

MECCA

Adding Professional Development

<https://mecca.mdek12.org>

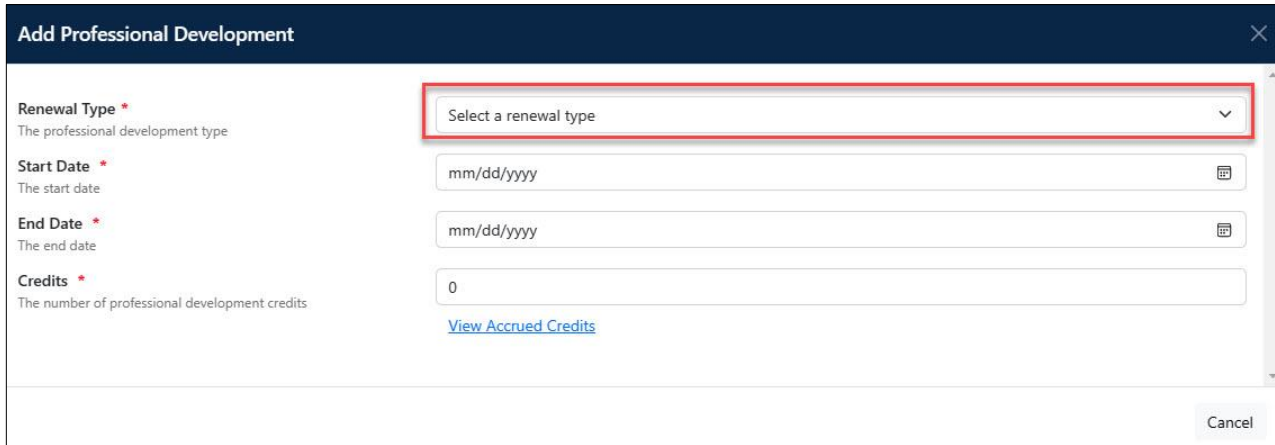
CEU's are Continuing Education Units. To add CEU's, click on **Add Professional Development** from your Dashboard.

The screenshot shows the MECCA dashboard for a user. At the top left is the logo for the Mississippi Department of Education and the text "MECCA Licensure". Below the logo are navigation tabs for "Dashboard" and "Profile". The main content area has a light blue header with the message "There are no announcements at this time." and "You have no unread messages View Message(s)". Below this are two main sections: "Applications" and "Licenses (1)". The "Applications" section contains a table with one row: "Add Supplemental Endorsement Supplemental Endorsement - PRAXIS" with status "Approved", created date "1/5/2023", and submitted date "1/5/2023". The "Licenses (1)" section contains a table with one row: "SEL: Educator License" with status "Issued", effective date "12/25/2022", and expiration date "1/5/2025". To the right of these sections is a "Quick Links" area with two buttons: "Print My License" and "Add Professional Development". A red arrow points to the "Add Professional Development" button. Below the quick links is an "Activity Feed" section with a notification: "NEW Add Supplemental Endorsement Application Approved! 01/05/2023 10:40 AM". The notification text reads: "Hello User1 Test230105, Your Add Supplemental Endorsement application has been approved and license(s) issued! Thank you!". At the bottom right of the activity feed is a link "View All Notifications".

At the top of the page, click **+New** next to Professional Development.

