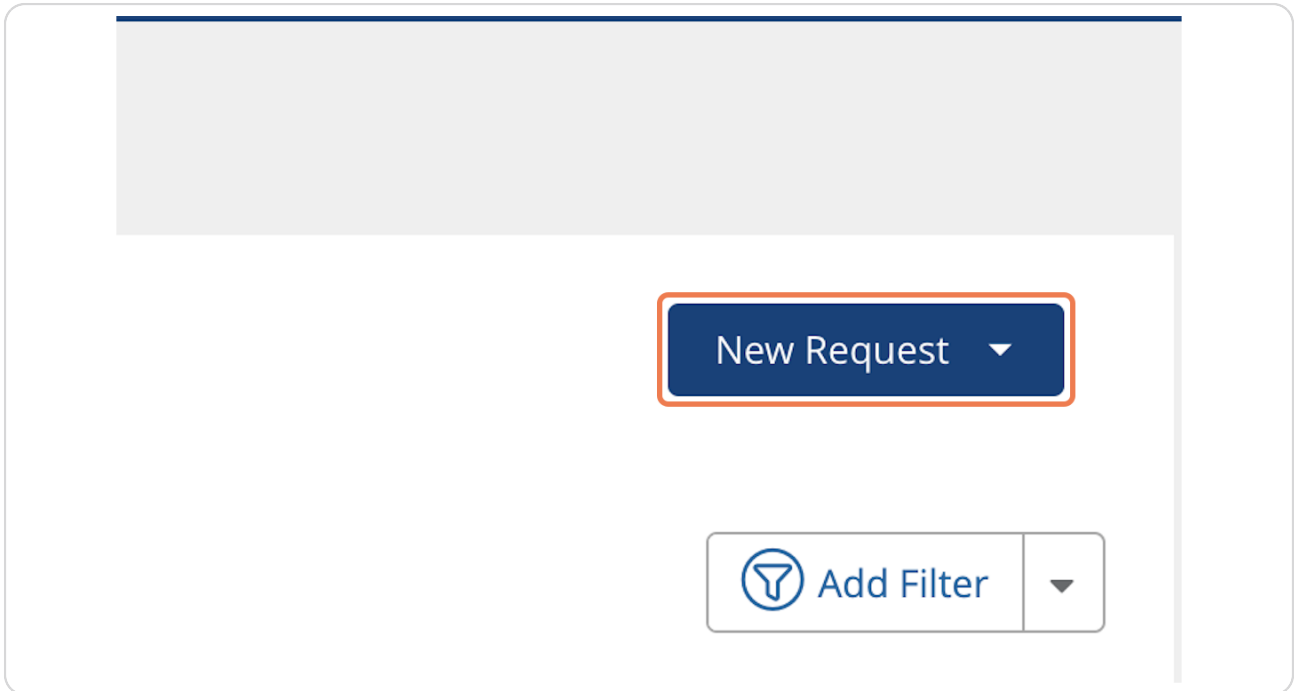
STEP 3

Click on External Credit Upload



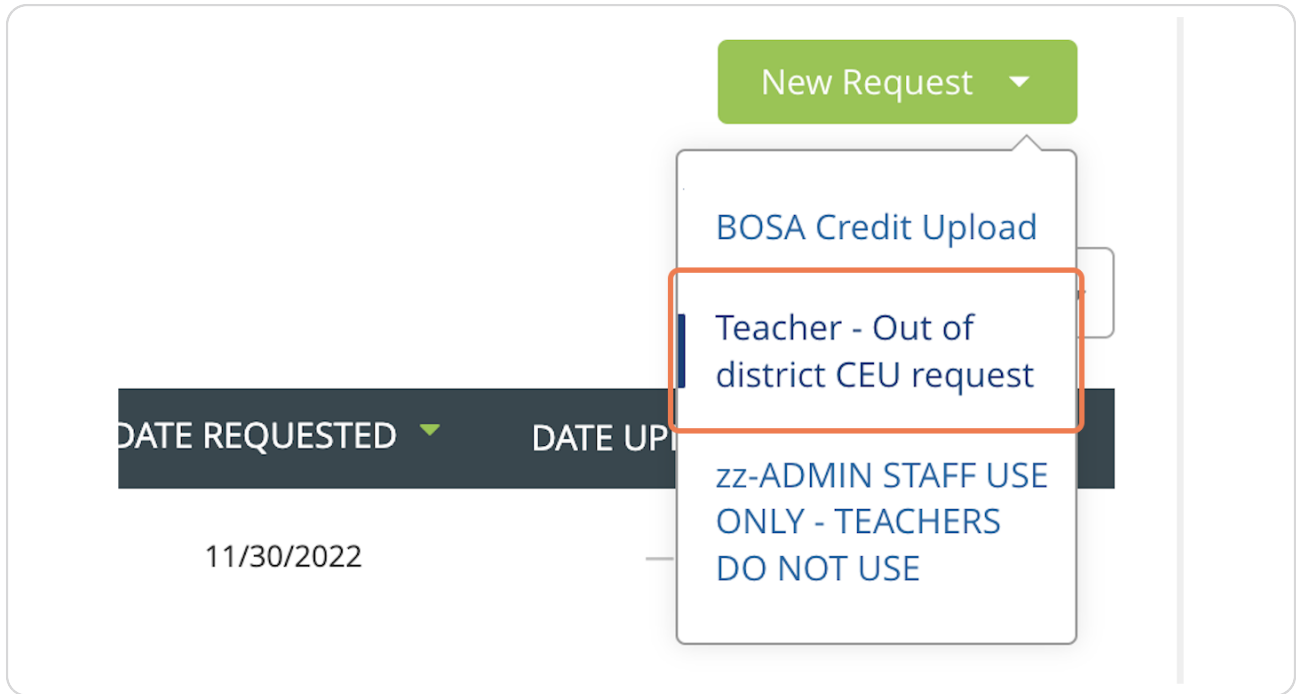
STEP 4

Click on New Request



STEP 5

Click on Teacher - Out of district CEU request or Principals can use the BOSA credit upload option



STEP 6

**Enter your license renewal date - Click on View Instructions for License Look Up link**

WALLACE, ROBERT

**When is your current teaching license up for renewal \***

**Course/Event Title \***


**University/Location**

## STEP 7

### Complete the Course/Event Title information

WALLACE, ROBERT

When is your current teaching license up for renewal \*


mm/dd/yyyy 

Course/Event Title \*


Enter Course Title Here

University/Location

Start Date \*

mm/dd/yyyy 

End Date \*

mm/dd/yyyy 


Please let us know if these hours are Graduate Credits or Clock Hours \*

## STEP 8


### Click on Start Date and select the date that course started

University/Location

Start Date \*

mm/dd/yyyy 


End Date \*

mm/dd/yyyy 


STEP 9

Click on End Date and select the date the course ended

Start Date \*

mm/dd/yyyy 

End Date \*

mm/dd/yyyy 


Please let us know if these hours are Graduate Credits or Clock Hours

Graduate Credit

Clock Hour

STEP 10

Check Clock Hour or Graduate Credit

mm/dd/yyyy 

Please let us know if these hours are Graduate Credits or Clock Hours

Graduate Credit

Clock Hour

Number of Graduate Credit/Clock Hours \*



