	<b>Employee Services – Professional Development</b>	SOP #	2
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**1. Purpose**

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Standard operating procedure for granting credit for outside workshops.

**2. Scope**

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Campus Administration, Supervisors, C&I department and district staff.

**3. Prerequisites**

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Access granted to campus administrators.

**4. Responsibilities**

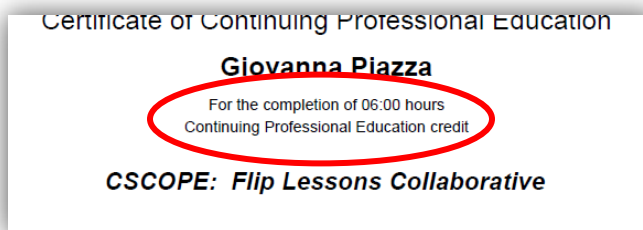
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- Staff Development will ensure appropriate access level is given to campus Principal or Supervisor responsible for approving entries.
- Staff member will enter a new portfolio entry in their workshop portfolio.
- Staff member will provide proof of attendance.
- Campus Principal or Supervisor will approve credit in Eduphoria Workshop.

**5. Procedure**

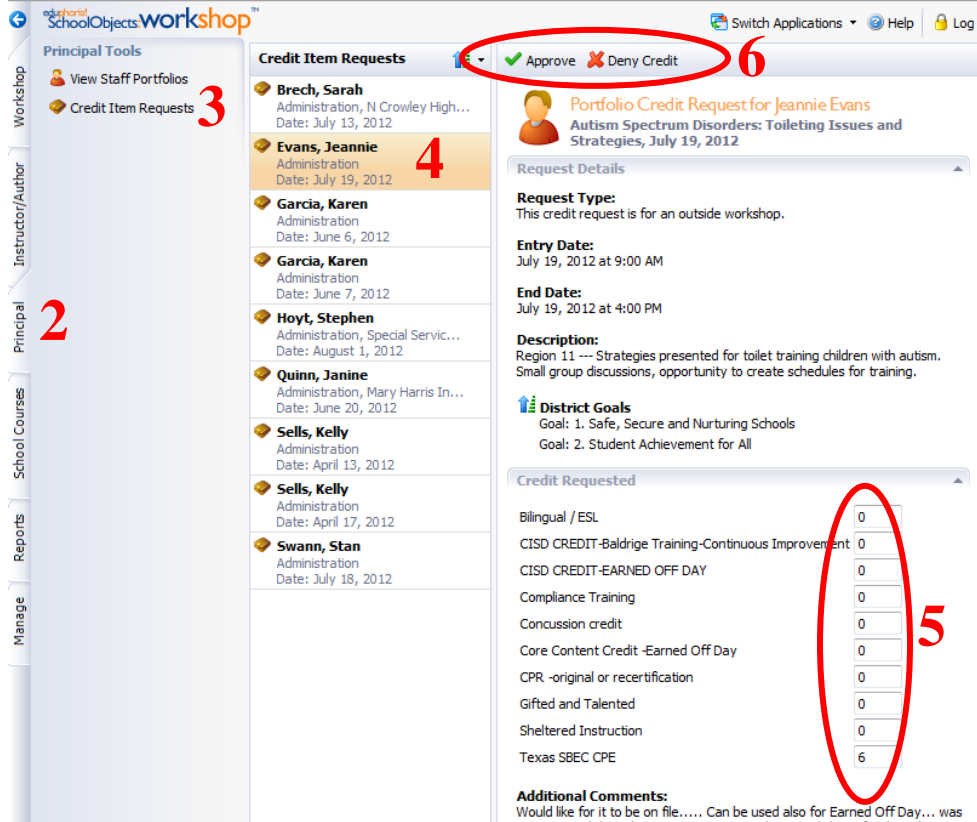
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1. Log in to Eduphoria and select Workshop
2. Select the Principal tab along the left side
3. Select Credit Item Requests
4. Click on the individual's name for which you received a certificate and need to approve credit.
5. Make sure the CPE and any other applicable requested credit has been entered and matches the credit on the certificate.



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6. Select either Approve or Deny Credit in top menu bar.



The screenshot shows the Eduphoria School Objects Workshop interface. On the left sidebar, the 'Principal' role is selected (2). The 'Credit Item Requests' link is highlighted (3). A list of requests is shown, with the request for 'Evans, Jeannie' selected (4). The right pane shows the details for this request, including the 'Credit Requested' table (5) and the 'Approve' and 'Deny Credit' buttons in the top menu bar (6).

Credit Requested	Value
Bilingual / ESL	0
CISD CREDIT-Baldrige Training-Continuous Improvement	0
CISD CREDIT-EARNED OFF DAY	0
Compliance Training	0
Concussion credit	0
Core Content Credit -Earned Off Day	0
CPR -original or recertification	0
Gifted and Talented	0
Sheltered Instruction	0
Texas SBEC CPE	6

\*For approving November earned-off credit, the administrative regulation states:

- Hours must be earned between the last calendar working day of the current year and the first calendar workday of the following year.
- All earned-off credit must be obtained and entered into Eduphoria no later than the last working day in September.
- Earned-off credit must be accrued in at least three hour increments.
- All credit toward the earned-off day must be completed during “off-contract time” (during a time that is not a scheduled work day according to specific work calendars).

\*A certificate of attendance must be provided for the approval process. The certificate can be:

1. attached to the portfolio entry
2. emailed to the supervisor approving the entry
3. submitted in paper format (all certificate can be returned to the employee as all certificates will be maintained by the person requesting credit)