

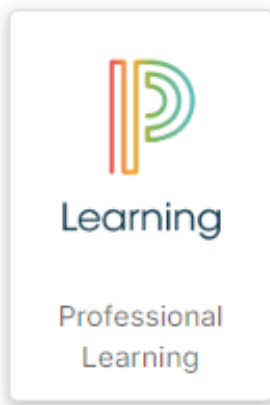
# How to Enter External Hours in PowerSchool

(Last updated 4.15.25)

**External hours** are time you spend learning information and skills related to your job from **providers outside of Prosper ISD**.

If you learn via **Region 10, a state organization, or other from sources outside of the district**, you'll need to enter those hours on your Prosper ISD professional learning transcript.

## How to Enter External Hours in PowerSchool



1. Open PowerSchool, Professional Learning from the staff portal.
2. Select, "External Credit Request," from the list of tabs.
3. Select, "New Request."
4. From the menu, select, "External Professional Learning Hours."
5. Enter the required information, select the **credit type,\*** enter the number of hours, and upload your certificate. → If you are entering self-directed learning hours, upload your copy of the [self-directed learning sheet](#).

### **\*Credit Types–Please read carefully.**

- **Certified Teachers** may choose "SBEC" as the credit type for hours earned from an **accredited external provider like Region 10 or TAGT**. **\*\***If the learning occurs outside of normal contract hours, you can also choose "Exchange Day" as the credit type. **\*\*\***If GT foundations and/or updates apply, please select the corresponding credit type and SBEC.
- **Paraprofessionals** may choose "Exchange Day" as the credit type **\*\*\*\***if the hours occurred outside of their normal contract hours.

For questions, please contact the Director of Professional Learning.