

Archdiocese in Kansas City Kansas Catholic School Professional Development Formation Council

How to Create a Professional Development Transcript

- Go to archkckcs.org/transcript
- Enter the following:
 - First Name
 - Middle Name
 - Last Name
 - Kansas License Number
 - Be sure names are as printed on your license.
 - If you change your last name in the middle of a licensure period, type your current last name and in parenthesis type the name on your license.
 - School Name
- Make sure all professional development attendance verification forms are in date order with the most recent on top. College transcripts should be on top of all attendance verification forms.
- Begin typing in the college credits first.
- In the section titled “**Title of Inservice Education Activities**” begin typing.
 - For college credit, use this format
 - Name of College, Class Code, Title of Class
 - Example: Benedictine ED101 Introduction to Education
 - Be sure to type exactly as it is written on the transcript
 - Example: Benedictine ED 202 Intro to Sp Ed
 - Each credit hour in college counts for 20 points. Under the section titled “**College Credit**” type in the number of points.
 - Example: A three-hour course would be worth 60 points
 - For college credit you do not need to put anything in the sections titled “C/PL” or “SP” points.
 - In the section title “**Date Completed**” put the dates of attendance.
 - Example: Spring 2020 or exact dates as listed on college transcript
 - Hit the + button to add additional lines.

- For Professional Development Classes attend, use this format
 - Name of professional development course
 - Example: Jason Flatt Act Training
 - Example: Growth Mindset
 - Example: Test Security and Ethics Training
 - All listings must be secular
 - Example – for Virtuous Behavior Formation use Positive Behavior Formation
 - For the National Catholic Educators Conference you can only count secular courses
 - Enter “NCEA” as title of course
- Do not put anything under the section titled “ College Credit.
- If the training is content or professional learning, include the number of points earned under the section titled **“C/PL.”**
- If your earned points for being a mentor teacher or a cooperating teacher, include the number of points earned under the section title **“SP”** for Service to Profession.
 - You can earn up to 40 points for Service to Profession in one licensure period if you have a Bachelor’s Degree.
 - You can earn up to 80 points for Service to Profession in one licensure period if you have a Master’s Degree
- In the section title **“Date Completed”** enter the date of the professional development.
 - You may only earn 8 hours per day. If the training is over several days, list the training for all dates
 - Example: May 22 – May 26, 2020
- The total points earned will automatically calculate in the appropriate sections. After entering all college credits and professional learning points please double check your entries for accuracy in the appropriate sections.
 - Example: Add all college credits and confirm the total under

the section titled **“Total College Credit Hours.”**

- Example: Add all the C/PL points and confirm the total under the section titled **“C/PL.”**
- Example: Add all the SP points and confirm the total under the section titled **“SP Points.”**

- The total number of points earned will automatically calculate in the section titled **“Combined Total Points.”**

- Upload your Kansas State Educator License.
 - Your license will tell you exactly how many points and college credits you need for renewal.

- Upload all other documentation as one file to verify points. This includes:
 - Copy of all college transcripts
 - Copy of all attendance verification forms

- Click the **Submit button.**

- Note: If you are not able to complete your transcript form in one setting you may save it as a draft and return at a later date. The first time you save the form as a draft you will receive a message on the screen indicating the form was saved. You may copy the link from the message on the screen. The same link will also be emailed to you as well. You may use the link as often as you wish. The link will take you back to your transcript form where you left off.

Page you will see when you go to the website listed above.

The screenshot shows the 'Transcript Form' page on the website for the Archdiocese of Kansas City in Kansas. The page title is 'Transcript Form'. Below the title, there are two links: 'What counts towards licensure renewal? See the attached document.' and 'For a further in-depth guide on filling out the form see the attached document.' Below these links is a horizontal line. Underneath the line, it says 'Tips for filling out this form:' followed by a numbered list of 8 instructions. The browser's address bar shows 'https://archkcks.org/trans'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '5/12/2024' and time '11:34 PM'.

Catholic Schools
ARCHDIOCESE OF KANSAS CITY IN KANSAS

Transcript Form

What counts towards licensure renewal? See the attached document.

For a further in-depth guide on filling out the form see the attached document.

