Credit Approval for your Professional Development

Use UND’s online form for easy completion and submission of your credit approval requests. Use these instructions to access the form to submit your staff learning events or programs for the school year to receive graduate professional development credit.

Go to: educators.UND.edu/creditapproval/creditapprovalrequest.cfm

Choose your Professional Development Option

1. **Targeted Professional Learning**, providing a minimum of 15 hours of instruction

2. “**Cafeteria” Style PD Plans** (for a series of short-term events/sessions teachers select from, accumulate or bank the hours, and receive credit after completing a minimum 15 hours of instruction)

The form defaults to Option #1, be sure to select the correct option. Each submission form provides step-by-step instructions.

**Option 1: For concentrated (short-term) or sustained (overtime) learning opportunities that focus on one theme or topic area.**

- Seminars, institutes, book studies/study groups, multi-speaker conferences and professional learning communities.

Creating your curriculum plan (syllabus) in Step #1 will take the most time, but once that’s complete; the online form will take about 10 minutes to complete. Upload the curriculum plan and instructor’s resume, then click SUBMIT.

**Option 2: For a planned district or consortium PD program providing a variety of short-term learning events on a variety of topics.**

Please read the GUIDELINES in Step #1. Again, you will spend the most time fleshing out the information for the forms for each event you plan for your cafeteria program (see Step #2). The online form will take about 10 minutes to complete. Next, upload your plan of action spreadsheet and event forms, then click SUBMIT.

**Please note:** Templates are available for the required forms. Credit approval requests should be submitted before the start date of the learning event(s), preferably 20 business days, but, not fewer than seven business days. Requests will not be reviewed if received with fewer than seven business days prior to your first scheduled event.

Contact Kim Jones at 701.777.4225 or kim.jones@UND.edu if you need help or sample submissions.