Submitting External PD Requests
Audience: PD Petitioners

The process for submitting external professional development and college courses for credit is now accessible through the **My Professional Growth System.** The process is identical, and is outlined below:

 Note: College course credit requests are sent directly to the PD office, not to a supervisor. *Only PSS staff should put through College Courses on MyPGS. Instructional staff should not submit College Courses in MyPGS*.

Petitioner (Employee)   **Supervisor (Your Principal/Supervisor/Administrator of School/Department)**

| Petitioner submits the request | ➡ | Supervisor Approves | → | Request is sent to PD Office | ➡ |

| Request returns to petitioner for completion | ➡ | Request is sent to PD Credit Office | ➡ |

| Request is sent for Final Approval | ➡ | Credit for PD appears on user transcript |
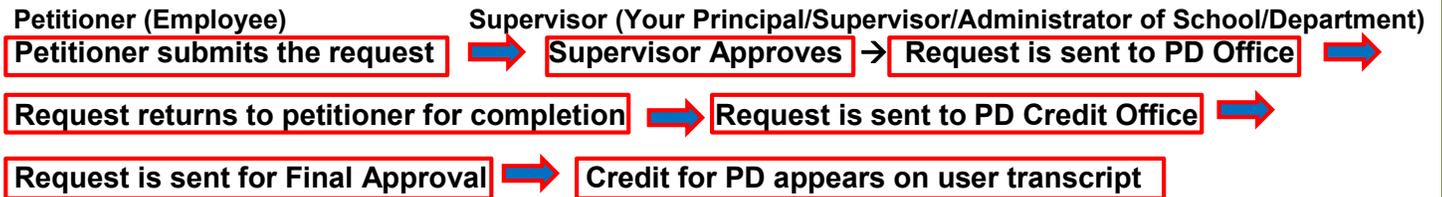
This document provides a step-by-step walkthrough for creating and submitting credit requests for external professional development in the **My Professional Growth System.**

- To begin, log into your **My Professional Growth System** account and click the **External PD** tab.
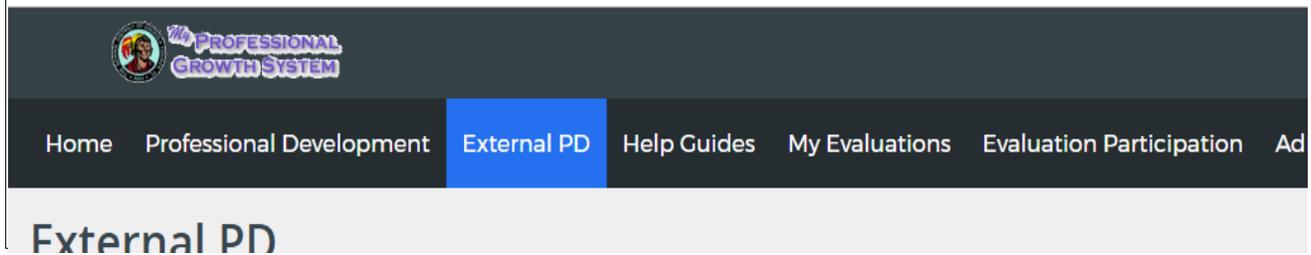
- The **External PD** screen will display.
- In the **Create New External PD Request** channel, click the **External PD Request** button.

- Click the **External PD Request** icon to access the form.
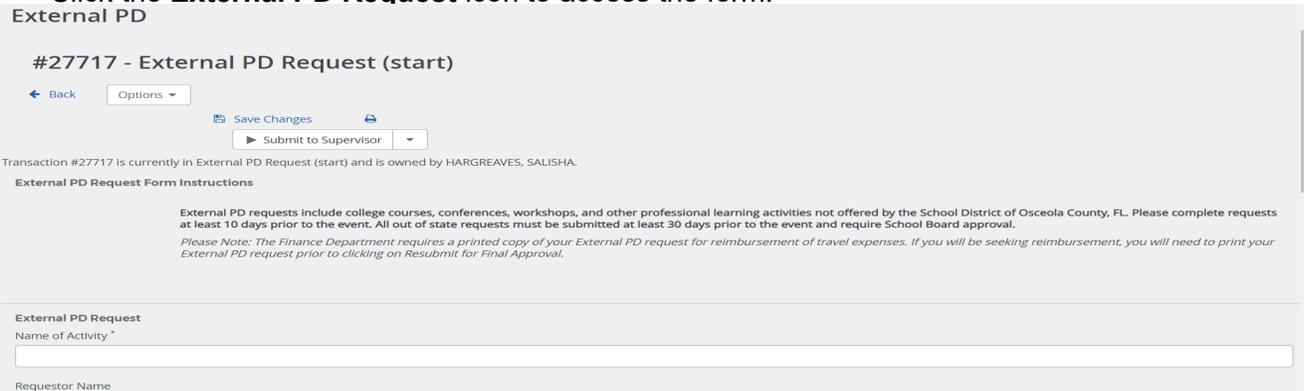
- Complete the entire form - all pages, noting that all fields are required.
- Click **Save** when finished.

