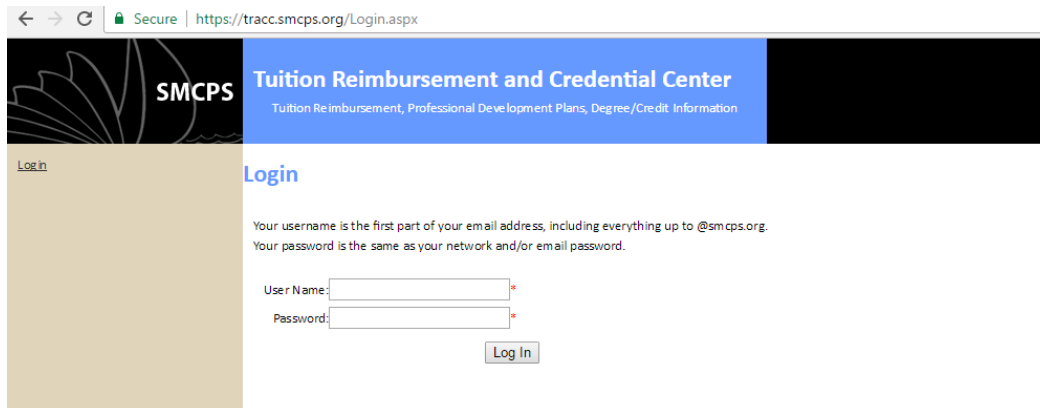


## HOW TO SUBMIT YOUR PDP ON THE TRACC PORTAL

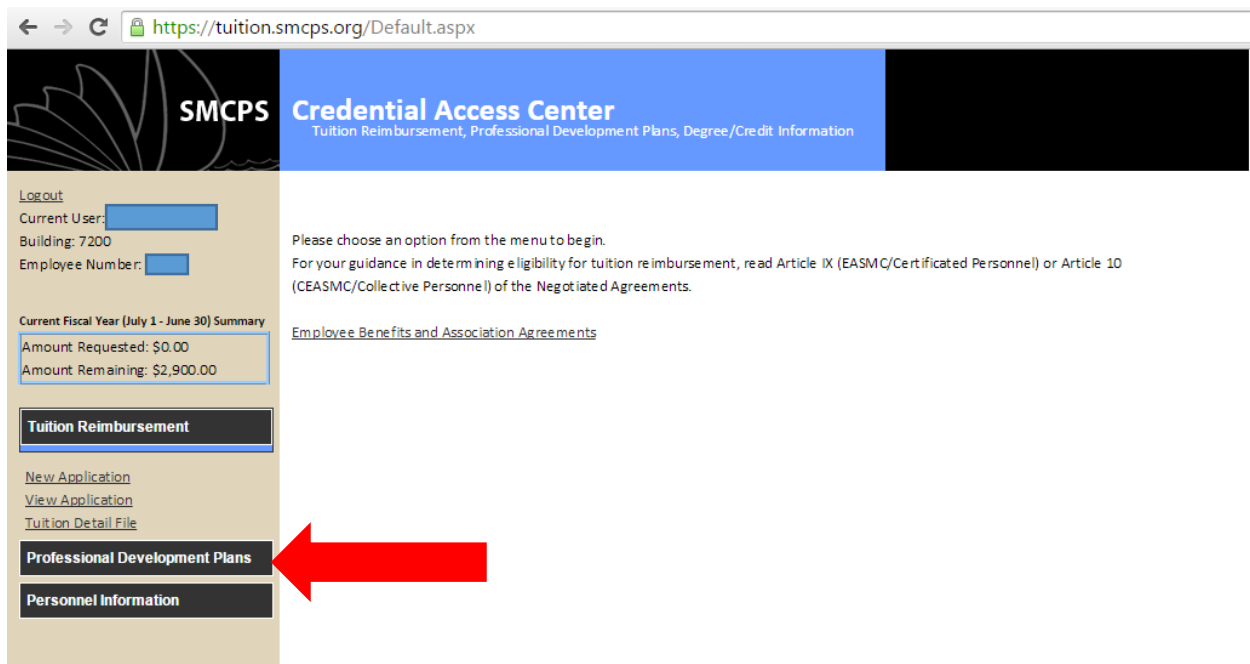
The following link should bring you to this page: <https://tuition.smcps.org>



The screenshot shows the login page for the Tuition Reimbursement and Credential Center. The browser address bar shows <https://tracc.smcps.org/Login.aspx>. The page header includes the SMCP logo and the text "Tuition Reimbursement and Credential Center" with a subtitle "Tuition Reimbursement, Professional Development Plans, Degree/Credit Information". The main content area is titled "Login" and contains instructions: "Your username is the first part of your email address, including everything up to @smcps.org. Your password is the same as your network and/or email password." Below the instructions are two input fields labeled "User Name:" and "Password:", followed by a "Log In" button.

- 1.) Enter your user name – this will be the first part of your e-mail address
- 2.) Enter your password – this will be the password that is used for your network and e-mail log-in.

The following page will appear




The screenshot shows the home page of the Tuition Reimbursement and Credential Center. The browser address bar shows <https://tuition.smcps.org/Default.aspx>. The page header includes the SMCP logo and the text "Credential Access Center" with a subtitle "Tuition Reimbursement, Professional Development Plans, Degree/Credit Information". The main content area is titled "Credential Access Center" and contains instructions: "Please choose an option from the menu to begin. For your guidance in determining eligibility for tuition reimbursement, read Article IX (EASMC/Certificated Personnel) or Article 10 (CEASMC/Collective Personnel) of the Negotiated Agreements." Below the instructions are two links: "Employee Benefits and Association Agreements" and "Employee Benefits and Association Agreements". The left sidebar contains a "Logout" link, "Current User:" with a blue box, "Building: 7200", "Employee Number:" with a blue box, "Current Fiscal Year (July 1 - June 30) Summary" with a blue box, "Amount Requested: \$0.00", "Amount Remaining: \$2,900.00", and a "Tuition Reimbursement" section with links for "New Application", "View Application", and "Tuition Detail File". Below this is a "Professional Development Plans" section with a red arrow pointing to it, and a "Personnel Information" section.

- 3.) Click on the "Professional Development Plans" section on the left side bar.

- 4.) The following page will appear

← → ↻ <https://tuition.smcps.org/PDP.aspx>



**SMCPs**

## Credential Access Center

Tuition Reimbursement, Professional Development Plans, Degree/Credit Information

[Logout](#)

Current User:

Building: 7200

Employee Number:

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Current Fiscal Year (July 1 - June 30) Summary

Amount Requested: \$0.00

Amount Remaining: \$2,900.00

**Tuition Reimbursement**

**Professional Development Plans**

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[New PD Plan](#)

[PDP History](#)

**Personnel Information**

### Professional Development Plan

EIN:

First Name:

Last Name:

Assignment:

Location: LEONARDTOWN OFFICE

Highest Degree:

Certificate:

Endorsements:

PDP Goal:

Proposed Activities:

By initialing this form, I understand this is my professional development plan for the validity period of my certificate. The plan will be submitted to Human Resources, for approval. After receiving approval, a copy of my Professional Development Plan will be placed in my personnel file. I further understand that it is my responsibility to complete and submit the required coursework to maintain my certification to the Department of Human Resources while I am employed by St. Mary's County Public Schools.

Employee Initials:

- 5.) Please complete the PDP Goal, Proposed Activities, and Employee Initials fields of the form.
- 6.) Click "Submit"
- 7.) Your Professional Development Plan will be reviewed by the Department of Human Resources. You will receive an e-mail notification after the plan has been evaluated.