Process Flow of External PDs

| CREATE	APPROVAL	COMPLETION	TRANSCRIPT
Enter an External PD Request for non-MyPGS Courses.	Submit for Site Administrator's approval and ensure it receives Professional Learning approval.	Update request and provide proof of completion. Resubmit for final approval.	The request is added to your transcript upon receiving final approval.

Important Tips:

- Professional Support Staff may submit job-relevant college courses through MyPGS as an External PD for course credit.

- Instructional and Administrative Staff do not need to submit college courses. FL DOE re-certification requires an official college transcript.

- Inservice points are awarded for learning time in increments of one hour. Points are not earned for travel or meal times.

- Example activities include job-related workshops, conferences, and Professional Learning Communities (PLCs) that increase employees' knowledge, skills, or behavior.

- All out-of-state requests must be submitted at least 30 days prior to the event and require School Board approval.
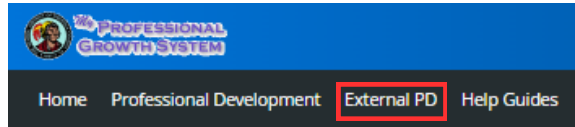
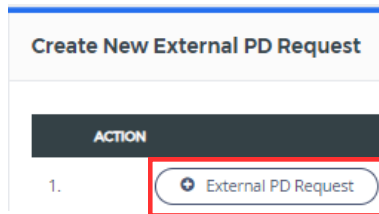# MyPGS Help Guide
External PD Request

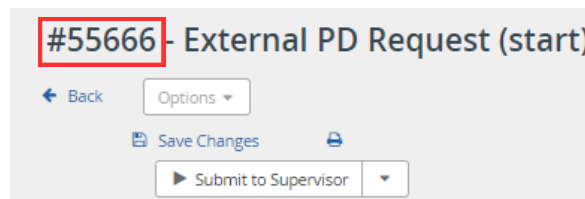1. Log into ClassLink and click on the MyPGS Osceola Icon.
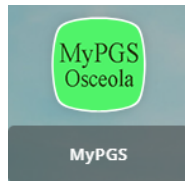
2. Click "External PD".

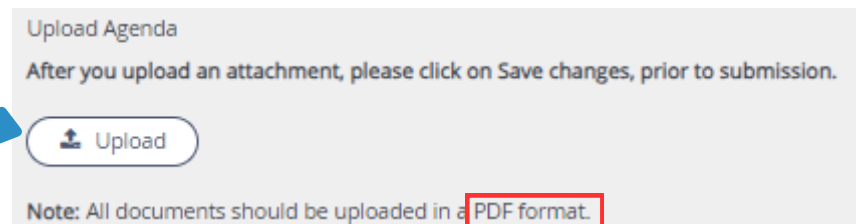3. Click "External PD Request".

4. A request form will populate assigning your External PD a number.

Complete the required fields.

5. Click "Upload" to add your proof of registration in PDF format.

Important Tip:
"Agenda" is proof that you are enrolled in the training and all uploaded files must be in a PDF format. Examples include but are not limited to: Program Agenda, Email Verification, and Course Syllabus.

6. Professional Support Staff Only: If the training is a college course, you must add the Course "Prefix", "Course Number", and "Credit Hours".

If College Course

If College Course
Prefix

Course Number

Credit Hours
entered by the PD Petitioner,

7. Once form is complete, scroll up to the top of the form and Click "Save Changes" and then Select "Submit to Supervisor" twice.

#55666 - External PD Request

← Back   Options ▼

🖺 Save Changes   🖶

▶ Submit to Supervisor   ▼

nsaction #55666 i̶... ...r̶ (start) and is

External PD Request F̶   ▶ Submit to Supervisor

▶ Cancel

8. Type your Site Administrator's name and click "Search".

Submit To Supervisor   ⊗

Please select a recipient.

Search   **Search**   ▼ Add filter ▼

394 results.

FIRST NAME   LAST NAME ∨

a. Verify that your Site Administrator is correct and then click "Select".

Please select a recipient.

Search   **Search**   ▼ Add filter ▼

394 results.

		FIRST NAME	LAST NAME ∨
Select	🖺	MAYNOR	ACIEGO ZACAPA
Select	🖺	KATIE	ADAMS
Select	🖺	RYAN	ADAMS
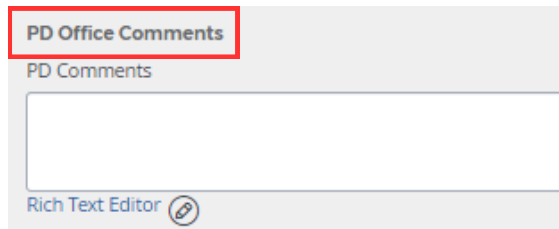
b. Click "Confirm".

