Outside PD Approval Requests- Teachers



Teachers can submit outside professional development requests for administrators to approve for credit. This is done through the **Strive** application. To do this:

 Login to Eduphoria, go to Strive > "My Portfolio" 	Strive Providing educators the information needed for professional growth.
2. Select "Portfolio" > "My Portfolio"	Enrolled Courses Completed Courses Portfolio Registration & Portfolio My Portfolio 2
3. Select "Add New Portfolio Entry".	Portfolio Options Add New Portfolio Entry Add New Certification
 Select the appropriate entry type and click "Next" on the bottom right. Complete the requested information and choose "Next". 	What type of entry do you want to include in your portfolio? Outside workshop or conference Request for district professional development level College course Other
5. Select the credit categories appropriate for the PD course (number of hours).	Exchange Hours 24-25
All courses should include the Texas SBEC CPE credit.	Texas SBEC CPE 3
Include "Exchange Day" credit, if needed. Add any appropriate notes regarding the course to help your administrator understand the request.	
6. Attach any certificates or documents necessary. Choose "Finish" to submit the request to your administrator. They will receive a notification to approve/deny the request.	New Portfolio Entry Wizard Upload Attachments Choose File No file chosen Description: