



## IMPORTANT INFORMATION

### Professional Learning Unit (PLU) Students

You have requested Professional Learning Unit (PLU) credit for this class. To obtain this credit, you must meet the following requirements:

1. Obtain Prior Approval Form from the staff development coordinator for your school system, NGCSU Continuing Education, or your class instructor. You must have completed a Prior Approval Form for each class (instructor-led and on-line) for which you are seeking credit. If you are not currently employed in a school system, you may sign the prior approval form. We can accept the form utilized by your school system or the North Georgia College & State University Continuing Education Prior Approval Form (available on our website).
2. **CLASS ATTENDANCE IS MANDATORY.** To receive PLU credit you **MUST** attend 100% of the class hours. If you have unavoidable, excused absences, PLU credit may still be awarded if you work with the instructor to make up material missed and complete the mastery verification requirements to the instructor's satisfaction. It is your responsibility to let your instructor know that you will be absent and to make arrangements for make-up work. This must be completed promptly.

For on-line courses, course completion will be verified by NGCSU Continuing Education through the Ed2go administrative website. Quizzes must be completed for each of the on-line chapter lessons. In addition, you must score at least 80 on the final exam and complete a student affidavit ensuring that you have successfully completed the test on the course objectives and all instructional exercises required for this course.

Special Note: We recommend that you enroll in no more than two on-line courses for PLU credit at any given time.

3. Please check with your school system staff development coordinator regarding registration and/or payment/reimbursement procedures for each class.

Upon satisfactory completion of your class and receipt of the student affidavit, our office will mail you a copy of the course completion form for your records. PLUs are reported to you within 30 days of the course end date. The first course completion form for each course is free; each additional form requested is \$15 per course. If you have questions concerning PLU credit, please contact our office at (706) 864-1919.