

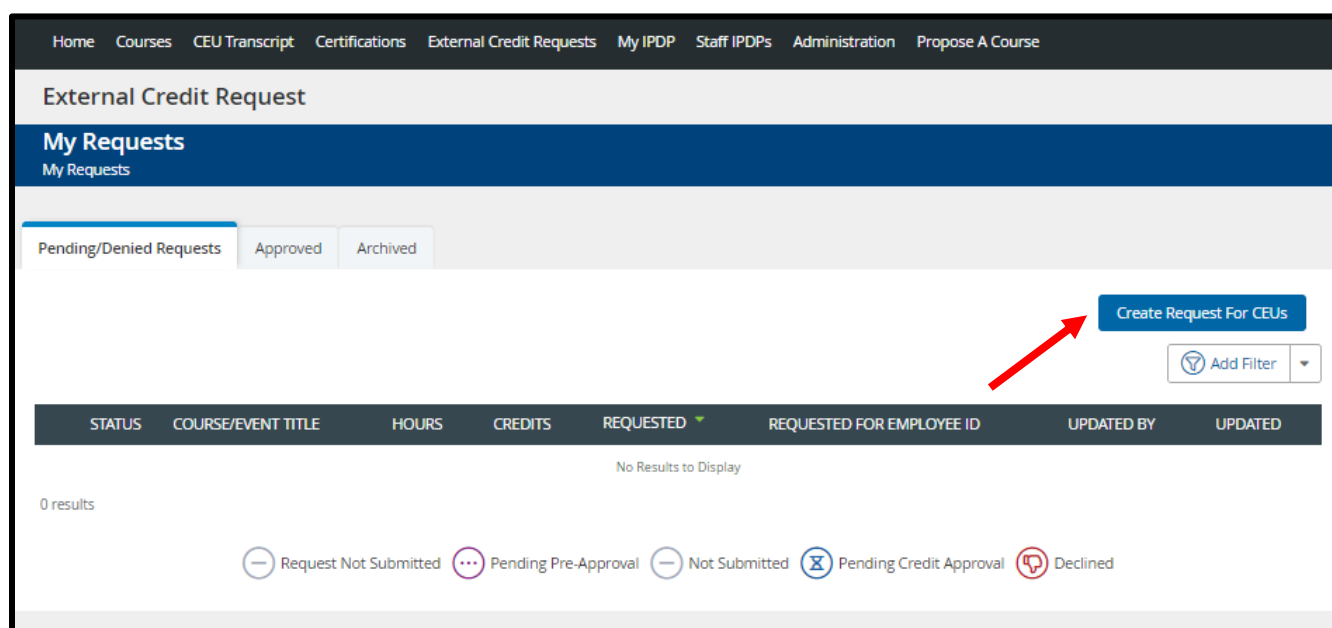
REQUESTING CEUs FOR A NON-PDS ACTIVITY

This process is to request CEUs for a professional development activity for which you have received a certificate of contact or clock hours.

This is **not** for submitting college coursework - transcripts for college coursework should be sent to the LPDC only during the year of license renewal.

All External Credit Requests must be submitted with 12 months of completion of the activity.

1. Log in at <https://ccsoh.truenorthlogic.com>. If prompted, enter your CCS email address and password.
2. Click on the **External Credit Requests** tab at the top of the screen to open the page and click on the **Create Request For CEUs** button.



Home Courses CEU Transcript Certifications External Credit Requests My IPDP Staff IPDPs Administration Propose A Course

External Credit Request

My Requests

My Requests

Pending/Denied Requests Approved Archived

Create Request For CEUs

Add Filter

STATUS	COURSE/EVENT TITLE	HOURS	CREDITS	REQUESTED	REQUESTED FOR EMPLOYEE ID	UPDATED BY	UPDATED
No Results to Display							

0 results

Request Not Submitted Pending Pre-Approval Not Submitted Pending Credit Approval Declined

