Frontline:
Professional Growth
Training Manual

EVERETT PUBLIC SCHOOLS

Updated 3.1.22

Professional Growth
EPS Professional Development System
https://login.frontlineeducation.com/sso/everettsd

Updated: 1.21.2022

Frontline PG: https://login.frontlineeducation.com/sso/everettsd

Learning Center: https://pd-help.frontlineeducation.com

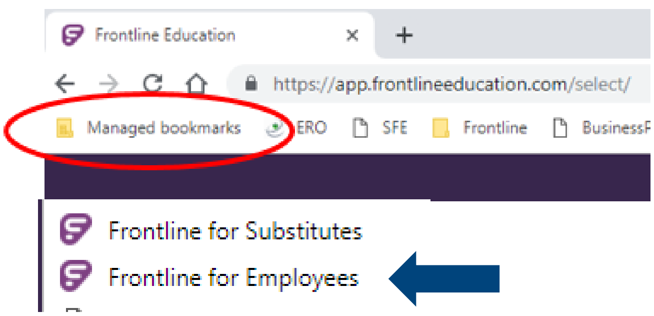
Getting Started

Accessing your Frontline Professional Growth Account

Single Sign On (Active Directory)

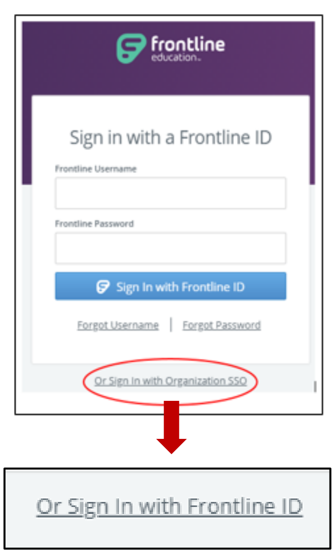
Active employees and substitutes working in Everett Public Schools may log into the Frontline Education using single sign-on technology. No Frontline credentials are required if you are logged into the district network or on a district computer.

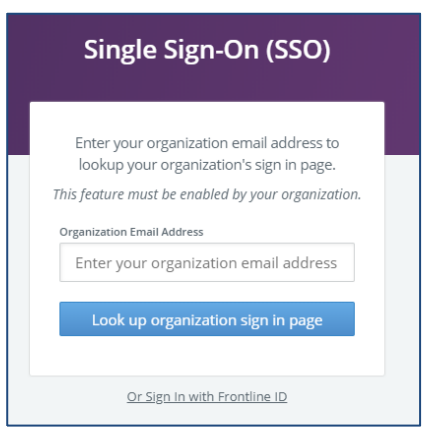
The link can be found in Google Chrome on EPS Managed Bookmarks > Frontline for Employees



https://login.frontlineeducation.com/sso/everettsd

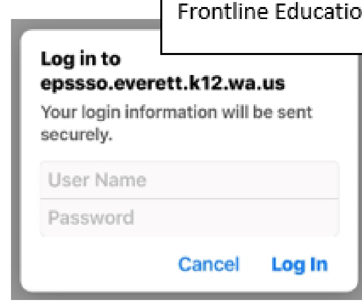
If you do find yourself on the old login page, click the link to Sign in with Organization SSO, this will be your district email address.





You will receive this popup if you are outside of the district network.

Simply use your district credentials to access Frontline Education.



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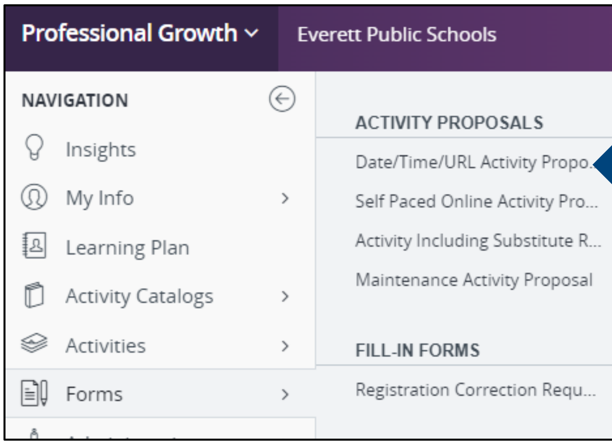
Submitting an Activity Proposal

Submitting an activity for approval

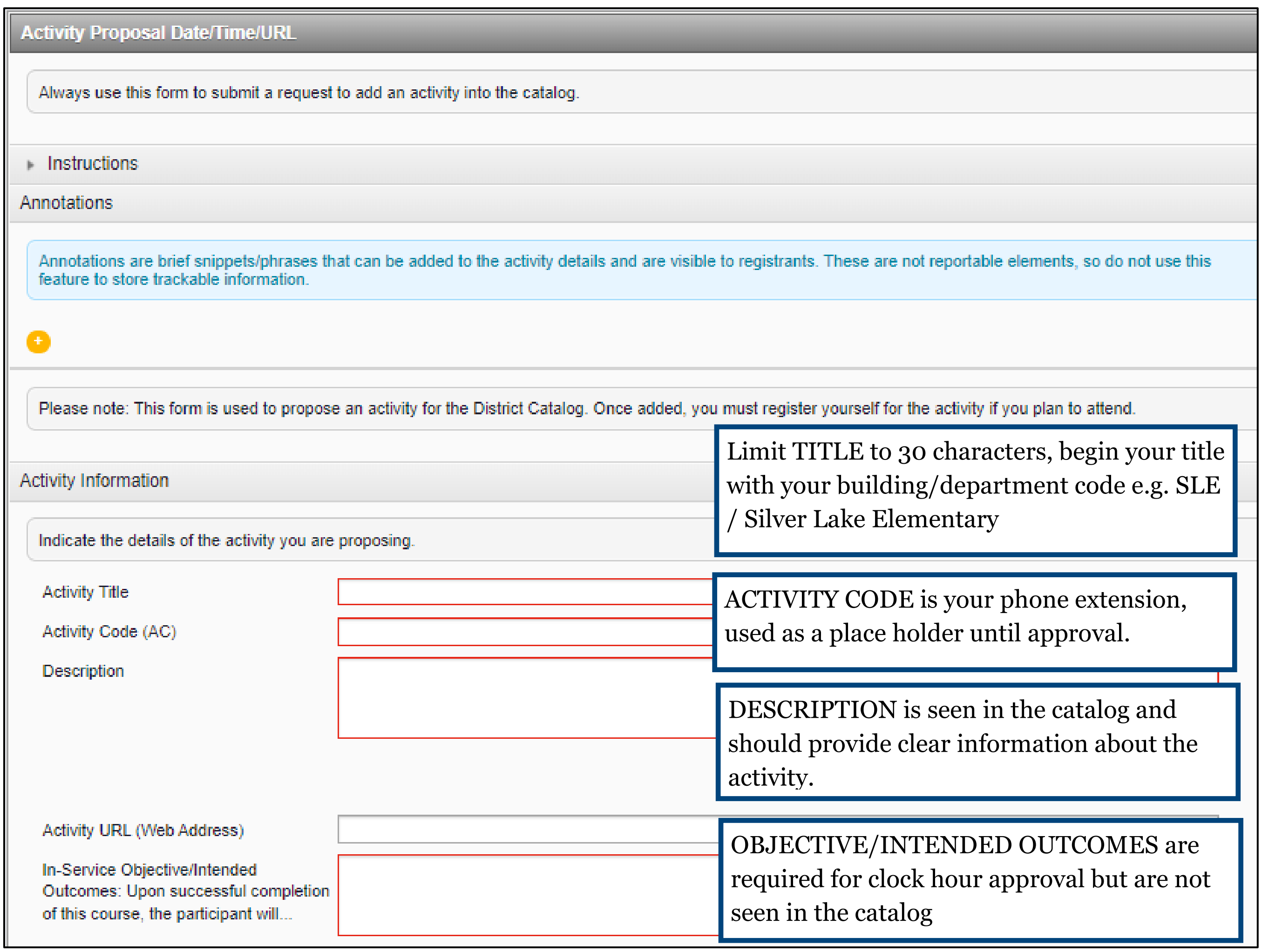
Use the screen shots below to assist you with data required for Activity Proposal. Go to Forms > Date/Time/URL Proposal or Self Paced Online Activity Proposal (Online form sample on pg. 9)



What form do I use and when?

1. In-person, Zoom & blended meetings with dates (m*ost common)*
2. Self-paced online and meetings with no meeting dates (Pg. 9)
3. Participant can request a sub at time of registration (Pg. 12)
4. Maintenance and Operations

Online Course Proposal on page 9
PD requiring a Substitute on page 12

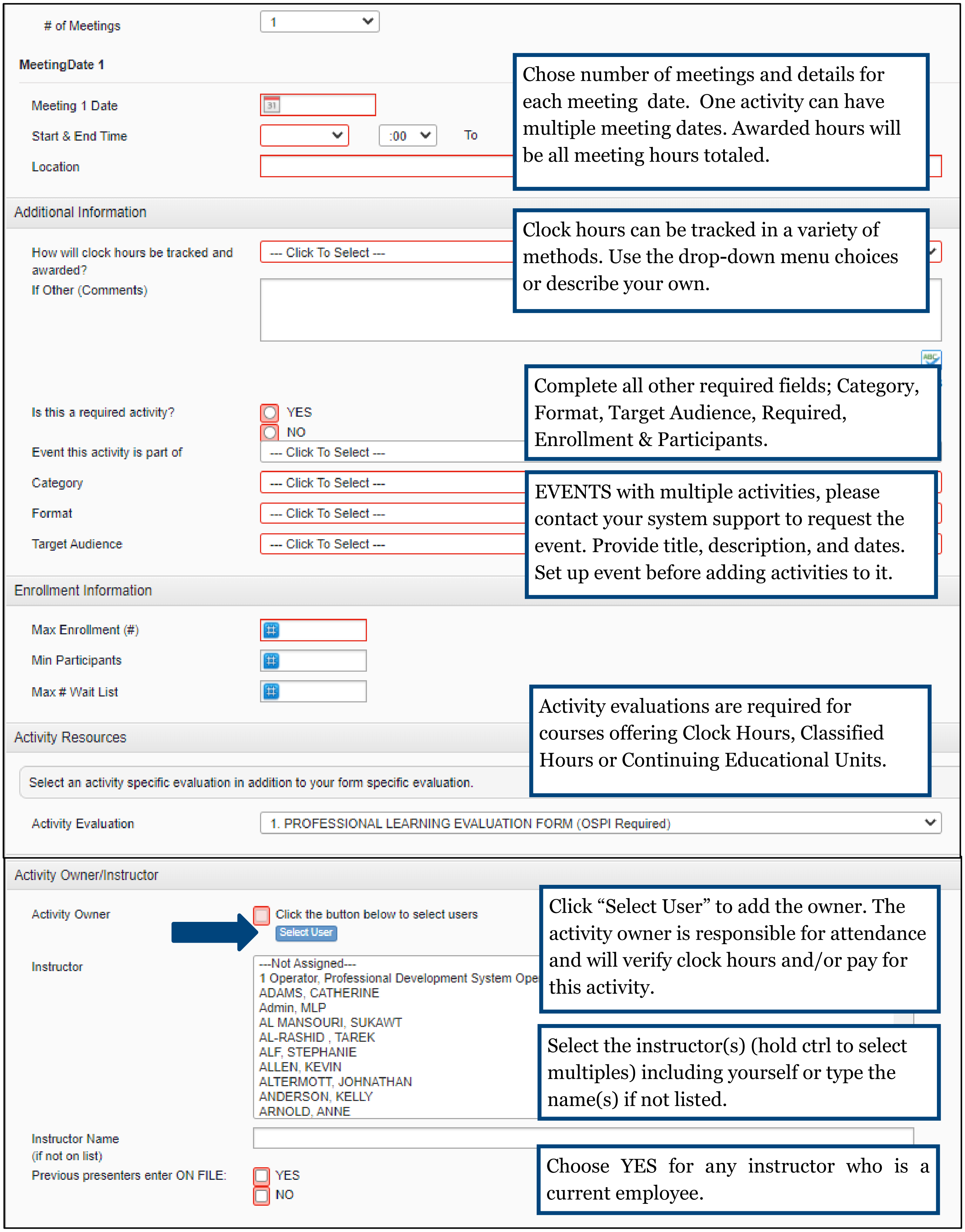


Limit TITLE to 30 characters, begin your title with your building/department code e.g. SLE / Silver Lake Elementary

ACTIVITY CODE is your phone extension, used as a place holder until approval.

