

CHALKABLE PD INSTRUCTIONS

For outside training items you have not already turned in, enter your workshop's description in Chalkable PD (see instructions below), then place your certificate in Mr. Shaw's mailbox. After I have approved the training, I will check it off in Chalkable PD, make a copy of the certificate for the files, and then I will return it to your mailbox. For the SVHS/JCIB/SVTA PD events, I will enter the event's description from the sign in sheets, so you do not have to worry about adding those.

INSTRUCTIONS FOR ENTERING OUTSIDE TRAINING IN CHALKABLE PD

- Sign in to Chalkable PD
 - From the SVHS website (<http://shadesvalleyhigh.jefcoed.com>), locate the link under the EMPLOYEES tab.
 - Simply Google Search "Chalkable PD."
 - If you do not know how to sign in, please see me immediately.
- Click the "My History" tab.
- Scroll to the bottom of the page.
- Click the "submit new training history item for approval."
- Fill in the form, then click add.

In order to receive credit for PD, you must follow the instructions above. If I receive a certificate, but you have not completed the steps above for submission in Chalkable PD, I will place the certificate back in your box.

Thank you for your cooperation in following these steps to ensure everyone receives proper PD credit for all of your professional development.

Thank you,

Chris Shaw