



## Professional Learning Standards and Support

Learning Across Broward (LAB)

Submitting an External Credit  
Request for BCPS Authorized  
External PD Provider Courses



## EXTERNAL COURSE

An **External Course** is a professional development alternative that can be completed by a current Broward County Public Schools (BCPS) or a BCPS Board Approved Charter school employee while employed in their current school, when there are no other established activities or learning opportunities found in the Broward County Public School's professional development options. be updated at any time at the discretion of the responsible BCPS department.

## BCPS AUTHORIZED PD PROVIDERS

This guide will detail the process for submitting the following type of request:

**BCPS Authorized External Course Credit Request** - This request is used to add a completed course from an authorized and approved external professional development provider to the participant's inservice/training transcript. This request form may be submitted for only approved courses completed through:

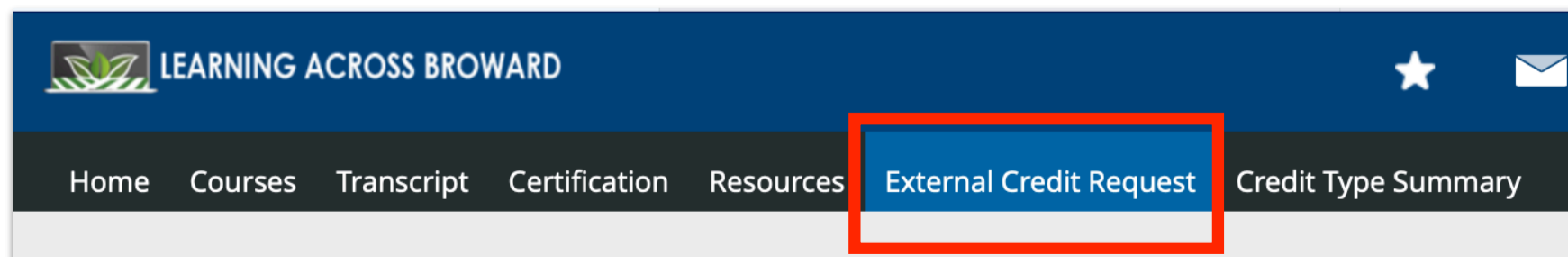
- » Beacon Educator ([beaconeducator.com](http://beaconeducator.com))
- » The Shultz Center for Teaching and Learning
- » University of Florida's Flamingo Literacy Matrix

The courses listed on the request form have been vetted and approved by the appropriate Broward County Public Schools' (BCPS) department. The list of accepted courses may be updated at any time at the discretion of the responsible BCPS department. Courses completed through other providers must be submitted through the appropriate External Course Credit Applications.

It is highly recommended that instructional personnel always verify with the Certification Department what is acceptable for recertification. Instructional personnel may earn a maximum of sixty (60) inservice points for external professional development activities within his/her validity period (five years).