DESCRIPTION is seen in the catalog and should provide clear information about the activity.

OBJECTIVE/INTENDED OUTCOMES are required for clock hour approval but are not seen in the catalog


# of Meetings 1

MeetingDate 1

Meeting 1 Date

Start & End Time :00 To

Location

Chose number of meetings and details for each meeting date. One activity can have multiple meeting dates. Awarded hours will be all meeting hours totaled.

Additional Information

How will clock hours be tracked and awarded? --- Click To Select ---

If Other (Comments)

Clock hours can be tracked in a variety of methods. Use the drop-down menu choices or describe your own.

Is this a required activity? YES NO

Event this activity is part of --- Click To Select ---

Category --- Click To Select ---

Format --- Click To Select ---

Target Audience --- Click To Select ---

Complete all other required fields; Category, Format, Target Audience, Required, Enrollment & Participants.

EVENTS with multiple activities, please contact your system support to request the event. Provide title, description, and dates. Set up event before adding activities to it.

Enrollment Information

Max Enrollment (#)

Min Participants

Max # Wait List

Activity Resources

Select an activity specific evaluation in addition to your form specific evaluation.

Activity Evaluation 1. PROFESSIONAL LEARNING EVALUATION FORM (OSPI Required)

Activity evaluations are required for courses offering Clock Hours, Classified Hours or Continuing Educational Units.

Activity Owner/Instructor

Activity Owner Click the button below to select users

Select User

Click “Select User” to add the owner. The activity owner is responsible for attendance and will verify clock hours and/or pay for this activity.

Instructor
---Not Assigned---
1 Operator, Professional Development System Ope
ADAMS, CATHERINE
Admin, MLP
AL MANSOURI, SUKAWT
AL-RASHID , TAREK
ALF, STEPHANIE
ALLEN, KEVIN
ALTERMOTT, JOHNATHAN
ANDERSON, KELLY
ARNOLD, ANNE

Select the instructor(s) (hold ctrl to select multiples) including yourself or type the name(s) if not listed.

Instructor Name (if not on list)

Previous presenters enter ON FILE: YES NO

Choose YES for any instructor who is a current employee.

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Upload file first to your File Library, this is found in My Info from the navigation pane. Once uploaded, you will be able to select it here.

File Attachment:

If necessary, you may attach your resume. You MUST first upload your File to your My File Library before it will be visible in this section to select.

Attach File:
- ☐ - Right_Response_2021_22_Flier_rev_1.18.22.pdf (194k) View
- ☐ PCE Social Emotional - PCE_Social_Emotional_Learning_22011103.docx (15k) View

Catalog Viewing Options

Indicate the date range that this activity will appear in the catalog. If left blank, the activity will show immediately, until the start date of the activity has passed.

Start Showing On (mm/dd/yyyy)

Stop Showing On (mm/dd/yyyy)

CATALOG VIEWING OPTION denotes when an activity can be seen in the course catalog.

Provider

Provider: Everett Public Schools

If not on list, enter here

PD & Paid Hours

The most common type of Professional Development Hours is Clock Hours. Para educators and teachers use clock hours for certificate renewal & salary placement.

Enter the number of hours you are seeking for this activity

Professional Development Hours

e-Timesheet Paid Hours: ☐ YES ☐ NO

e-Timesheet Paid Hours is any additional pay outside of the participants workday and contract time. Pay processed through FLPG and not submitted on timecard online. Activity Owner will confirm the paid hours in the attendance record under "Credits"

Paid Hours

Account Code (required for subs and additional pay). If N/A, enter 00

Employees Permitted Substitutes: ☐ YES ☐ NO

All activities paying a substitute or e-Timesheet require an account code. Enter 00 if not applicable.

Credit Type

Registrants receive credit toward:
- ☐ CLASSIFIED PD HOURS
- ☐ CLOCK HOURS
- ☐ CULTURAL COMPETENCY Renewal Requ
- ☐ STEM Renewal Requirement
- ☐ CEU
- ☐ FCS (FUNDAMENTAL COURSE OF STUD
- ☐ NONE

Select appropriate credit type(s). Clock hours are approved by committee and can take 24 hours for approval. Minimum 1 hour, 30 min intervals.

Select STEM if answered YES to the three questions on the next page.

State Defined Program Standards

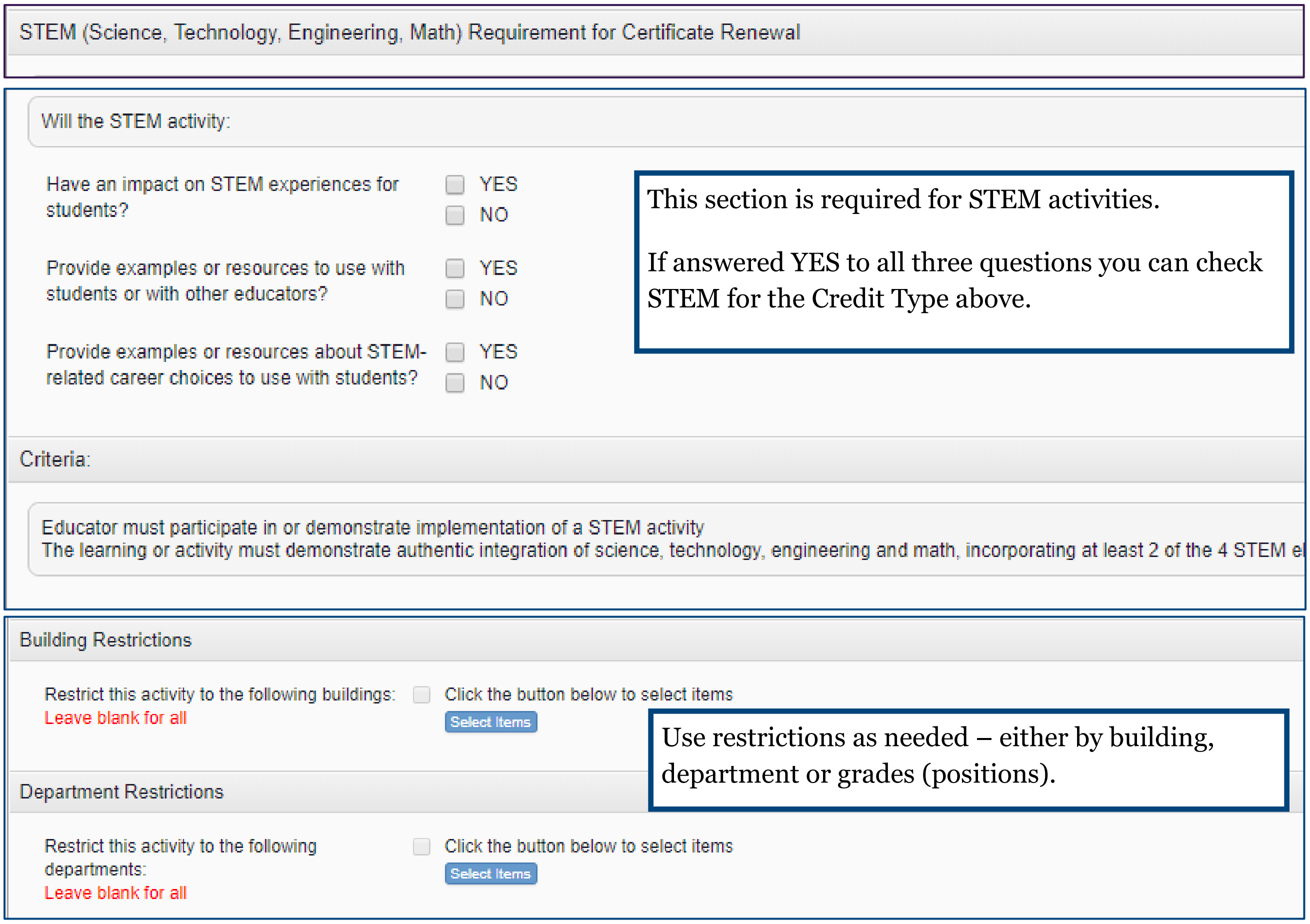
Check the Box(es) that apply. Please click on each objective to see a full description of ea

Select ALL that apply.

Goal : Content & objectives must relate to on
- ☐ 1. Opportunities for participants to collect an
- ☐ 2. Professional certificate standards
- ☐ 3. Paraeducator standards of practice as de
- ☐ 4. School and district improvement efforts
- ☐ 5. Current or anticipated assignment
- ☐ 6. Research-based instructional strategies &
- ☐ 7. Advocacy for students and leadership

Select at least one Goal.

Use 5. "Current or anticipated assignment" for a course if not offering clock hours.



STEM (Science, Technology, Engineering, Math) Requirement for Certificate Renewal

Will the STEM activity:

Have an impact on STEM experiences for students? YES NO

Provide examples or resources to use with students or with other educators? YES NO

Provide examples or resources about STEM-related career choices to use with students? YES NO

This section is required for STEM activities.

If answered YES to all three questions you can check STEM for the Credit Type above.

Criteria:

Educator must participate in or demonstrate implementation of a STEM activity
The learning or activity must demonstrate authentic integration of science, technology, engineering and math, incorporating at least 2 of the 4 STEM el

Building Restrictions

Restrict this activity to the following buildings: Leave blank for all — Click the button below to select items — Select Items

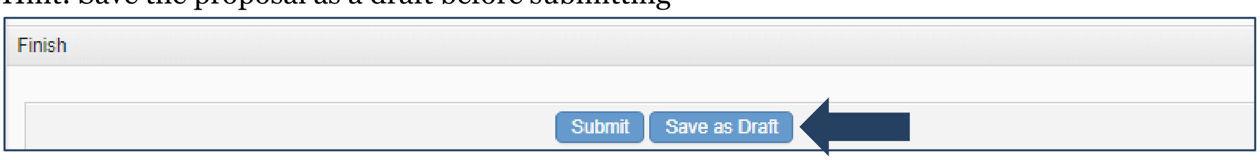
Use restrictions as needed – either by building, department or grades (positions).

