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, ABAC School of Human Sciences, or your class instructor. You must have completed a Prior Approval Form for each class (instructor-lead 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 Abraham Baldwin Agricultural College Prior Approval Form.

2. **CLASS ATTENDANCE IS MANDATORY.** To receive PLU credit you MUST attend no less than 90% 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 Ed2Go on-line courses, course completion will be verified by ABAC through the 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 an affidavit ensuring that you have successfully completed a test on the course objectives and have completed all instructional exercises required for this course.

For Command Spanish® Online courses are designed around a "lock-step" pattern that requires each student to fully complete each exercise from each chapter, and to pass a chapter quiz before moving on to the next chapter. At the end of the course, you will take a final exam which is cumulative. Once you have passed this final exam, you will need to log out (in order for the score to be recorded) then log back in, at which time you will be able to print out your certificate of completion. You must turn in a copy of this final certificate as proof that you have met course objectives to ABAC’s School of Human Sciences. In addition, students must submit an affidavit ensuring they completed the course on their own and meet course objectives.

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, our office will mail you two copies of the course completion form for your records. You will need to submit one copy of the form to your school system’s staff development coordinator. **It is your responsibility to report your PLU completion to your school system’s staff development coordinator or the PSC (for self-reporters).** PLUs are reported to you within 30 days of the course’s end. We will be happy to process your PLUs earlier, if requested, for a fee of $15 per course. If you have questions concerning PLU credit, please contact our office at (229) 391-5080.