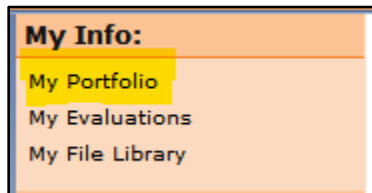


Use these directions for submitting In-District In-Service Credits for Salary Adjustment

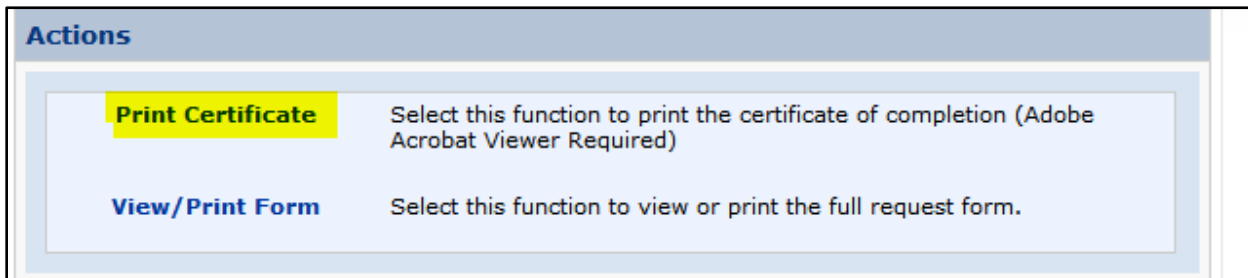
(No less than 9 credits from a combination of In-District In-Service Credits, College, Universities and Out of District Service Credits may be submitted)

To submit these Credits for salary adjustment, you must to do the following.

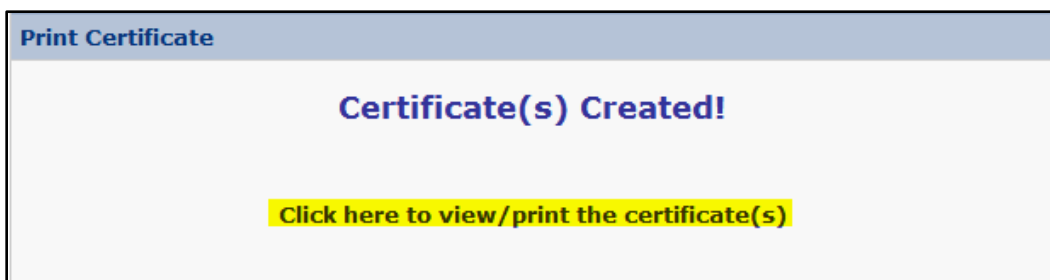
1. Log on to www.mylearningplan.com
2. Click **My Portfolio** located on the top left



3. Find and click the name of the In-Service Course you wish to submit for salary adjustment.
(1 credit = 15 hours)
4. Click **Print Certificate**



5. Click '**Click here to view/print the certificate(s)**'



6. Print the certificate that was created.
7. Submit the certificate form with the "Request for Salary Credits" form to Human Resources.
8. No other forms or requests will be accepted.