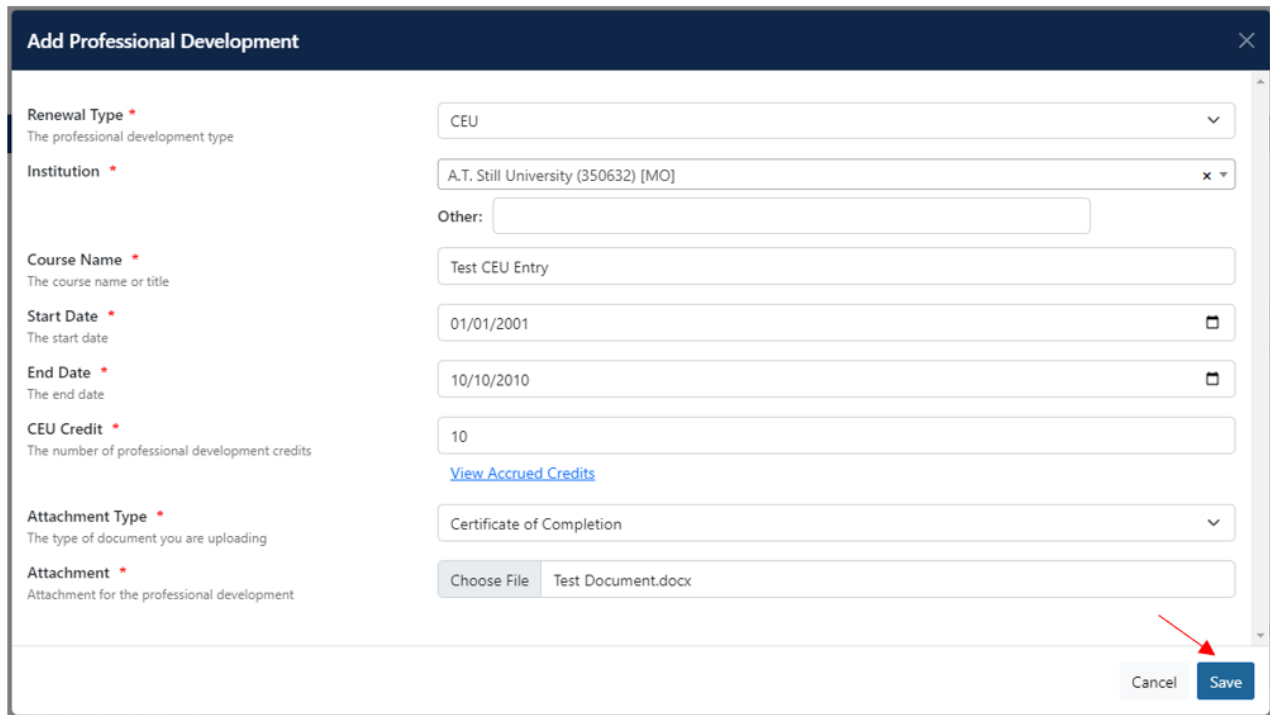
The screenshot shows the "Professional Development" page. At the top left is the text "Professional Development" followed by a blue button with a plus sign and the word "New". A red arrow points to this button. Below the button is a "Show" dropdown menu set to "10" records. To the right of the dropdown are four filter buttons: "All", "Pending Review", "Approved", and "Denied". Below the filters is a table with the following columns: "DATE OF EVENT", "STATUS", "RENEWAL TYPE", "INSTITUTION/DISTRICT", "COURSE/EVENT TITLE", and "PD CREDITS". The table is currently empty, with the text "No data available in table" centered below the column headers. Below the table is the text "Showing 0 to 0 of 0 entries" and a blue button labeled "View Accrued Credits". Below this is a section titled "Transcripts". It has a "Show" dropdown menu set to "10" records. Below the dropdown is a table with the following columns: "NAME", "TYPE", "INSTITUTION", "SOURCE", and "CREATED DATE". This table is also empty, with the text "No data available in table" centered below the column headers. At the bottom of the page is the text "Showing 0 to 0 of 0 entries".

Select the **Renewal Type** from the drop-down. Each **Renewal Type** selected will populate more specific elements you will need to complete.



The screenshot shows the 'Add Professional Development' form. The 'Renewal Type' dropdown menu is highlighted with a red box and contains the text 'Select a renewal type'. Other fields include 'Start Date' (mm/dd/yyyy), 'End Date' (mm/dd/yyyy), and 'Credits' (0). A 'View Accrued Credits' link is visible below the Credits field. A 'Cancel' button is at the bottom right.

