Submitting an Individual Credit Request in Timekeeper (LINQ)

Below are directions for submitting an individual credit request in Timekeeper (LINQ). Beginning May 1, 2025, all individual CEU requests will be submitted through Timekeeper (LINQ). NOTE: NCEES is no longer be used for submitting CEUs. District staff will review the request for approval. Once approved, your CEU report in LINQ will be automatically updated.

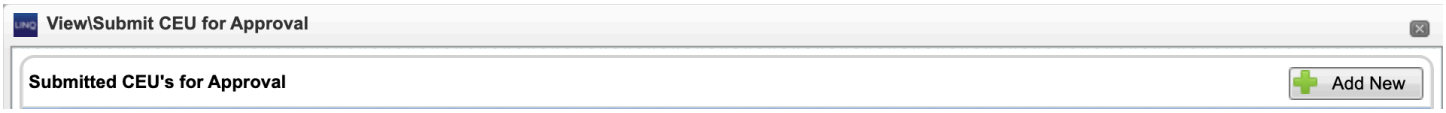
Individual credits are defined as any PD that is not district-wide or sponsored specifically by the district. Examples include conferences and webinars.

Link for VideoTutorial

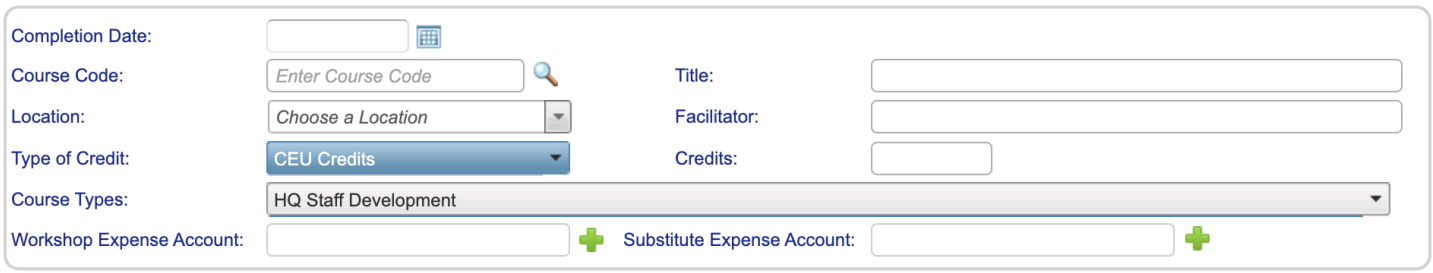
1. Sign into Timekeeper(LINQ) and click on "Submit CEU for Approval" at the bottom of the Menu.



2. Click on "Add New" in the top right corner of the opened window.



3. Add your "Completion Date", Training "Title", "Facilitator" or Sponsor of the training, and the number of credits. REMEMBER that each hour equals 0.1 credit. For example, a 10-hour course or workshop would be 1.0 credits.



4. Indicate which category to assign your credits. If it can apply to more than one type, you can split the credits between categories. NOTE: we are not using the 'Technology" or "Digital Learning" credit category any longer.

Credit Breakdown

Type	Credits
Content	0.000
Literacy	0.000
Technology	0.000
Other	0.000
School Admin	0.000

5. Upload your documentation and include a short description of documentation type. This could be a certificate, letter indicating credits earned or a PDF of an email indicating credits. Documentation is required. No credit will be approved without documentation of the completion of the course and hours earned.

Supporting Document:

Description:

File Name:

Upload File

Admin Notes:

6. Be sure to save so that the CEU request is submitted for approval.

Save Cancel

Email Yolanda Wiggins - ydwiggins@ncpschools.net - with any questions.