

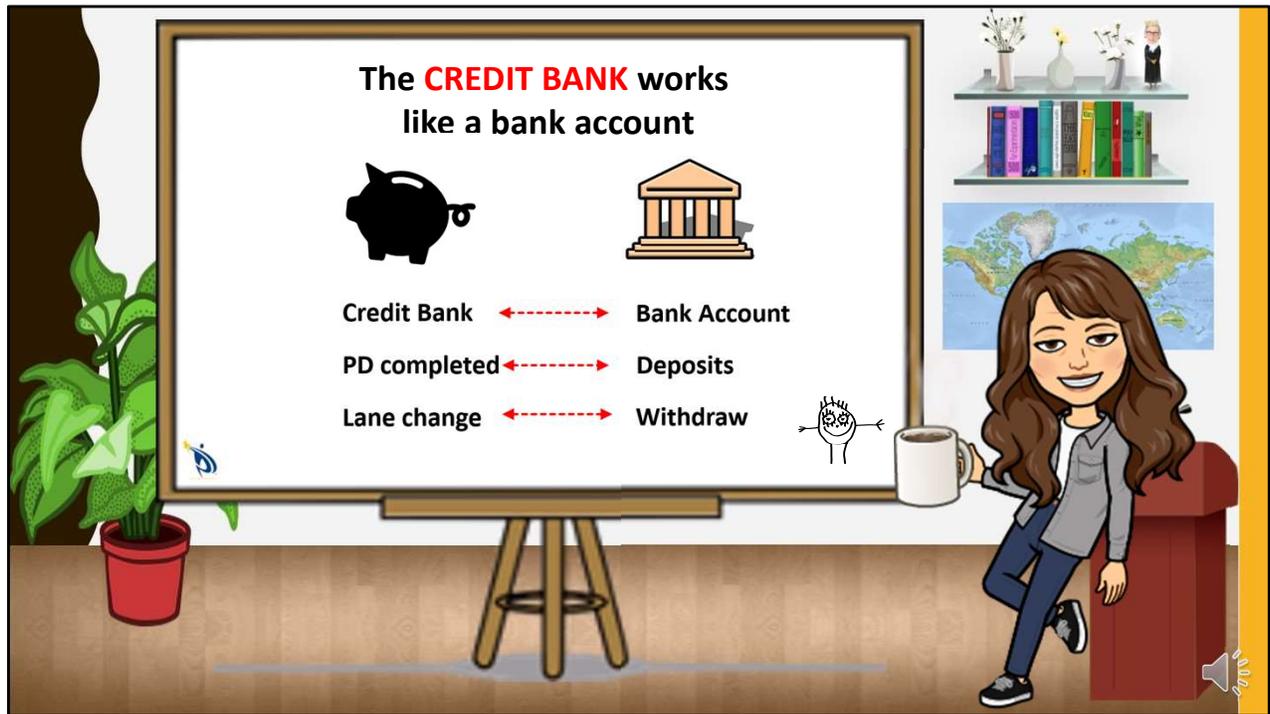
An advertisement for 'THE CREDIT BANK IS HERE'. The background is a vibrant orange. On the left, there's a vertical stack of colored rectangles: a white one at the top with a blue piggy bank icon, a light blue one, and a dark blue one at the bottom with a stylized logo. The main text 'THE CREDIT BANK IS HERE' is centered in white and blue. Below it, the tagline 'Online. Easy. Instant.' is written in a smaller font. A small speaker icon is in the bottom right corner.

The credit bank is here!