Complete all necessary fields, attach any documentation necessary, and click **Save**.



The screenshot shows the 'Add Professional Development' form with all fields filled. The 'Renewal Type' is 'CEU', 'Institution' is 'A.T. Still University (350632) [MO]', 'Course Name' is 'Test CEU Entry', 'Start Date' is '01/01/2001', 'End Date' is '10/10/2010', 'CEU Credit' is '10', 'Attachment Type' is 'Certificate of Completion', and 'Attachment' is 'Test Document.docx'. A red arrow points to the 'Save' button at the bottom right.

You will be taken back to the Professional Development page where you can see the status of these entries. The status of each is shown under **Status**.

The screenshot shows the 'Professional Development' page for a user named 'Test User (404037)'. The page has a sidebar on the left with navigation options: Profile, Account Settings, Notifications, Aliases, LICENSES (Applications, Licenses), GENERAL (Payments, Documents, Experience, Assessments), EDUCATION (Degrees, Enrollments, Out of State License, Professional Development). The main content area is titled 'Professional Development' and includes a '+ New' button. Below this is a table with columns: DATE OF EVENT, STATUS, RENEWAL TYPE, INSTITUTION/DISTRICT, COURSE/EVENT TITLE, PD CREDITS, and DOCUMENT. Two entries are listed, both with a status of 'Pending Review'. The 'STATUS' column is highlighted with a red box. Below the table are navigation buttons for 'Previous' and 'Next', and a 'View Accrued Credits' button. A 'Transcripts' section below shows 'No data available in table'.

You will be able to edit or delete submitted Professional Development. Click the blue Edit icon next to the record you wish to change.

This screenshot is identical to the one above, but with a red arrow pointing to the blue Edit icon (a square with a pencil) located at the end of the first row in the Professional Development table. The 'STATUS' column is no longer highlighted.

Make the necessary changes and click **Save**.

Edit Professional Development

Renewal Type *
The professional development type
CEU

Institution *
ABEDKAR OPEN UNIVERSITY (AOU) ✕

Other:

Course Name *
The course name or title
Test CEU entry

Start Date *
The start date
01/01/2001 🗓

End Date *
The end date
10/10/2010 🗓

CEU Credit *
The number of professional development credits
5.00
[View Accrued Credits](#)

Attachment Type *
The type of document you are uploading
Certificate of Completion ▾

Attachment *
Attachment for the professional development
[Test Document.docx](#)
Choose File No file chosen

Approval State
Pending Review

Cancel Save

To delete an entry, click on the red trash can icon next to the item.

Dashboard **Profile** 🔍 👤 **Test User (NOT REGISTERED)**

TU
Test User (404037)

Profile
Account Settings
Notifications
Aliases

LICENSES
Applications
Licenses

GENERAL
Payments
Documents
Experience
Assessments

EDUCATION
Degrees
Enrollments
Out of State License
Professional Development

Professional Development ➕ New

Show 10 records 🔍 All Pending Review Approved Denied Filter:

DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS	DOCUMENT	
10/10/2010	Pending Review	CEU	ABEDKAR OPEN UNIVERSITY	Test CEU entry	5	Test Document.docx	🗑 🗑
10/10/2010	Pending Review	CEU	A.T. Still University	Test CEU Entry	10	Test Document.docx	🗑 🗑

Showing 1 to 2 of 2 entries Previous 1 Next

[View Accrued Credits](#)

