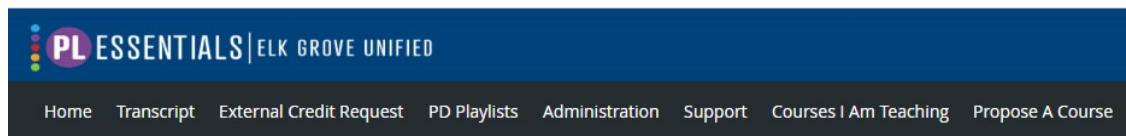# Submitting External Credit Requests

To receive salary credit hours for professional learning courses taken outside of the district, a staff member must submit an External Credit Request (previously called Prior Approval forms) before beginning the course.

1. At the Navigation bar across the top of the homepage, click **External Credit Request**.

2. To submit a new request, click **New Request**, and select your classification type (Certificated or Classified) from the drop-down menu. Please do not use "Administrative Entry Only."
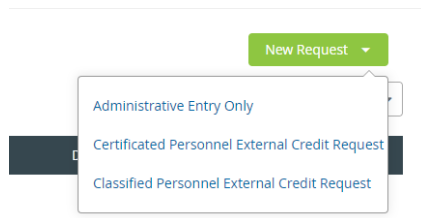
3. Read the instructions and notes at the top of the form, and complete the online request form as directed.
4. Once you have completed the form and attached a course description, click **Submit for Pre-Approval** to officially submit, or **Delete This Request** to cancel your submission.

5. Obtaining your Administrator's signature is now done electronically. Once you submit your request for pre-approval, a notice will be sent to your Administrator letting them know that they have a request that needs review. Once your Administrator reviews and approves, then the request is officially submitted to the CPL department. *It is the responsibility of the employee to make sure that their administrator reviews and approves their submission in a timely manner. Your request is **not** considered received by CPL until **after** your administrator approves at the first level.*
6. **Once CPL has electronically received your submission as approved by your administrator, it is then considered officially "received" and the 20 working-day processing timeline can begin.**
7. You will be able to check the status of your submitted requests using the PL Essentials system by accessing the "External Credit Request" page the same way that you did to submit a request.
8. Once your submission has been approved by CPL and you have completed your course, you will submit your proof of completion online using the PL Essentials system as well by going back into the now approved submitted form, and attaching a scanned copy of your proof of completion. Human Resources will review your submitted proof of completion, and post the completed course to your official transcript.