

## When approver opens up request, they should see the below request.

<b>Ø</b> Edit	Implementing the ELPs in Social Studies, Gateway	08/16/2018 - 08/16/2018	No expiration date	Debbie Chelf 08/23/2018 8:57 AM	Implementing the ELPS in Social Studies	3	Bilingual/ESL (BIL12000)	Pending	✓ Verify  ➤ Deny
	courses, mcallen, TX				, _	When	appover opens clicks on this link,	they sho	uld see:

## Example:



2/6/201

Gateway Courses

## Certificate of CPE Credit: 3 hours

This is to certify that

## Debbie Chelf

has successfully completed

Implementing the ELPS in English Language Arts and Reading

a course of study offered by **Texas Gateway**, an online learning initiative of **TEA**.

Region 20 (015-950): Texas Education Service Center

February 6, 2018

Verify the authenticity of this certificate at https://texascourses.org/certificates/user/105392/course/course v1:TexasGateway+ELPS01+2016

These two (2) items must be sent as one attachment





McAilen Independent School District Transcript Add Request I-District Professional Learning Approval Form 2017-2018

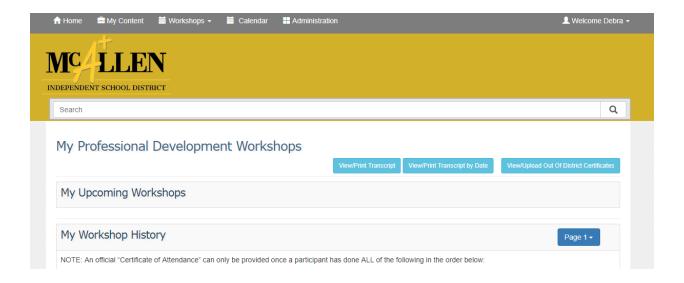
> 2-7-2018 Date Submitted

- Upon course completion, you will need to submit the Out-of-District Transfer Credit form to your Principal for approval.
- After you secure signature from Principal, upload signed form with copy of certificate (i.e., a Certificate, or equivalent, and official course description). Instructions for uploading approval form and certificate can be found on page 2.
- No transcript credit will be approved if completed/signed form does not accompany supporting documentation (i.e., a Certificate, or equivalent, and official course description).

NOTE: It is the responsibility of the person requesting transcript credit to secure the principal's approval to attend prior to session(s). The Office of Professional Development/Grants is not responsible for sessions attended that have not been approved by the principal and/or supervisor.

2

**Gateway Courses** Certificate of CPE Credit: 3 hours This is to certify that must show credit hours Debbie Chelf has successfully completed Implementing the ELPS in English Language Arts and Reading a course of study offered by Texas Gateway, an online learning initiative of TEA. Region 20 (015-950): Texas Education Service Center February 6, 2018 Verify the authenticity of this certificate at https://texascourses.org/certificates/user/105392/course/course v1:TexasGateway+ELPS01+2016



After a few days, go back to "My Content" to verify that credit has been applied to your transcript. If you do not see the credit, call Debbie at 956-632-8414.