Department Restrictions

Restrict this activity to the following departments: Leave blank for all — Click the button below to select items — Select Items

Once done, the system support specialist will send your course proposal for approval. You will receive an approval email with the Activity Code.

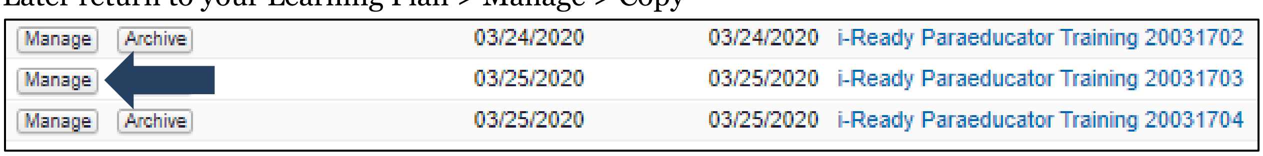
Hint: Save the proposal as a draft before submitting



Finish

Submit | Save as Draft

Later return to your Learning Plan > Manage > Copy



Manage Archive	03/24/2020	03/24/2020	i-Ready Paraeducator Training 20031702
Manage	03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031703
Manage Archive	03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031704

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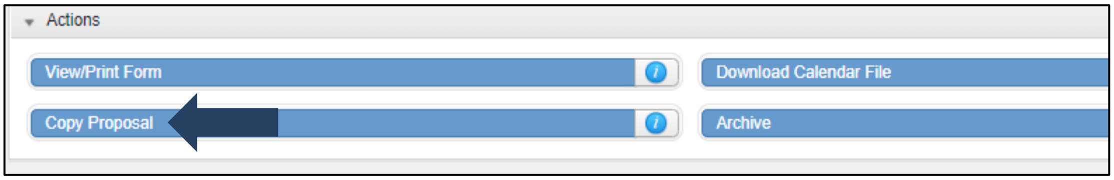
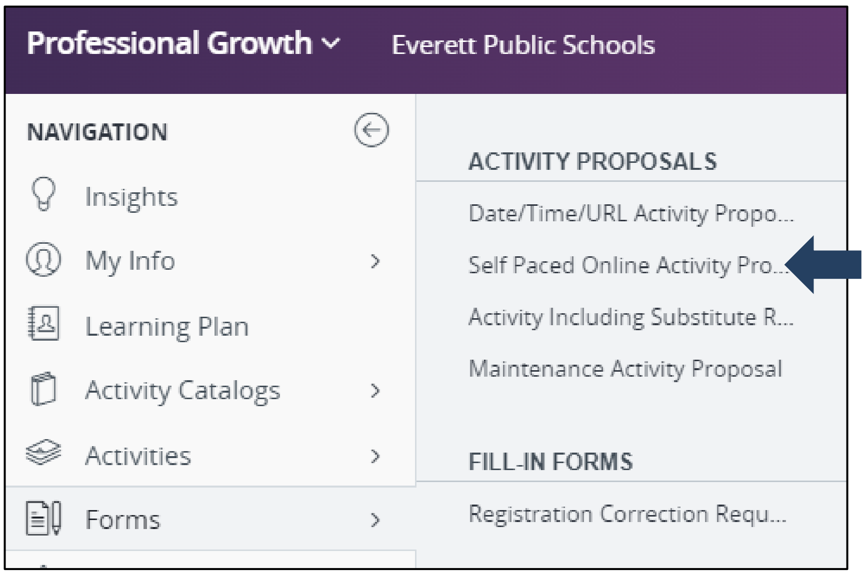
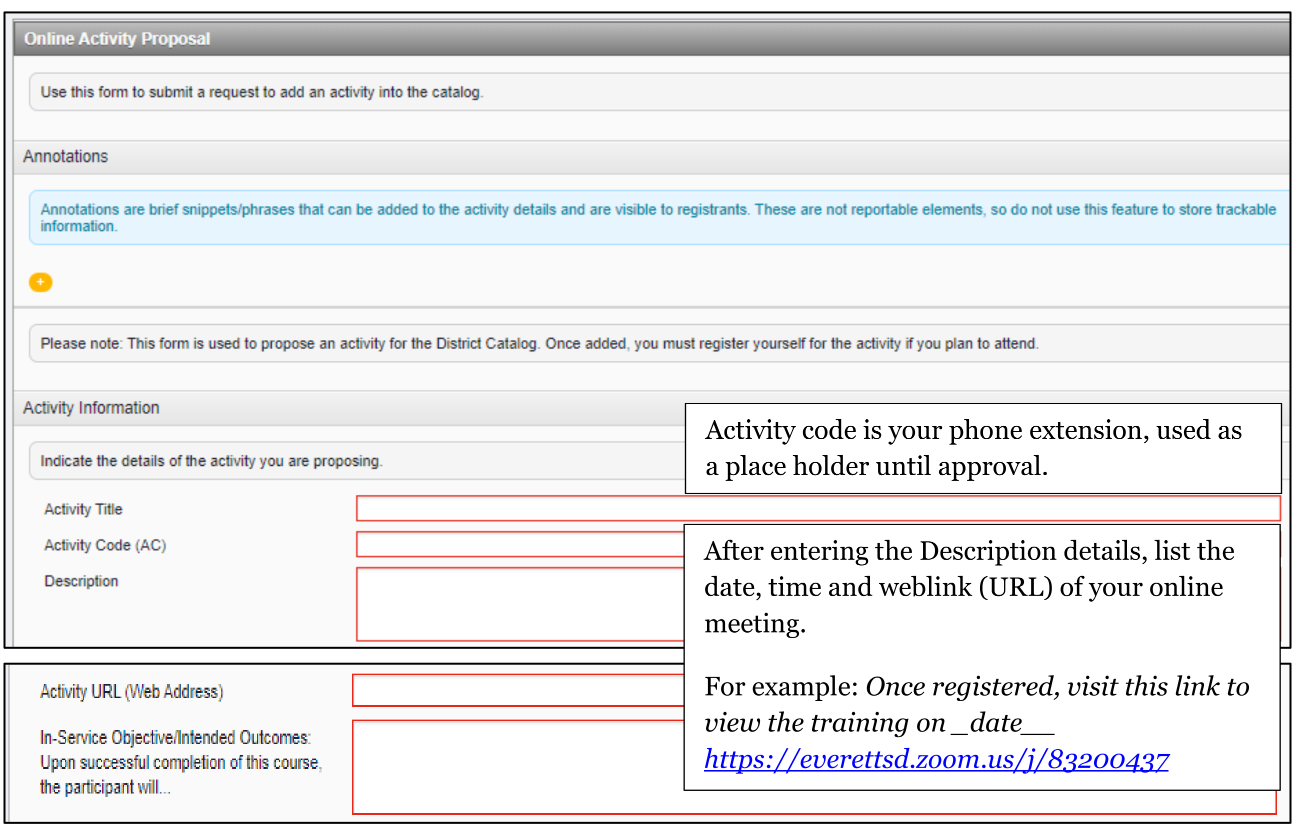
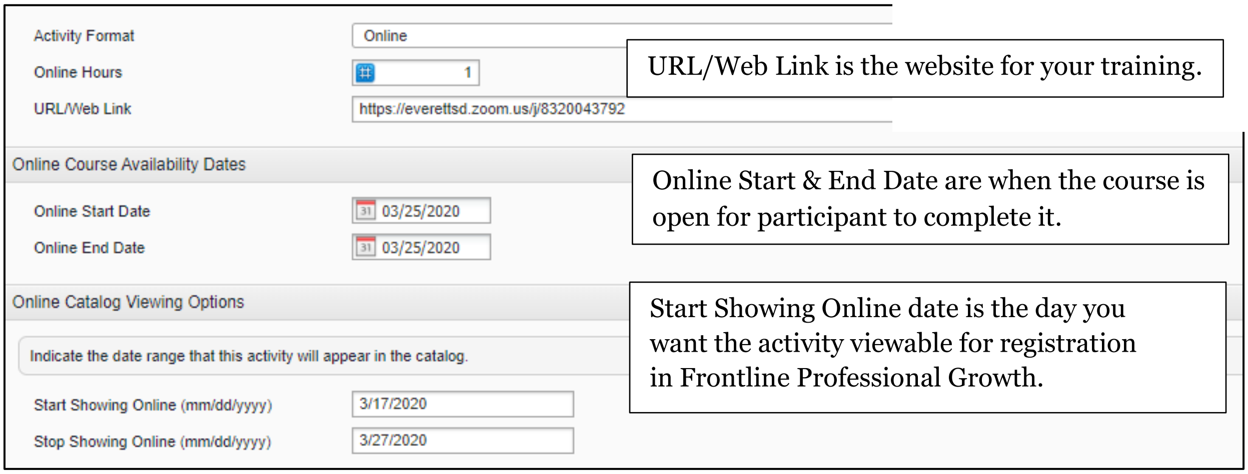


Submitting Self-Paced Online Activity Form



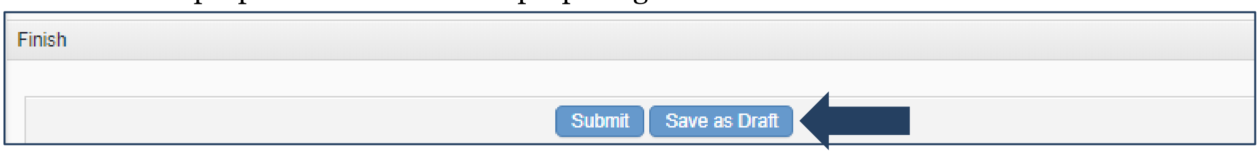
Create online meeting(s) in Zoom (example). Copy the web address before proposing it in Frontline Professional Growth. When completing all the required details on the activity proposal form you can refer to the instructions on the previous pages, they will be the same as the Date/Time/URL Activity Form.



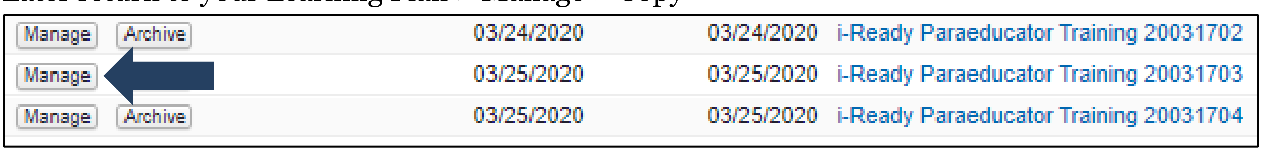


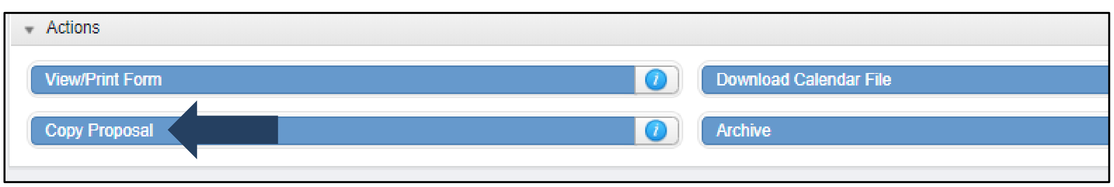
Once done, the system support specialist will send your course proposal for approval. You will receive an approval email with the course number.

