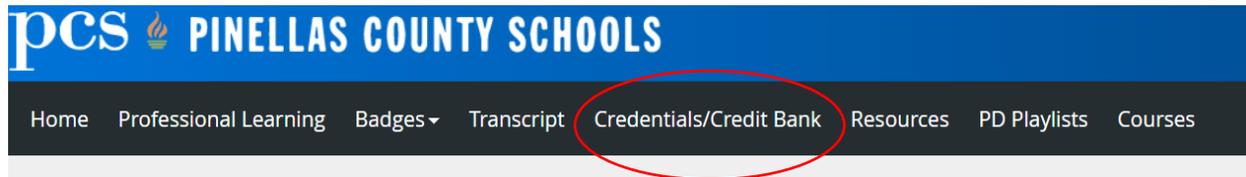


## How to Access Your Credentials/Credit Bank (transcript overview) and Transcript in PLN

### How to Access Your Credentials/Credit Bank (transcript overview) in PLN

Accessing your credentials/credit bank provides you with a summary of your transcript in PLN.

1. Click on the Credentials/Credit Bank tab in PLN (black bar on the top)



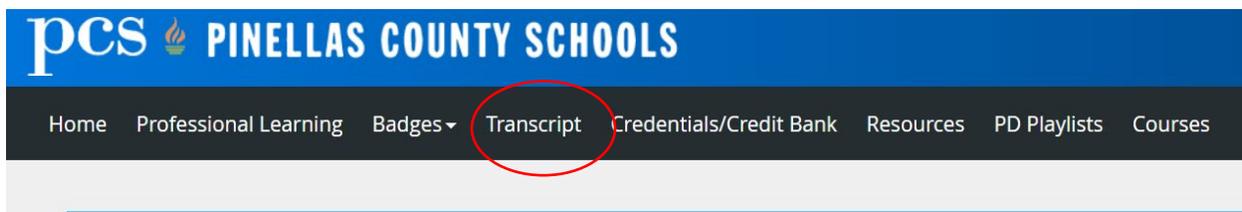
2. Scroll down. You will find the frequently asked questions for the Reading Mandate.
3. Keep scrolling. You will now see your current credentials (if you are a state-certified employee). If not, you will see your name and employee number. The reset date is strictly for state-certified employees.
4. Keep scrolling. Now, you will find a summary of your credits in the categories they count for.



Type	Units	Accrued			Last Reset
		Non-Bankable	Bankable	Total	
General Certification Hours	Credits	123.0	15.0	138.0	07/01/2022
ESE	Credits	0.0	26.0	26.0	07/01/2022
Non-Certification Hours	Credits	0.0	0.0	0.0	07/01/2022
Reading Endorsement	Credits	0.0	60.0	60.0	07/01/2022
ESOL	Credits	0.0	0.0	0.0	07/01/2022
Schools of Excellence	Credits	0.0	0.0	0.0	07/01/2022
Reading Mandate	Credits	0.0	20.0	20.0	07/01/2022
ESE / Reading	Credits	0.0	0.0	0.0	07/01/2022
Ed Leadership	Credits	0.0	0.0	0.0	

### How to Access Your Transcripts in PLN

1. Click on the Transcript tab in PLN (black bar on the top)



- This will take you to your transcript. The first piece of information you will see is your employment information including name, ID #, and other pertinent information.

My Transcript

▼ Personal Information

Name: [REDACTED] Sites: NONSCHOOLBASED  
 Employee ID: [REDACTED]  
 Demographics: NonInstructional/Support  
 Any  
 NonInstructional

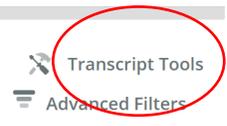
Filter Credits

Completion Date [▼] [ ] - [ ] Credit Area All Credit Areas [▼] [Update](#)

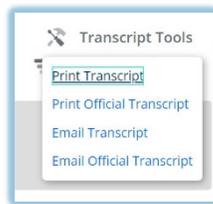
- By clicking on the transcript tools button, you will have access to any of the options found in the dropdown bar. Select any and follow the instructions to complete the process you choose.

My Transcript

All Completed Sections



Select a Column [▼]  
[Update](#) [Add Filter](#)



- Scroll down and you will find a list of the courses you have taken and the session details.



Course Title	Course Number	Section Number	Section Title	Start Date	End Date	Credit Area	Credit Type	Completion Date	Status	Survey
Content Creator 2 hr.	32097	121119	Content Creator: August 11, 2023	08/11/2023	08/11/2023	General Certification Hours	2.0 Credits	02/21/2024	Completed	Survey completed February 21, 2024
Building Evaluation Expertise: Understanding the Instructional	32247	122638	7-31-23 Building Evaluation	07/31/2023	07/31/2023	General Certification	3.0 Credits	08/01/2023	Completed	Survey completed August 1, 2023