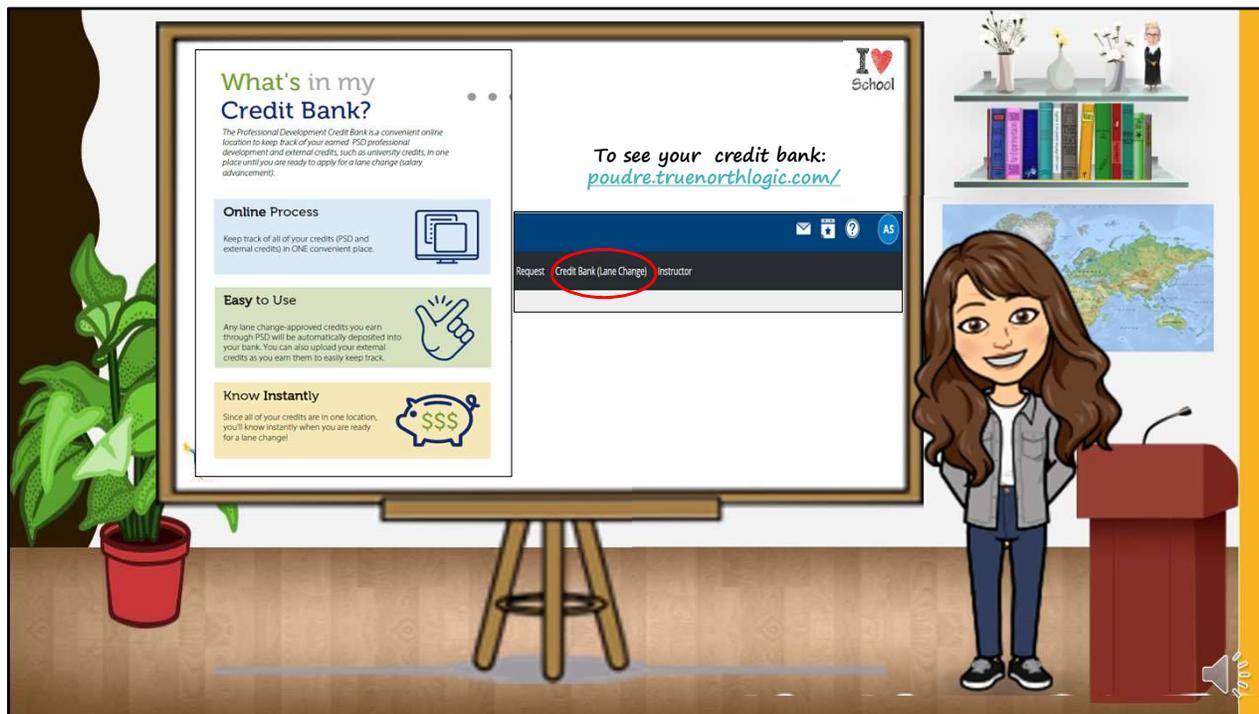
**HOW DO I
USE THE
CREDIT
BANK?**

THE
**CREDIT
BANK**
IS HERE
Online. Easy. Instant.

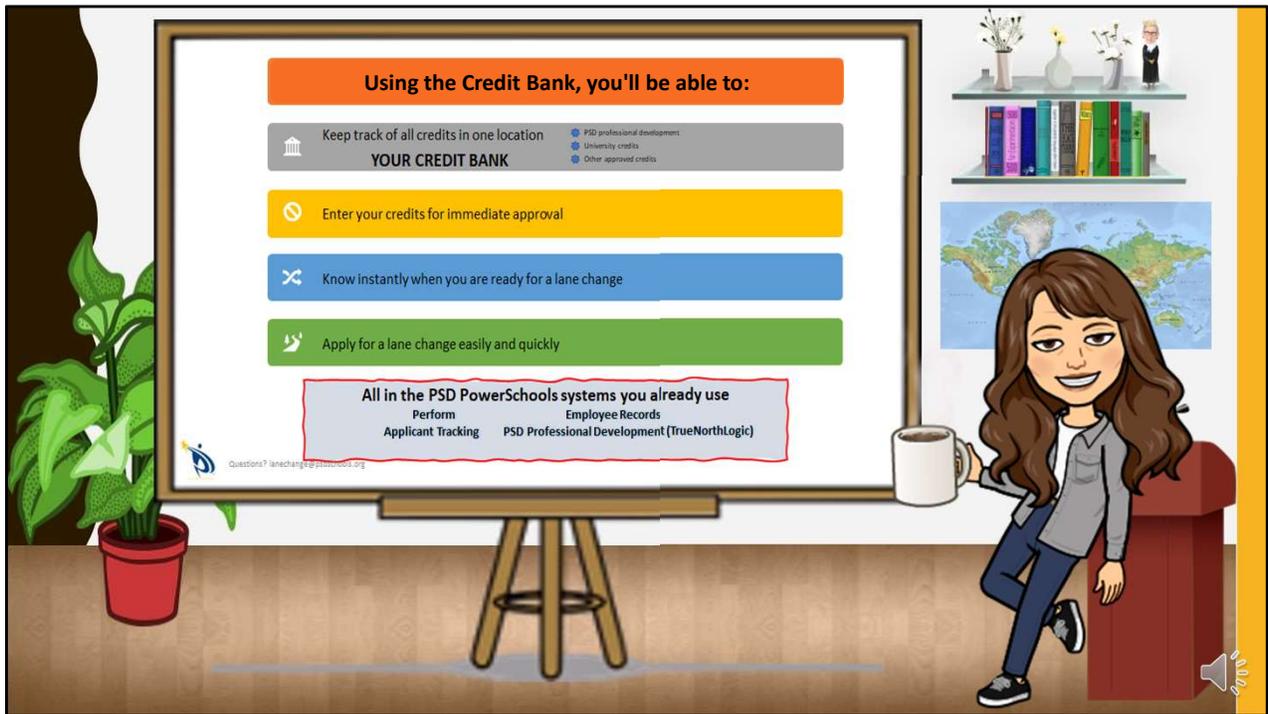
Your professional development credit bank is a convenient online location to keep all your professional development credits in one place until you're ready to apply for a lane change, otherwise known as salary advancement.



