Approved or Denied Events

Has Your Event Been Approved or Denied?

1. **Logon** to the PD management system.

2. Click on **Event Request**.

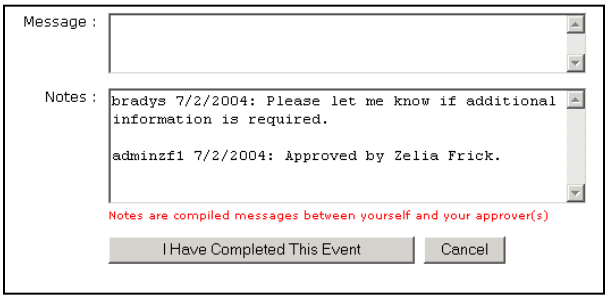
3. The Event Report will indicate whether your Non-GCS Event has been approved or denied.

Create new event

Event	Dates	Status
Holistic Health	9/13/2004 thru 9/17/2004	Approved
Trip to Disney World	7/10/2004 thru 7/11/2004	Denied

Your Non-GCS Event Has Been Approved

1. Click on the Event Title to read any messages sent from the administrator in the **Notes** field.



2. When you have finished the event, notify the Administrator by clicking on the **I Have Completed This Event** button.

3. Send the Office of Professional Development, 501 W. Washington Street, Greensboro, NC 27401 the following documentation to receive renewal credit.
   a. **An official transcript**, if you completed a College Course. The staffing department will no longer accept unofficial transcripts.
   b. A **Certificate of Completion** if you attended a Non-College Event.
   c. A completed **SS-4 form** and **the Conference Syllabus/Agenda** if you attended a conference. The SS-4 form may be downloaded from the GCS Professional Development website.

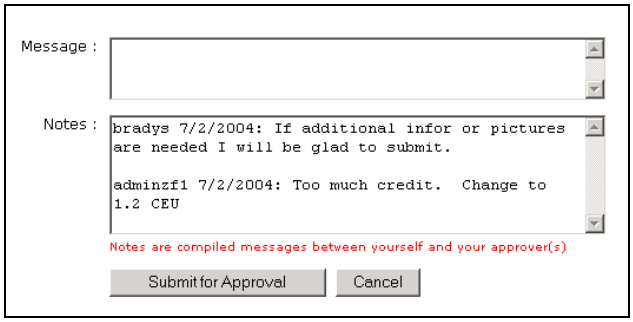
Please send your Official Transcript, Certificate of Completion or your SS-4 form with Conference Syllabus to:

Office of Professional Development, 501 W. Washington Street, Greensboro NC 27401

SS-4 PD Conf Approval Form

4. Once all documents are received, the Non-GCS Event will be posted for renewal credit.

Your Non-GCS Event Has Been Denied



1. Click on the Event Title to read any messages sent from the administrator in the **Notes** field.

2. If your request was **denied**, the administrator will:
   a. **list reason(s) why the request was denied** or
   b. **will request that revisions be made before approval** is granted

3. If revisions are requested in the **Notes** field, you may revise the event information requested by the administrator and **Re-Submit for Approval**.

4. If your request is **denied** no further action is required

Continue with the procedure, **Has Your Event Been Approved or Denied?**, as listed on page 23.