**Instructions for External Credit Requests**

**The External Credit Request form is new to PWCS!** It is found in the PowerSchool Professional Learning Catalog. License holders must use this method to obtain approval from your principal/advisor when you have completed activities outside of the professional learning catalog and you want to use them for license renewal. The External Credit Request replaces the process when principals/advisors were required to manually sign and initial by each option used on the license renewal form. Once approved by your principal/advisor the external credit hours will appear on your professional learning transcript and may be used for your digital license renewal process if completed within your renewal period. This may include points earned through college coursework, conferences, curriculum development, educational projects, publications, mentorship/supervision or any other educational activity not offered through the Professional Learning Catalog.  
 **Important Note: You only need to verify 180 points for license renewal. If your professional learning transcript already reflects enough points earned in the last five years to renew your license, the external credit request is not needed.**

**Step 1. License Holders Submit an External Credit Request**

* Go to [PWCS Professional Learning Catalog](https://pwcs.truenorthlogic.com/) to submit an External Credit Request. You must be logged into your PWCS [Office 365 account](https://www.office.com/) to gain access. Once logged in, go to the Office 365 waffle, select “All Apps” and locate “P S-Professional Learning Catalog.”
  + Select External Credit Request from the top menu
  + Click on “New Request” (this is a green button located on the right side of your screen)
  + Select the appropriate External Credit Request for your assignment with PWCS. All staff except Principals and Directors will use the “General Credit Request”.
  + Principals, Directors and Area Associates will need to select the “Principal/Director Credit Request” then select the appropriate advisor you report to in that section of the form.
  + Follow instructions provided in the PS Professional Learning external request form applicable to your assignment.
  + **Important – Please read: The external credit request is not completed until you select “Submit for Credit Approval” and then select “Submit” from the next screen.**
* Submit your External Credit Requests early, allowing time for your request to be reviewed by your principal/advisor prior to the licensure deadline.
* Each external credit request must be approved by your principal/advisor in order to use the activity towards your license renewal process.
* The external credit points will not show up on your professional learning transcript until your principal/advisor has successfully approved the external credit request.

**Step 2. Principal/Advisor Must Review and Approve External Credit Request(s)**

* Principal/Advisor receives an external credit request email notification from PS Professional Learning

The email will look like this:

**Pending Credit Request**

[noreply=pwcs.edu@pl.powerschool.com](mailto:noreply=pwcs.edu@pl.powerschool.com)  on behalf of noreply@pwcs.edu

Dear (advisor’s name will appear here),  
  
You have received a credit request from “license holder’s name will appear here” for “Title of External Request will appear here”.  
  
To review this request, click: <https://pwcs.truenorthlogic.com> “the direct link to the external credit request will appear here.”

* Principal/Advisor may also log-in to PS Professional Learning and select “External Credit Request” from the top menu, then select “Manage Requests” to see a list of all pending external credit requests that need to be reviewed for approval. **Click on the title of the activity to open the external credit request form.**
* Principal/Advisor reviews the external credit request information and evidence of completion provided by the license holder for the course/event/activity.
* Use the download arrow under “Evidence of Completed Activity” section of the form to view the evidence document.
* Review the “Requirements Section” of the form that indicates whether the activity included content in Gifted, ESOL, Special Education or “None” if this does not apply to the activity. Note: If you feel the Requirements Section selected is not correct for this activity, you may “select” Deny” at the bottom of the form. In the next screen you may enter the reason you are denying the form in the notes section. The form will be sent back to the license holder for correction. **Note: You must select “Deny” then select “Submit” on the next screen to successfully send the form back to the license holder.**
* Review the Credit Type the license holder selected from the list of options that best aligns with the eight options for license renewal as set forth by the Virginia Department of Education.
* Review the Hours/Points section the license holder has requested for this activity. (One clock hour equates to one license renewal point or a one (1) semester credit course equates to 30 points.)
* Credit Approval Section:
  + This section requires you to select one of the options that best aligns this activity with the eight options for license renewal as set forth by the Virginia Department of Education and award the correct number of points for this activity.
  + Use the information and evidence provided with the external credit request to best determine the credit option and number of points earned for this activity.
  + If you determine, the activity aligns better with another credit option or the number of points for this activity is not correct, you may change the credit type and/or points awarded in this section. (The professional learning transcript for the license holder will reflect the information you enter in this section for this activity.)
  + Use your best knowledge of the license renewal process based on the information and evidence provided to you. If necessary, refer to the [Virginia Licensure Renewal Manual (Word)](https://www.doe.virginia.gov/teaching/licensure/licensure-renewal-manual.docx) for guidance or contact [Bev Slabaugh](mailto:Slabaubl@pwcs.edu) in the PWCS Office of Certification for assistance.
* When you are ready to approve the external credit request, select the green “Approve” button found at the bottom of the form.
* A new screen with a Notes box will appear to allow you to make a note related to the external credit request. For example, you should include a note here if you made changes to the credit option or the amount of points approved for this activity.
* Select “Submit” at the bottom of the screen.
* **Important – Please read: You have not completed the approval process for the external credit request until you select the “Approve” button AND then selected the “Submit” button from the next screen.**