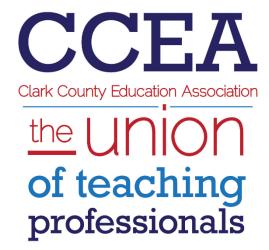
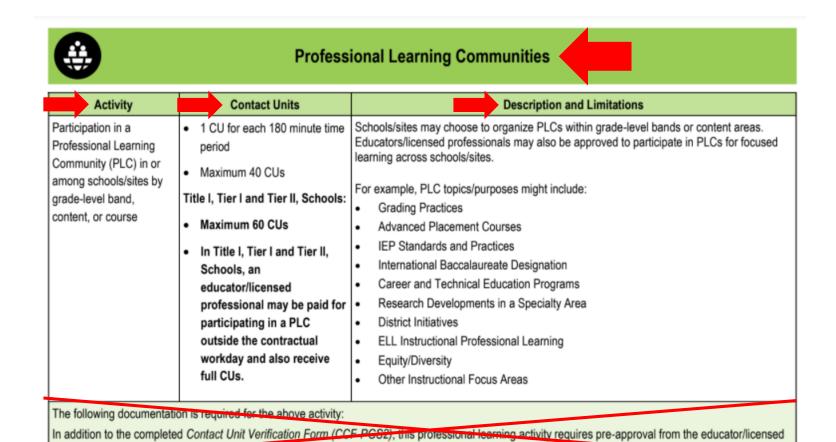
Entering CUs into ELMS

CCEA PGS Support Google Classroom



Assistance? cu@ccea-nv.org

What evidence do I need?



professional's supervisor prior to participation, and work evidence including agendas from the sessions.

Parent Category	CU Activity Name	Required documentation to be uploaded into the employee's Google Drive and shared through CCSD ELMS unless otherwise noted	Category Maximums	
	100-level University Credit - Multiculturalism	University Transcript delivered to the PGS Department - via school mail at HR Division, Location 031	30 CUs	
	200-level University Credit in Education	 directly to 2832 E. Flamingo Road, Las Vegas, NV 89121 or directly from the university electronically to pgs@nv.ccsd.net. Note that this will not be accepted from the employee's email. 	N/A	
	200-level University Credit Not in Education	Contact Unit Approval Form - Lower-Level College Coursework (bit.ly/CULowerUniveristy) with administrative approval.		
College Coursework	300-level University Credit or above in Education	This was a Transport of the second of the DCC December of	N/A	
	300-level University Credit or above Not in Education	University Transcript delivered to the PGS Department - via school mail at HR Division, Location 031 - directly to 2832 E. Flamingo Road, Las Vegas, NV 89121		
	200-level University Credit or above in Multiculturalism	 or directly from the university electronically to pgs@nv.ccsd.net. Note that this will not be accepted from the employee's email. 		
	Vegas PBS Teacherline Courses			
	Applying for Community based awards	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative	3 CUs per award with a maximum of 12	
Award Applications	Applying for national or state professional awards	approval documenting time spent engaged in activity. Evidence of submission of completed award applications.	5 CUs per award with a maximum of 10 5 CUs per award with a maximum of 30 if successful	
Creating Professional	Writing or Developing PD for District	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with responsible	50 CUs	
Development	Writing or Developing PD for School/site	administrator approval documenting time spent engaged in activity.	50 CUs	
Grant Writing	Grant writing that directly impacts students, school, or school community	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity. Evidence of submission of completed award applications.	30 CUs for two-year track schools/position 10 CUs for all other licensed employees	
	Mentoring - being a Mentee	Contact Unit Annual Form Time Based Activities this In/CUTimeBasedForm) with administration	20 CUs	
Mentoring	Mentoring other staff	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity with a description of activities.	120 CUs for two-year track schools/position 50 CUs for all other licensed employees	
	PD - District	No submission of documentation needed for activities for which enrollment is in Pathlore/ELMS.	N/A	
	PD - School/Site			
	PD - RPDP			
	PD - CCEA	Certificate of completion from responsible organization that includes hours/CUs.		
Professional Development	Professional/Speciality License CEUs			
	Vegas PBS GOAL or CAREER Courses			
	Conference Attendance for PD	Certificate of completion or transcript or other documentation displaying evidence of attendance at the conference such as documentation of time with sessions attended and proof of registration.		
	Micro-Credentials	Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) documenting time engaged in activity - administrative approval is NOT needed. Evidence of the digital badge/credential.	30 CUs	
	Webinars	Certificate of completion from issuing organization that includes hours.	10 CUs	

How do I enter CUs?

