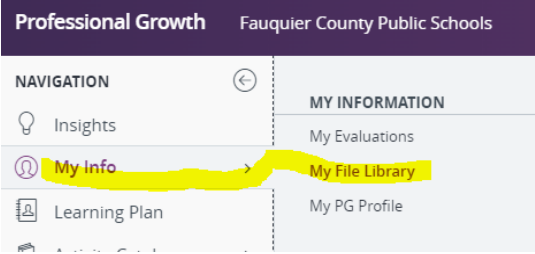
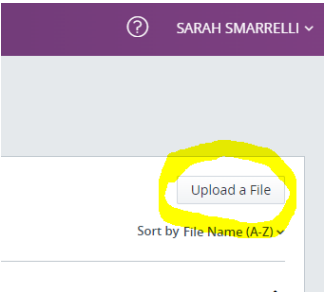
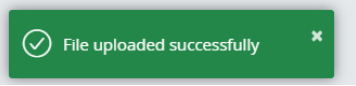


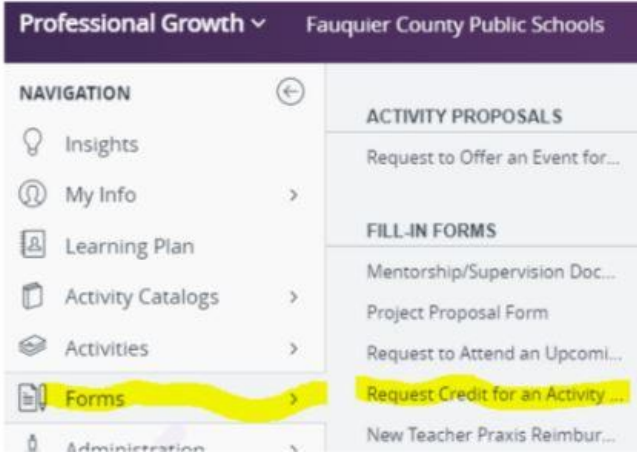
## FRONTLINE: [Request Credit for Activity Completed Outside of Frontline](#)

### VIDEO

#### 1- Upload your certificate/proof of attendance:

|                                                                                                                                                                                                                                                     |                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| In Frontline Professional Growth go to <b>My Info</b> in the left column & select <b>My File Library</b>                                                                                                                                            |    |
| In the top right corner click <b>Upload a File</b> & you will be prompted to select your document.<br><i>Your document name must be less than 50 characters, may not contain any spaces, and must only have letters, numbers &amp; underscores.</i> |    |
| You will receive a green notification once your file has uploaded, and it will appear in your <b>My Files</b> list. You may only upload one file at a time.                                                                                         |  |

#### 2- Complete the form: Request Credit for an Activity Already Completed

|                                                                                                                                                                                                                                      |                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| After uploading your document, go to <b>Forms</b> on the left column in Frontline. Select the <i>Request Credit for an Activity Already Completed</i> form. For category, select the most appropriate description for your activity. |  |
| At the bottom you will see the document you uploaded listed under this heading. Click the box next to your document, then submit.                                                                                                    |  |