

# MECCA

## Adding Professional Development

<https://mecca.mdek12.org>

CEU's are Continuing Education Units. To add CEU's, click on **Add Professional Development** from your Dashboard.

MISSISSIPPI DEPARTMENT OF EDUCATION MECCA Licensure

Dashboard Profile

There are no announcements at this time.

You have no unread messages [View Message\(s\)](#)

Applications

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Add Supplemental Endorsement Supplemental Endorsement - PRAXIS	Approved	1/5/2023	1/5/2023

Licenses (1) [Start an Application](#)

LICENSE	STATUS	EFFECTIVE DATE	EXPIRATION DATE
SEL: Educator License	Issued	12/25/2022	1/5/2025

Quick Links

[Print My License](#) [Add Professional Development](#)

Activity Feed

**NEW** Add Supplemental Endorsement Application Approved! 01/05/2023 10:40 AM

Hello User1 Test230105,

Your Add Supplemental Endorsement application has been approved and license(s) issued!

Thank you!

[View All Notifications](#)

At the top of the page, click **+New** next to Professional Development.

Professional Development [+ New](#)

Show 10 records [All](#) [Pending Review](#) [Approved](#) [Denied](#)

DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS
No data available in table					

Showing 0 to 0 of 0 entries

[View Accrued Credits](#)

