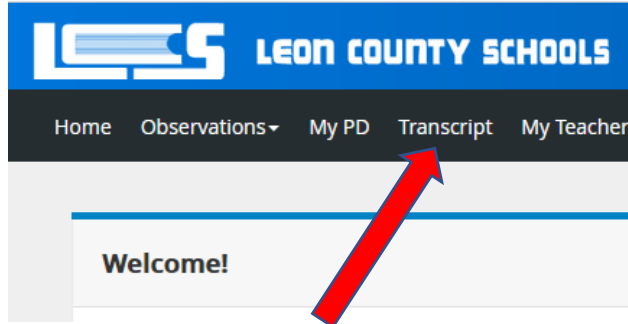


Checking Inservice Points in Leon LEADS for Renewing a Professional Certificate

1. Log into Leon LEADS.
2. Click on Transcript on the black ribbon at the top. Do not click on the My Transcript button under the My Courses section.



3. Wait for the entire page to load all three sections before scrolling down.
4. Look at the first section at the top of page called Credits Earned During Validity Period. All certificate validity periods begin on July 1. If the Last Reset date is the July 1 that is the beginning of your current validity period, then the inservice points listed in this section are the inservice points that you have towards your renewal.

Credits Earned During Validity Period					
Type	Units	Accrued		Total	Last Reset
		Non-Bankable	Bankable		
Certification	Credits	121.5	134.0	255.5	07/01/2018
Non-Certification	Credits	0.0	0.0	0.0	

*Total Does Not Include Credit Pending Survey Completion

5. If the Last Reset date is not the July 1 that begins your current validity period, then scroll down to the Transcript section (third section on page).
6. Enter the July 1 date that is the beginning of your current validity period in the Section End Date From box and click the Search button. Leave the second date box blank.

Section End Date From:

Section End Date To:

07/01/2018



mm/dd/yyyy



Search

7. Once the page loads, scroll to the bottom. The total here is the number of inservice points that you have in your current validity period towards renewal.