Tips for filling out this form:

1. At what time entering your name on the form, please be sure names are as printed on your State of Kansas license. If you changed your last name in the middle of a licensure period, type your current last name and in parenthesis type the name on your license.
2. If you are using college credit it should be entered and listed first at the top of the page using the format of school name, class number, name of class as written on the transcript. For example, Baker EDU6543 Dyslexia Strategies.
3. To add additional activities hit the +Add button. Each additional inservice education activity listed next should be listed with the most recent activity at the top. Enter the title of each inservice education activity, select the type of education activity, enter the number of credit hours or points earned, and enter the date for activity. The points entered will calculate automatically. "C/PL" stands for Content or Professional Learning. "SP" stands for Service to Profession.
4. You may save and continue this form at a later date by clicking on the save draft button at the bottom of the form.
5. Do NOT submit the transcript form to the Office of Catholic Schools until your transcript request form is complete and you have reached the appropriate number of professional development points for license renewal.
6. You will need to upload documentation of all inservice entries as one document in chronological order with the most recent on top. If you are using college credit, the college transcripts are first followed by all other inservice documentation. If you reach the maximum limit that you can upload please send your remaining documentation to transcripts@archkcks.org.
7. You will also need to upload a copy of your current Kansas educator license.
8. Transcripts are processed at the end of each month by the members of the professional development formation council (PDFC). You and your principal will receive

The screenshot shows the 'Transcript Request Form' page. At the top, there is a paragraph: 'receive an email from the Office of Catholic Schools after we have reviewed and processed your submitted transcript form. The email will contain a copy of your processed transcript along with instructions for the next step for you and your principal.' Below this is the title 'Transcript Request Form'. There are five input fields: 'First Name', 'Middle Name', 'Last Name', 'License #', and 'School Name'. Below these fields is a paragraph: 'In the chart below enter the title of each inservice education activity, select the type of education activity, enter the number of credit hours or points earned, and enter the date for each activity. The points entered will calculate automatically. You must have at least the combined total points indicated on your license for renewal to submit the document.' Below this paragraph is a table with five columns: 'Title of Inservice Education Activities', 'College Credit Points', 'C/PL Points', 'SP Points', and 'Date Completed'. Below the table are two buttons: '+ Add' and '- Remove'. Below the buttons are two input fields: 'Total College Credit Points' (with the value '0') and 'Total C/PL Points'. A callout box with the text 'Click +Add to add more lines' has an arrow pointing to the '+ Add' button. The browser's address bar shows 'https://archkcks.org/transcript-form'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '7/5/2023' and time '12:08 PM'.

receive an email from the Office of Catholic Schools after we have reviewed and processed your submitted transcript form. The email will contain a copy of your processed transcript along with instructions for the next step for you and your principal.

