



## How to Check Your Inservice Hours

1. Go to MyPLC.
2. On the top menu bar, click on Transcript.

A total of 120 hours (or points) are required for recertification. 20 points must be in the area of Exceptional Student Education (ESE), also known as Students with Disabilities (SWD).

### **On-line Courses that meet the 20-hour ESE/SWD Requirement**

ESE for All Educators and Managing Challenging Student Behaviors are two courses offered through Beacon Educator that meet the 20-hour ESE Requirement (other courses are also available):

\*Follow **On-line Course Registration** directions below to ensure inservice points for completed coursework appear on your My PLC transcript.

## How to Register in MyPLC for Inservice Hours/Courses

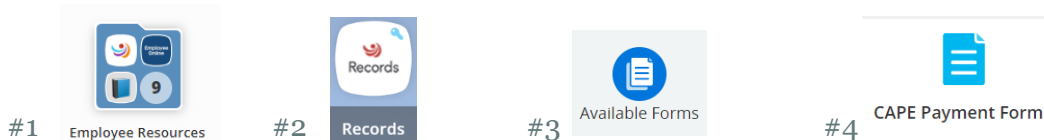
1. Go to Class Link and click on the My PLC icon.
2. Click on the tab labeled **Courses**.
3. In the Search window, type a keyword, course number or section number.
4. Scroll down to find your course and register. If you don't see your course you may need to click on **View All Sections** on the bottom right corner of the screen.
5. Once you are registered in MyPLC, it will take you to the Canvas course where you will find on-line course directions and a link for the on-line provider.



### **On-line Course Registration**

Follow the steps above and send a screenshot of your registration to [cheryl.sabal@yourcharlotteschools.net](mailto:cheryl.sabal@yourcharlotteschools.net) to have your course approved. **Endorsement classes will only be approved one course at a time.** Upon course completion, electronically submit your certificate of completion to the Canvas course to receive credit which will be reflected on your transcript in My PLC.

When taking courses for CAPE, go to Employee Resources found in Class Link and click on Records, then Available Forms to find the CAPE Payment Form.



CAPE Supplement Verification Forms are also found under Available Forms in Records..

Please be aware of CFEA Contract language 22.1.12 PD Payment Responsibility: a certificated employee who registers for a course sponsored by Professional Development and for which the registration causes the district to incur costs for the course registration, and the employee fails to complete the course after beginning the coursework, shall be obligated to reimburse the District for costs associated with the course. Further, no additional registrations for any other professional development courses will be permitted for this employee until the reimbursement required herein has been completed.