

PROFESSIONAL STUDY PROVIDERS: HOW TO AWARD PLUs in STI PD

Login to STI PD

- Select, **PD TITLES** tab
 - Create the PD Title to enter the approved professional study information, or
 - Search the PD Title Catalog, if previously entered
- Search PD Titles by the approved PLUACLD### in the PD TITLE NUMBER field (top right)
- Select, LIST (image below)

1 to 1 of 1 match(es)

PLUACLD000
PLUASIL 1 ACLD, AGENCY, PROFESSIONAL STUDY TITLE HERE
 (Active)

[EDIT PD TITLE](#)
[COPY PD TITLE](#)
[ADD SESSION](#)
[VIEW SCHEDULE](#)
[LIST](#) or [CALENDAR](#)

- Select, on right **VIEW ROSTER** (image below)
 - Single entry
 - Place a √ in each box for the date(s) shown
 - Hours Granted: enter **1.00**
 - Class Status: **COMPLETED COURSE or other appropriate status**
 - Multiple entries at once
 - Place a √ in each box shown in the top line only
 - Hours Granted: enter **1.00** in the top line only
 - Class Status: **COMPLETED COURSE** only
 - After each entry, verify that ALL participants listed have been selected. You may deselect a participant’s information, if needed.
- Select, **SAVE ROSTER CHANGES**

Session Roster - 14 enrollee(s)

[ADD A NEW STUDENT](#) [ADD MANY STUDENTS](#)
[PRINT SIGN-IN SHEET](#) [PRINT ROSTER](#) [PRINT CERTIFICATES](#)
 [GENERATE MAILING LABELS: [HOME ADDRESS](#) [LOCATION ADDRESS](#)]

Participant Info	Contact Info	Sep 09	Apr 15	Hours Granted	Class Status
Sort Roster by: Employee Name	EMAIL ENROLLEES	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text" value=""/>	completed course
Doe, Jane T. #XXXXXXXX012 <input type="checkbox"/> Delete from Roster	Home phone: (###) ###-#### Email: doe.jane@myemail.us School Name: Any School USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value="1.00"/>	Enrolled on 10/04/2009 8:50 PM Completed on 04/23/2010 12:00AM Print Employee Certificate

- The participant should see the PLU in the Training History after it has been awarded **and** the last session date has passed. The PLU will **NOT** be shown until the last session date entered when session was created has passed. This may or may not be the last date shown in the attendance column.
 - For example, the last session date is May 10, 2010. The participant completed the last requirement of the professional study on April 23, 2010. The PLU is awarded on May 1, 2010. The PLU will be shown as **“In Progress”** until May 10, 2010. Therefore, it is suggested to enter the earliest date for completion of all requirements as the last session date, although other may complete at a later date. See the participant Training History screenshot shown below:

10/23/2009	in-district PD	<u>PLUASIL 1 ACLD, AGENCY, PROFESSIONAL STUDY TITLE HERE</u> Leadership	Gordon Persons Building	Oct23 Jan22 Mar28 Apr23 √ √ √ √	in progress	currently enrolled
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