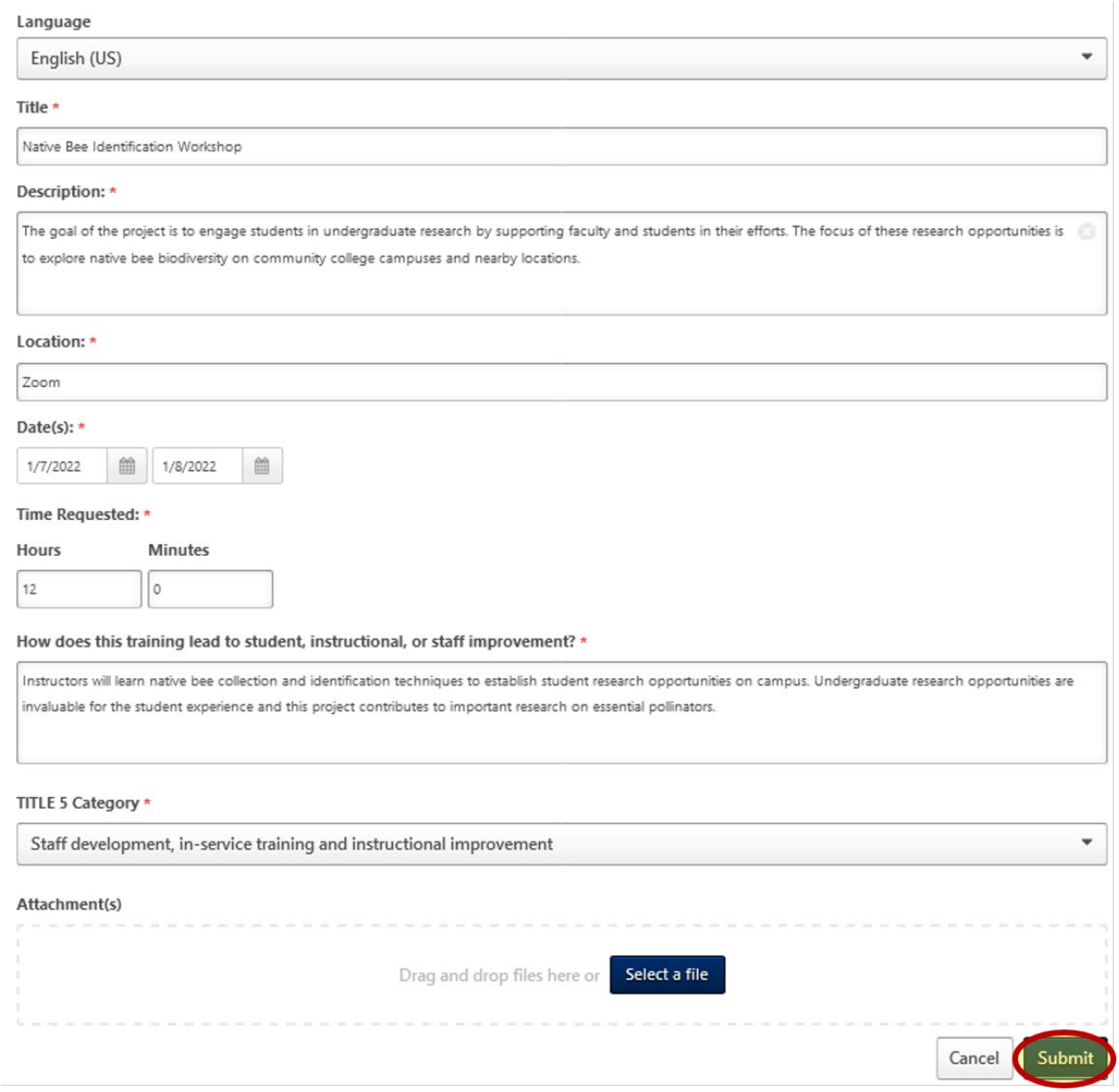
FAQ: How to earn credit for external professional development?

If you would like to complete professional development outside of scheduled sessions, submit the "**Enter Flex Request"** (for faculty) or "**Enter External Request**" (for staff) form. A link to the form is available on the **Welcome page** (Enter External/Flex Request) or by selecting **Options** (⋯) in the **Transcript**:

Submit the External Training Form

1. From the **Welcome page,** click on the **Enter External/Flex Request** button:

2. Complete the **External Training form** for the professional development session including the title, description, location, date(s), time requested*, Chancellor's Office guidelines, and Title 5 category. After filling in each required field, click the **Submit** button:



Language

English (US)

Title *

Native Bee Identification Workshop

Description: *

The goal of the project is to engage students in undergraduate research by supporting faculty and students in their efforts. The focus of these research opportunities is to explore native bee biodiversity on community college campuses and nearby locations.

Location: *

Zoom

Date(s): *

1/7/2022 1/8/2022

Time Requested: *

Hours 12

Minutes 0

How does this training lead to student, instructional, or staff improvement? *

Instructors will learn native bee collection and identification techniques to establish student research opportunities on campus. Undergraduate research opportunities are invaluable for the student experience and this project contributes to important research on essential pollinators.

TITLE 5 Category *

Staff development, in-service training and instructional improvement

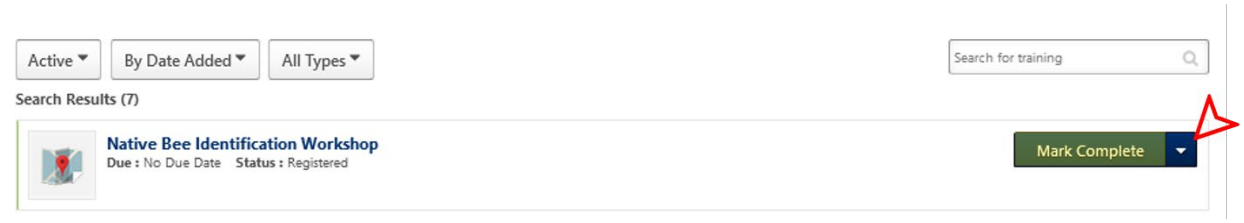
Attachment(s)

Drag and drop files here or Select a file

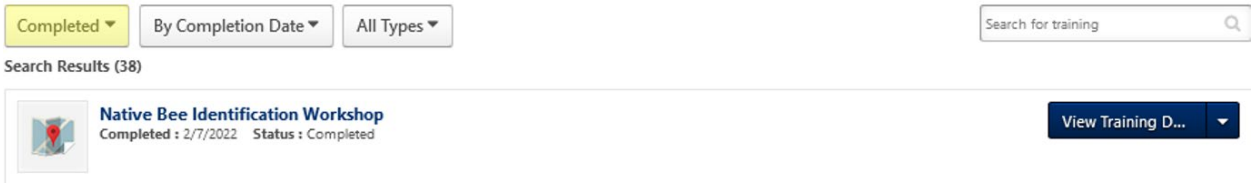
Cancel Submit

* **NOTE:** Time requested may ***not*** include any regularly scheduled work hours (e.g. contact hours, office hours, service hours, etc.).

3. The session goes directly to your **Active** transcript. After the end date passes, click on the **Mark Complete** button:



4. After marking the session complete, it goes to your **Completed** transcript, thereby providing you with credit:



5. To check your completed hours for the semester or year, go to the **Reports** menu and select **Dashboards**. ***Be sure to click the refresh button to view the most recent information!***

Thank you for supporting

Solano Professional Development!