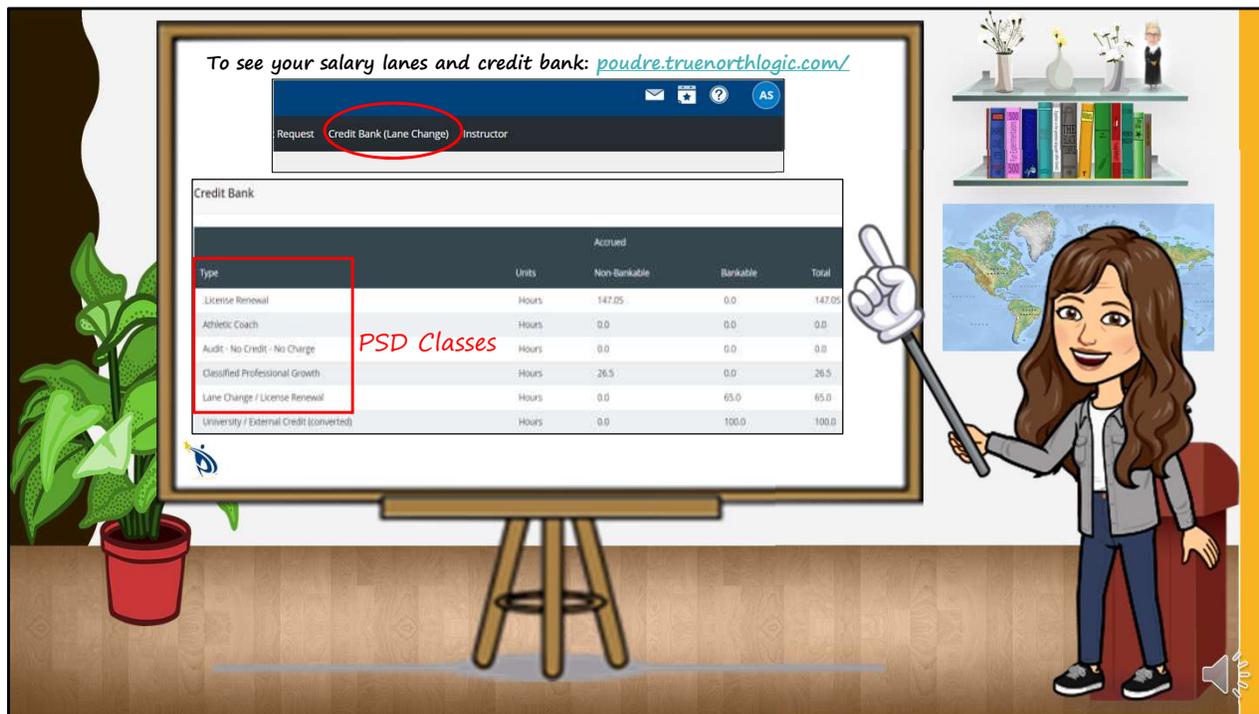
Your credit bank works like a bank account. When you complete professional development, you make a deposit. When you do a lane change, you make a withdraw. So your credit bank balance will change over time. What doesn't change is your PSD Professional Development transcript. More on that later!



Using the PSD professional development website, you can keep track of all your credits in one place. Any PSD lane change-approved credits you earn will automatically be deposited into your credit bank once a class is complete and the instructor has submitted all necessary materials. You can upload external credits, such as university transcripts and SSP credits, as you earn them. It's that easy! Since all your credits are in one location, you'll know instantly when you're ready for a lane change.



Just as it says above!



So, how do you use the Credit Bank?

Log in to your PSD Professional Development account. This is the same place you go to sign up for PSD classes and to get a copy of your completed PSD classes on your transcript. Click on the Credit Bank (Lane Change) tab to view your credit bank. In your credit bank, you'll see the types of credit you can accrue. The first 5 types are PSD professional development classes. Pay careful attention to the number of "Lane change/license renewal" credits you have; these are credits earned through PSD that can be applied toward lane change AND your CDE educator license renewal. Other types of courses listed here do NOT apply for lane change credit.

To see your salary lanes and credit bank: poudre.truenorthlogic.com/

Request **Credit Bank (Lane Change)** Instructor

Credit Bank

Type	Units	Accrued		Total
		Non-Bankable	Bankable	
License Renewal	Hours	147.05	0.0	147.05
Athletic Coach	Hours	0.0	0.0	0.0
Audit - No Credit - No Charge	Hours	0.0	0.0	0.0
Classified Professional Growth	Hours	26.5	0.0	26.5
Lane Change / License Renewal	Hours	0.0	65.0	65.0
University / External Credit (converted)	Hours	0.0	100.0	100.0

