

## Professional Learning

### How to Add External (Outside) Professional Development Instructions

- *Log onto the Power School Professional Learning Website*  
<https://alsde.truenorthlogic.com>
- *Select and Create External Credit Request*
- *Add title/clock hours as it appears on the certificate*
- *Add a Brief Description (required)*
- *There is no PD Title Number: Put N/A in the field*
- *Download your certificate*
- *Use the blue text box to submit for Credit Approval*
- *Send an e-mail message to Ms. Cynthia Lee that you've entered a request for External Credit. She may be reached at [clee@bcbe.org](mailto:clee@bcbe.org).*