


## ***Submitting Your Professional Growth Plan or Opt-Out***

All educators/licensed professionals must submit documentation of their intent to accrue Contact Units (CUs) during each school year by October 31. Documentation of intent is shown through either completing a *Professional Growth Plan (PGP)* or choosing to Opt-Out of accruing CUs for salary advancement during each school year.

This process will be completed online by logging into the CCSD Enterprise Learning Management System (ELMS) at <http://learn.ccsd.net>.

Once you are logged in to your account, please follow the directions below:

1. Select the “Timeline” menu in the upper right-hand corner of the screen. 
2. Select “Go” to “Opt-In or Opt-Out of Professional Growth Plan and CU Accrual”
3. Select “Opt-In” or “Opt-Out” from the dropdown in the “Overview” section.
4. If choosing to Opt-In, select “Yes” or “No” for each of the focus areas of professional growth.
5. Select “Sign” to digitally sign the bottom of the form.
6. Select “Submit” at the top of the screen to submit the form, then confirm form submission in the popup.

Tutorial videos regarding logging in to the CCSD ELMS and completing the *PGP* are available on the Professional Growth System website at <http://bit.ly/PGShelp>.

The *PGP* must be completed online by October 31 of each school year in order to be eligible for accrual of CUs for that school year.

CCSD educators/licensed professionals hired after October 3 of each school year must complete and submit a signed *PGP* within four weeks of the first day of employment.

Please contact the Professional Growth System Department, at 702-799-4747 or via Gmail at [pgs@nv.ccsd.net](mailto:pgs@nv.ccsd.net) with questions.