## STEP 11

Enter the number of hours or graduate credits you earned. The form will do the math for you with your graduate credits.

Please let us know if these hours are Graduate Credits or Clock Hours \*

Graduate Credit

Clock Hour

Number of Graduate Credit/Clock Hours \*

Principals only - Please check the box if this credit is BOSA approved

BOSA APPROVED

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, insert link, insert image, source, font color, background color, font size, and text color.

body p

Paragraphs: 0, Words: 0

## STEP 12

Click on inside the Description box and type the description of the course you took.

Number of Graduate Credit/Clock Hours

Principals only - Please check the box if this credit is BOSA approved

BOSA APPROVED

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, insert link, insert image, source, font color, background color, font size, and text color.

body p

Paragraphs: 0, Words: 0

Category \*

View Instructions

Relevant Coursework (1 Sem. Cr. = 24 hrs; 1 Qtr. Cr. = 16 hr)

## STEP 13

### Check the category that your course applies to

body p

**Category \***

[View Instructions](#)

- Relevant Coursework (1 Sem. Cr. = 24 hrs; 1 Qtr. Cr. = 16 hr)
- Educational Workshops, Conferences, Institutes, Seminars, Le
- Staff Development Activities, In-services and Courses
- Curriculum Development
- Peer Coaching or Mentorship
- Professional Service
- Leadership Experiences
- Understanding of Diverse Educational Settings
- Pre Approved Work or Travel

