Archdiocese in Kansas City Kansas Catholic School Professional Development Formation Council

How to Create a Professional Development Transcript

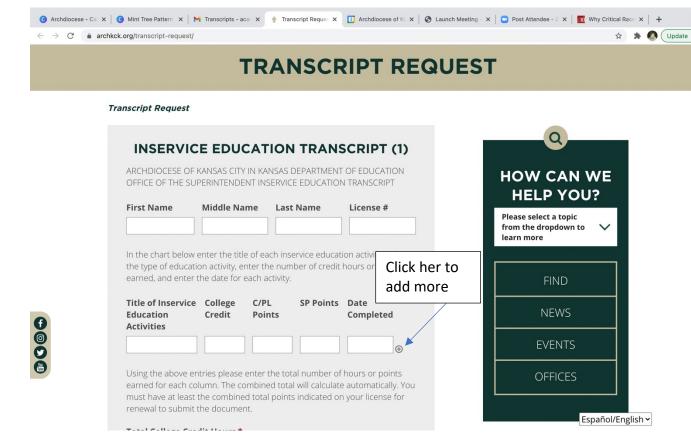
- Go to archkck.org/transcript-request/
- Enter the following:
 - o First Name
 - Middle Name
 - Last Name
 - Kansas License Number
 - Be sure names are as printed on your license.
 - If you change your last name in the middle of a licensure period, type your current last name and in parenthesis type the name on your license.
 - School Name
- Make sure all professional development attendance verification forms are in date order with the most recent on top. College transcripts should be on top of all attendance verification forms.
- Begin typing in the college credits first.
- In the section titled "Title of Inservice Education Activities" begin typing.
 - o For college credit, use this format
 - Name of College, Class Code, Title of Class
 - Example: Benedictine ED101 Introduction to Education
 - Be sure to type exactly as it is written on the transcript
 - Example: Benedictine ED 202 Intro to Sp Ed
 - Each credit hour in college counts for 20 points. Under the section titled "College Credit" type in the number of points.
 - Example: A three-hour course would be worth 60 points
 - For college credit you do not need to put anything in the sections titled "C/PL" or "SP" points.
 - In the section title "Date Completed" put the dates of attendance.
 - Example: Spring 2020 or exact dates as listed on college transcript

Hit the + button to add additional lines.

- For Professional Development Classes attend, use this format
 - Name of professional development course
 - Example: Jason Flatt Act Training
 - Example: Growth Mindset
 - Example: Test Security and Ethics Training
 - All listings must be secular
 - Example for Virtuous Behavior Formation use Positive Behavior Formation
 - For the National Catholic Educators
 Conference you can only count secular courses
 - Enter "NCEA" as title of course.
 - Do not put anything under the section titled "College Credit.
 - If the training is content or professional learning, include the number of points earned under the section titled "C/PL."
 - If your earned points for being a mentor teacher or a cooperating teacher, include the number of points earned under the section title "SP" for Service to Profession.
 - You can earn up to 40 points for Service to Profession in one licensure period if you have a Bachelor's Degree.
 - You can earn up to 80 points for Service to Profession in one licensure period if you have a Master's Degree
 - In the section title "**Date Completed**" enter the date of the professional development.
 - You may only earn 8 hours per day. If the training is over several days, list the training for all dates
 - Example: May 22 May 26, 2020

- After entering all college credits and professional learning points you must total the points and enter it into the appropriate sections.
 - Example: Add all college credits and enter the total under the section titled "Total College Credit Hours."
 - Example: Add all the C/PL points and enter the total under the section titled "C/PL."
 - Example: Add all the SP points and enter the total under the section titled "SP Points."
- The total number of points earned will automatically calculate in the section titled "Combined Total Points."
- Upload your Kansas State Educator License.
 - Your license will tell you exactly how many points and college credits you need for renewal.
- Upload all other documentation as one file to verify points. This includes:
 - Copy of all college transcripts
 - Copy of all attendance verification forms
- Click the **Submit button**.

Page you will see when you go to the website listed above.



You will receive a thank you response after submitting your transcript.

