



SBEC Provider #043-907

Request for Credit Form

Name: _____ Munis ID #: _____ Email: _____

Assignment: _____ Campus: _____

A professional development calendar year is defined as a year beginning **June 1 and concluding May 31** of the following calendar year. Employees have from June 1 to May 31 of the year of employment to earn their 50-hour requirement. For all employees, hours cannot be carried from one year to the next for professional development credit.

Indicate # of hours, per the certificate, in each applicable box; these may overlap or duplicate credit types.

Course Title	Location	Date of attendance	MISD Credit	SBEC	GT Update	GT – Initial Training				
						Module 1	Module 2	Module 3	Module 4	Module 5
As indicated on the certificate. Please enter it in Eduphoria Workshop this way.		(mm/dd/yy)	# of hours applies toward the 50-hour annual requirement for MISD	# of hours applies toward recertification requirement – not toward MISD required hours	6-hour update is required annually					

Principal Signature _____ Date _____

Teacher Signature _____ Date _____

After this request has been signed by your campus administrator, please return it with a **copy** of the course certificate to **Learner Support – Professional Development**.
 Enter this request into your Eduphoria Workshop portfolio; it cannot be processed until that step is completed.