## STEP 14

### Check any of the mandatory requirements that are applicable to your course

- Understanding of Diverse Educational Settings
- Pre Approved Work or Travel

**Mandatory Requirements**

[View Instructions](#)

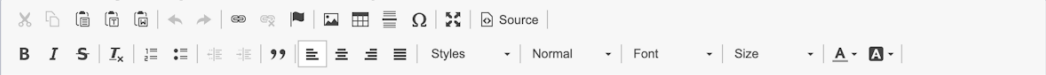
- Accommodation, Modification, and Adaptation
- Positive Behavior Intervention Strategies
- Reading Preparation
- Early-Onset Mental Illness
- Suicide Prevention
- English Language Learners (ELL)

**Mandatory Requirement Description**

## STEP 15

Click inside the Mandatory Requirement Description box and briefly describe how your course meets the checked requirements. Use the course syllabus or course description to support your description.

### Mandatory Requirement Description



body p Paragraphs: 0, Words: 0

**Cultural Competency Elements**

[View Instructions](#)

- Racial, Cultural, Socioeconomic Groups
- American Indian / Alaskan Native Students
- Religious Diversity
- Gender Identity / Transgendered Students
- Sexual Orientation
- Language Diversity

## STEP 16

Select any Cultural Competency Elements that are applicable to your course

### Cultural Competency Elements

[View Instructions](#)

- Racial, Cultural, Socioeconomic Groups
- American Indian / . Alaskan Native Students
- Religious Diversity
- Gender Identity / Transgendered Students
- Sexual Orientation
- Language Diversity
- Individuals with Disabilities / Mental Health
- Systemic Racism

### Cultural Competency Description

[View Instructions](#)

## STEP 17

Click in the box to briefly describe how your course qualifies for the above selected areas

Individuals with Disabilities / Mental Health

Systemic Racism

**Cultural Competency Description**

[View Instructions](#)

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, insert link, insert image, source, and other editing functions.


Text area with a red border for input.