Transcript Request Form

First Name Middle Name Last Name License # School Name

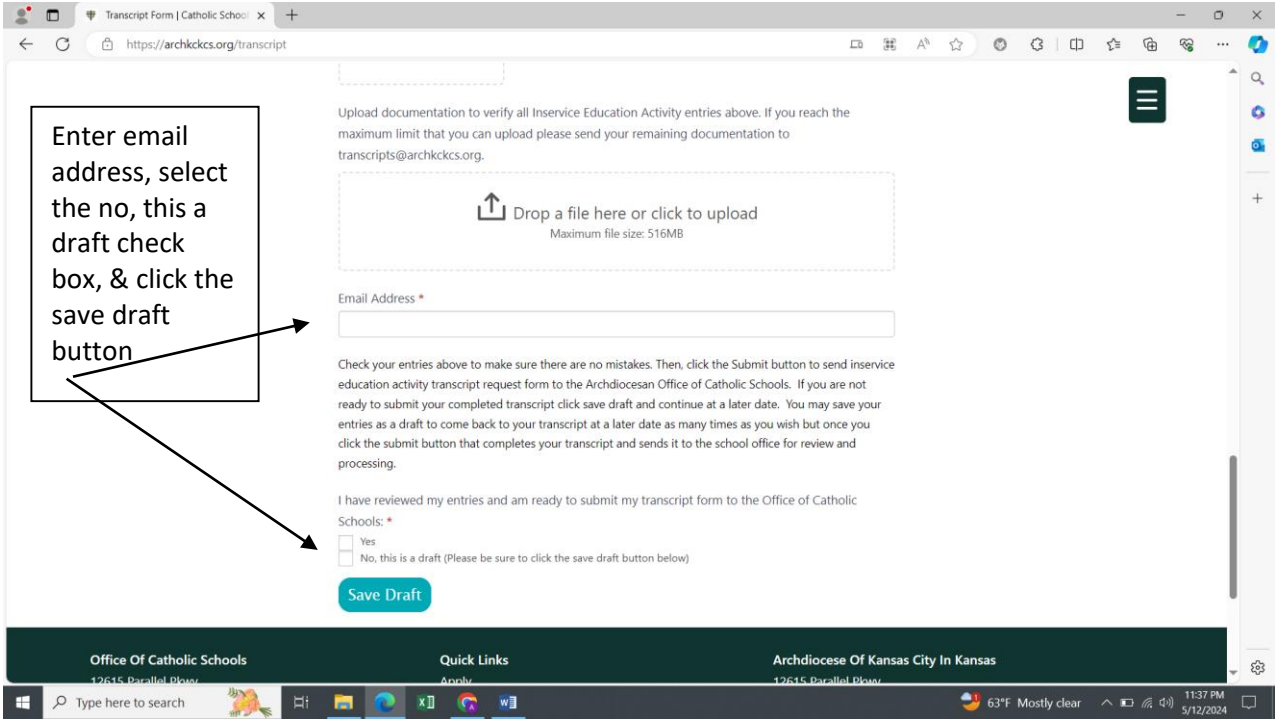
In the chart below enter the title of each inservice education activity, select the type of education activity, enter the number of credit hours or points earned, and enter the date for each activity. The points entered will calculate automatically. You must have at least the combined total points indicated on your license for renewal to submit the document.

Title of Inservice Education Activities	College Credit Points	C/PL Points	SP Points	Date Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