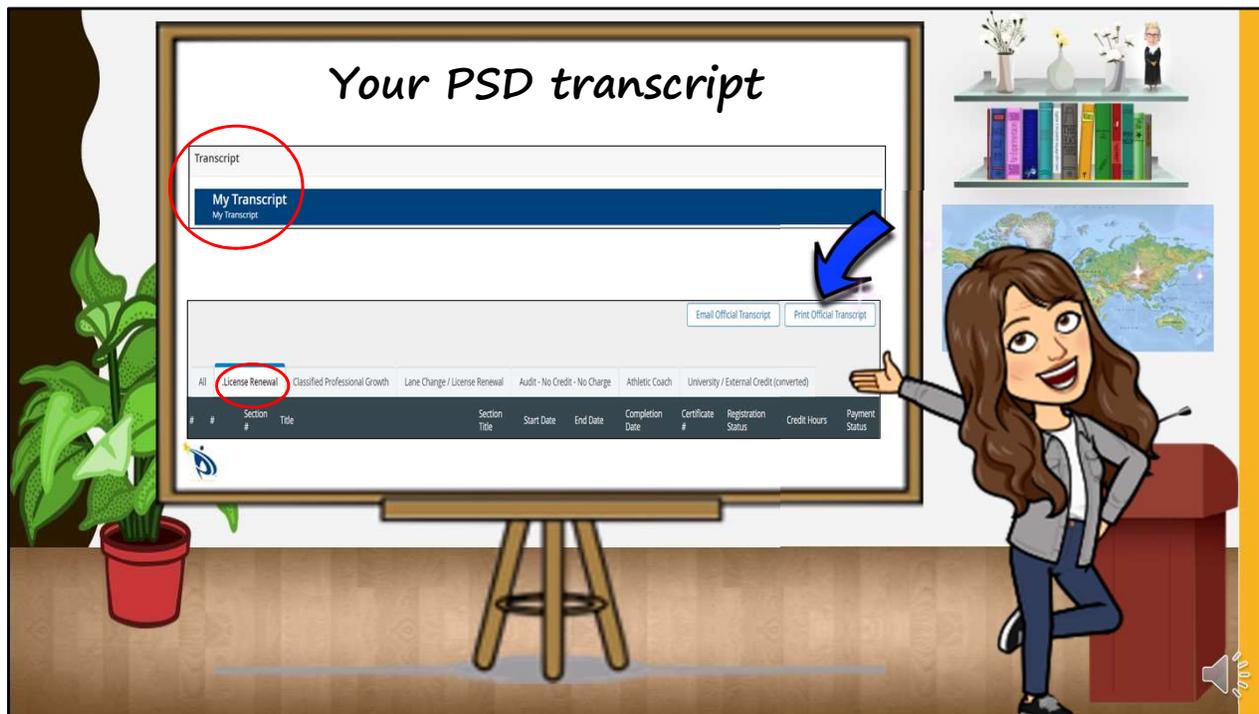
All credits completed by 12/31/2019 submitted to and approved for your credit bank were added to your credit bank in University/External Credit.

You'll also see a line for University/External Credits. When you complete university classes, you'll submit the transcripts and we'll add them to your credit bank here. This is also where we deposited your initial bank of credits~ all types of credits that you submitted, that you had earned by December 31, 2019, and haven't yet used for a lane change. Please note that these credits have been converted to PD credit hours. So, until you add any external credits or apply for a lane change, the amount of credits in your University/External Credits line will be equal to your initial deposit of credits.

Type	Units	Accrued		Total
		Non-Bankable	Bankable	
License Renewal	Hours	147.05	0.0	147.05
Athletic Coach	Hours	0.0	0.0	0.0
Audit - No Credit - No Charge	Hours	0.0	0.0	0.0
Classified Professional Growth	Hours	26.5	0.0	26.5
Lane Change / License Renewal	Hours	0.0	65.0	65.0
University / External Credit (converted)	Hours	0.0	100.0	100.0

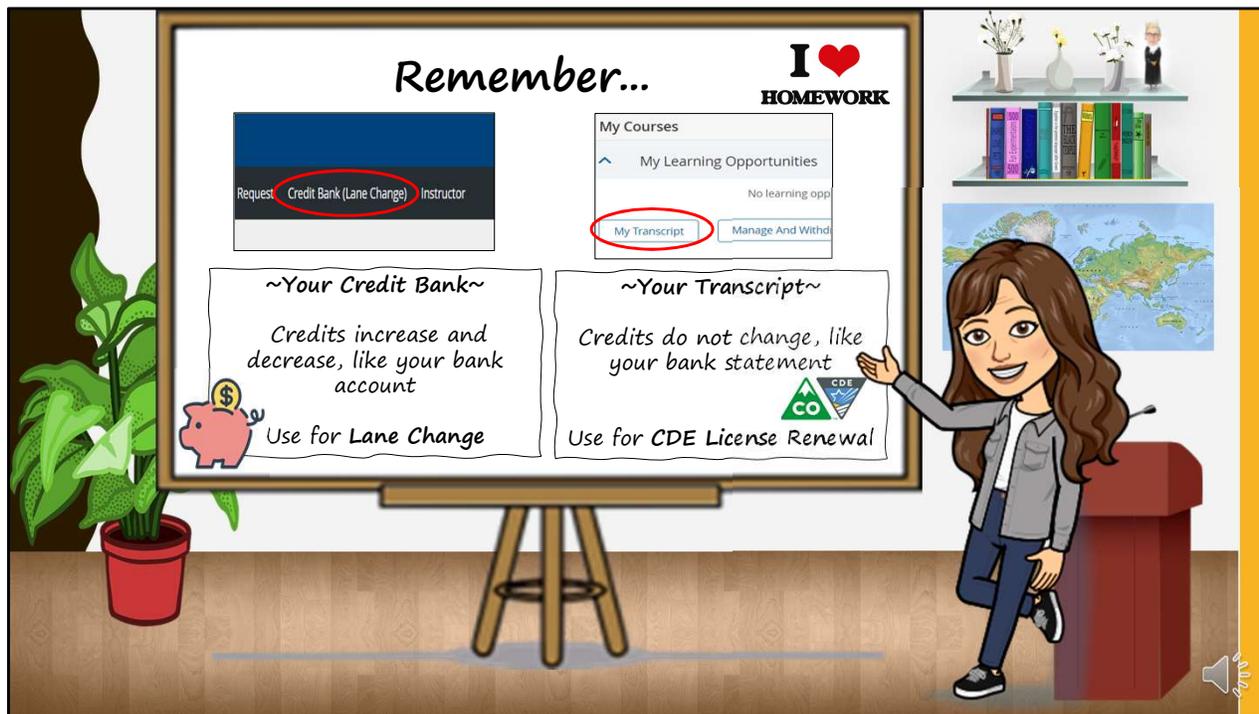
$65 + 100 = 165$ PD hours
 $165 \div 15 = 11$ univ. credits

