

Request External Credit

If enabled for your district, you can request that credit for a course completed elsewhere be added to your transcript. Follow these steps.

1. Select **My Professional Learning** from the left side menu.
2. Select **My Transfer Credit Requests** from the pop-up menu.
3. Click the **Create External Credit Request** button near the top of the page to begin your credit request.
4. Complete the credit request form, noting that all the fields marked with an asterisk are required fields.

****IMPORTANT****

- a. Make sure the **Training Name** of your request matches the full training session name. When reviewing credits for certification renewal, the ALSDE will kick back trainings that do not have a detailed, descriptive title.
 - b. **In the Description box:** (Principals are instructed by the ALSDE to DENY training that does not have the following information.)
 - Be detailed about what you learned in this training and HOW you will implement it into your instructional practice.
 - Include the Alabama Quality Teaching Standards (AQTS) that apply to this training. You can copy and paste from the Word document on our district resource page: [Professional Learning Resources for Teachers - St Clair Co School District](#)
5. Click **Submit for Pre-Approval**.

Revise a Denied Request

If your building administrators deny your credit and allow revisions to be made in order to re-submit, go back to My Professional Learning > My Transfer Credit Requests

1. Select the Credit Request Title that has been denied or select the action menu and select **View**.
2. Review the reasons for the request denial under **History**.
3. Make any necessary edits and changes. Then click **Re-Submit For Credit Approval**. The request will once again appear as pending.