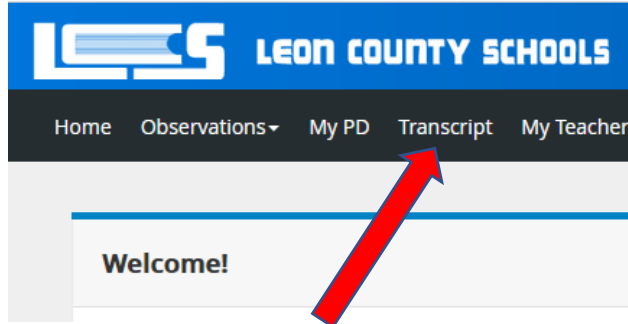# Checking Inservice Points in Leon LEADS for Renewing a Professional Certificate

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.

5. If the Last Reset date is <u>not</u> 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.

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.