Submit To Supervisor

Please confirm this action.

Confirm   Cancel

Important Tips:

- Please let your administrator know that you have an External PD submitted for their approval to speed up the process.

- The External PD Request requires multiple steps. This is the first step in the process.

- Once the Administrator approves your request it flows to the Professional Learning Que. You can check the status of your request on the main External PD tab.
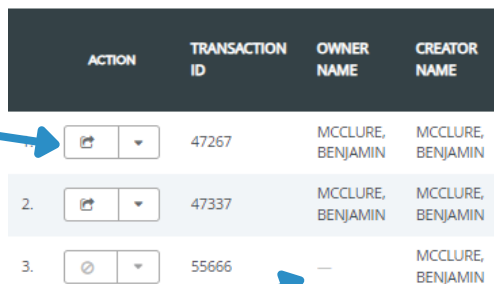
9. All communication explaining reason for denial is found in your request under "PD Office Comments".

PD Office Comments

PD Comments

Rich Text Editor ✎

10. When using the External PD tab, notice the "Creator Name" will be your name. However, "Owner Name" changes throughout the process.

ACTION		TRANSACTION ID	OWNER NAME	CREATOR NAME
1.	⬀ ▾	47267	MCCLURE, BENJAMIN	MCCLURE, BENJAMIN
2.	⬀ ▾	47337	MCCLURE, BENJAMIN	MCCLURE, BENJAMIN
3.	⊘ ▾	55666	VELILLA-MANNING, MAIKAILA	MCCLURE, BENJAMIN

11. When "Owner Name" is you, the request is in your possession and has not been completed.

ACTION		TRANSACTION ID	OWNER NAME	CREATOR NAME
	⬀ ▾	47267	MCCLURE, BENJAMIN	MCCLURE, BENJAMIN
2.	⬀ ▾	47337	MCCLURE, BENJAMIN	MCCLURE, BENJAMIN
3.	⊘ ▾	55666	—	MCCLURE, BENJAMIN

When "Owner Name" is blank, (--), it is being processed through Professional Learning Queues.

Important Tip:

- When you are listed as the owner, the request requires your attention.

- After confirming the request has been approved it remains in your possession.

- Finally, upon completing the training, you must revisit the request and finalize the process to receive credit.

7. Click "External PD".
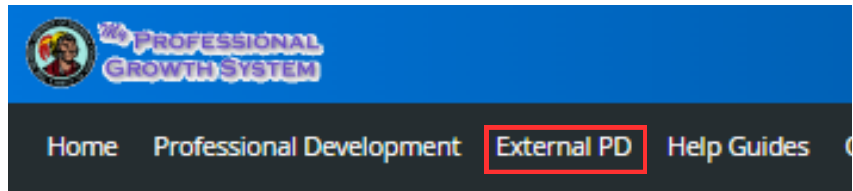
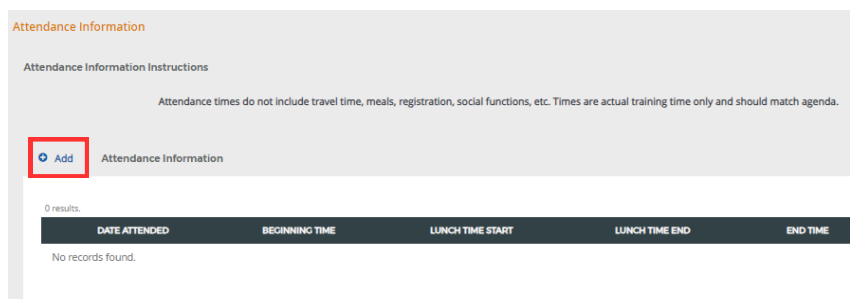8. Click dropdown and select "Open".

Important Tip:

Your request requires attendance, proof of completion, and a course survey. These sections do not populate until your request has made it through initial approvals.
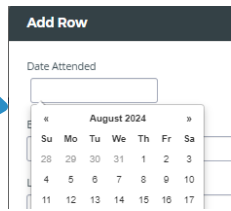
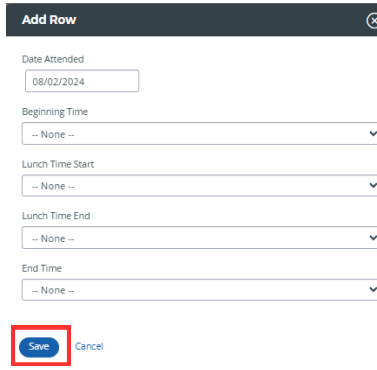9. Scroll down to "Attendance Information" and click "Add".