Hint: Save the proposal as a draft while proposing.



Later return to your Learning Plan > Manage > Copy



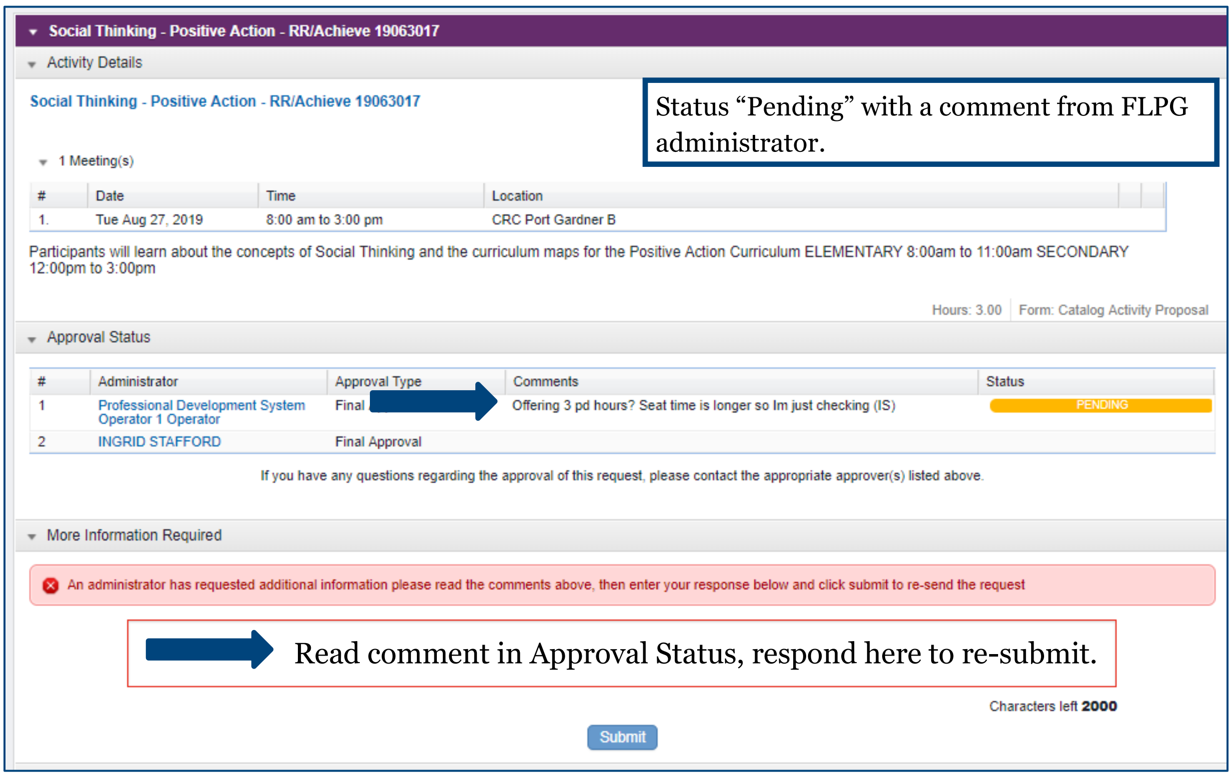


"More Information" requested from HR

Occasionally the activity proposal may require more information for approval. If this is the case, you can locate the proposal in your Learning Plan, sort by status and look for Final Approval – More Info

My Proposals

Actions	Start Date	End Date	Activity Title	Status
Manage Archive	07/16/2019	07/16/2019	Academic and Organizational Success for Middle and High School Students 19061509	APPROVED
Manage Archive	08/23/2019	08/23/2019	Links Curriculum - Secondary Life Skills and Ex RR 19061904	APPROVED
Manage Archive	08/22/2019	08/22/2019	STARS Curriculum - Elementary Life Skills and ExRR 19061905	APPROVED
Manage Archive	08/13/2019	08/13/2019	Dyslexia Overview 19061805	APPROVED
Manage Archive	08/27/2019	08/27/2019	Social Thinking - Positive Action - RR/Achieve 19063017	Final Approval - More Info



Social Thinking - Positive Action - RR/Achieve 19063017

Activity Details

Social Thinking - Positive Action - RR/Achieve 19063017

Status "Pending" with a comment from FLPG administrator.

1 Meeting(s)

#	Date	Time	Location
1.	Tue Aug 27, 2019	8:00 am to 3:00 pm	CRC Port Gardner B

Participants will learn about the concepts of Social Thinking and the curriculum maps for the Positive Action Curriculum ELEMENTARY 8:00am to 11:00am SECONDARY 12:00pm to 3:00pm

Hours: 3.00 | Form: Catalog Activity Proposal

Approval Status

#	Administrator	Approval Type	Comments	Status
1	Professional Development System Operator 1 Operator	Final	Offering 3 pd hours? Seat time is longer so Im just checking (IS)	PENDING
2	INGRID STAFFORD	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

More Information Required

An administrator has requested additional information please read the comments above, then enter your response below and click submit to re-send the request

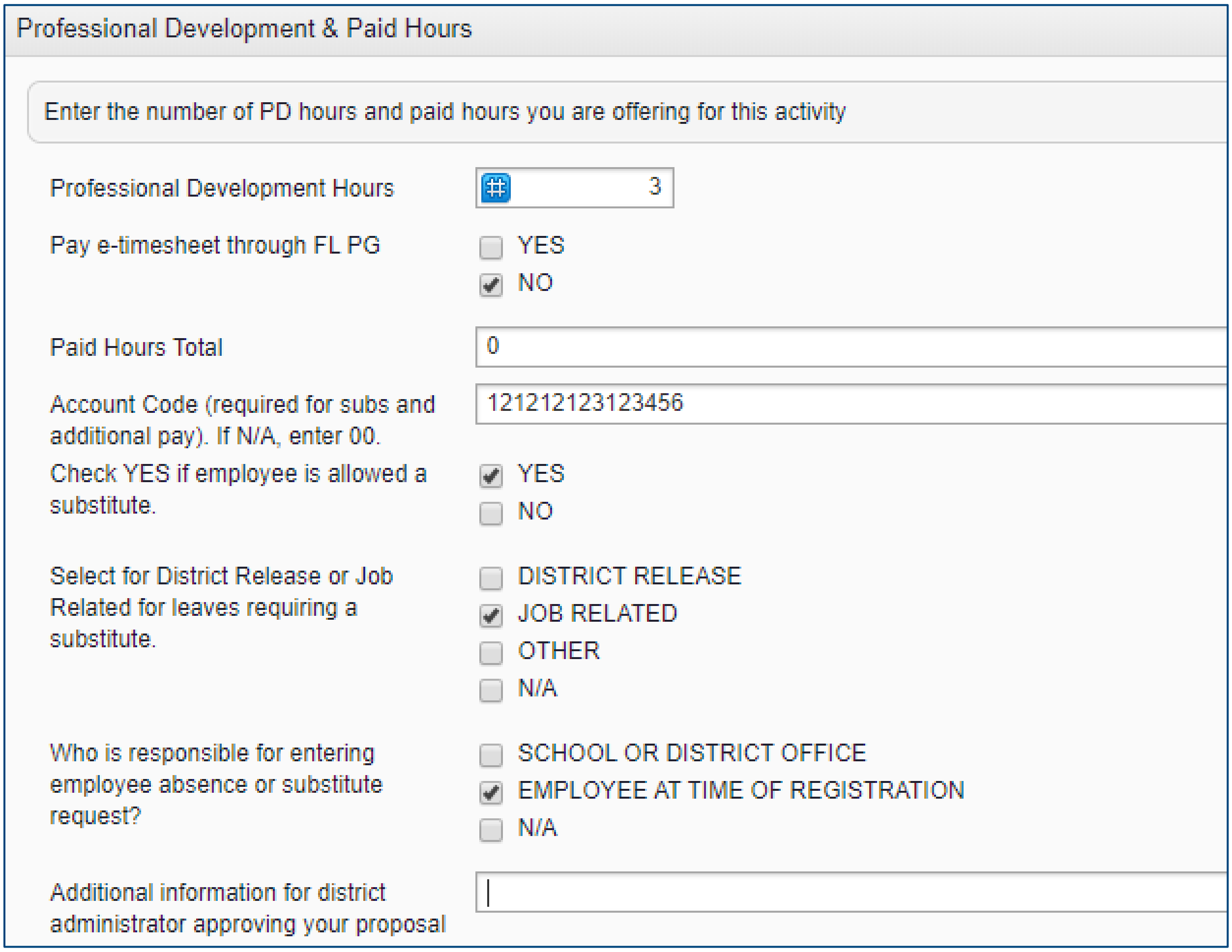
Read comment in Approval Status, respond here to re-submit.

Characters left **2000**

Submit

Activity proposal for Substitute Coverage

If your activity requires an employee to report an absence for a substitute, the employee should initiate their own substitute request when they register for the course. Although this is not required, the budget authority can enter the pd absences or vacancies when necessary.



Professional Development & Paid Hours

Enter the number of PD hours and paid hours you are offering for this activity

Professional Development Hours	3
Pay e-timesheet through FL PG	☐ YES ☑ NO
Paid Hours Total	0
Account Code (required for subs and additional pay). If N/A, enter 00.	121212123123456
Check YES if employee is allowed a substitute.	☑ YES ☐ NO
Select for District Release or Job Related for leaves requiring a substitute.	☐ DISTRICT RELEASE ☑ JOB RELATED ☐ OTHER ☐ N/A
Who is responsible for entering employee absence or substitute request?	☐ SCHOOL OR DISTRICT OFFICE ☑ EMPLOYEE AT TIME OF REGISTRATION ☐ N/A
Additional information for district administrator approving your proposal	

With this information from the course proposal HR admin can update the absence at the time it is initiated in Absence Management.

