

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:
 - 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.
 - 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.

Archdiocese of Kansas City in Kansas | Transcript Request

TRANSCRIPT REQUEST

Transcript Request

INSERVICE EDUCATION TRANSCRIPT (1)

ARCHDIOCESE OF KANSAS CITY IN KANSAS DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT INSERVICE EDUCATION TRANSCRIPT

First Name Middle Name Last Name License #

In the chart below enter the title of each inservice education activity, the type of education activity, enter the number of credit hours or points earned, and enter the date for each activity.

Title of Inservice Education Activities	College Credit	C/PL Points	SP Points	Date Completed

Using the above entries please enter the total number of hours or points earned for each column. The combined total will calculate automatically. You must have at least the combined total points indicated on your license for renewal to submit the document.

Total College Credit Hours

HOW CAN WE HELP YOU?

Please select a topic from the dropdown to learn more

- FIND
- NEWS
- EVENTS
- OFFICES

Español/English

Click her to add more

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

Archdiocese of Kansas City in Kansas | Transcript Request

TRANSCRIPT REQUEST

Transcript Request

Thank you for submitting your transcript request form. A confirmation email has been sent to you and we will be in touch soon regarding your request.

HOW CAN WE HELP YOU?

Español/English