body p

Paragraphs: 0, Words: 0

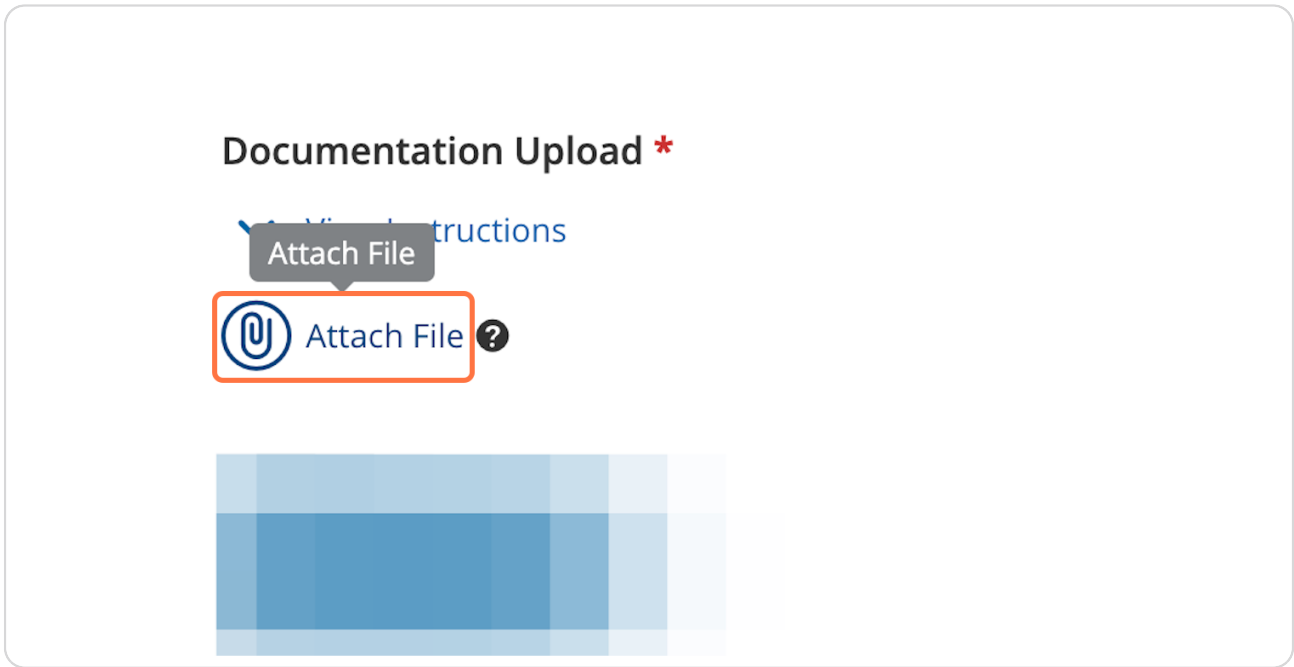
**Documentation Upload \***

[View Instructions](#)

 [Attach File](#)

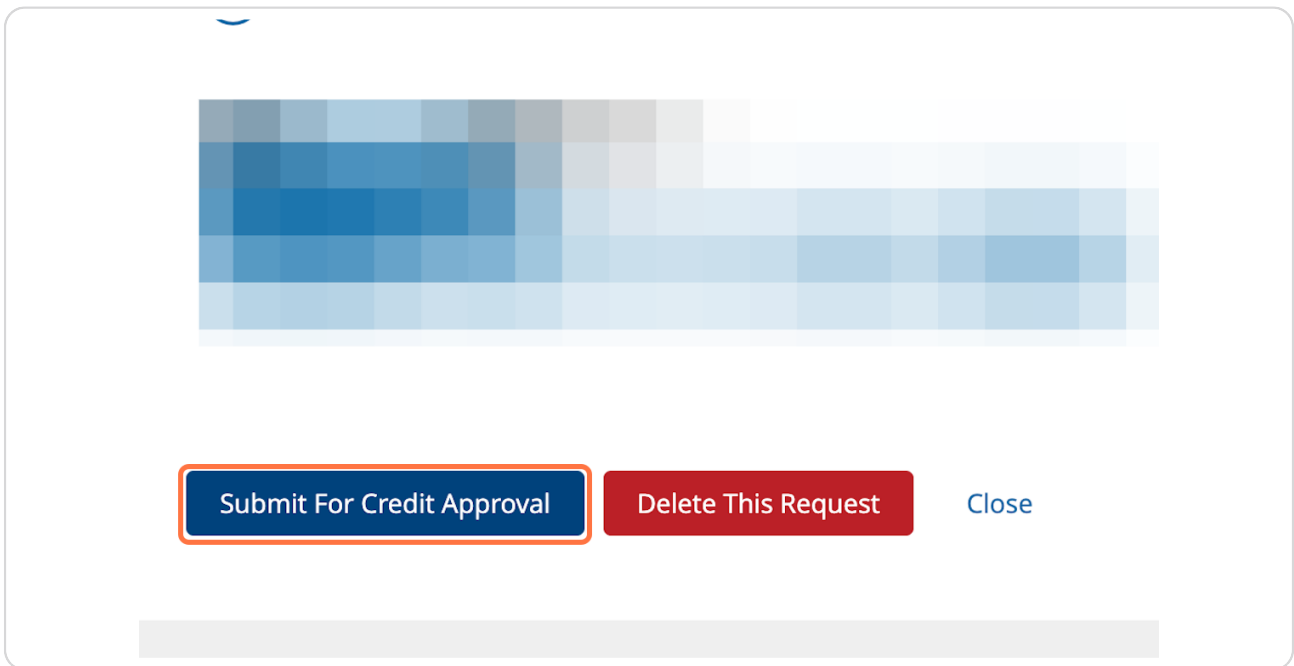
STEP 18

Click on Attach File and upload your certificate



STEP 19

Click on Submit For Credit Approval



## STEP 20

**Add any additional notes for the relicensure committee if needed and click submit.**

Submit For Credit Approval

Submit Teacher - Out of district CEU request for Credit Approval

Note:

Paragrpahs: 0, Words: 0

Submit Cancel

## STEP 21

**When your Credit Upload is approved you will receive an email from [noreply@pl.powerschool.com](mailto:noreply@pl.powerschool.com) If the committee need additional documentation you will also receive an email letting you know what they need.**

*Tango*

Never miss a step again. Visit [Tango.ai](https://tango.ai)