The activity owner or instructor inviting staff to attend may send this or a similar message to employees when inviting them to an activity. Feel free to edit as needed –

SAMPLE: *Thank you for taking an interest in our upcoming class on (fill in the blank). You will request your substitute a little differently than how we have done it in the past. The absence will automatically be created as you register for the course. Please follow the instructions on the screen to provide absence and substitute needs. Prearranged subs must be confirmed before registering as you will have an opportunity to provide their name on the course registration form.*

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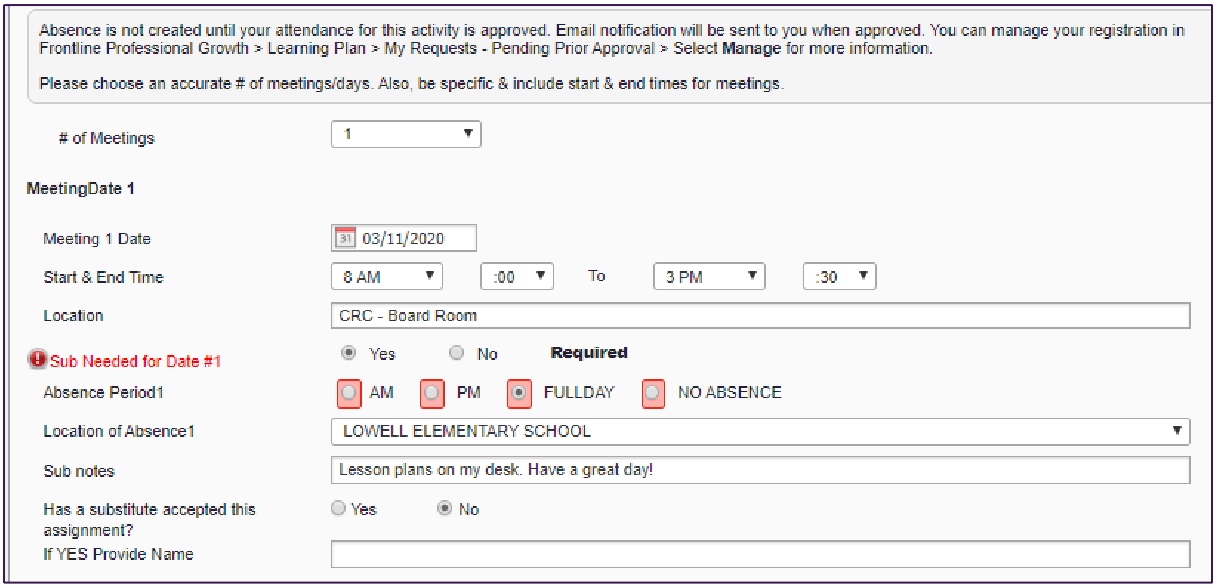
Employee will request approval for absence and provide details.


Absence is not created until your attendance for this activity is approved. Email notification will be sent to you when approved. You can manage your registration in Frontline Professional Growth > Learning Plan > My Requests - Pending Prior Approval > Select **Manage** for more information.

Please choose an accurate # of meetings/days. Also, be specific & include start & end times for meetings.

# of Meetings	1
MeetingDate 1	
Meeting 1 Date	03/11/2020
Start & End Time	8 AM :00 To 3 PM :30
Location	CRC - Board Room
Sub Needed for Date #1	Yes No **Required**
Absence Period1	AM PM FULLDAY NO ABSENCE
Location of Absence1	LOWELL ELEMENTARY SCHOOL
Sub notes	Lesson plans on my desk. Have a great day!
Has a substitute accepted this assignment?	Yes No
If YES Provide Name	

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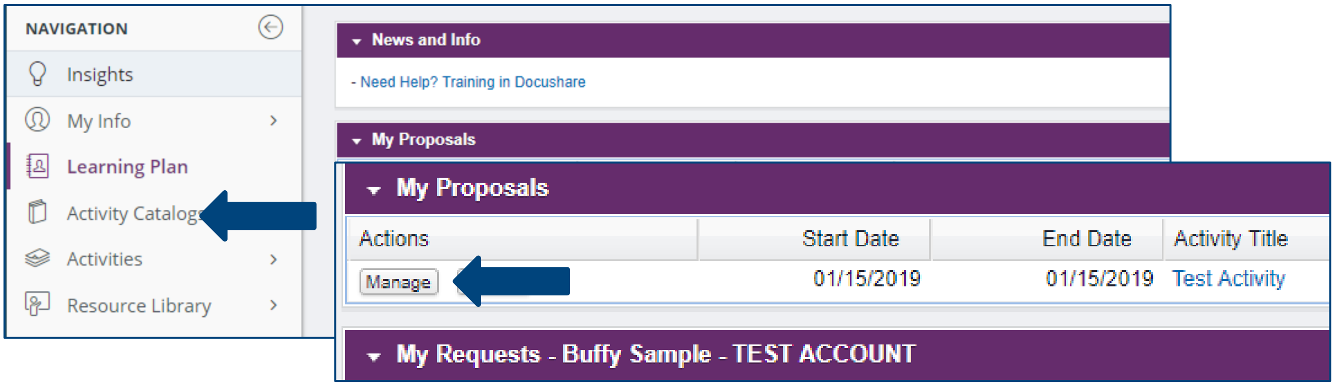
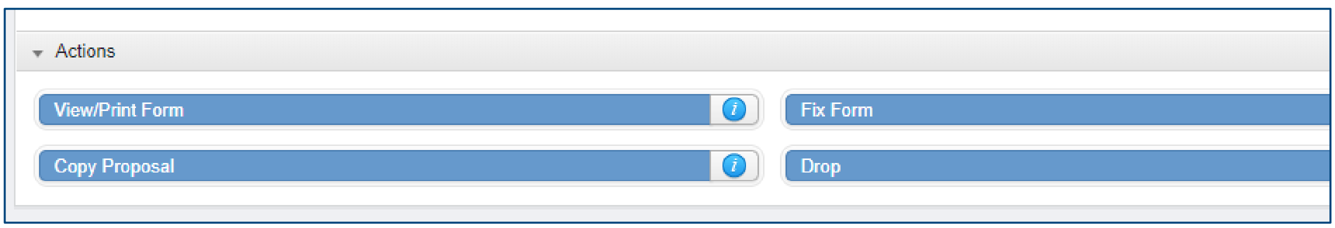
Fixing a Common Proposal Error

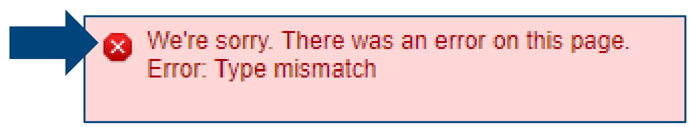
Activity Proposal Fixing Error: Type mismatch

Locate your proposal from your Learning Plan Tab > Select Manage to the left of your activity.

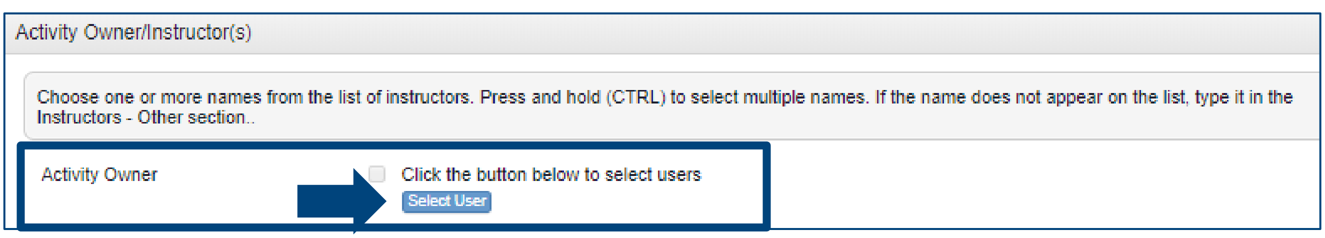


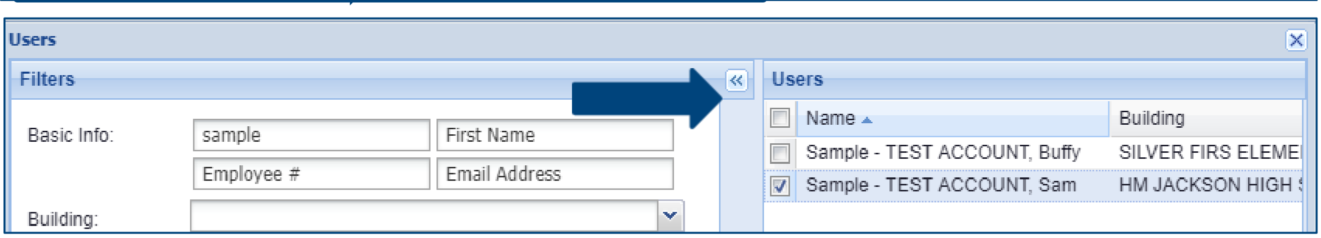
Select Fix Form





Adding the activity owner Select User > Add Selected (owner and instructors are not always the same person)





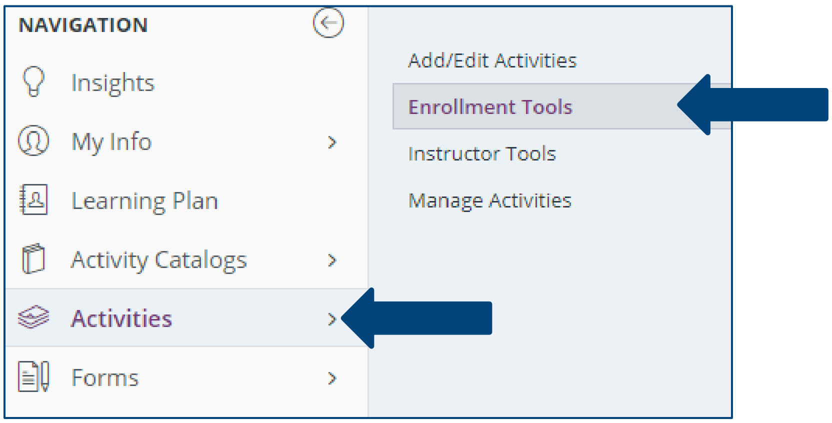
When accurately submitted, you will see the status as pending on your Learning Plan tab.

https://login.frontlineeducation.com/sso/everettsd

Enrollment and Attendance

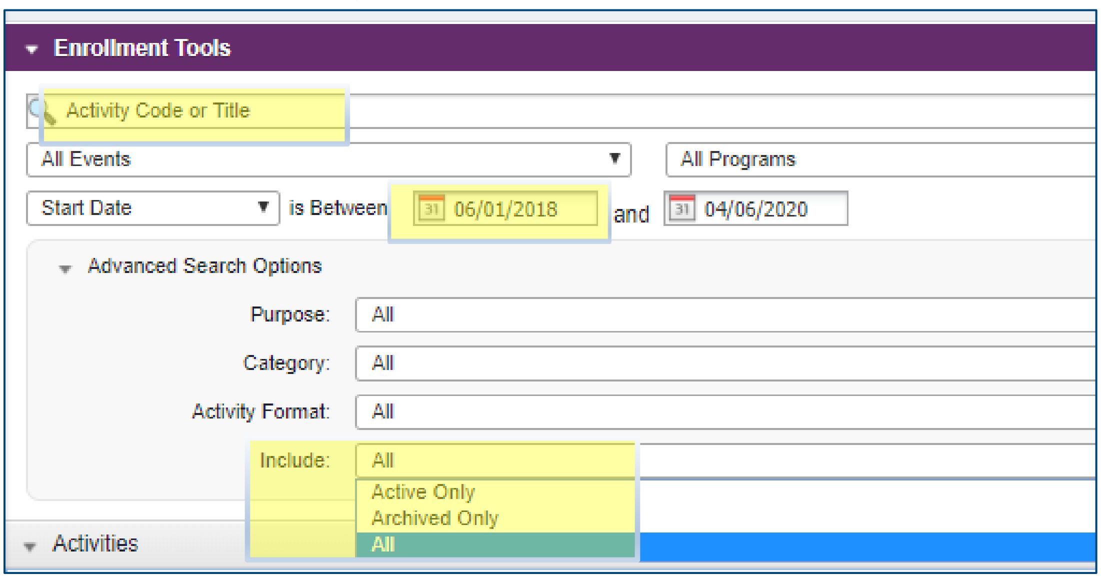
Enrollment and instructor tools

Use the navigation bar and go to Activities > Enrollment Tools. ALWAYS for attendance taking.

