

## External Credit Requests

PWCS staff are now able to request and track professional learning completed outside the professional learning catalog. This may include, but is not limited to college courses, conferences, educational projects, curriculum development, etc. Request will be routed to your principal/advisor for review and upon approval will be posted to your transcript.

For certified employees, this replaces the manual process of submitting the paper renewal packet to your principal/advisor. We recommend that all certified employees begin using this process immediately to track their licensure renewal credits and avoid delays. We encourage you to begin requesting external credit for all activities in your current renewal period.

### Submit an External Credit Request – To be completed by license holder

1. Go to the [professional learning catalog](#). If you are not already logged in, you will be prompted to log in to your PWCS Office 365 account. (Note: We recommend bookmarking the catalog for easy access in the future.)
2. Select “External Credit Request” from the top menu.
3. Click on “New Request” (Select the appropriate option below based on your position)
  - *Assistant Principals, Supervisors, Administrative Coordinators, and other administrators*
    - Select “AP/Other Admin/Supervisor Credit Request.”
  - *Non school-based employees* who are not administrators such as instructional coaches, psychologists, PD specialists, detention center employees, etc.
    - Select “Non School-based Request (non-administrator)”
  - *Principals, Directors, and Associate Superintendents*
    - Select “Principal/Director Request”
  - *School-based employees* who are not administrators such as teachers, school counselors, librarians, ITCs, etc.
    - Select “School-based Request (non-administrator)”
4. Complete the form with all required information.
5. Click “Submit for Credit Approval” (blue button at the bottom of the form)
6. You have the option to add a note to the request in the popup box that appears.
7. Click “Submit” to finalize and submit your request for review/approval.

**NOTE:** The external credit request is not completed until you select “Submit for Credit Approval” and “Submit” on the next screen.

### Additional Information:

- Submit your requests as the professional development activities are completed. This will ensure ample time for review of your request by your principal/advisor prior to the licensure deadline.
- External credit requests must be approved by your principal/advisor in order to use the credits towards your license renewal process.
- The external credit(s) will not show up on your professional learning transcript until your principal/advisor has successfully approved the request. To check the status of a request, view your dashboard on the External Credit Request tab.
- Refer to the [Virginia Licensure Renewal Manual \(Word\)](#) for guidance or contact the PWCS Office of Certification for licensure assistance.  
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- For questions or assistance with entering external credits into the catalog please contact [OPLInfo@pwcs.edu](mailto:OPLInfo@pwcs.edu).