

External Credit Requests for Approvers

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.

Review/Approve External Credit – To be completed by principal/supervisor/advisor

1. Principal/Supervisor/Advisor will receive an email notification of a *PWCS External Credit Request*.
2. Click the link in the email to review/approve the request.
3. Principal/Supervisor/Advisor reviews the request and evidence of completion provided by the license holder.
 - To view the “Evidence of Completed Activity” click the title of the document or the arrow to the left.
4. If you feel that any of the information provided is not correct, needs clarification, or you do not approve the request, select the red “Deny” button at the bottom of the form.
 - Add notes to the popup to ask the employee for a revision or explain the reason for denial. The employee will have the opportunity to amend and resubmit the request.
5. If you are ready to approve the request, choose the one credit type relevant to the request and input the appropriate amount of hours/points.
 - Use the information and evidence provided by the employee to confirm the requested credit type and number of hours/points.
6. To approve, select the green “Approve” button found at the bottom of the form.
7. You have the option to add a note to the request in the popup box that appears.
8. Click “Submit” to approve. The points/hours will now appear on the employee’s transcript.

NOTE: You have not completed the approval process for the external credit request until you select the “Approve” AND the “Submit” buttons on the next screen.

Additional Information:

- To view all pending requests, 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.)
 - Select “External Credit Request” from the top menu.
- Refer to the [Virginia Licensure Renewal Manual \(Word\)](#) for guidance or contact [Shelby Elliott](#) in the PWCS Office of Certification for assistance.
- Principals, assistant principals, admin interns, directors, and, supervisors are designated approvers. Approvers may have access to all requests at their location. Each site should determine which administrator(s) will approve requests.
- For questions or assistance with approving external credits in the catalog please contact OPLInfo@pwcs.edu.