



Credit for Professional Development

Professional Schools and Training

You may be able to earn college credit for the following types of professional development training:

- ◆ *Seminars and workshops*
- ◆ *Certificate training programs*
- ◆ *Apprenticeships and formalized on-the-job training*
- ◆ *Licenses*

To apply for credit, you must have official documentation of the following:

- ◆ *Completion of the training* (certificate, letter, etc.)
- ◆ *Contact hours spent in training*
- ◆ *Course content* (workbook, outline, table of contents, abstract, etc.)

In addition, you must

- ◆ *answer* the four **Professional Schools and Training** questions (listed in the PST handbook) in order to articulate your learning
- ◆ *prepare* a Petition for Academic Credit

When preparing professional development experiences to be evaluated for credit, use the following guidelines:

- ◆ Eliminate all experiences you judge to be nonprofessional or below college-level content.
- ◆ Eliminate any experiences not thoroughly documented (completion, hours, content).
- ◆ Eliminate any experiences which obviously overlap any previous college course work.