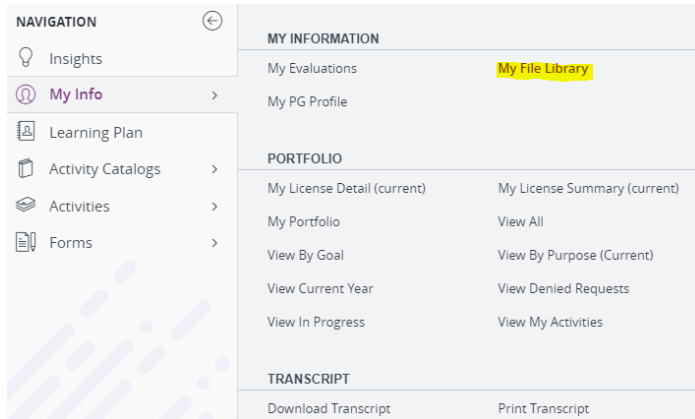


Step One: Adding a Personal File to the File Library

Before attaching a file to a form, you must first upload that file to the "My Library" section. This upload can be completed in a few quick steps, and the library accepts most document types.

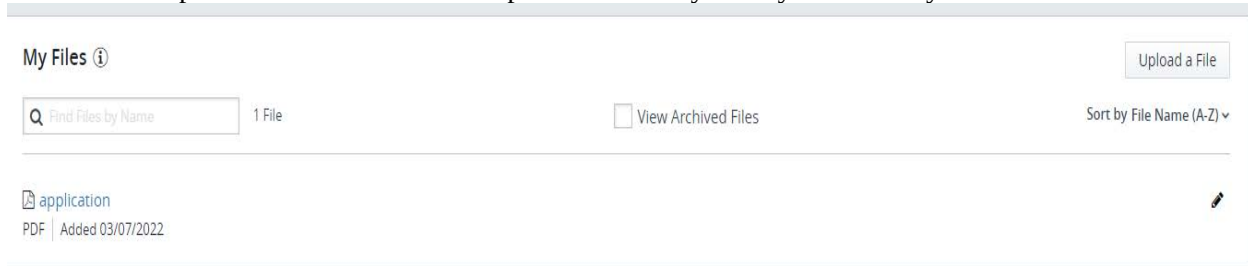
Select **My File Library** from your side navigation.



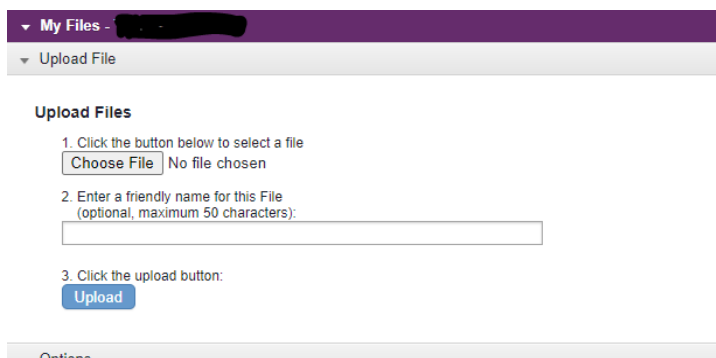
Once opened, you will see a "My Files" and "Organization Files" section.

"My Files" includes any files you already uploaded, and "Organization Files" displays any district-provided material. Each section lists a file's type, name, and upload date.

Click on the Upload a File button to add a personal file to your My File Library.



Next, click **Choose File** to locate the item you want to upload, enter an optional name (under 50 characters), and click **Upload**.



The document will then appear in the "My File" list. Once uploaded, you can check the box and complete the form. This allows the form and the document to be routed together.

Step Two: To Submit Relicensure Activities

You must submit each certificate separately (one certificate per relicensure report form)

Select the Relicensure Report Form or College Credit Request Form from your side navigation

NAVIGATION

- Insights
- My Info**
- Learning Plan
- Activity Catalogs
- Activities
- Forms**

ACTIVITY PROPOSALS

- Activity Proposal

FILL-IN FORMS

- College Credit Relicensure Re...
- Mentor/Mentee Log (PAY)
- Mentor/Mentee Log (POINTS)
- Relicensure Report Form**

Once opened, you will see the form and the fields. Please complete all required fields and include supporting documentation uploaded in your “My File Library.”

Relicensure Report Form

Used to display previously completed PD imported to PLM
Note: Some details may be missing or incomplete.

Please select the Building Level that you work with or work the most with.

Activity Information

Activity Title

Activity Description

Options

Dates

Start Date (mm/dd/yy)

End Date (mm/dd/yy)

Provider

Provider

If not on list, enter here

Total Hours

Purpose(s)

Select a Purpose(s) ☒ Relicensure

Supporting Documentation

Please attach proof that this activity has been completed. If submitting a Publication, please attach a copy here. Files must first be uploaded to your personal FILE LIBRARY before they can be attached here.

Please attach files here: ☐ application - Initial_Application_ONLY_2022.pdf (119k) [View](#)

Finish

Click Submit at the bottom. The form will have to work through the approval process. You can check the status of the form at any time by logging into your Frontline account and viewing your activity log.