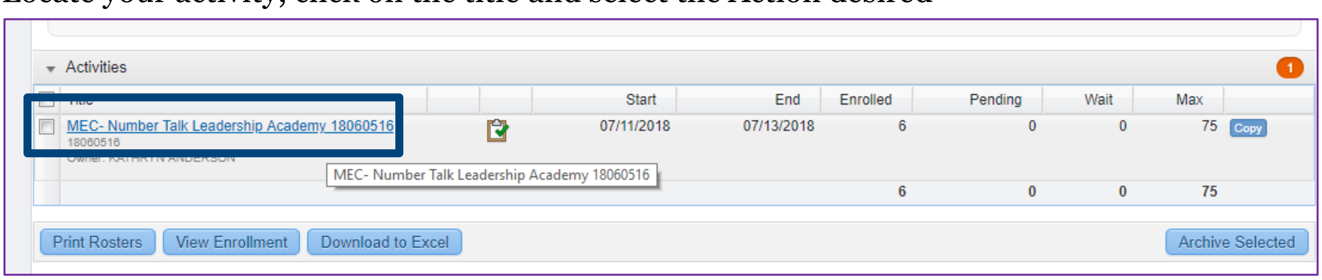


Sample of search to find active and archived activities

These criteria will usually find all activities.



Locate your activity, click on the title and select the Action desired



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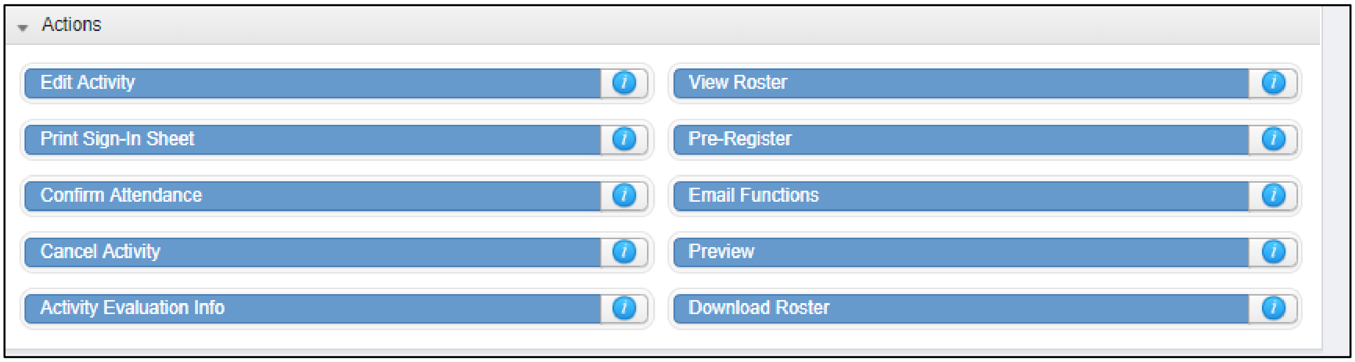
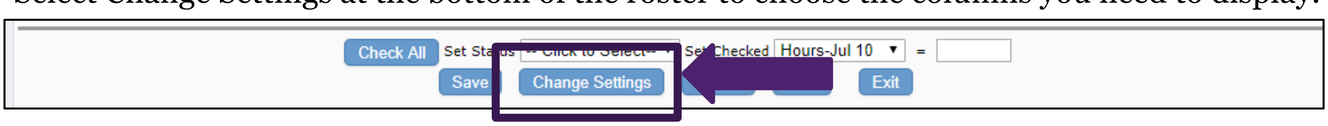


If an activity is archived, changes CANNOT BE MADE in Professional Growth. To award any missed PD hours or pay, use a paper in-service credit form or paper timesheet. Forms can be found in [Docushare.]()

Pre-register attendees
You can pre-register if the activity has not concluded or use Confirm Attendance to add attendees.

Update roster view
Select Change Settings at the bottom of the roster to choose the columns you need to display.



The Change Settings screen will allow you to add more data to the roster list. Please be sure that both **Hours** and **Credits** are selected as shown below.

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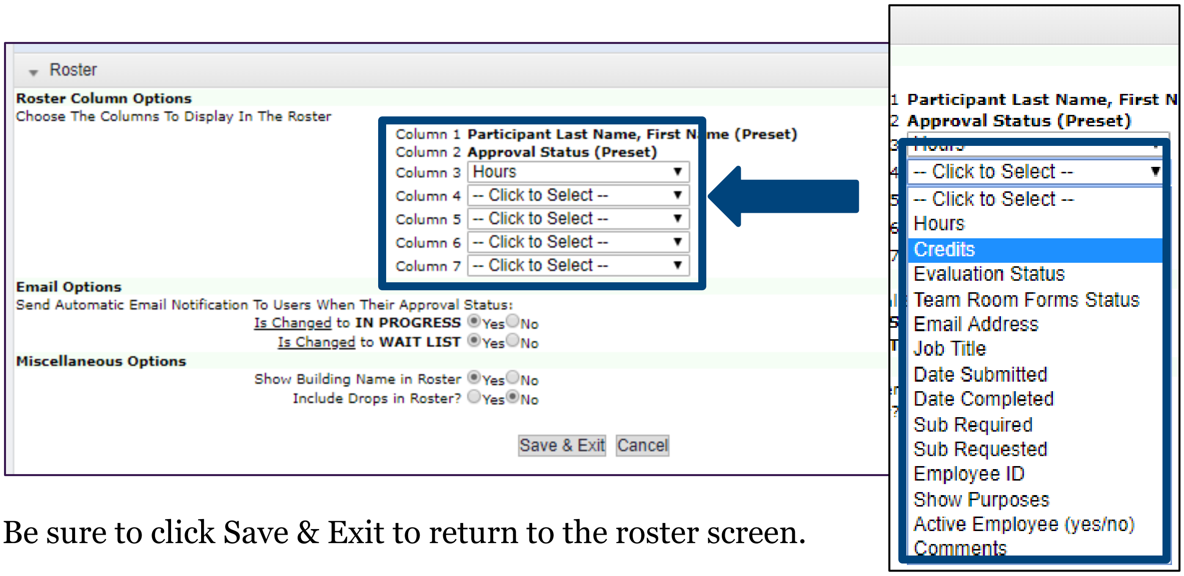
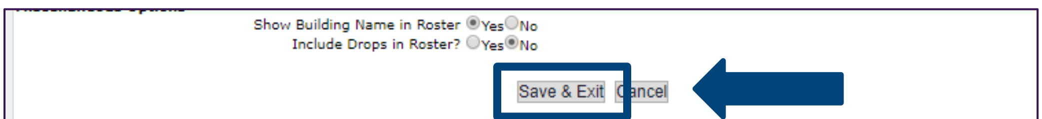


Be sure to click Save & Exit to return to the roster screen.



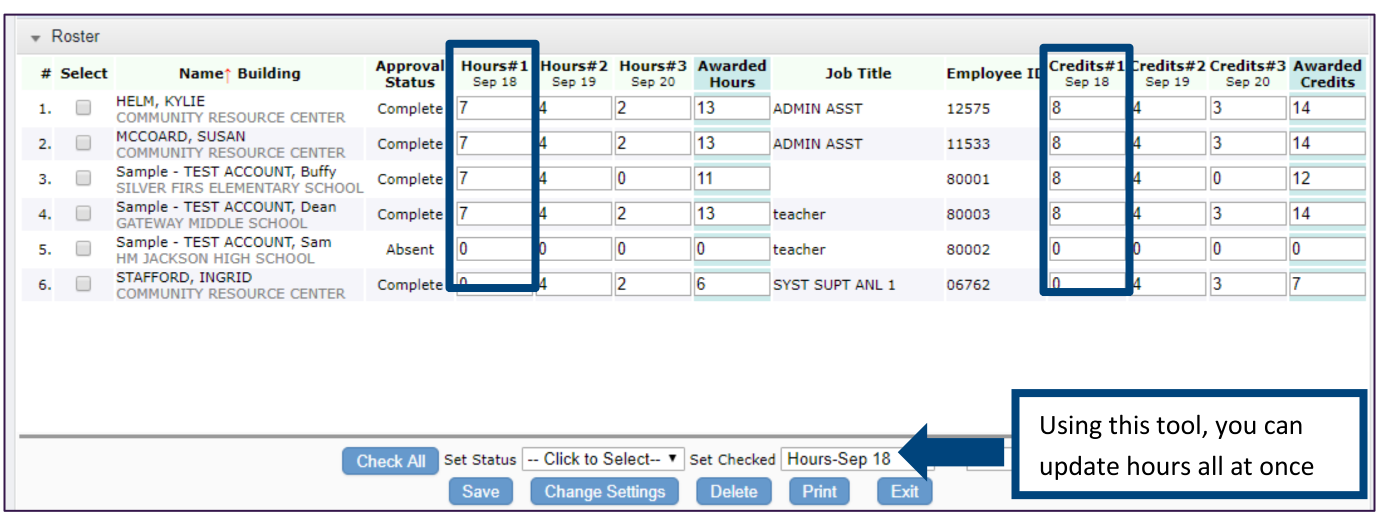
Reminder value for Hours vs. Credits

Hours = Professional development **H**ours

Credits = Paid hours (**C**ash)

Attendance Protocol

Step 1: After each meeting date, verify that the hours and/or credits are correct. Put in correct hours if attended and "0" if absent.



