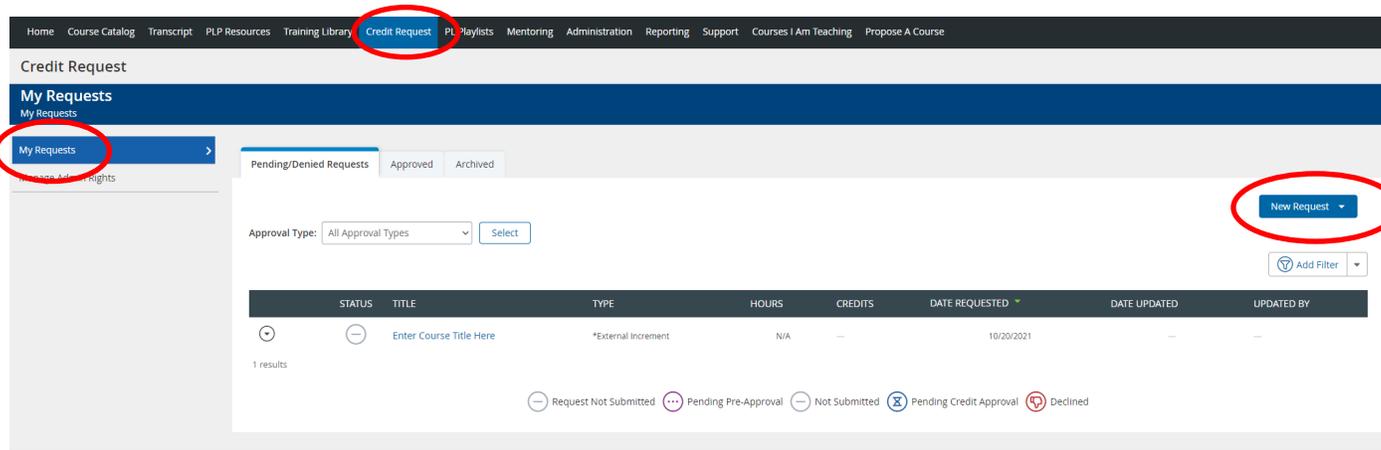


How to Submit a Credit Request

How certified staff can submit a request for increment credit

Dashboard

1. Click the **Credit Request** Tab.
2. Arrive at the Credit Request dashboard.
3. Click on **My Requests** from the left side menu.
4. Click on the **New Request** button.
 - A. Select ****Internal Increment Credit** for in-district courses sponsored by D11.
 - B. Select ***External Increment Credit** for out-of-district courses. No expense can be paid by D11 to receive Increment Credit.
 - C. The option for Import Request is not used.



Credit Forms (Internal AND External)

5. Read the information at the top of the form including all instructional drop-downs.
 - A. **Internal:** Participants are required to attend all sessions and complete all assignments before receiving credit.
 - B. **External:** Pre-approval must be obtained before taking the course. Read the acknowledgements and agree before continuing.
 - C. **Both:** All request for credit documents must be submitted to Professional Learning within 30 days of course completion.
6. Fill out all fields.

****Internal Increment Credit**

COURSE EVALUATION SURVEY
Participants are required to complete the online Evaluation Survey within 14 days of course completion to receive Increment Credit.

ATTENDANCE & REFUNDS
Participants are required to attend all sessions and complete all assignments before receiving credit, unless other arrangements are made with the instructor. Refunds will not be considered once payment for the course has been received. Refunds are only given to participants with incomplete course requirements.

DEADLINE TO REGISTER FOR CREDIT
Professional Learning will only issue credit for completed classes. The Internal Increment Credit Request form, an electronic payment via MySchoolBucks or check, and the correct substitute approval / absence report must be returned to the Professional Learning Office (2560 International Circle, COS, CO 80910) within 30 days of course completion or the participant forfeits the opportunity to purchase Increment Credit.

Pre-Credit Request Approval

Credit request for:
Levellie, Karen Cardinal

Contact Phone Number *

Course Title (needs to match the transcript exactly) *
Enter Course Title Here

Acknowledgement - Participant Must Read Instructions before Checking *

[View Instructions](#)

I acknowledge that the course/workshop needs to be approved PRIOR to course enrollment.

I acknowledge that all steps regarding this process need to be approved and completed, as well as the appropriate Increment Credit fees paid to the Professional Learning Department before I can receive the Increment Credit.

Course approval does not constitute credit granted without proper documentation of clock or semester hours. It is the responsibility of the participant to pay applicable credit fees to receive official transcripts to be used towards earning Increment Credits. Steps Required: Initial Section of the External Credit Pre-Approval form is completed by the participant and approved by HR. Next, the participant completes the course and completes the second part of the External Credit Pre-Approval form. The Participant sends all required documents to the Professional Learning Office. Official D11 transcripts can be printed from the Professional Learning Platform. The participant submits everything to HR to receive Incremental Credit increase.

I have read and understand the acknowledgement *

Will D11 pay for any expense for this course or workshop? *

[View Instructions](#)

If D11 pays for any fees for the participant to attend the course/workshop, the course is ineligible for Increment Credit and this request will be denied. Examples of fees paid by D11 are: registration, travel, meals, mileage, materials, and Per Diem.

Yes
 No

Credit Forms (Internal AND External), continued

- 7. **Hours of credit:** Enter number of semester credits for course. Use drop down instructions for guidance in identifying credit and cost.
- 8. **Credit earned using which option:** Defaults to out of contract hours. Select option of teacher leave or professional leave as appropriate.
- 9. **What is your method of payment:** Defaults to electronic payment method (preferred). Find the link to MySchoolBucks in instructions. Checks are accepted.
- 10. **Electronic Transaction or Check #:** Enter the MySchoolBucks transaction number or check number.
- 11. Click the **Submit** button. Your request will be reviewed. Continue to check your Credit Request dashboard for approval status. Contact Professional Learning if the request is denied.

Indicate the semester credits you will earn. *

[View Instructions](#)

- 0.5 semester credits (.5 Increment Credits cost \$25 for courses with 7.5 to 14.5 hours outside of contract time)
- 1.0 semester credits (1.0 Increment Credits cost \$50 for courses with 15 to 22 hours outside of contract time)
- 1.5 semester credits (1.5 Increment Credits cost \$65 for courses with 22.5 to 29.5 hours outside of contract time)
- 2.0 semester credits (2.0 Increment Credits cost \$80 for courses with 30 to 37 hours outside of contract time)
- 2.5 semester credits (2.5 Increment Credits cost \$95 for courses with 37.5 to 44.5 hours outside of contract time)
- 3.0 semester credits (3.0 Increment Credits cost \$110 for courses with 45 to 52 hours outside of contract time)

Credit earned using which option? *

- Out of Contract Hours
- 010 Teacher Leave Reported
- 041 Professional Leave Reported

What is your method of payment? *

- I submitted a check to the Professional Learning Department.
- I paid electronically.

Electronic Transaction # OR Check # *

Additional Comments:

My Requests ▶

Manage Admin Rights

Pending/Denied Requests | Approved | Archived

Approval Type: All Approval Types Select

STATUS	TITLE	TYPE	HOURS	CREDITS	DATE REQUESTED	DATE UPDATED
⊖	⊖ Enter Course Title Here	*External Increment	N/A	—	10/20/2021	—
⊖	⊖ Enter Course Title Here	**Internal Increment Credit	N/A	—	10/20/2021	—

Questions? Contact sue.grosshans@d11.org | 719-520-2555