

## Historical PD Record Form: Getting your previous CEU's into the system

### Frontline Professional Growth

- If you are in year one or two of your recertification cycle, total up your CEU's on Form F by column. Have this approved and signed off by your PD Representative.
- Scan your Form F
- Scan your back up documents all together in a batch
- In Frontline Professional Growth (mylearningplan.com) log onto your dashboard.
- Upload your documents into My File Library (left menu)
  - Click on the Green + button: Add Files
  - Choose File (one at a time)
  - Add a friendly name
  - Upload
- Now from Fill In Forms (left menu) open Historical PD Record

#### Filling in the Form:

- The Certification Cycle is your 3 year cycle: (example: 2007-2020)
- The start and end dates are of the info on the Form F you have uploaded
- Total CEU's: Enter your CEU's from ONE column only...start with your Certification A
- Always check the RECERTIFICATION box and ONE other (for teachers)...
- Attach your Form F and Back up documents
- Submit

If you have more than one certification or have component 2 CEU's to enter, please repeat the process. You will use the same uploaded documents but this time your Total CEU's will reflect the next column.