



How to Use WakeLearns

WCPSS provides many professional learning opportunities for employees. Professional learning offered in the district is developed using best practices in instructional design for adult learners, led by qualified personnel, and is aligned with the WCPSS Standards for Professional Learning.

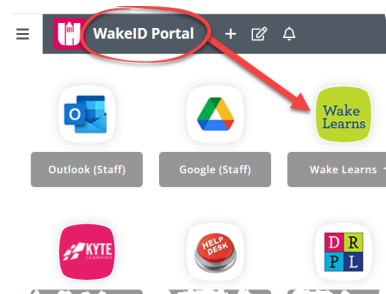
Earning CEUs (Continuing Education Units) is a professional responsibility. While WCPSS provides many opportunities for professional learning, it is the employee's responsibility to find and participate in appropriate learning to renew their licenses.

[Professional Learning Credit Guidelines](#) have been established to offer guidance and to offer frequently asked questions.

Registration for professional learning offered by the district is available through the **WakeLearns** software. *WakeLearns* is the official software used to track credits earned by certified staff who renew professional licenses. All staff have access to their transcript of professional learning in *WakeLearns*. Staff who are non-certified/support also use WakeLearns to register for, track and evaluate their professional learning.

Access to WakeLearns

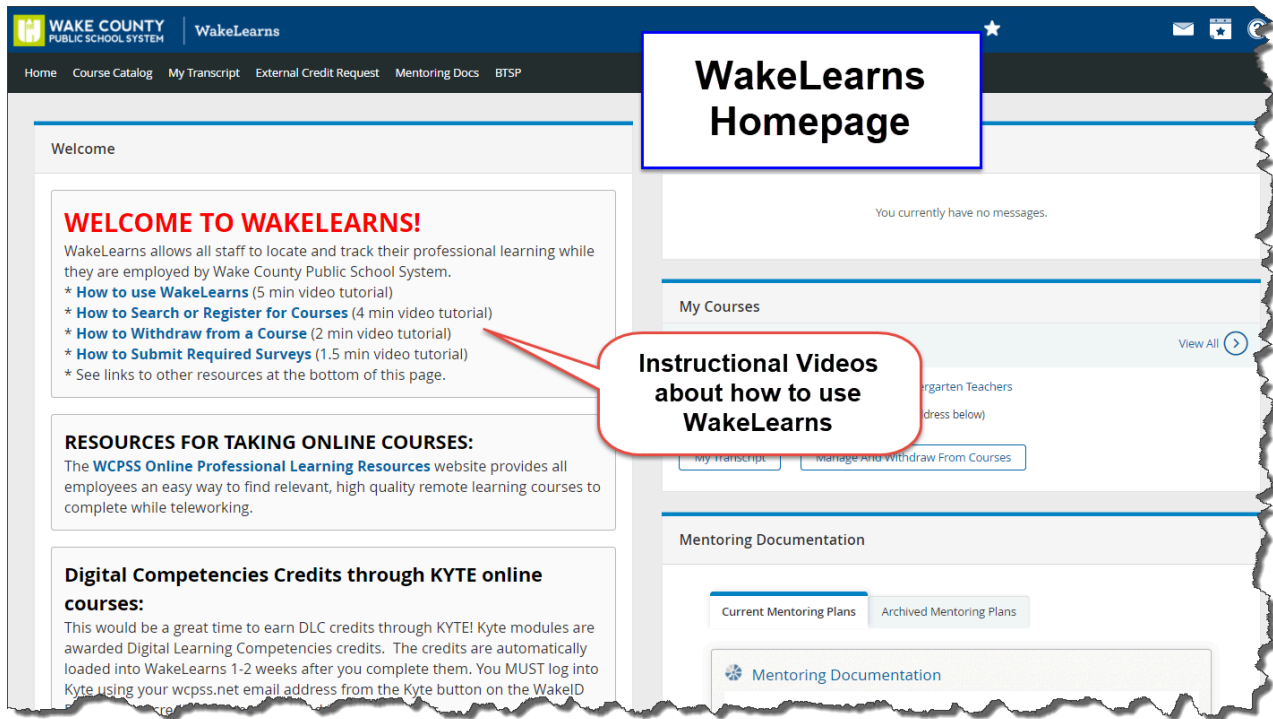
Access to WakeLearns is through the WakeID portal by clicking on the WakeLearns tile. Active WCPSS employees have access to WakeLearns as soon as their hire information is entered by the Human Resources Department. Once employees leave WCPSS employment they will not be able to access WakeLearns.