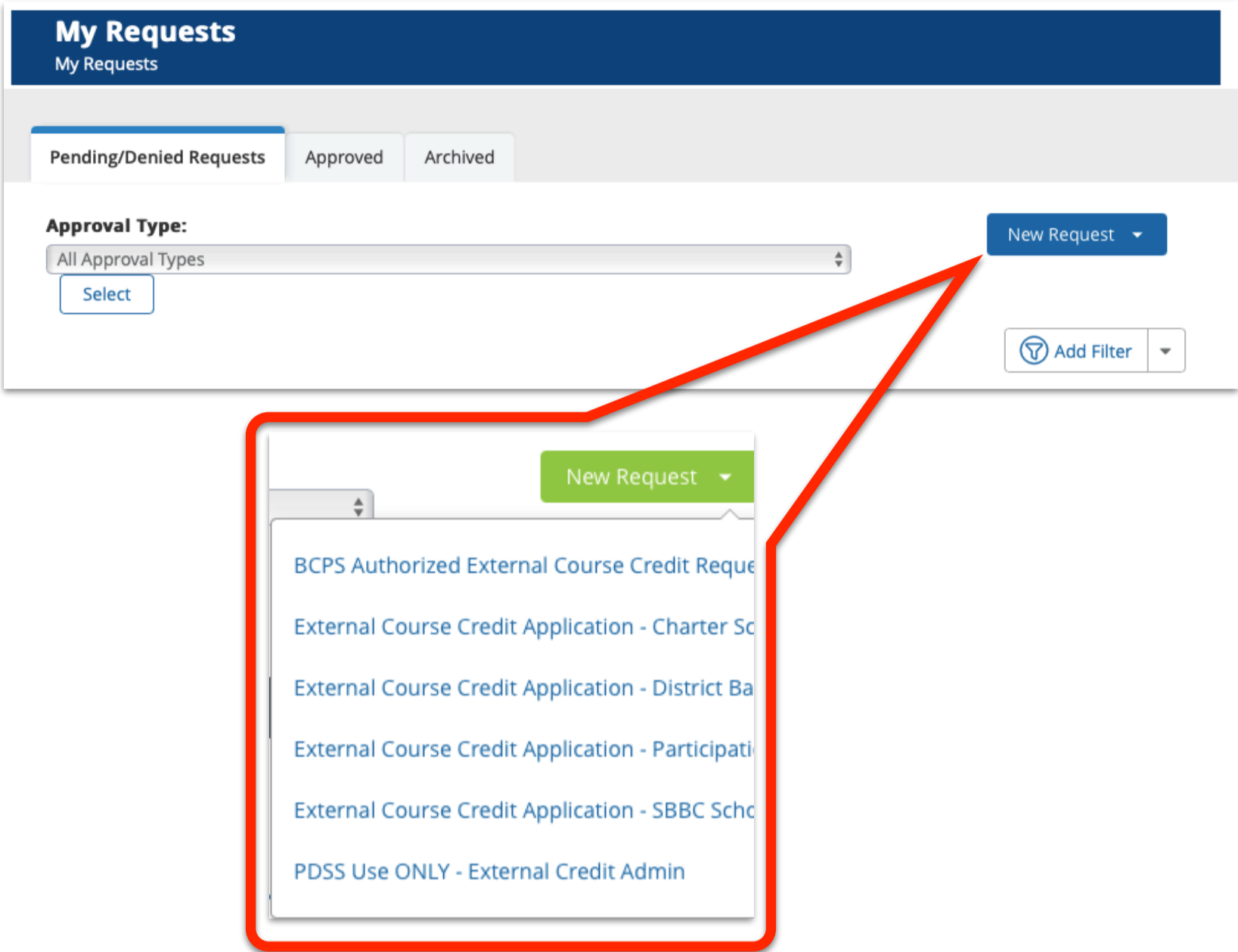
## EXTERNAL CREDIT REQUEST - LAB

Log into LAB and click the **External Credit Request** tab.



# MY REQUESTS CHANNEL

To complete an **External Credit Request**, scroll down to the **My Requests** channel. Click the **New Requests** dropdown button and select **BCPS Authorized External Course Credit Request**.



# COMPLETING THE FORM - Pre-Credit Request Approval

*Note: for more details click on the arrows next to Instructions and your school location.*

1. Enter the submission date of the request
2. Enter your school/location name

**Pre-Credit Request Approval**

Credit request for:  
[Redacted]

**Application Submission Deadline Date \***  
[View Instructions](#)  
If this request is received by May 30th, this form will be processed by June 30th of the current year; if received after May 30th, this form may be processed after July 1st of the current year.  
Please enter the date you are submitting this request.

[03/02/2021]

**School/Location name \***  
[View Instructions](#)  
The submitter must be a current School Board of Broward County (SBBC) employee or SBBC-approved charter school employee.  
**Please enter your school/location name below:**

[Redacted]

## COMPLETING THE FORM - Continued

3. From the dropdown, choose the **External Provider**.

**NOTE:** If the provider is not listed this form **cannot** be used to request external credit. Please go back and complete the appropriate external credit application form.

**External Provider \***

[^ View Instructions](#)

Select one of the approved external providers.

If the provider is not listed this form **cannot** be used to request external credit. Please go back and complete the appropriate external credit application form.

Beacon Educator  
Schultz Center for Teaching and Learning  
University of Florida

low \*

4. Select a course from the **Approved Courses List** and enter the course name, as it shows on your Certificate of Completion, in the **Course/Event Title** box.

**NOTE:** Only one course may be submitted on each request.

### Select from Approved Courses List Below \*

[v View Instructions](#)

- ESOL\_Category I: Applied Linguistics
- ESOL\_Category I: Curriculum and Materials
- ESOL\_Category I: Methods of Teaching
- ESOL\_Category I: Testing and Evaluation
- ESOL\_Category: Cross-Cultural Communications
- ESOL\_Category II: Strategies for Content Areas
- ESOL\_Category III: Issues & Strategies for Tchng
- ESOL\_Category IV: ESOL for Administrators
- ESOL\_Category IV: ESOL for Guidance Counselors
- ESE for all Educators (SB1108)
- Reading\_Comp 1: Foundations in Language & Cognition
- Reading\_Comp 2: Foundations of Research-based Practices
- Reading\_Comp 3: Foundations of Assessment
- Reading\_Comp 4: Foundations of Differentiation
- Reading\_Comp 5: Practicum

### Course/Event Title \*

[v View Instructions](#)

ESE for all Educators (SB1108)

# COMPLETING THE FORM - Continued

5. Refer to your documentation and enter the course start date, course end date and the number of inservice points you are requesting.