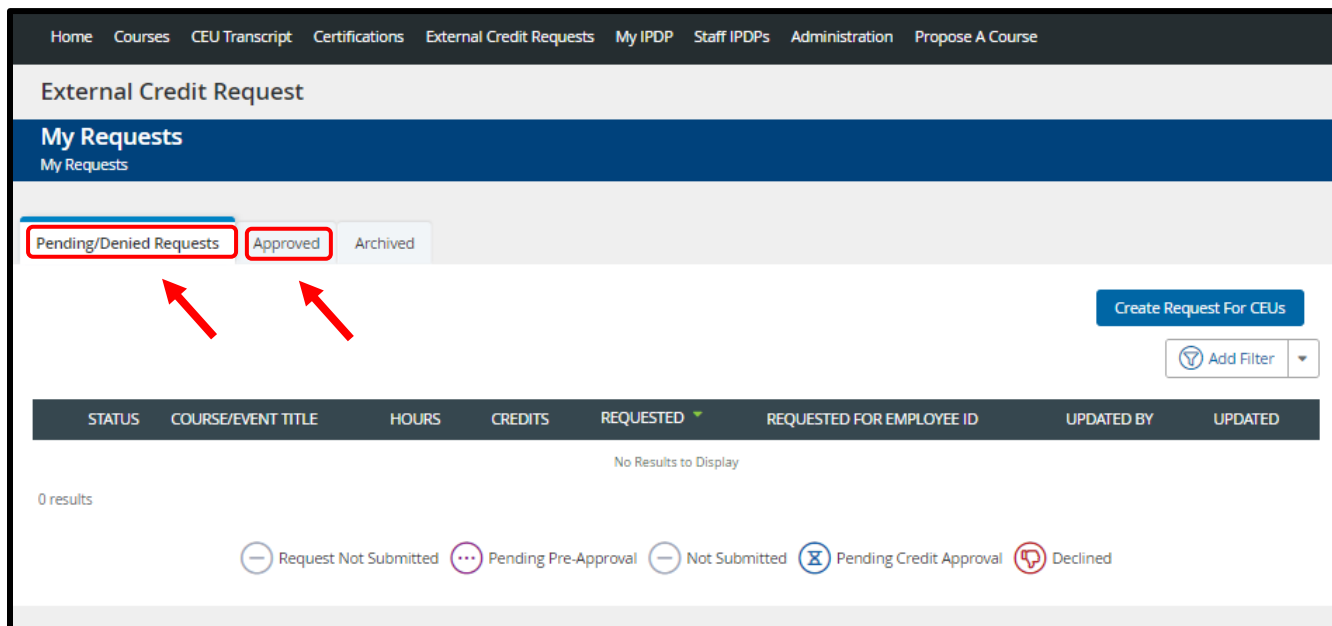
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3. Complete all fields on the credit request. Some additional details:
 - a. *Start Date* and *End Date* of the activity (if a single day, these will be the same).
 - b. For *Hours*, enter the number of contact hours listed on the certificate.
 - c. **Description:** Provide a description of the activity that also explains how the event connects to your current role as an educator.
 - d. **Attachments:** Attach a certificate of completion that includes the number of hours and date of the activity (requesting CEUs after the event), using the **Attach File** link to upload a copy. If you are requesting CEUs in advance, upload a schedule or agenda for the activity.
 - e. When finished, click the blue **Submit for Credit Approval** button at the bottom of the page.

[illegible]

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4. Your External Credit Request will be reviewed at the next scheduled LPDC Meeting and you will receive notification of the decision by email. You may also log on to the **External Credit Requests** webpage at any time to see the status of your requests. Note that Approved requests will be under the *Approved* tab.



The screenshot shows the 'External Credit Request' web application. At the top is a navigation bar with links: Home, Courses, CEU Transcript, Certifications, External Credit Requests, My IPDP, Staff IPDPs, Administration, and Propose A Course. Below this is a header section with 'External Credit Request' and 'My Requests'. Under 'My Requests', there are three tabs: 'Pending/Denied Requests' (highlighted with a red box and a red arrow), 'Approved' (also highlighted with a red box and a red arrow), and 'Archived'. To the right of the tabs is a blue button labeled 'Create Request For CEUs' and a button labeled 'Add Filter'. Below the tabs is a table with columns: STATUS, COURSE/EVENT TITLE, HOURS, CREDITS, REQUESTED (with a dropdown arrow), REQUESTED FOR EMPLOYEE ID, UPDATED BY, and UPDATED. Below the table, it says 'No Results to Display' and '0 results'. At the bottom, there is a legend with five items: 'Request Not Submitted' (minus icon), 'Pending Pre-Approval' (three dots icon), 'Not Submitted' (minus icon), 'Pending Credit Approval' (hourglass icon), and 'Declined' (stop sign icon).