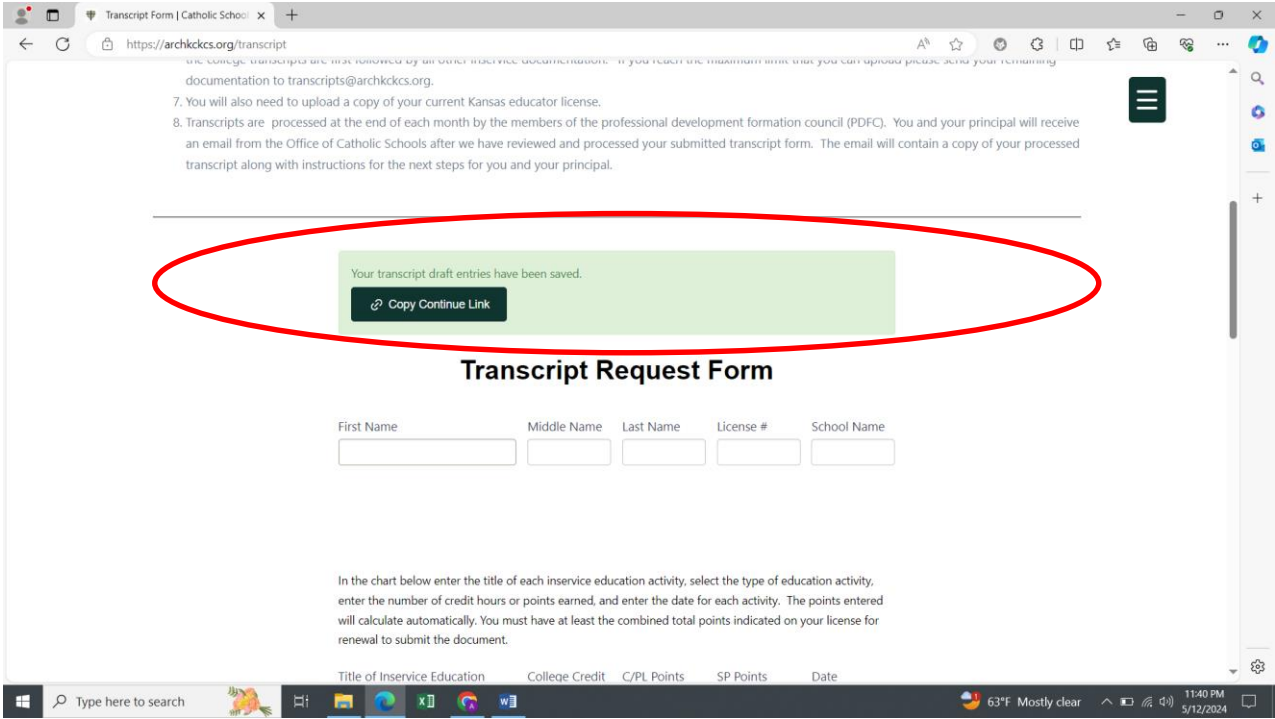
Total College Credit Points

Total C/PL Points

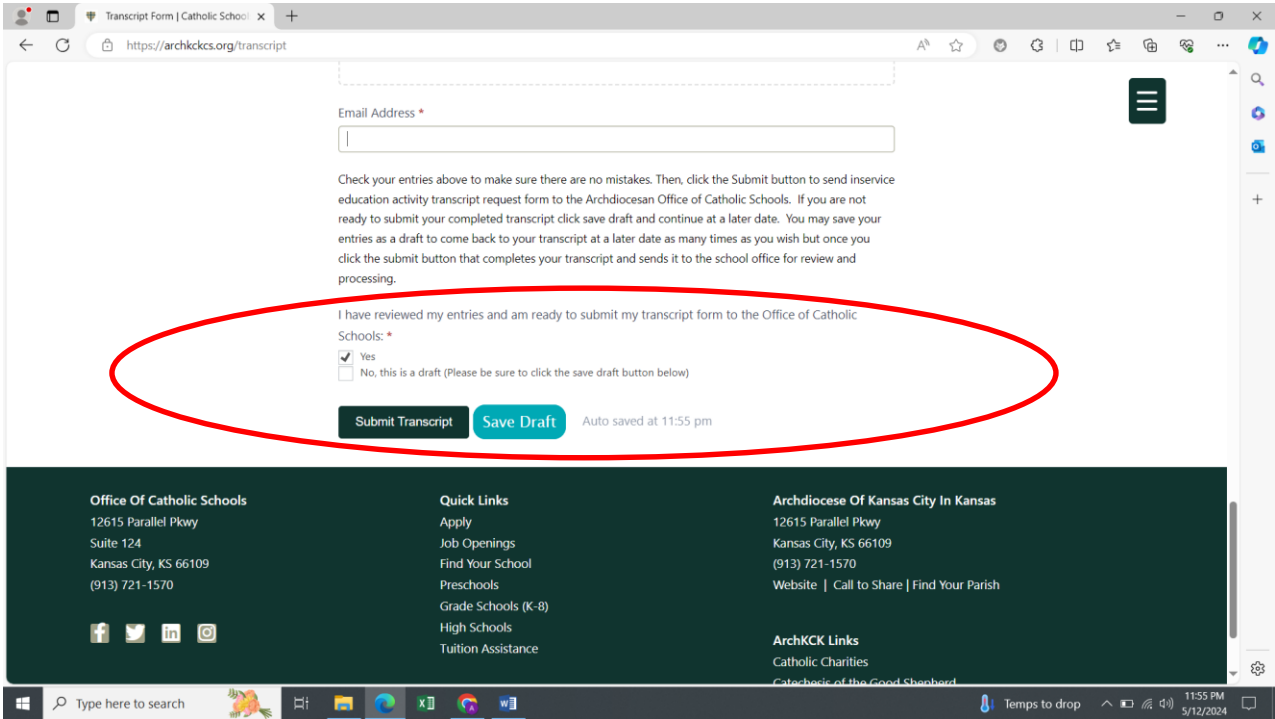
You may save the form as a draft and continue the transcript form at a later date. To do so: 1) Enter an email address, 2) check the No, this is a draft box, and 3) click the save draft button.



You will receive a message on your screen indicating the form was saved. You may copy the link from the message on the screen. The same link will also be emailed to you as well. You may use the link as often as you wish. The link will take you back to your transcript form where you left off.



When your transcript form is complete and you are ready to submit the form. Check the “Yes” box and hit the submit transcript button.



You will receive a thank you response after submitting your transcript and a confirmation email to confirm the successful form submission.

