1. **Purpose**

Standard operating procedure for granting credit for outside workshops.

2. **Scope**

Campus Administration, Supervisors, C&I department and district staff.

3. **Prerequisites**

Access granted to campus administrators.

4. **Responsibilities**

- C&I will ensure appropriate access level is given to campus Principal or Supervisor.
- Staff member will enter a new portfolio entry in their workshop portfolio.
- Staff member will give certificate to Supervisor or Campus Principal.
- Campus Principal or Supervisor will log in to Eduphoria Workshop and either Approve or Deny Credit based on certificate information.
- Campus Principal or Supervisor will give certificate back to personnel to maintain for their records.

5. **Procedure**

1. Log in to Eduphoria and select Workshop
2. Select the Principal tab along the left side
3. Select Credit Item Requests
4. Click on the individual’s name for which you received a certificate and need to approve credit.
5. Make sure the CPE and any other applicable requested credit has been entered and matches the credit on the certificate.

Documents: C&I SOP’s
6. Select either Approve or Deny Credit in top menu bar.

*For approving November earned-off credit, the administrative regulation states that hours must be earned between the last calendar working day of the current year and the first calendar workday of the following year. All earned-off credit must be obtained and entered into Eduphoria no later than the last working day in September. Earned-off credit must be accrued in at least three hour increments. All credit toward the earned-off day must be completed during “off-contract time” (during a time that is not a scheduled work day according to specific work calendars.)