Register for Courses

From the WakeLearns homepage (see next page) employees can access the course catalog of workshops offered in the district, check on their transcript and certification information, request approval for credits earned outside of the district and link to licensure renewal resources.

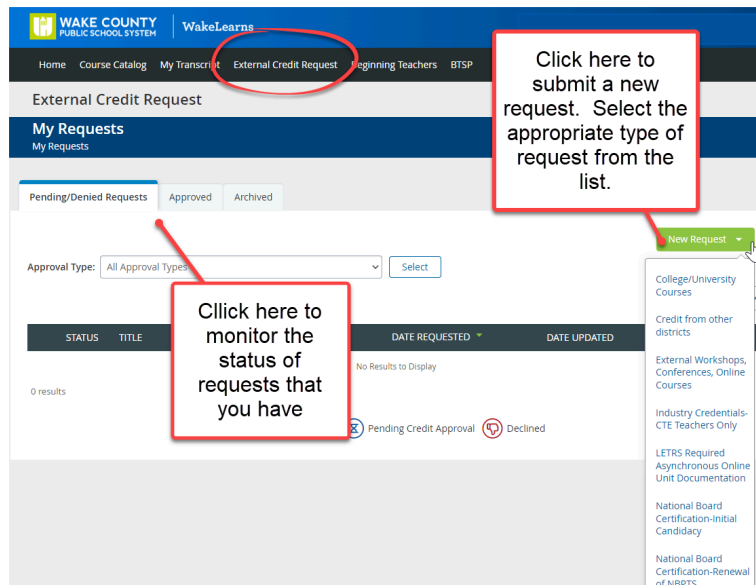
COURSE SURVEYS MUST BE COMPLETED TO GET CREDIT: In order to receive credit for courses offered through WakeLearns, **participants must submit a Course Survey within 60 days** of completing a course. Participants will receive an email reminder about the survey. A follow-up survey is deployed two months after the course. Survey results are anonymous and are used by course developers and district leaders to determine the effectiveness of the professional learning that was offered.



Request Credit for Professional Learning completed outside of WCPSS

Credits earned outside of WCPSS that support professional responsibilities may be approved for licensure renewal credit. With proof of completion (e.g. an official transcript) employees may request approval for credits earned during their current renewal cycle from colleges/universities, previous districts, and conferences, workshops or online courses, CTE Credentials and National Board Certification. If approved, the credits will be added to the employee's transcript in *WakeLearns*.

From the WakeLearns homepage, click on "External Credit Request". Select the type of external request you are making from the button on the right side of the screen.



NOTE: For credits earned in other districts OR for college/university credits you need to submit **ONLY ONE** request. All the credits on the transcript will be entered for you with just the one request. You do **NOT** need to submit separate requests for each course that appears on the transcript.

Finally, **REMEMBER TO ATTACH** your transcript or proof of attendance at the very bottom of the page.



All credit requests are reviewed by staff from the WCPSS Office of Professional Learning.

Due to the quantity of requests for external credit, please allow 8-10 weeks for requests to be processed in WakeLearns.

Get More Help

WakeLearns is overseen by the WCPSS Office of Professional Learning.

Every School and Central Services Department has at least one staff member who is trained as a WakeLearns administrator to assist employees as they use the software. Questions may also be directed to the WCPSS Technology Services HelpDesk <helpdesk@wcpss.net>