

---

## Rationale:

If an employee transfers from another county or state and wants to transfer PD or EILA credit, the PD Contact at the employee's location is responsible for inputting transferred credit into Vector.

## Directions

- Select the 25-26 Request to Transfer Credits Proposal.
  - Regardless of the number of events attended, all credits should be added to a single proposal.
- In that proposal form, use **Credit Transfer Admin** or **Credit Transfer Teacher** as the title.
- List all events attended and hours of each in the details section of the proposal.
- Every event must have a proof of attendance with documentation and attachments.
  - Attachments may include PD credit history, certificates, or emails from the supervisor.
- Limit the **Published to** field to only the transferred employee.

## Please Note

All employees complete JCPS beginning of the year trainings even if they have completed these elsewhere. Credit is not offered for these trainings.

Once transfer credits have been submitted, the PDL department will email you the amount of credits we have accepted. Not all events will be approved for PD or EILA. Events will be checked for alignment with JCPS PDL and the JCPS calendar year.