

## **Request Transfer of Credit for Workshops, Conferences for Out of District Training**

1. Log onto ProGOE; click on the **Transcript** tab
2. Under Out of District – Transfer Credit, click on **New Credit Request**
3. Fill in the following fields with the \*symbol
  - A. \*Course/Event Title: (type in the title of the workshop or conference)
  - B. \*University/Location
  - C. \*Start Date
  - D. \*End Date
  - E. \*Hours
  - F. \*Participant Name
  - G. \*Component Number
4. Click on **Send Request**
5. **Attach:**
  - The printed agenda from the conference and/or workshop, with sessions attended.
  - Copy of the certificate of completion showing dates and credits earned.
  - Action Plan for each highlighted session (if you did not receive a certificate of completion.
  - Send via courier to the Office of Professional Learning & Development, ESF.

**Note:** The Office of Professional Learning & Development will review your request in ProGOE when all documentation has been submitted in the courier. Inservice credits will be awarded only if supporting documentation for this transfer request is received by Professional Learning & Development within the school year the activity occurs.

**IMPLEMENTATION PLAN**  
*(must be complete for credit to be awarded)*

Learner's Name \_\_\_\_\_

Date \_\_\_\_\_

Employee ID \_\_\_\_\_

Workshop Title \_\_\_\_\_

Work Location \_\_\_\_\_

As a result of this training, what objective will I implement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Detailed Specific Actions in Sequence	Responsible Person(s)	Completion Date/Time	What Evidence Indicates Completion?