

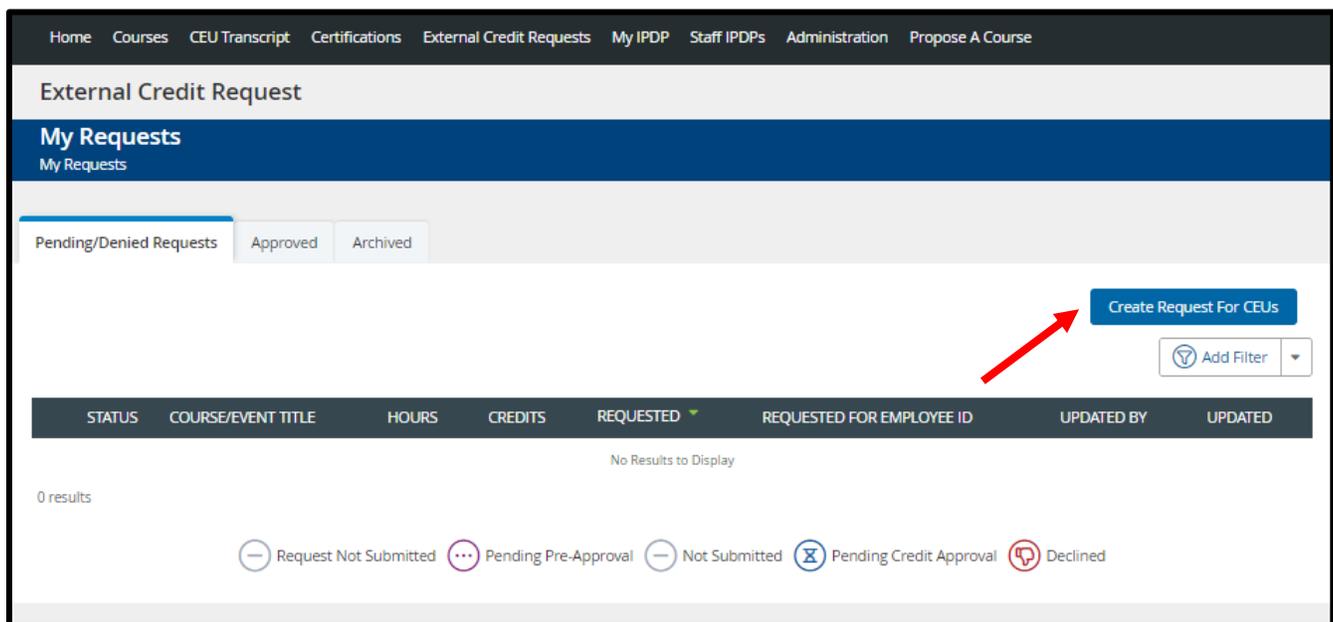
REQUESTING CEUs FOR A NON-PDS ACTIVITY

This process is to request CEUs for a professional development activity for which you have received a certificate of contact or clock hours.

This is **not** for submitting college coursework - transcripts for college coursework should be sent to the LPDC only during the year of license renewal.

All External Credit Requests must be submitted with 12 months of completion of the activity.

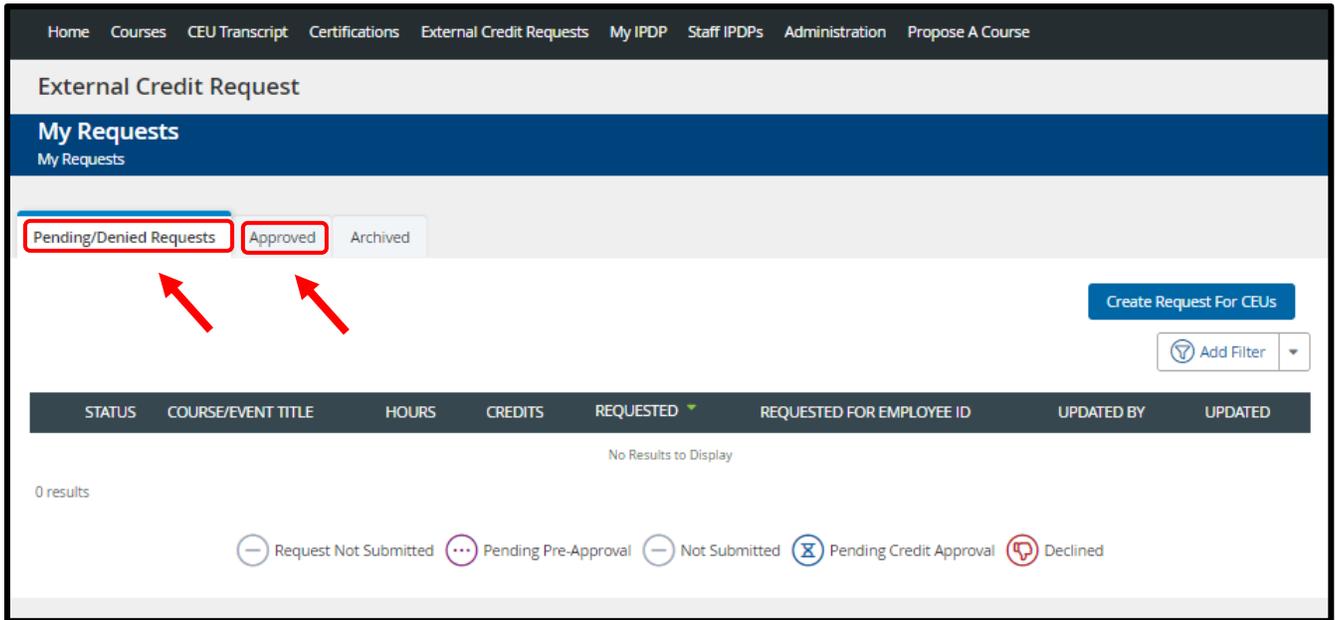
1. Log in at <https://ccsoh.truenorthlogic.com>. If prompted, enter your CCS email address and password.
2. Click on the **External Credit Requests** tab at the top of the screen to open the page and click on the **Create Request For CEUs** button.



The screenshot shows the 'External Credit Request' web application interface. At the top, there is a navigation menu with links: Home, Courses, CEU Transcript, Certifications, External Credit Requests, My IPDP, Staff IPDPs, Administration, and Propose A Course. Below the navigation is a header for 'External Credit Request' and a sub-header for 'My Requests'. There are three tabs: 'Pending/Denied Requests' (selected), 'Approved', and 'Archived'. A blue button labeled 'Create Request For CEUs' is highlighted with a red arrow. To the right of this button is an 'Add Filter' dropdown menu. Below the button and filter is a table header with columns: STATUS, COURSE/EVENT TITLE, HOURS, CREDITS, REQUESTED (with a dropdown arrow), REQUESTED FOR EMPLOYEE ID, UPDATED BY, and UPDATED. The table content area shows 'No Results to Display' and '0 results'. At the bottom, there is a legend with five status icons: a minus sign for 'Request Not Submitted', three dots for 'Pending Pre-Approval', a minus sign for 'Not Submitted', a crossed-out box for 'Pending Credit Approval', and a speech bubble with a slash for 'Declined'.

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- Your External Credit Request will be reviewed at the next scheduled LPDC Meeting and you will receive notification of the decision by email. You may also log on to the **External Credit Requests** webpage at any time to see the status of your requests. Note that Approved requests will be under the *Approved* tab.



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