

How to submit a PD Plan

1. Send an email with the subject line *CIS PD Plan* to CIS@clcmn.edu stating your intent to meet the HLC credentialing requirement by September 1, 2025. Include both the content area(s) you are working toward and the institution you are attending. See example statement:

I plan to meet the HLC requirement of a Master's in-field or Master's + 18 graduate credits in-field in _____ content area(s) at _____ by September 1, 2025.

2. Include a specific plan to meet the credit requirement.
 - a. For those taking graduate courses as part of [Minn State's Pathway to 18](#), submit a plan for graduate courses that lists semesters and # of credits. See example plan:

Summer 2023: 3 graduate credits

Fall 2023: 3 graduate credits

Spring 2024: 3 graduate credits

Summer 2024: 3 graduate credits

Fall 2024: 3 graduate credits

Spring 2025: 3 graduate credits

As long as your plan allows you to meet the HLC requirement by September 1, 2025, and seems reasonably doable, any combination of semesters/credits is fine.

- b. For those enrolled in a program or courses outside the Minn State's Pathway to 18, make sure to get your program/courses pre-approved. Your PD plan should include the name of your program and the courses. Feel free to copy/paste from the program website, see example plan:

University of Minnesota Master's in Math Program

Summer 2023: UM MATH 5612/5613 Algebraic Reasoning 6 graduate credits

Fall 2023: UM MATH 5614 Calculus 3 graduate credits

Spring 2024: UM MATH 5615 3 graduate credits

Summer 2024: UM MATH 5616/5617 6 graduate credits

Fall 2024: UM MATH 5618 3 graduate credits

Spring 2025: UM MATH 5619 3 graduate credits

Summer 2025: UM MATH 5620/21 6 graduate credits

As long as your plan allows you to meet the HLC requirement by September 1, 2025, and seems reasonably doable, any combination of semesters/credits is fine.

3. Submit your graduate transcripts to CIS@clcmn.edu and the [portal](#) after each semester.