#27737 - External PD Request (start)

Transaction #27737 is currently in External PD Request (start) and is owned by supervisor1, test.

External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

Please Note: The Finance Department requires a printed copy of your External PD request for reimbursement of travel expenses. If you will be seeking reimbursement, you will need to print your External PD request prior to clicking on Resubmit for Final Approval.

External PD Request

Name of Activity *

Requestor Name
Displays the name from the profile for the person who created the transaction.
test supervisor1

Employee ID No.
Shows the employee ID from the profile for the person who created the transaction.
106

Department / School *
-

Course Provider/ University *

Location *

City/State *

Upload Agenda

https://osceola.truenorthlogic.com/UI/P/Tab/ExternalPD?_ct=ExternalPD   2/3

11/27/2018   Osceola - #27737 - External PD Request (start)

[⬆ Upload]

For assistance with uploading agenda or completion of request, please submit to "PD Help". Please note in the PD Help Comments box below the type of help you are requesting.

Out of State *
No

Online *
No

External PD Type *
Workshop

If College Course

If College Course

Prefix

Course Number

Credit Hours
entered by the PD Petitioner,

Beginning Date *

Please Include travel time

Beginning Time *
-- None --

Please Include travel time

Ending Date *

Please Include travel time

End Time *
-- None --

Please Include travel time

Estimated Cost to District *

Cost Center/Facility *

General Objective *

Rich Text Editor

Notes

Rich Text Editor

- Click the **Upload** button to upload the agenda for the session. **All uploaded documents must be in a PDF format ONLY**.
- Use the dropdown menus to indicate if this is an **Out of State** or **Online** opportunity.
- Use the **External PD Type** dropdown menu to select the PD type.

Note: Out of State Requests will be submitted for School Board approval to continue the process. An email notification will be sent once approved by the School Board.

- If this is a college course, scroll down to the **If College Course** channel and click the icon.
- In the popup window, enter the **Prefix, Course Number,** and **Credit Hours** and click **Save Changes, scroll to top** (as shown below)**.**

💾 Save Changes   🖨

▶ Submit to Supervisor   ▼
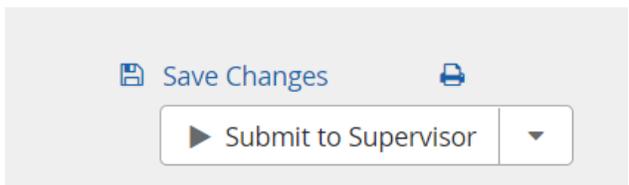
- To **Submit to your supervisor - CLICK - SUBMIT TO SUPERVISIOR**

#27717 - External PD Request (start)

← Back   Options ▾

💾 Save Changes   🖨

▶ Submit to Supervisor ▾

Transaction #27717 is currently in External PD Request (start) and is owned by HARGREAVES, SALISHA.

External PD Request Form Instructions

External PD requests include college courses, conferences, workshops, and other professional learning activities not offered by the School District of Osceola County, FL. Please complete requests at least 10 days prior to the event. All out of state requests must be submitted at least 30 days prior to the event and require School Board approval.

Please Note: The Finance Department requires a printed copy of your External PD request for reimbursement of travel expenses. If you will be seeking reimbursement, you will need to print your External PD request prior to clicking on Resubmit for Final Approval.

- In the **Submit** popup, **locate the name of your supervisor** and click **Select.**

Submit ✖

Please select a recipient.

		First Name	Last Name	Account
1.	Select	JANICE	FRANCESCHI	True
2.	Select	MARIO	QUINTANILLA	True

- Click **Confirm** to complete the process.

Submit ✖

Please confirm this action.

Confirm   Cancel

- The request will display in your **Requests** channel. You will see the details, submission date and who is the owner. If it's with your supervisor, the supervisor's name will show as the Owner Name.

Requests

Show Active ▾   Created By Me ▾

▼ Add filter ▾

1 result.

	ACTION	TRANSACTION ID	OWNER NAME	CREATOR NAME	DATE SUBMITTED	NAME OF ACTIVITY	EXTERNAL PD TYPE	OUT OF STATE	OUT OF STATE PD BOARD APPROVAL	BEGINNING DATE	ENDING DATE
1.	↗ ▾	27717	HARGREAVES, SALISHA	HARGREAVES, SALISHA	—	—	—	—	—	—	—

- Once your request has been approved, it will appear in the **External PD Request with your name as the owner** channel.

- Locate and click the **Action** box next to the completed activity, and select **Open.**
- Click **Add** to complete attendance information.
- Attach the agenda, indicating dates and times, and if applicable, any certificates earned.
- Complete the course survey and click **Submit.**
- The request will be electronically sent to Professional Development for inservice credit.
- Once the Professional Development has completed it and applied the inservice credit, it will show on your transcript
- If more information is required, it will be requested in the PD comments box of the External PD form and denied. Once denied, it is sent back to you. You should look at your request channel periodically in case one is denied
-