# Entering CUs into ELMS

## CCEA PGS Support Google Classroom

# What evidence do I need?

## Professional Learning Communities

| Activity | Contact Units | Description and Limitations |
|---|---|---|
| Participation in a Professional Learning Community (PLC) in or among schools/sites by grade-level band, content, or course | • 1 CU for each 180 minute time period<br><br>• Maximum 40 CUs<br><br>**Title I, Tier I and Tier II, Schools:**<br><br>• **Maximum 60 CUs**<br><br>• **In Title I, Tier I and Tier II, Schools, an educator/licensed professional may be paid for participating in a PLC outside the contractual workday and also receive full CUs.** | Schools/sites may choose to organize PLCs within grade-level bands or content areas. Educators/licensed professionals may also be approved to participate in PLCs for focused learning across schools/sites.<br><br>For example, PLC topics/purposes might include:<br>• Grading Practices<br>• Advanced Placement Courses<br>• IEP Standards and Practices<br>• International Baccalaureate Designation<br>• Career and Technical Education Programs<br>• Research Developments in a Specialty Area<br>• District Initiatives<br>• ELL Instructional Professional Learning<br>• Equity/Diversity<br>• Other Instructional Focus Areas |

The following documentation is required for the above activity:

In addition to the completed *Contact Unit Verification Form (CCF-PGS2)*, this professional learning activity requires pre-approval from the educator/licensed professional's supervisor prior to participation, and work evidence including agendas from the sessions.

# Documentation Required for CU Submission in ELMS

| 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 |
|---|---|---|---|
| College Coursework | 100-level University Credit – Multiculturalism | University Transcript delivered to the PGS Department<br>- via school mail at HR Division, Location 031<br>- directly to 2832 E. Flamingo Road, Las Vegas, NV 89121<br>- or directly from the university electronically to pgs@nv.ccsd.net. Note that this will not be accepted from the employee's email.<br>Contact Unit Approval Form - Lower-Level College Coursework (bit.ly/CULowerUniveristy) with administrative approval. | 30 CUs |
| | 200-level University Credit in Education | | N/A |
| | 200-level University Credit Not in Education | | |
| | 300-level University Credit or above in Education | University Transcript delivered to the PGS Department<br>- via school mail at HR Division, Location 031<br>- directly to 2832 E. Flamingo Road, Las Vegas, NV 89121<br>- 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 |
| | 300-level University Credit or above Not in Education | | |
| | 200-level University Credit or above in Multiculturalism | | |
| | Vegas PBS Teacherline Courses | | |
| Award Applications | Applying for Community based awards | Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity.<br>Evidence of submission of completed award applications. | 3 CUs per award with a maximum of 12 |
| | Applying for national or state professional awards | | 5 CUs per award with a maximum of 10<br>5 CUs per award with a maximum of 30 if successful |
| Creating Professional Development | Writing or Developing PD for District | Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with responsible administrator approval documenting time spent engaged in activity. | 50 CUs |
| | Writing or Developing PD for School/site | | 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.<br>Evidence of submission of completed award applications. | 30 CUs for two-year track schools/positions<br>10 CUs for all other licensed employees |
| Mentoring | Mentoring - being a Mentee | Contact Unit Approval Form - Time-Based Activities (bit.ly/CUTimeBasedForm) with administrative approval documenting time spent engaged in activity with a description of activities. | 20 CUs |
| | Mentoring other staff | | 120 CUs for two-year track schools/positions<br>50 CUs for all other licensed employees |
| Professional Development | PD - District | No submission of documentation needed for activities for which enrollment is in Pathlore/ELMS. | N/A |
| | PD - School/Site | Certificate of completion from responsible organization that includes hours/CUs. | |
| | PD - RPDP | | |
| | PD - CCEA | | |
| | 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.<br>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**



Clark County School District

ENTERPRISE LEARNING MANAGEMENT SYSTEM

Learning Dashboard       Assigned Training       Training Schedule

Add Advancement Activity       Advancement Status

## SELF-REPORTED TRAINING

**Click on New**

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   |◄   ◄   Page 2 of 2   ►   ►|   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

**Check the box to engage the "Add" button.** ⭐

☐ REQUIRED - CHECK THE BOX TO THE LEFT, SELECT 'ADD,' THEN SELECT ONE CATEGORY FROM THE
ADVANCEMENT (Administrative employees).

Activity Type

**Click on "Add" button to include CERG.** ⭐

Add

| Activity Type | Activity Cate |
|---|---|

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).** ⭐

None ⌄

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 accrued.** ⭐

Activity organizer:

# Assign a CERG association.

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

## 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 ► ►| Go To Page [        ] →

| | Activity Name and Activity Category ▲ | Requirement Group Code | Type |
|---|---|---|---|
| ☐ | ▸ 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 |

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

OK    CANCEL

# 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    ▶    ▶▶    Go To Page [        ] [→]

| | Activity Name and Activity Category ▲ | Requirement Group Code | Type | Quantity |
|---|---|---|---|---|
| ☑ | ▸ 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 | |
| ☑ | ▯ Mentoring - being a Mentee | MEMM4 | Enter hours completed - MEMM4 | 120 |
| ☐ | ▯ Mentoring other staff | MEMO4 | Enter hours completed - MEMO4 | |

**Click on the check mark and enter the quantity.**

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

# Thank you.

**CCEA**
Clark County Education Association

the union
of teaching
professionals