#	Select	Name / Building	Approval Status	Hours#1 Sep 18	Hours#2 Sep 19	Hours#3 Sep 20	Awarded Hours	Job Title	Employee ID	Credits#1 Sep 18	Credits#2 Sep 19	Credits#3 Sep 20	Awarded Credits
1.		HELM, KYLIE COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	12575	8	4	3	14
2.		MCCOARD, SUSAN COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	11533	8	4	3	14
3.		Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	Complete	7	4	0	11		80001	8	4	0	12
4.		Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	Complete	7	4	2	13	teacher	80003	8	4	3	14
5.		Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	Absent	0	0	0	0	teacher	80002	0	0	0	0
6.		STAFFORD, INGRID COMMUNITY RESOURCE CENTER	Complete	0	4	2	6	SYST SUPT ANL 1	06762	0	4	3	7

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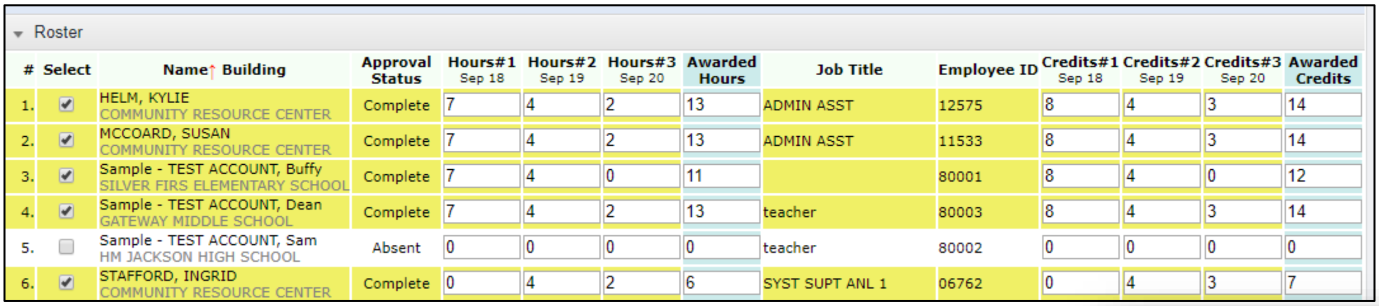
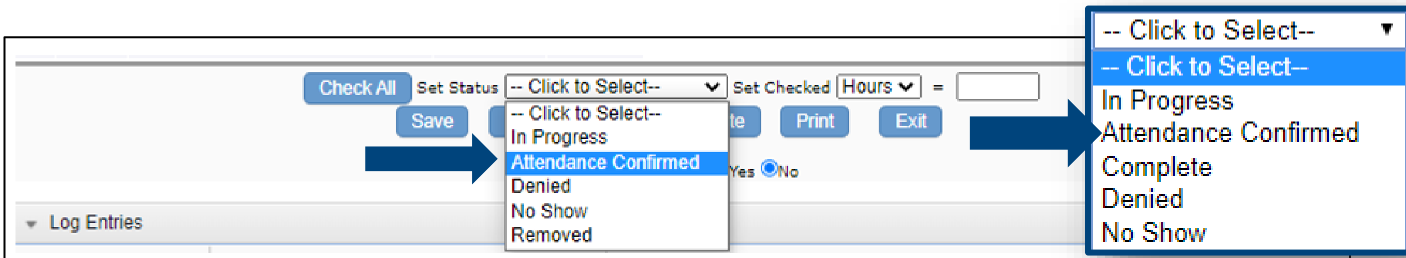
Step 2: After the last meeting, the owner will mark all who attended at least one meeting as Confirmed, or Complete depending on your permissions. Calculate and update the Awarded Hours/Credits.



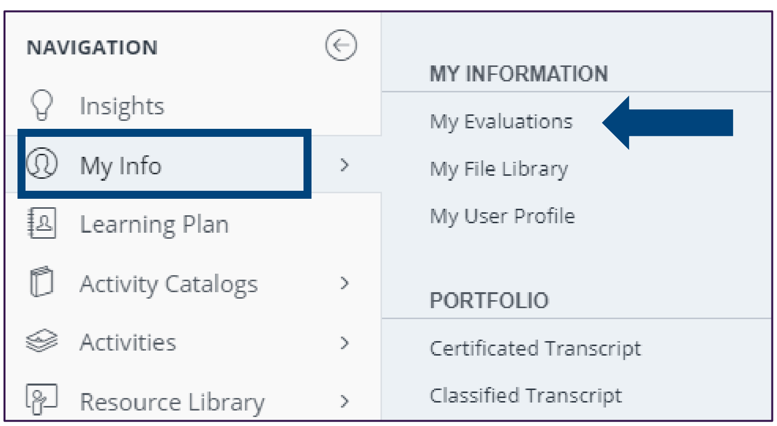
#	Select	Name Building	Approval Status	Hours#1 Sep 18	Hours#2 Sep 19	Hours#3 Sep 20	Awarded Hours	Job Title	Employee ID	Credits#1 Sep 18	Credits#2 Sep 19	Credits#3 Sep 20	Awarded Credits
1.	✔	HELM, KYLIE COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	12575	8	4	3	14
2.	✔	MCCOARD, SUSAN COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	11533	8	4	3	14
3.	✔	Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	Complete	7	4	0	11		80001	8	4	0	12
4.	✔	Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	Complete	7	4	2	13	teacher	80003	8	4	3	14
5.		Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	Absent	0	0	0	0	teacher	80002	0	0	0	0
6.	✔	STAFFORD, INGRID COMMUNITY RESOURCE CENTER	Complete	0	4	2	6	SYST SUPT ANL 1	06762	0	4	3	7



If an activity is archived, changes CANNOT BE MADE in Professional Growth. To award any missed PD hours or pay, use a paper in-service credit form or paper timesheet. Forms can be found in Docushare.

My Info

Navigate through assigned evaluations, transcripts, registrations, etc.



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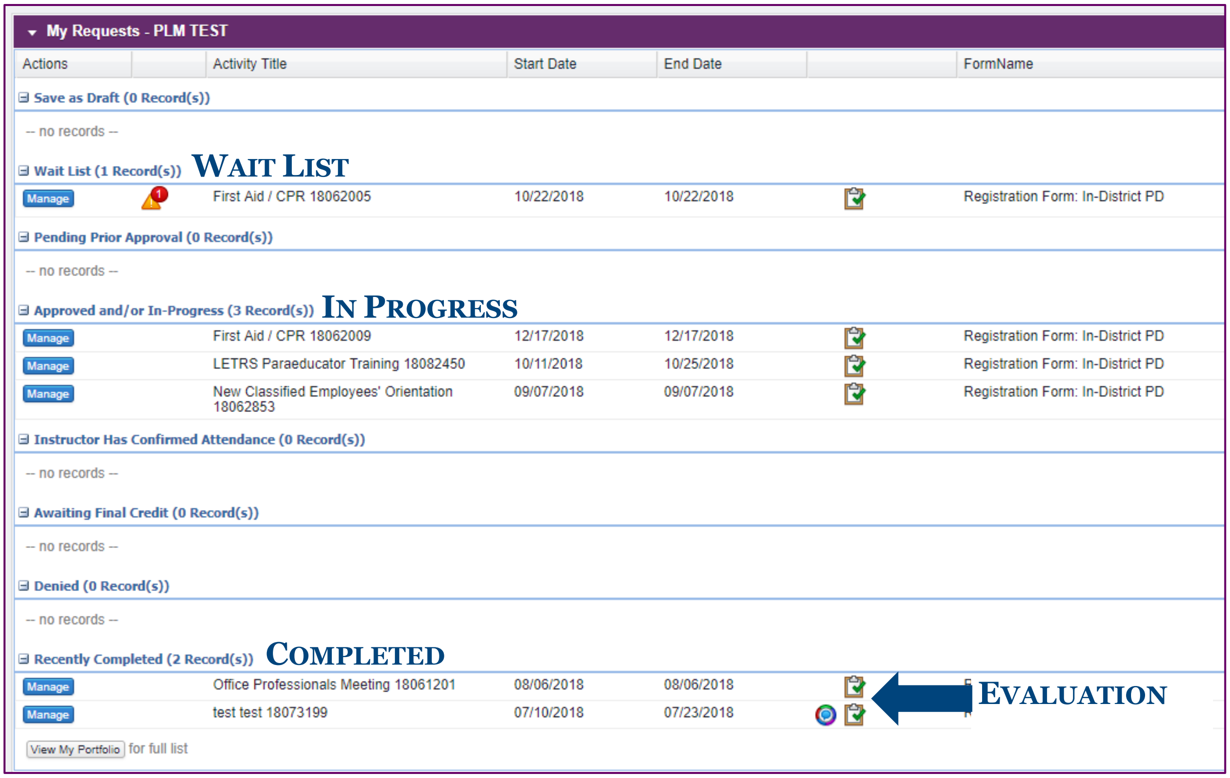
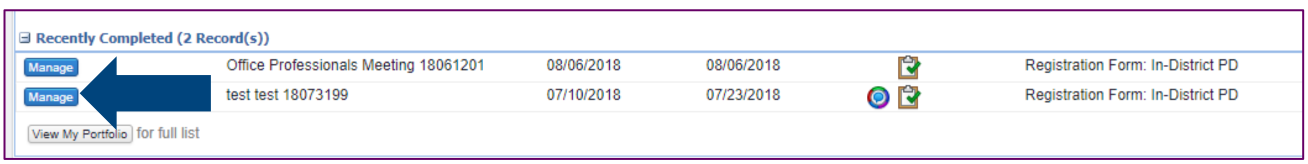
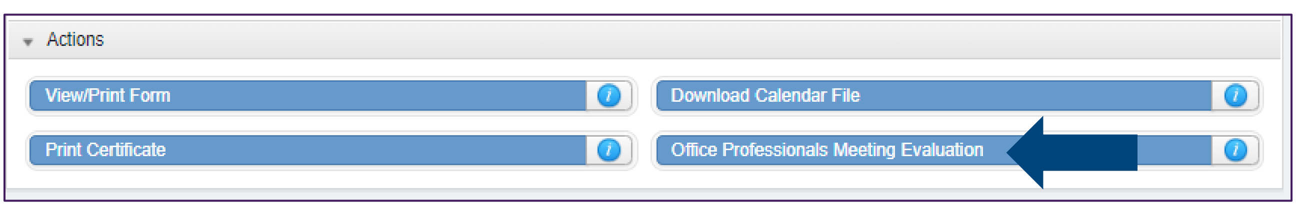
Learning Plan



Clip board icon indicates a course evaluation is required.
Select Manage to open another menu and click on the Evaluation to complete.



Manage completed activities and access evaluations



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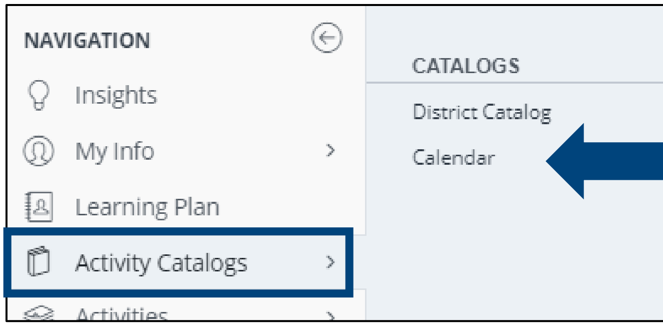
Managing Your Registration