**Course Start Date \***  
[View Instructions](#)  
Please fill in the start date of the course:

**Course End Date \***  
[View Instructions](#)  
Please fill in the end date of the course:

**# of Inservice Points Requested \***  
[View Instructions](#)  
Note: Instructional personnel may earn a **maximum of sixty (60) inservice points** for external professional development activities within his/her validity period (five years). The number entered may **not** be the number granted based on the information provided and the inservice rules and guidelines.



6. Click **Attach File** to upload your certificate of completion or transcript. Leave the box that reads, **Course #**, blank.

**Certificate of Completion/Official Transcript \***  
[View Instructions](#)  
Requests without a Certificate of Completion or Official Transcript will be denied.

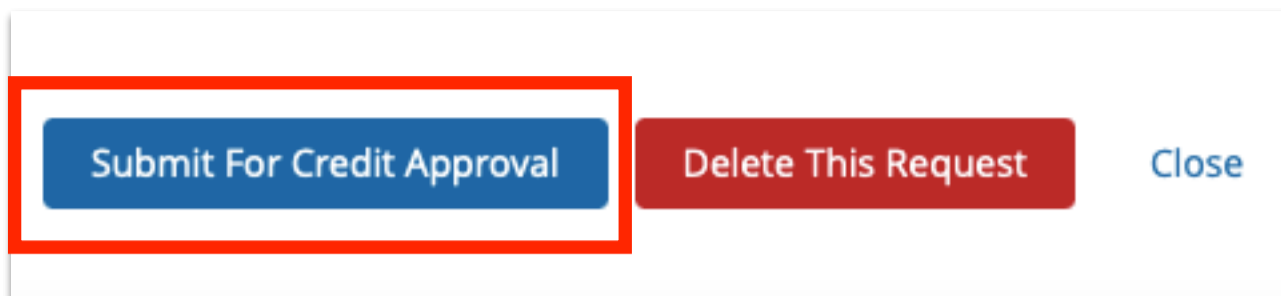
**Attach File** ?

