**External Courses** are learning opportunities provided through sources other than Staff Development. Professional development credit for external trainings may include courses or conferences for which a Grand Rapids Community College Leave of Absence form has been completed. If an employee states the number of hours of participation in the training/conference and the competency is identified, the training or conference will be included in the Training Summary as an external course.

External courses also include webinars and on-campus training which don't require a Leave of Absence form to be completed. If an employee requests professional development credit for this type of training, they are able to add the learning opportunity through the Self-service option in PeopleSoft.

Please follow either of the paths below to access the self-service feature in PeopleSoft:

**Self-Reporting Tool path in CS9PROD:**

Main Menu > Self Service > Learning & Development > Professional Training – scroll to the bottom and click “Add a Professional Training Course.”

**Self-Reporting Tool path using Online Center Login:**

GRCC Employee> Training Summary> Professional Training> Add a Professional Training Course