

I. Submission of Credentials

- A. All employee's credentials are on file in the Human Resources office.
- B. While employed at the College, employees are expected to report any new credentials to the Human Resources office each year.
- C. All employees must provide College transcripts to the Human Resources office for any new degree obtained with the submission of a new contract the following June.
- D. All college transcripts will be maintained in the Human Resources office.

II. Classes sponsored by the College

- A. Professional development activities' coordinators are expected to maintain a roster of workshop participants.
- B. On the last day of a workshop, all rosters for the workshop should be submitted to the NeoEd Perform Platform.
- C. After a workshop is completed, the NeoEd Perform will provide each workshop participant a certificate of completion.
- D. A copy of the certificate will be maintained in Neo Perform.
- E. A history of the professional development participation will be maintained by NeoEd Perform.
- F. Rosters of attendance at College sponsored professional development activities will be maintained in the NeoEd Perform.

III. Professional Development Activities not sponsored by the College

- A. Examples of professional development events not sponsored by the College include conferences, workshops and seminars that do not occur on the College's campus.
- B. All staff members are expected to submit records of attendance for professional development activities in NeoEd Perform.
- C. Examples of documentation include a certificate of completion, instructor verification, or a College renewal credit form (located in the professional development office).
- D. Records of employee professional development activities will be maintained in NeoEd Perform.

Adopted: August 26, 2022