Important Tip:

If a certificate is awarded with the number of hours, attendance information is not needed. Skip to step 10.
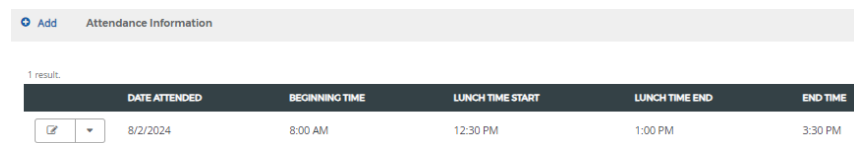
a. Select the first day of attendance.

Add Row

Date Attended

« **August 2024** »
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17

b. Click dropdown to select times of attendance, including lunch time, and click "Save".

Add Row ⊗

Date Attended
08/02/2024

Beginning Time
-- None --

Lunch Time Start
-- None --

Lunch Time End
-- None --

End Time
-- None --

Save   Cancel
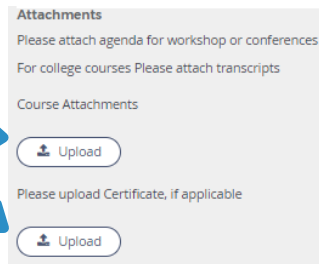
c. Continue clicking "Add" until all attendance times are inputted.

⊕ Add   Attendance Information

1 result.

	DATE ATTENDED	BEGINNING TIME	LUNCH TIME START	LUNCH TIME END	END TIME
✎ ▾	8/2/2024	8:00 AM	12:30 PM	1:00 PM	3:30 PM

10. Attach either Proof of Completion or Certificate in PDF Format.
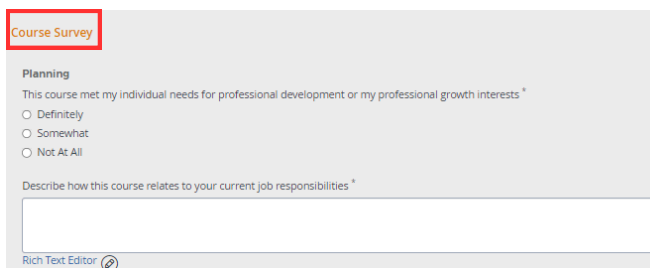
Attachments

Please attach agenda for workshop or conferences

For college courses Please attach transcripts

Course Attachments

⬆ Upload

Please upload Certificate, if applicable

⬆ Upload

Important Tip:

Proof of completion is required to receive credit. Examples include but are not limited to: Certificate of Completion, Screen capture of your account portal, Handouts from the day of the event with your name printed, Email thanking you for attending, or Agenda with times attended highlighted.

11. Complete the Course Survey. You must complete the survey in full including the text boxes.

Course Survey

Planning
This course met my individual needs for professional development or my professional growth interests *
○ Definitely
○ Somewhat
○ Not At All

Describe how this course relates to your current job responsibilities *

Rich Text Editor ✏

Important Tip:
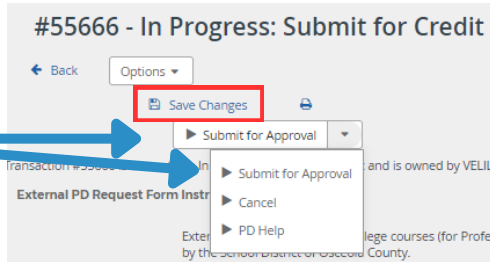Course survey text boxes cannot be left blank. Responses must be complete sentences, as we are unable to approve requests until all requirements are met. Responses such as N/A, None, Not Applicable cannot be accepted.

12. Click "Save Changes" and then Select "Submit for Approval" twice.

#55666 - In Progress: Submit for Credit

← Back   Options ▾

💾 Save Changes   🖨

▶ Submit for Approval   ▾

▶ Submit for Approval
▶ Cancel
▶ PD Help

13. Once submitted, the request remains on your list until it receives final approval.

3.   ⊘   ▾   55666   —   MCCLURE, BENJAMIN
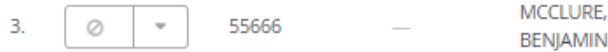
*Once approved, your request will no longer show on your "Request" active screen and will appear on your transcript.

Important Tip:

- Approvals are processed in the order they are received.

- You should monitor your request as you may need to update it if further information is required for approval.

- If "Owner Name" has your name, you must update the request and resubmit.

14. Scroll down to "History" to see the most recent activity if you require further assistance.

History

<All Actors>   <All Actions>

41 minutes ago   Assigned to MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday   Unassigned from MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday   Reassigned from BENJAMIN MCCLURE to MAIKAILA VELILLA-MANNING.
MAIKAILA VELILLA-MANNING

yesterday   Submitted from Pending PD Office Approval to In Progress: Submit for Credit and reassigned from MAIKAILA VELILLA-

15. Only "Completed" requests appear on your transcript.

#34661 - Completed

← Back   Options ▾

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