**Beacon Trascript.pdf**  
3/2/2021 12:33 PM by BARBAROSH, ZAK

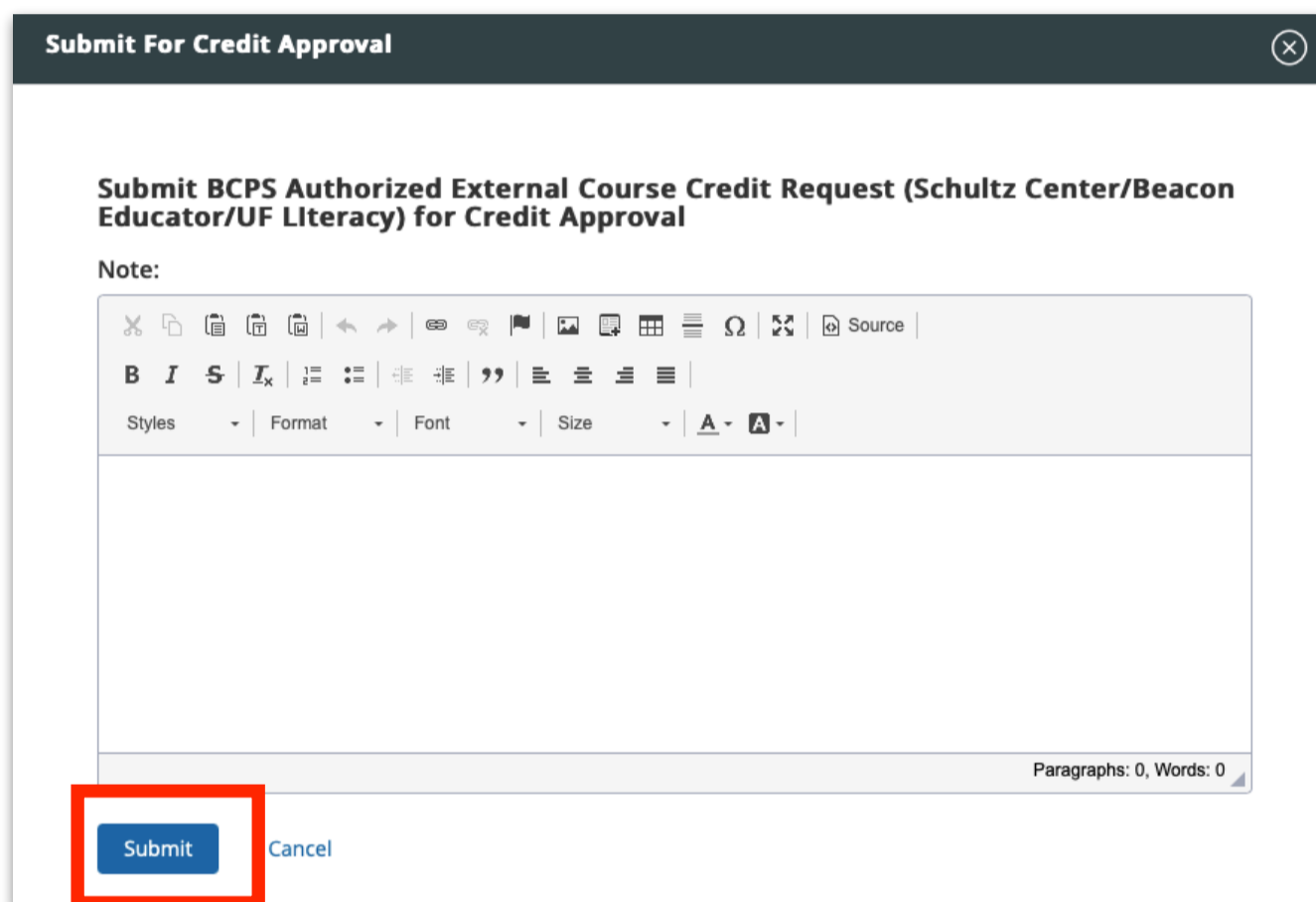
**Course #**  
[View Instructions](#)  
Please leave this field blank.

## COMPLETING THE FORM - Continued

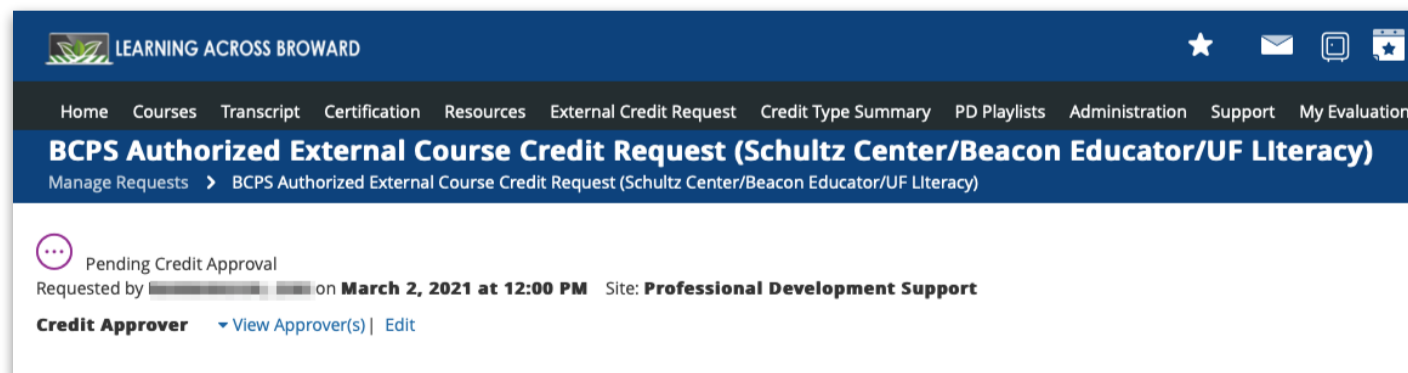
7. Once all of the information is filled out and complete, click the **Submit For Credit Approval** button.



8. A **Submit For Credit Approval** window will appear. This can be used to communicate with the credit approver, add any information you may want to add that is not part of the request. Click **Submit** when ready.



9. Once submitted, a submission confirmation is displayed.



The approval process can take 6 to 10 weeks. If your request is approved, you will receive an email and the course will appear on your LAB Transcript.

If your course is denied, or there is a request for further information, you will also be informed via your LAB email address.

If you have any questions at all, please email [lab@browardschools.com](mailto:lab@browardschools.com)