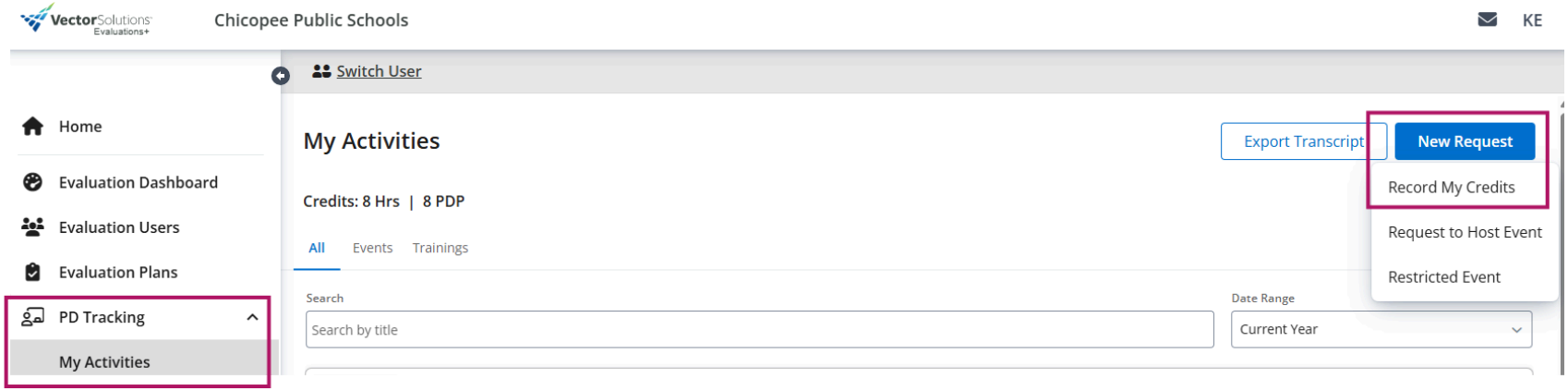
CHICOPEE PUBLIC SCHOOLS | Professional Development

How to Use the Record My Credits in Vector Solutions

Chicopee Public Schools staff can use the **Record My Credits** feature in Vector Solutions to document professional development completed independently through outside providers. This feature allows staff to maintain a comprehensive record of their professional learning, upload documentation of completion, and submit credits for review and approval. Please follow the directions below to record independently completed professional development. Professional development sponsored, organized, or presented by Chicopee Public Schools should not be entered using this feature.

The **New Request** button on your My Activities page gives you access to two workflows for logging out-of-district professional development.



- **Record My Credits** — Use this to log credits for an out-of-district PD event you have already attended.

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CHICOPEE PUBLIC SCHOOLS | Professional Development

Submitting a new request

1. Select **PD Tracking** from the left sidebar.
2. Select **New Request** in the upper right corner of the My Activities page.
3. From the dropdown, select **Record My Credits**.
4. Complete all required fields in the form. Required fields are marked with an asterisk (*).
5. Select your evaluator from the **Evaluator Approval** dropdown.
6. Select **Save Draft** to save your progress, or select **Submit** to send the request for review.

Uploading a certificate

If you need to attach proof of attendance or completion to your request:

1. Open the request from your My Activities or Manage Activities page.
2. Select **Add Attachment**.
3. Choose your file. Supported file types are JPEG, GIF, and PNG.

Please Note: *DO NOT enter any PD into Record My Credits that is presented by CPS on a PD day or is sponsored by CPS or presented by CPS staff outside of school hours. If you have any questions, reach out to your building principal, supervisor, or Kim Ehrlich - PD & Instructional Support Liaison, kehrlich@cpsge.org*