PD Credit Request

Fill in the fields, then send to your HR or district PD office before enrolling.

Date: _____

To: _____ Office: _____

District: _____

From: _____ School: _____

Email: _____ License/ID: _____

Dear _____,

I am considering the following Blueprint for Learning Co. course and would like written guidance on whether its professional development hours may count toward my relicensure requirements.

Course title: _____

Course URL: _____

Listed hours requested: _____

ISTE alignment (standard and course connection):

_____

_____

I understand that credit depends on state and district policy. I am requesting a policy determination, not assuming acceptance of the course or its listed hours.

Documentation available to support review

- Personalized PDF certificate of completion with course title, PD hours, and completion date.
- Published course description and module/lesson list.
- Final assessment and published completion requirements.
- Capstone or application artifact, where applicable to the selected course.

Please let me know whether these hours may be accepted, how they should be categorized, whether prior authorization is required, and what additional documentation or forms I should submit. Please also confirm any applicable deadlines or hour limits.

Thank you for helping me plan professional learning that meets our requirements.
Sincerely,

_____

Name and signature