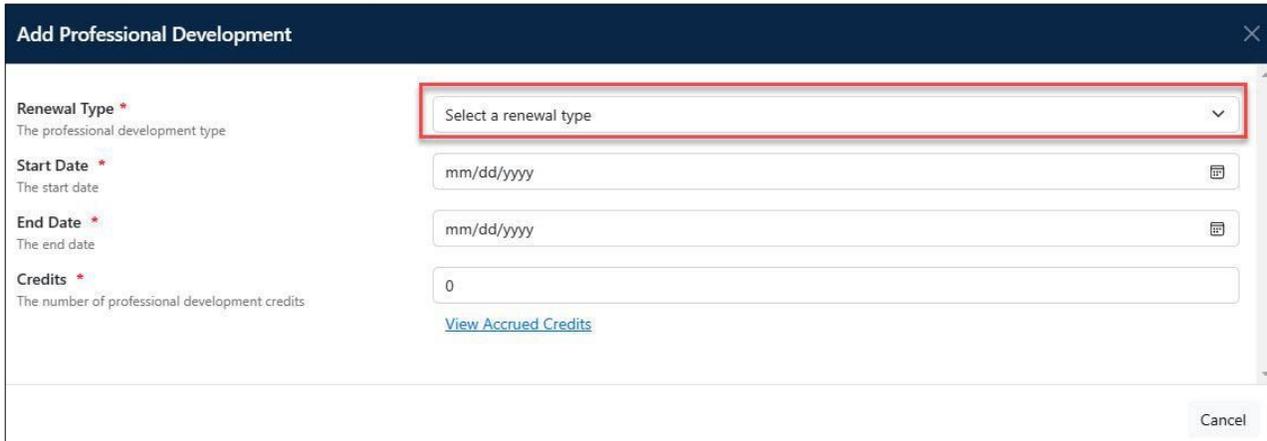
Transcripts

Show 10 records

NAME	TYPE	INSTITUTION	SOURCE	CREATED DATE
No data available in table				

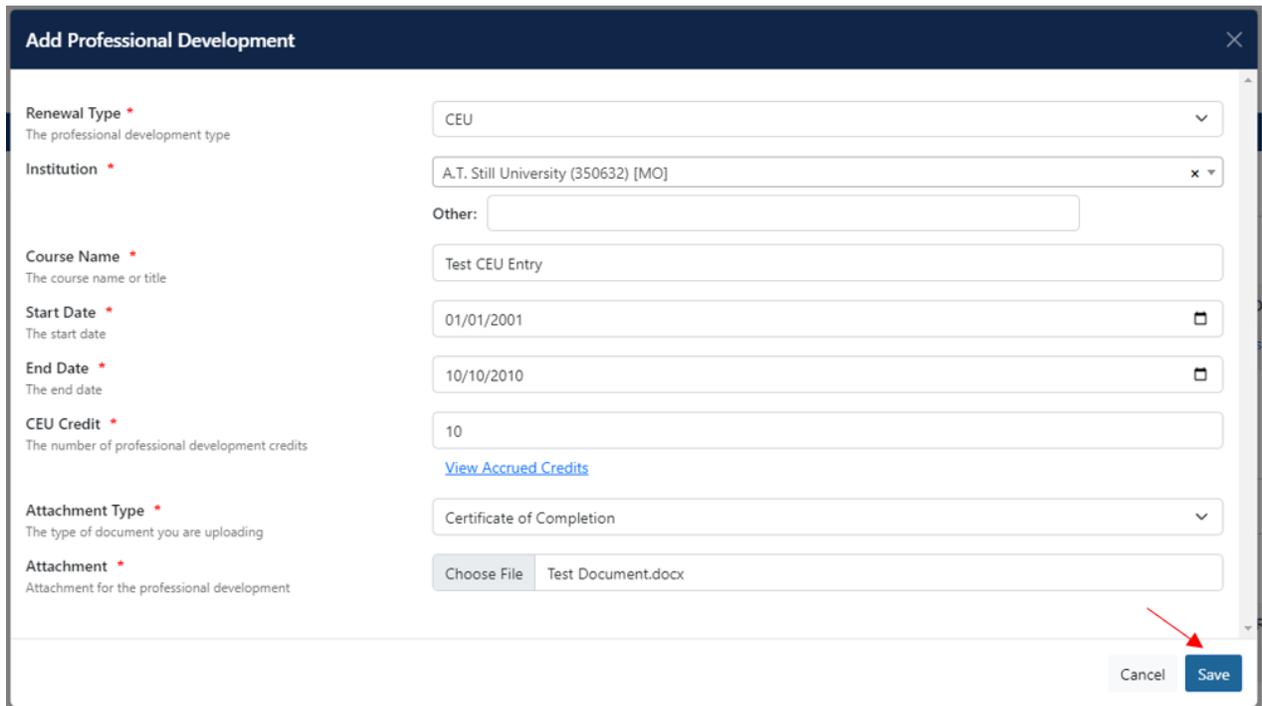
Showing 0 to 0 of 0 entries

Select the **Renewal Type** from the drop-down. Each **Renewal Type** selected will populate more specific elements you will need to complete.



The screenshot shows the 'Add Professional Development' form. The 'Renewal Type' dropdown menu is highlighted with a red box and contains the text 'Select a renewal type'. Other fields include 'Start Date' (mm/dd/yyyy), 'End Date' (mm/dd/yyyy), and 'Credits' (0). A 'View Accrued Credits' link is visible below the Credits field. A 'Cancel' button is located at the bottom right.

Complete all necessary fields, attach any documentation necessary, and click **Save**.



The screenshot shows the 'Add Professional Development' form with all fields filled. The 'Renewal Type' is 'CEU', 'Institution' is 'A.T. Still University (350632) [MO]', 'Course Name' is 'Test CEU Entry', 'Start Date' is '01/01/2001', 'End Date' is '10/10/2010', and 'CEU Credit' is '10'. The 'Attachment Type' is 'Certificate of Completion' and the 'Attachment' is 'Test Document.docx'. A red arrow points to the 'Save' button at the bottom right.

You will be taken back to the Professional Development page where you can see the status of these entries. The status of each is shown under **Status**.

The screenshot shows the 'Professional Development' page for a user named 'TU' (Test User 404037). The page has a sidebar with navigation options: Profile, Account Settings, Notifications, Aliases, LICENSES, Applications, Licenses, GENERAL, Payments, Documents, Experience, Assessments, EDUCATION, Degrees, Enrollments, Out of State License, and Professional Development (highlighted in red). The main content area is titled 'Professional Development' and includes a '+ New' button. Below this is a table with columns: DATE OF EVENT, STATUS, RENEWAL TYPE, INSTITUTION/DISTRICT, COURSE/EVENT TITLE, PD CREDITS, and DOCUMENT. The table contains two entries, both with a status of 'Pending Review'. The 'STATUS' column is highlighted with a red box. Below the table, there are buttons for 'View Accrued Credits' and 'Transcripts'. The 'Transcripts' section shows a table with columns: NAME, TYPE, INSTITUTION, SOURCE, CREATED DATE, and CREATED BY, with a message 'No data available in table'.