You'll notice that the total number of Lane Change and University credits changes over time, while the others do not; That's because when you complete classes, you "deposit" the credits into your bank, and when you do a lane change, you withdraw credits from your bank. The credits in your bank are only ones you haven't yet used for a lane change. To know how many hours you have that can be applied to a future lane change, simply add two numbers~ the Lane Change/License Renewal hours and the University /External Credit hours. Then, divide by 15 to see how many semester hours of credit you have.

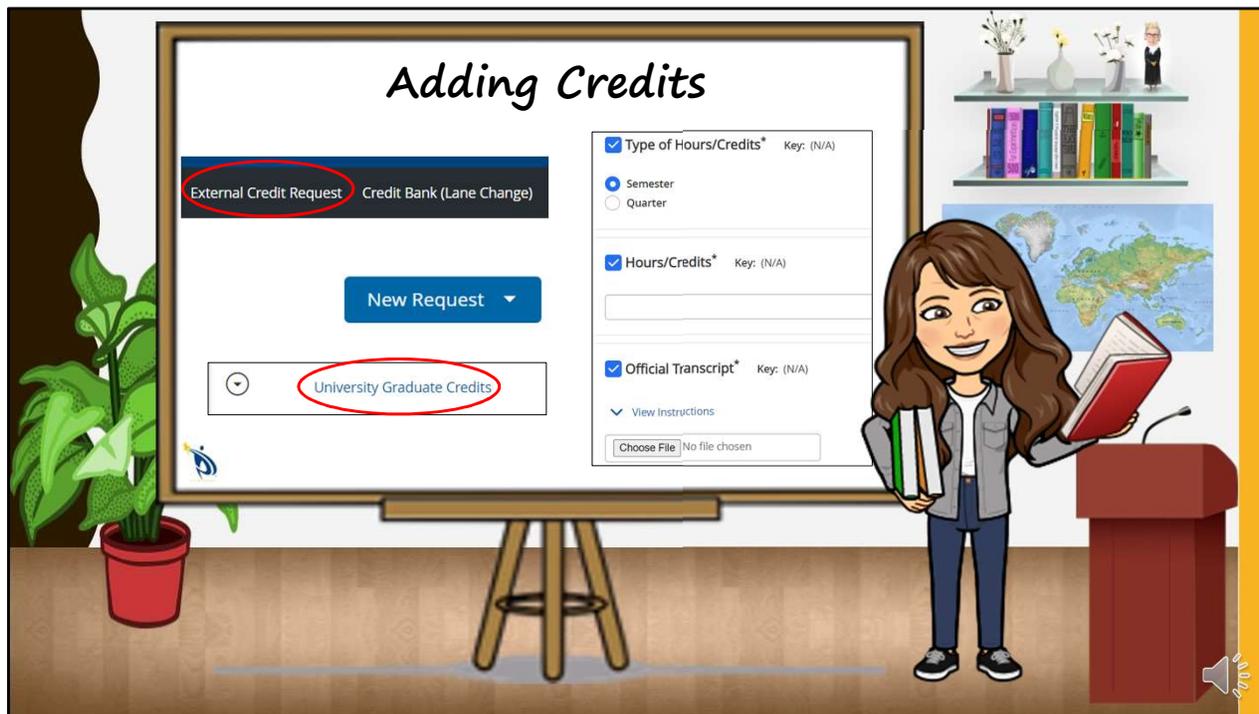


Below the Credit Bank, you'll see your Transcript. This transcript is a running total of all PSD professional development courses taken during your employment with PSD. Unlike your credit bank, your transcript doesn't change over time; it will have all the classes you've completed in PSD. Use your transcript when you apply for your CDE license renewal; you can even choose the License Renewal tab and click print official transcript. That will create a pdf of just the classes that count for CDE license renewal, without the other information and classes you don't need. You can upload the pdf of your transcript to your license renewal application.

