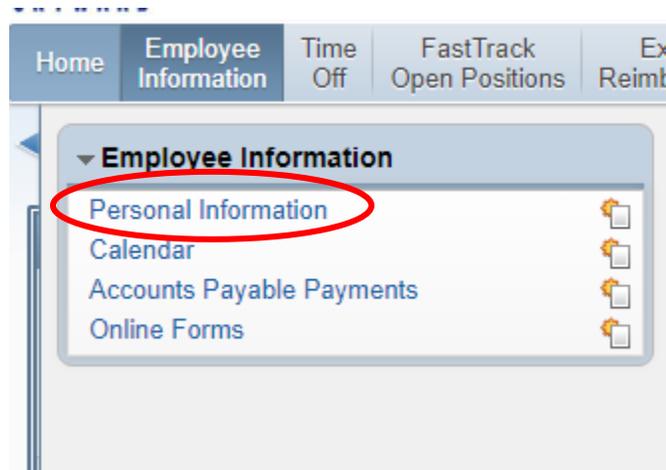
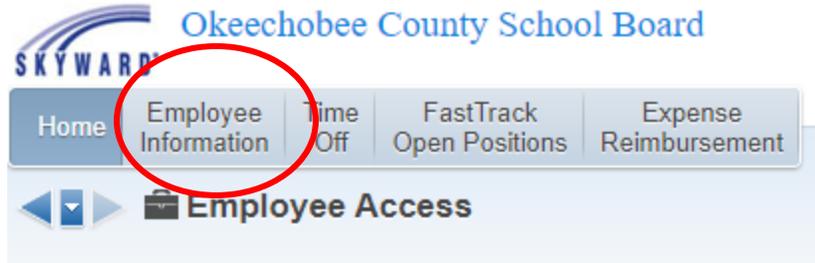
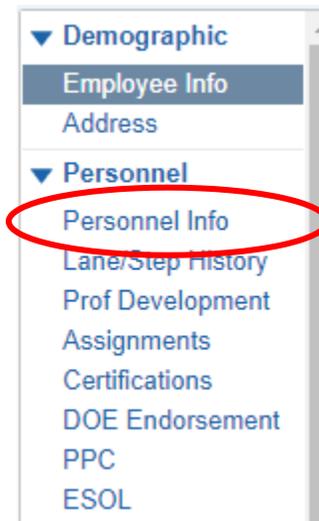


How to determine your current in-service points for recertification:

1. Log into Skyward Business and click Employee Information. Then select Personal Information.



2. On the left side of your screen, find the Personnel menu. You may have to click the arrow to display the sections. Within the Personnel section, click Prof Development.



3. **IMPORTANT!** You MUST click the header labeled Completed in order to sort your in-service points from most recent to past.

Type	Institution	Description	Started	Completed	Attempted	Earned
Credit	OKEECHOBEE COUNTY SCHOOLS	EXACT PATH	08/09/2019	08/09/2019	2.0000	2.0000
Credit	OKEECHOBEE COUNTY SCHOOLS	Fl. Standards Bootcamp	07/23/2019	07/24/2019	14.0000	14.0000
Credit	OKEECHOBEE COUNTY SCHOOLS	AVID Summer Institute	07/01/2019	07/03/2019	21.0000	21.0000

4. Begin counting your points starting from the start date of your current certification. For example, if your current certification runs from 7/1/2017 to 6/30/22, then you will begin counting your in-service points starting with the 7/1/2017 date.