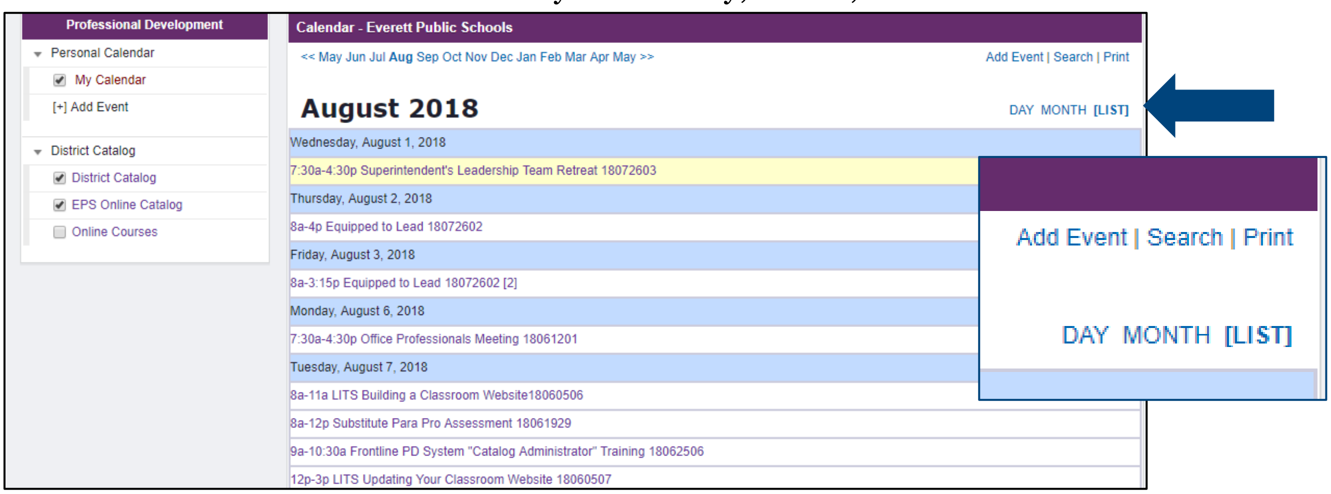
Search, sign up, or drop activities

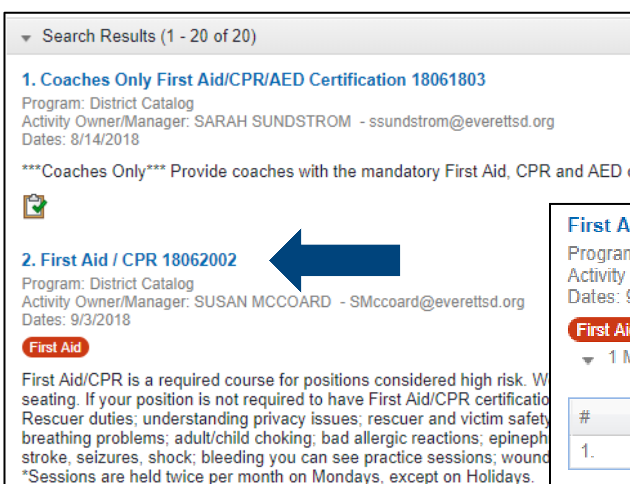


Using the left navigation pane, select Activity Catalog and search by District Catalog or Calendar.

Find an activity by searching a title, activity code, or date for more search options select Advance Search.

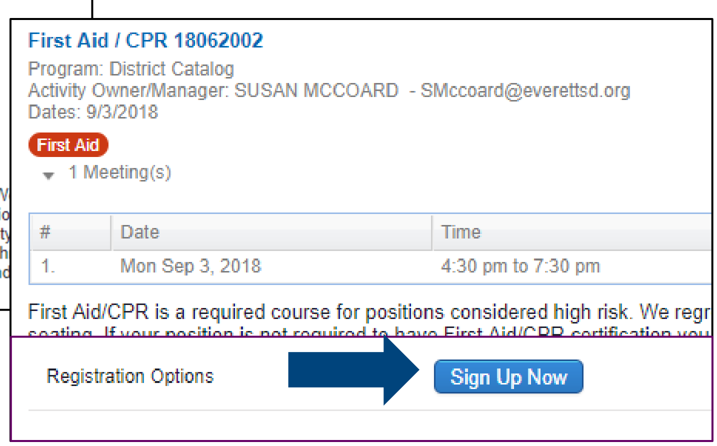
Use the Calendar view to find an activity. Search day, month, or list





Once the desired activity is located, click on the title for the details.

Sign Up Now to register.



Glossary

Frontline – The vendor for HR software applications: Recruiting and Hiring, Absence Management, and Professional Learning Management and Growth Focused Evaluations (Professional Growth).

Activity – The professional development offering, formerly known as a course and session in ERO.

Activity Formats allows district admins to specify a list of activity formats that will be available for selection on each activity request form. This information is helpful when categorizing activities in reports. Districts and organizations typically use Activity Formats to include the following selections - Instructor taught, blended, book study, online learning, PLC, etc.

Activity Owner - An activity can have only ONE activity owner, and is treated the same as an instructor, with two additional features, can use the completed status when taking attendance and archive the activity once attendance has been taken.

Category – is the curriculum categories we use to identify the department activities.

Event – The Event is used to group a collection of activities that occur as part of one event (for example: New Staff Induction, In-service Day, etc.). When browsing the district catalog, teachers and staff will see the events listed and can click each event for easy access to that event's activities.

Insights Platform vs. Legacy – We have the Insights Platform with a side bar navigation to access system features (you will hear mention of the legacy version in some training videos).

Meetings – formerly known as the occurrence.

Program – District catalog or online content.

Purpose – As a staff member completes activities, the credits will be tracked against the selected purpose. The teacher or staff member can monitor their progress towards the purpose by examining their Portfolio, which lists all activities according to each purpose. Clock hours, classified instructional hours, CEU, STEM (multiple can be selected).

Restrictions – When you add an activity, you can use the sections below to filter:

1. **Building Restrictions** - Click on the buildings that should only be able to see this activity.
2. **Department Restrictions** - Click on the departments that should only be able to see this activity.
3. **Grades** - Click on the grades that should only be able to see this activity.
4. **Groups** - Click on the groups that should only be able to see this activity. If no groups are visible, you can create custom groups by going to Config Summary-->Groups.

Roles & user level

1. Config Admin – PD approver, system operator
2. District Catalog Admin/Instructor– Principal, facilitator, director, office manager. All who propose an activity and will have complete access to enrollment tools.
3. Instructor – Limited access in the instructor tab. And can only take attendance, but not award the hours and must mark Owner of activity to receive enrolment tools.
4. Learner – All staff who register for an activity.

Support

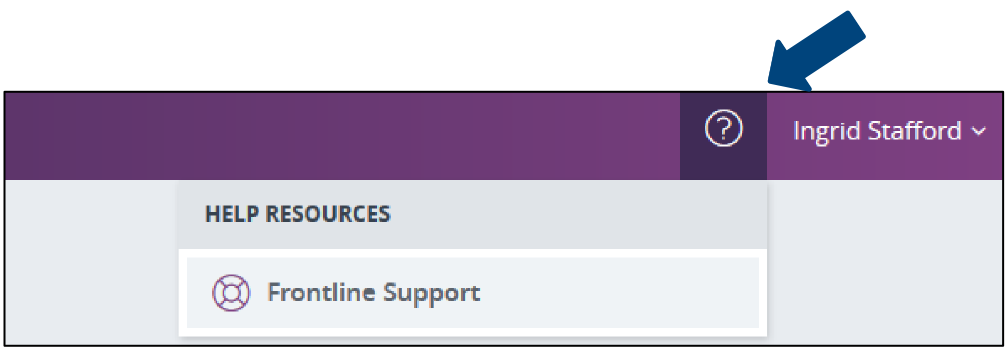
Human Resources

Ingrid Stafford
System Support Analyst
Ext 4114
istafford@everettsd.org

Michelle Olson
Administrative Assistant
Ext 4127
molson2@everettsd.org

Frontline Support Resources

Locate and select the Frontline Support icon. This selection opens the Learning Center in a new browser tab where you can review help resources and learning materials.



Recommended Webinars

Webinars > Catalog Administration

Webinars > PLMS Instructor Orientation

Webinars > PLMS Learner Orientation

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Frontline Professional Growth (FLPG): At a Glance and FAQ

Frontline Professional Growth software manages all our professional development learning activities from registration, evaluation, transcripts, workshop payroll, and more. This online system makes it easy to track the learning activities of your staff and self.

At A Glance

- **Web address**: https://login.frontlineeducation.com/sso/everettsd
- **PD** = Professional development
- **Training guides** and **help documentation** are available using this link to Docushare
    - Activity proposal
    - Attendance
    - Pre-registration

Clock hours & OSPI

Everett Public Schools is approved by OSPI as an **in-service education** agency that can provide clock hours for professional development offerings

- OSPI requirements for sessions offering clock hours:
    - Prior approval
    - 1 hour minimum meeting time
    - Agenda
    - Objective, intended outcome, and Washington State standards listed
    - Instructor resume
    - Course evaluation
    -

FAQs

General information

1. What if someone **missed registering in FLPG and wants clock hours?**
   The clock hour request is claimed on the ***Missed Registration Form***. To request the Inservice Registration form from HR and provide missed activity course code, title and date.
2. Do I need to **print the sign in sheet from?**
   Yes. The sign in sheet includes important session details for recordkeeping and verifies PG registration.
3. Where do I **send the original sign in** sheet after class**?**
   Use it to verify attendance then send to Human Resources **with the session agenda**.
4. Do we need an **agenda for every session?**
   Yes. The agenda is an OSPI requirement if offering clock hours.
5. Do all **professional development offerings** need to be **in FLPG?**
   Yes, if offering clock hours or additional pay.
6. When will **FLPG email registrants?**
   FLPG will email registrants and instructor/managers for
    a. Registrant: Reminder 3 day prior, session attendance, missed, dropped and no show
    b. Manager: Approval of proposed course, cancelled course, registrant missing email addresses

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Course & Session proposal

1. What is a **CHIP?** **C**lock **H**our **I**nstructor **P**lanning
2. When is an e-CHIP proposal required? e-CHIP proposal is required every time you offer clock hours for a session.
3. Can I **propose a session** that has **already occurred?** Not without Superintendent approval.
   a. The state requires prior approval of any session offering clock hours
   b. Sessions awarding any credit type are imported to BusinessPlus monthly for the employee's transcript
   c. Sessions with an e-timesheet are imported to payroll consistent with the payroll calendar
   d. Can I **add to the registrations or change attendance** details later? No. It's likely the session details have been exported to the employee's profile already and changes made will not be exported again, resulting in missed credits.
4. What is the **difference between the approval processes?**
   a. e-CHIP – Clock Hour Instructor Planning: Used for any session offering clock hours, goes through the CSDAC approval and requires at least 24 hours prior to first occurrence
   b. Classified Instructional Hours: Any session offering classified instructional hours, typically for maintenance and office staff
   c. The training guide says to use the **eTimesheet** option. Can I use a **paper timesheet**? There are very few circumstances that need a paper timesheet. Contact HR if you feel you will need to use one.

Credit types: Clock hour vs. classified instructional hours

1. What are the **different credit types** EPS offers? Clock hours, classified instructional hours, and continuing education unit (CEU)
2. Is there a **difference between Clock Hours and Classified Instructional Hours?** Yes,
3. Can classified **employees receive clock hours?** Yes. Clock hours are converted to classified instructional hours for classified employees.
4. Can **certificated employees receive classified instructional hours?** No. Certificated employees will have no use for classified instructional hours**.**
5. Why do **teachers & para educators use clock hours?** EEA and EAP members receive clock hours for certification and salary placement.

Attendance

1. Completion of attendance is required within **2 days of the meeting date and final occurrence no later than 2 days after session completion**. (pg. 6-9)
2. What if a **registrant tells me they haven't received the evaluation** after a class? Session registration status has not been marked. The registration status triggers the evaluation and awards the PD hours.
3. What if I need to make a **change to attendance** after roll has been taken and the course has been archived? Contact Ingrid in HR first. We process payroll and credit files on a monthly basis. Adding registrants or changing attendance status after we process the file may cause missed pay and/or clock hours will applied incorrectly to the employee records.