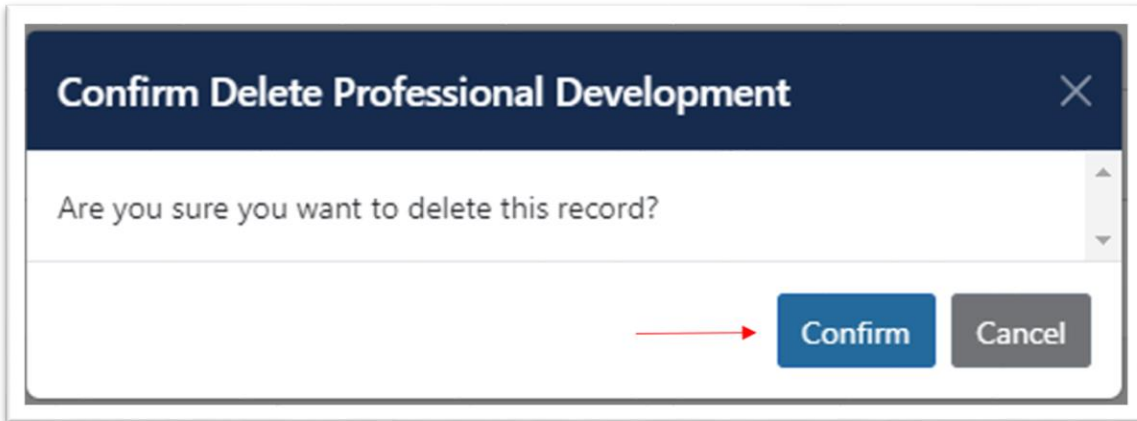
Transcripts

Show 10 records 🔍 Filter:

NAME	TYPE	INSTITUTION	SOURCE	CREATED DATE	CREATED BY
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Make sure you are certain you want to delete the record, and click **Confirm**. MECCA



At the top of the page, you can choose the option you wish to view. **All**, **Pending Review**, **Approved** and **Denied** are the available options.

Professional Development [+ New](#)
[Go to PD Work Queue](#)

Show 10 records All Pending Review Approved Denied Filter:

<input type="checkbox"/>	DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS	DOCUMENT		
<input type="checkbox"/>	03/23/2022	Pending Review	CEU	Alicia Beasley	Classroom Management Tips and Procedures	3	2642183_CEU-CERT.pdf	📄	🗑️
<input type="checkbox"/>	06/24/2022	Pending Review	CEU	J Marie Roberts	Beginners, Teaching Technology with Canvas	5	2688935_CEU-CERT.pdf	📄	🗑️

Click **View Accrued Credits** to see any credits already earned towards renewal of a specific license.

Professional Development [+ New](#)
[Go to PD Work Queue](#)

Show 10 records All Pending Review Approved Denied

<input type="checkbox"/>	DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS
<input type="checkbox"/>	03/23/2022	Pending Review	CEU	Alicia Beasley	Classroom Management Tips and Procedures	3
<input type="checkbox"/>	06/24/2022	Pending Review	CEU	J Marie Roberts	Beginners, Teaching Technology with Canvas	5
<input type="checkbox"/>	05/04/2022	Pending Review	CEU	Amber Shultice/Mississippi State University	Northpoint Christian School PLCs: Spring 2022 (308001)	1
<input type="checkbox"/>	01/02/2022	Pending Review	CEU	A.T. Still University	Test Course	15

Showing 1 to 4 of 4 entries (filtered from 11 total entries)

[Batch Approve Selected](#)

[View Accrued Credits](#) ←

All awarded credits earned towards each license type will be listed. Select the desired license and the total applicable credits will be listed.

Hide Accrued Credits

SEL: Educator License (7/1/18-6/30/23)		
CEU		APPROVED
09/13/2018	Primary Mathematics Institution	1.2
03/29/2019	Effective Teaching Strategies	1.2
03/29/2019	Data Analysis Training	1.2
03/29/2019	iReady, STAR, ELS Strategies	1.2
04/17/2020	Improving Instructional Strategies Across Content Areas	1.1
04/17/2020	Analyzing Data to Increase Student Achievement	1.0
04/17/2020	Technology Integration Strategies and Tools	1.0
05/01/2021	Math Training Buck Wild Series	0.7
05/01/2021	Administrative PLC	0.6
Total:		9.2