Please note that your transcript does NOT reflect what you have available to change lanes on the salary schedule; it is

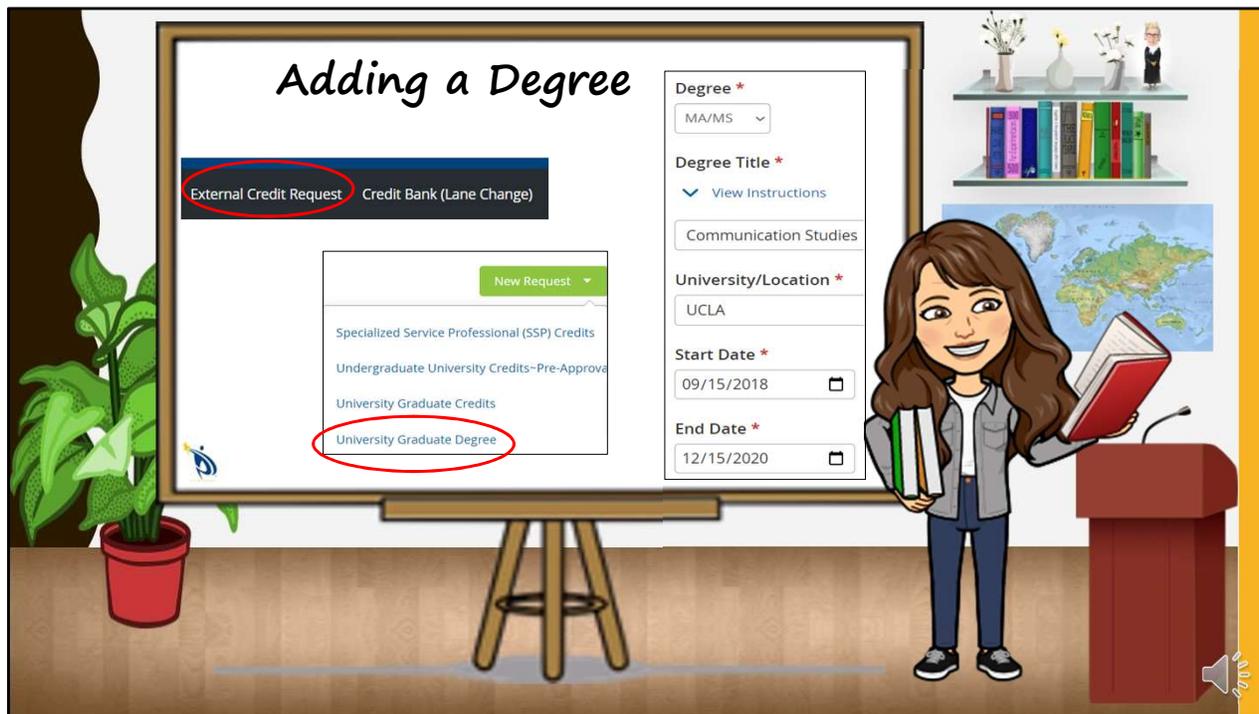


So, remember, you'll use your credit bank for lane changes, and the amounts in the bank will go up and down like in your bank account. When you complete professional development classes, you'll make a deposit, and your account balance will increase. When you do a lane change, you'll do a withdrawal, and it will decrease. The credits aren't gone, though. They'll always be in your transcript, which is like your bank statement.

