

## 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. By entering this multiple times, you will be able to track your CEUs accurately for the remainder of your certification cycle. To view your accumulated CEUs, click on My Portfolio (left menu) and View By Purpose.

If you have questions or need help, please see your Professional Development Representative or call the SAU and speak to the FPG Administrator.