

Instructions for entering Professional Development/College Credit into HR Kiosk

- Log into HR KIOSK
- Choose the link at the top **IPDP**
- Choose the tab for **Create Activity** (located under the Individual Navigation pane on the left side)
- ***Activity Name:** Write: Certificates/Workshops/Course Work
- ***Beginning Date:** After License Renewal Date
- ***End Date:** Last Certificate date or the date completing this
- ***Verification Method:** Certificate of Attendance/Transcripts
- ***Provider:** Workshops/College
- Approving Supervisor: **Must be marked NONE (N/A)**

- Enter into one of the following fields: **Semester Hour/Quarter Hours/CEU Credit /Contact Hours**
- If you use Contact Hours, Select: **Workshops/Webinar/Conferences**
- If you select College, Select: **University Course**
- ***Description:** Various Workshops, Conferences, College
- ***Activity Focus:** License you want hours applied to
- Click on: **Create Activity Request**
- Add New Attachment to this Activity
- Upload Scanned Certificates
- Click on: **Submit for Final Approval**