

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.

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? *

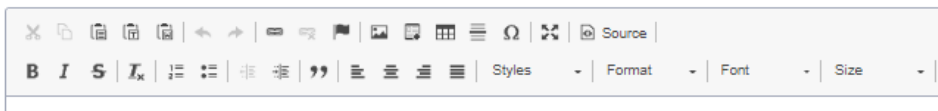
- ☒ Out of Contract Hours
- ☐ 010 Teacher Leave Reported
- ☐ 041 Professional Leave Reported

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	—

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