



Marketplace for Kids Igniting the Spirit of Innovation 2016 Professional Development Credit

One (1) professional development credit will be available from the University of North Dakota (**UND**), Minot State University (**MiSU**) or North Dakota State University (**NDSU**) through **Marketplace for Kids**. This course requires 15 hours of instruction through face-to-face and online instruction/participation. The syllabus for the course can be found by visiting the MFK website at www.marketplaceforkids.org and referring to the Continuing Education Credit under the region in which you are located (or click on [Marketplace for Kids Syllabus](#) to access the information).

Requirements:

The following requirements must be met to earn one (1) professional development credit:

- A minimum of 15 hours of instruction as outlined in the syllabus.
- Full attendance/participation throughout the course.
- Class assignments and evaluations must be completed in their entirety within the time frame outlined in the syllabus.
- Marketplace for Kids will keep track of attendance, participation and assignments but participants are asked to document this information as well in case there is a discrepancy.

Applying for credit:

Near the end of the school year, information will be sent via email to all participants who have expressed interest in the course and have participated in the requirements for credit, notifying them of their eligibility for credit.

- A fee of \$50 will be charged by the university for the credit. The fee is not paid until you apply for the credit.
- Registration and payment for the professional development credit is online through UND, NDSU or MiSU. The link to the registration will be provided when registration for the credit opens. Please register as soon as possible once registration is available. You will have a two week window. (See specific instructions for each university under **University Credit Instructions** on the next page)
- As soon as the university receives the grade report from Marketplace for Kids, you will receive an email confirmation of course completion and instructions for ordering transcripts. All grades for professional development credits are recorded on official transcripts at the university of your choice as continuing education credit. It takes approximately 3-4 weeks from the end of course date for grades to be posted on transcripts, provided registrations and grades are received according to posted due dates.
- Submit a copy of the transcript to Marketplace for Kids to be reimbursed for the credit.

University Credit Instructions

Igniting the Spirit of Innovation 2016 has been approved at UND, NDSU and MiSU. Each campus handles their registration process differently so please review the following information for the campus you wish to apply to for credit. *The final MFK Education Day is May 17. Be sure to register with MFK well in advance of the Education Day you plan to have students participate in order to complete the work required for credit.* The following information is for registering for credit only.

University of North Dakota (UND):

Credit registration is open NOW through June 3, 2016. The direct link to register and get more information is at the following UND website: <http://educators.und.edu/workshop/?id=TL.ITSOI2016>. Credit registrations are not complete until payment is received and if not received within two weeks from the time you submit your online credit registration, it will be canceled. Please note that regardless of when you register, the grade report will not be submitted until after the end of course date.

North Dakota State University (NDSU):

Credit registration will be open May 17 through May 27, 2016. The direct link to register will be sent to those who have registered through Marketplace for Kids prior to that date. The course has been added to the NDSU website and can be found at <https://www.ndsu.edu/dce//k-12/info/17500>.

Minot State University (MISU):

Instructions coming soon!

Contact Information:

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