

## **NDSU Professional Development Credit FAQ for EduTech Training Workshops**

Professional development credit from NDSU is available for eligible EduTech training workshop hours. Each workshop on the [EduTech training](#) site will indicate whether the hours are eligible for credit or not. Duplicates workshops and workshops not meeting the criteria for professional development are not eligible for credit.

### **What are the requirements for professional development credit?**

Each professional development credit requires at least 15 eligible EduTech training hours. To use your eligible EduTech workshop hours toward credit, it is necessary that you have an EduTech @k12.nd.us account. Attend all class sessions and complete the activities as assigned to receive a passing grade. Duplicate workshops and workshops that do not meet the criteria of professional development are not eligible and will be indicated as such in the workshop details.

### **How are workshop hours tracked?**

Completed EduTech workshops are tracked and may be viewed in your training dashboard found on the left-hand side of the [EduTech Training](#) site. Log in with your entire @k12.nd.us email address and password. Select the "Personal Info" tab then click on the workshop bar for dates, hours, and other details.

### **How long are workshop hours available to be used for credit?**

Workshop hours are available for two years from the start date. If not used toward professional development credit within that time, the system automatically expires them and it is not possible to recover them to be used for professional development credit.

### **How do I register for credit?**

When you have verified that you have at least 15 eligible EduTech training hours, you may register for a credit. Please note that workshop hours cannot be separated so, in some cases, you will be using more than 15 hours. EduTech will assign the appropriate course title to your credit after you register.

Begin the registration process on the [Professional Development Credit](#) site. After you have read the instructions on that site, click on the "Begin Registration" button at the bottom of the page and you will be taken to NDSU's Marketplace to complete your registration.

### **What is the credit cost and how is payment made?**

The current cost for each credit is \$75.00 (subject to change). Payment is made at the time of registration by credit or debit card. You will also have the option to mail in a paper registration form with a check or money order.

### **How are the courses graded?**

Letter and S/U grading is available. Grading is based on the rubric located on the [Professional Development Credit](#) site. S/U grades are awarded by default unless the completed rubric is turned into each workshop instructor prior to the workshop.

### **What if I need an official NDSU transcript?**

Official NDSU transcripts are available for a \$12.00 fee from the NDSU Registration and Records Office. If you have questions about ordering an official NDSU transcript, please contact:

NDSU Transcripts

701-231-8597

[ndsordertranscript@nds.edu](mailto:ndsordertranscript@nds.edu)

**What if I have questions?**

Please contact the EduTech Help Desk

[help@k12.nd.us](mailto:help@k12.nd.us)

800-774-1091 (ND toll free)

701-451-7400