



To: All Staff

From: Dr. Candice L. Coppock
Director, Office of Instructional Services

Date: August 12, 2019

Re: Tracking Professional Learning

The district will use truenorthlogic as its professional learning management system (PLMS) for district sponsored professional learning/training. **All** professional learning/training should be entered **prior** to a session. Participants will be given registration codes and will register for professional learning/training in the PLMS. The facilitator of the professional learning/training will mark attendance and then mark the session complete. Once the session is marked completed, the participants will be prompted to complete a survey. Credit will be added to each person's transcript once the survey has been completed.

Staff are required to maintain documentation of professional learning/training they attend and/or complete outside of the district. For those staff who are required to renew a teaching certificate, they will provide their collection of evidence from professional learning/training which they have completed outside of the district, as well as their transcript for district sponsored events to their site-based certification point of contact. The External PD Credit feature in truenorthlogic will no longer be used.

It is the responsibility of each staff member to download his/her transcript from truenorthlogic prior to resigning from the district. The Office of Instructional Services cannot submit documentation to the State Department of Education for certified staff.

Contact Jacquetta Morrison at jacquetta.morrison@richlandone.org for questions.