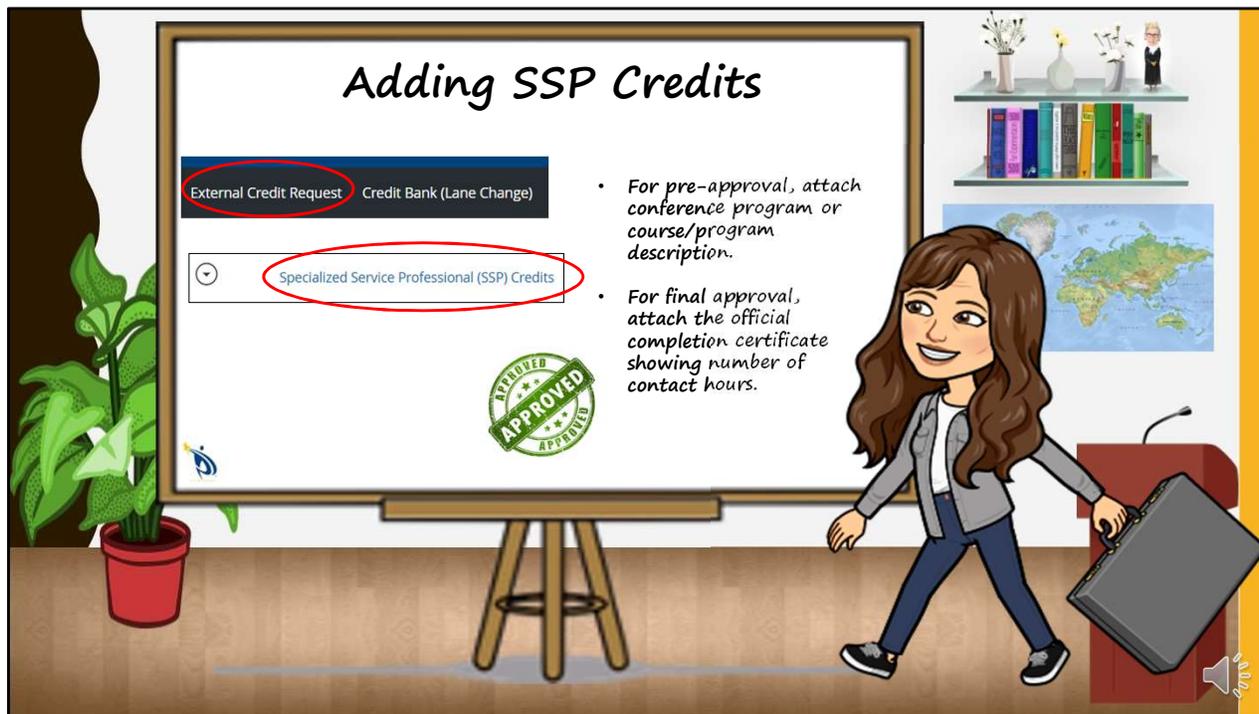


Adding credits to your credit bank is easy. The PSD lane change-approved credits you earn will automatically be deposited into your credit bank once a class is complete, the instructor has submitted all necessary materials, and you've completed the course survey. If you see a class in your transcript but not the credits in your bank, you probably need to complete the survey.

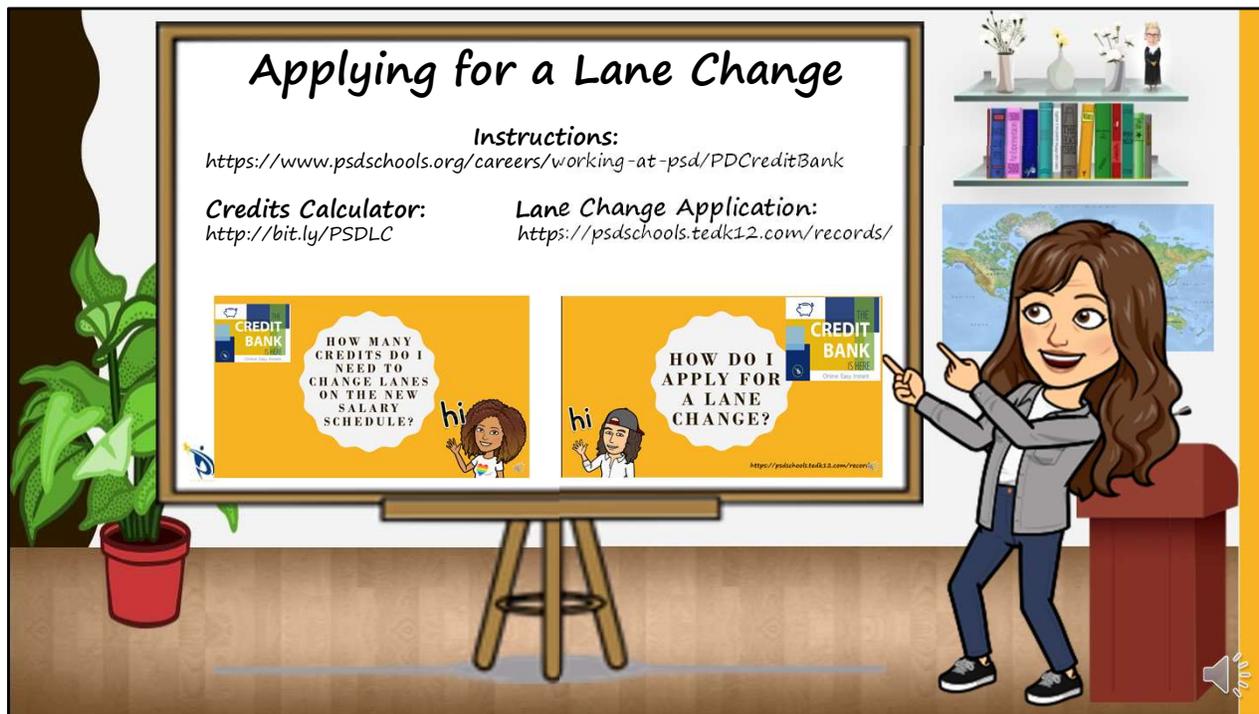
Adding external credits, such as university transcripts and SSP credits, is easy too. For university classes, click on the External Credit Request tab, and choose *University Graduate Credits*. Complete the form, a separate one for each class, and add the official transcript as a pdf. We recommend that you submit the classes as you earn them, or as soon as you have an official transcript to add, so you don't lose track of them. They'll go into your credit bank in the University/External Credits line. Remember~ they'll be converted from semester credits into PD hours by multiplying the number of university credits by 15. So if you completed a 3-semester credit class, 45 hours of PD credit will go into your bank. It's that easy!



