



Submitting CEUs in LINQ

STEP 1

- ✓ Login to EmployeeLINQ
- ✓ Click “**Submit CEU for Approval**” under the CEU/Workshop Tab

STEP 2

- ✓ Click the “**+ Add**” button to submit new information for CEU credit.

STEP 3

- ✓ Add the required information and upload your certificate. Then click save

Course Code: If you do not have a course code, add the first initial of the PD content (see below) followed by the date.

Content: CC
Literacy: L
General: O
Technology: DL
School Admin: SA

Example: A content-area PD on Jan. 26, 2025 may have a course code of CC012625