Click on Add Advancement Activity



SELF-REPORTED TRAINING This is a list of your self-reported training. You may enter training you have taken that is not represented in the system library. Search: Help Records 11-20 of 20 M Page 2 of 2 M Go To Page New Delete Mark As Complete Name Activity Type Start Date End Date Status CERG Associations Comments

SELF-REPORTED TRAINING PROPERTIES Enter or update the self-reported training information as needed. Name of Activity/Course/Training, Enter only letters and numbers - no special characters may be used:* Title activity to be the same as the PGS-RG. Link to Supporting Documents: Copy a "sharable" link from Google Drive. https://www.ccea-onboarding.org/elms REQUIRED - CHECK THE BOX TO THE LEFT, SELECT 'ADD,' THEN SELECT ONE CATEGORY FROM THE Check the box to engage the "Add" button. ADVANCEMENT (Administrative employees). Activity Type Click on "Add" button to include CERG. Activity Type Activity Cated Description: Description should add detail for your entry. Activity type:* ZZ- Self Reported Training Compensation Received (\$22/hour or stipend): Indicate compensation (Yes or No). Start date: Add Start Date (e.g., start of school year). End date: Add End Date (e.g., end of school year) Duration: Day(s) Hour(s) Minute(s) Second(s) Number of CU's Accrued (licensed employees) or Step Advancement Hours (Administrative employees): Calculate your CUs accrue

Activity organizer:

Assign a CERG association.

CERG associations are categorized in alphabetical order and by the activity categories included in the PGS-RG.

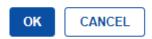
Click on the small triangle to open up activities in this category.

ACTIVITY REQUIREMENT GROUP

Use the dropdowns below to select ONE activity category. Enter the quantity (credits, hours, etc.) that you are claiming for that activity.

Records 1-10 of 16	M	4	Page 1 of 2	•	M	Go To Page	>	

	Activity Name and Activity Category .	Requirement Group Code	Туре
	Award Applications	2AA	Select Option Below
	College Coursework	2CC	Select Option Below
	▶ Creating Professional Development	2CP	Select Option Below
	CUs Available Only For 2-Year Track Eligible Employees	22Y	Select Option Below
	▶ Grant Writing	2GW2Y	Select Option Below
	▶ Mentoring	2ME2Y	Select Option Below
	Presenting Professional Development	2PP	Select Option Below
	Professional Development	2PD	Select Option Below
	Professional Development - Extracurricular	2PDX2Y	Select Option Below
	▶ Professional Learning Communities	2PL2Y	Select Option Below



ACTIVITY REQUIREMENT GROUP

Use the dropdowns below to select ONE activity category. Enter the quantity (credits, hours, etc.) that you are claiming for that activity.

Records 1-10 of 16 🔍 Page 1 of 2 🕨 M Go To Page					
	Activity Name and Activity Category .	Requirement Group Code	Туре	Quantity	
	▶ Award Applications	2AA	Select Option Below		
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	▶ Creating Professional Development	2CP	Select Option Below		
	CUs Available Only For 2-Year Track Eligible Employees	22Y	Select Option Below		
	► Grant Writing	2GW2Y	Select Option Below		
	▼ Mentoring	2ME2Y	Select Option Below		
Z	☐ Mentoring - being a Mentee	MEMM4	Enter hours completed - MEMM4	120	
	☐ Mentoring other staff	MEMO4	Enter hours completed - MEMO4		

Each activity has a specific "type" of quantity that needs to be entered.

Click on the check mark and enter the quantity.

Thank you.