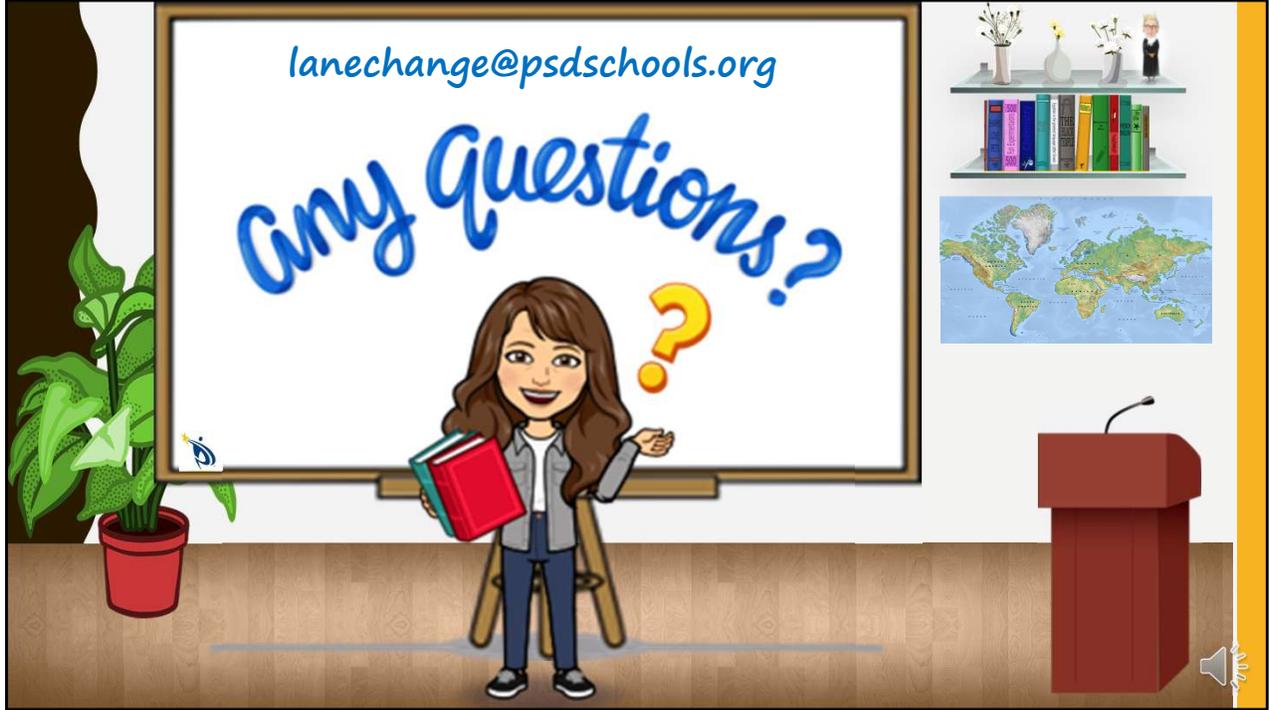
If you complete a graduate degree, you do not have to submit class requests for each class you completed for the degree. Simply click on the External Credit Request and choose *University Graduate Degree*. Complete the form and attach a pdf of the official transcript or official diploma.



Adding SSP credits requires pre-approval from the director of your department, Integrated Services or Student Services, which you must get before you attend the conference or professional development course. In the PD system, go to External Credit Request and choose Specialized Service Professional (SSP) credits. Complete the form, and attach the event or conference program or course description. Choose your department, Integrated or Student Services, and it will be sent electronically to the appropriate director. After the director approves the event, the form will come back to your PD account, where it will stay until you attend the event. Be sure you receive a certificate which clearly shows the number of hours granted by the conference or course. Then, complete the form and attach the certificate showing the number of professional development hours awarded. These hours will go into your credit bank under University/External Credits too.



Ok, now that you know how to use the credit bank, you might be wondering when and how to apply for a lane change. Many of you know exactly how many credits you need until you can change lanes, or advance in salary, even on the redesigned-for-the-2020-21-school-year salary schedule. If you don't, refer to my colleague's presentation "How Many Credits Do I Need to Change Lanes on the New Salary Schedule?" and the credits calculator we created for you, which you can find on the PD Credit Bank website. When you have completed enough credits and added them to your credit bank, you can apply for a lane change using the new electronic lane change application now available in Records. See the presentation "How Do I Apply for a Lane Change?" for simple instructions.



We hope the credit bank works well for you! If you need more information, email us at lanechange@psdschools.org. We hope you have a great year!