

**To Place Outside Activities in Your PD Express Credit Profile:**

**To enter professional development activities completed outside of Shelby County Schools and which are not documented in STI-PD, follow the directions for Requesting an Activity below.**

**To Request an Activity:**

- Click on the "Request Activities" tab, just below your name in PD Express.
- The school year should be the current school year ending date.
- Select an Activity Type from the dropdown menu list and enter a brief description in the description field. If the activity was multi-day please give the dates.
- Click Next.
- You MUST Read the instructions page carefully before filling in the remaining fields.
- Type in an Activity ID, - the title of the workshop, committee, conference, webinar or the college course number
- Give a brief description.
- For conferences, use the description field to enter the sessions that you attended, along with the actual time of the sessions.
- For webinars, use the description field to enter the web address as well as a description.
- Enter the number of hours for which you are requesting credit – this should correspond with your credit certificate.
- **Complete the grade and semester hours only if your activity was a college course.**
- Click "SAVE" for further editing.
- Click "Submit for Review" for approval
- ***For multi-day conferences or any Activity not listing a total number of hours on the certificate, please provide a list of sessions attended.***

**\*\*You are required to provide 2 pieces of documentation for each Activity, with the exceptions noted below. You may send them via pony, fax, e-mail or direct upload to PD Express.**

Required documents:

- 1** A photocopy of your certificate or other proof of attendance.
- 2** A completed Activity Evaluation Form.
  - *In the case of a college course send a copy of your transcript. An unofficial transcript will suffice.*
  - *For conferences or any activity not listing a total number of hours on the certificate, please provide a list of the sessions attended.*

**\*\*Exceptions:** Require only 1 piece of documentation

- Book studies – require "Professional Reading Log Form"
- Webinars - require "Webinar Learning Journal"
- Peer Observations – require "Peer Observation Form"
- Supervising a Student Teacher – requires "Supervising a Student Teacher Form"
- Documents can be found on the Professional Development webpage or by following this link to Forms. [http://www.shelbyed.k12.al.us/prof\\_dev/index.htm](http://www.shelbyed.k12.al.us/prof_dev/index.htm)

Please be aware that professional development credit is earned only during the school year which it occurred.

**Other Information: For professional development courses completed at your local school, your principal is responsible for submitting sign-in sheets. You MUST sign in with the name used in PD Express at every local school professional development activity.**

**What to do if you have a problem using PD Express:**

For all questions concerning the use of PD Express, contact the Professional Development Office at 682-5901.