Accumulating Contact Hours

- Log into the Portal. If you need to create an account, follow the directions on our **website.**

- Once your initial certification application is approved, you will be enrolled in the corresponding certification renewal credential.
- The renewal credential allows you to accumulate and track your contact hours over the next 5 years.
- You will see the Renewal credits credential in the Credentials box in your Dashboard.

CREDENTIALS

	Credential	Current Cycle Start	Current Cycle End	Required Credits	Earned Credits	Status
∨	Paraprofessional I- Renewal credits	02/06/2023	02/06/2028	75	0	ACTIVE

- You will need to accumulate a minimum number of contact hours depending on your certification type.
  - Scroll over the certificates below for contact hour requirements.
    - Professional I
    - Professional II
    - Professional III
    - Professional IV
    - Paraprofessional I
    - Paraprofessional II
    - Paraprofessional III

- You can accumulate credits in 2 ways:
  1. Take courses within the Learning Portal.
     - Contact hours will automatically accumulate if you do this.
     - For more information on that process, visit our **website.**
  2. Submit external activities for credit on your Annual Summation.
     - To do this, click "Request Credit" on the left-side panel.
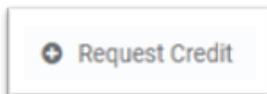
     ⊕ Request Credit

- Click "Request new Credit"

  📄 Request new Credit

- A window will pop up to enter in all your information and upload your Annual Summation documentation.

Fill all information below and submit for request your credits ✕

Activity Date (*)
The Activity Date must be within the Start and End Date of the selected Credential in order to count towards its completion.

MM/dd/yyyy 📅

Course (*)

Description (*)

Credentials to count against (*)

Select... ⌄

Requested Credits (*)

Drop files here to upload

Request Credit   Close

Enter the date

Enter "Annual Summation"

Enter "CE Activities"

Choose the Credential this will count towards. This is the credential in which you're currently enrolled.

Enter the total number of requested contact hours

Upload your documentation, such as LARs, certificates, etc. (all as one file).

- Once all your information is entered, click "Request Credit"

Request Credit

- KDLA will review your request.
    - We will approve all, none, or some of the credits.
    - This will appear in the Request Credits box in your Dashboard.

⊕ REQUEST CREDITS

⬦ Credential	⬦ Request Date	⬦ Status	⬦ Requested Credits	⬦ Approved Credits	⬦ Notes
Professional I - Renewal credits	01/06/2023	APPROVED	20	20	good

- The credits will also be visible in your credential box and on your transcript.

- Once you accumulate the required number of contact hours, the credential status will change to Completed.

⬦ Status	⬦ Compliance
COMPLETED	COMPLIANT