You will be able to edit or delete submitted Professional Development. Click the blue Edit icon next to the record settings you wish to change.

This screenshot is similar to the first one, but with a red arrow pointing to the blue Edit icon (a square with a pencil) next to the first entry in the 'Professional Development' table. The 'STATUS' column is no longer highlighted. The rest of the page layout and content are identical to the first screenshot.

Make the necessary changes and click **Save**.

### Edit Professional Development

**Renewal Type \***  
The professional development type  
CEU

**Institution \***  
ABEDKAR OPEN UNIVERSITY (AOU) ✕

Other:

**Course Name \***  
The course name or title  
Test CEU entry

**Start Date \***  
The start date  
01/01/2001 🗓

**End Date \***  
The end date  
10/10/2010 🗓

**CEU Credit \***  
The number of professional development credits  
5.00  
[View Accrued Credits](#)

**Attachment Type \***  
The type of document you are uploading  
Certificate of Completion ▾

**Attachment \***  
Attachment for the professional development  
[Test Document.docx](#)  
Choose File No file chosen

**Approval State**  
Pending Review

Cancel Save

To delete an entry, click on the red trash can icon next to the item.

Dashboard **Profile** 🔍 👤 Test User (NOT REGISTERED)

### Professional Development + New

Show 10 records 🔍 All Pending Review Approved Denied Filter:

DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS	DOCUMENT	
10/10/2010	Pending Review	CEU	ABEDKAR OPEN UNIVERSITY	Test CEU entry	5	Test Document.docx	<span>📄</span> <span>🗑</span>
10/10/2010	Pending Review	CEU	A.T. Still University	Test CEU Entry	10	Test Document.docx	<span>📄</span> <span>🗑</span>

Showing 1 to 2 of 2 entries 🔍 Previous 1 Next

[View Accrued Credits](#)

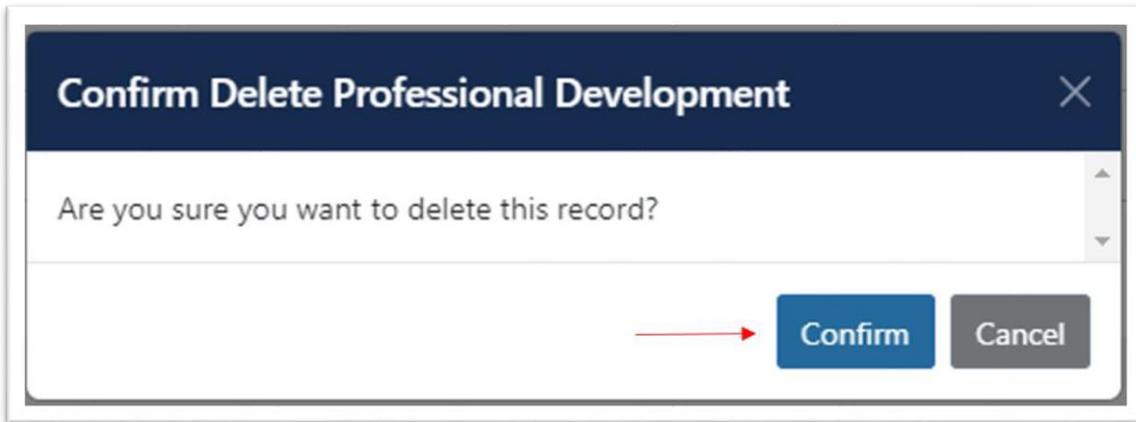
### Transcripts

Show 10 records 🔍 Filter:

NAME	TYPE	INSTITUTION	SOURCE	CREATED DATE	CREATED BY
No data available in table					

Showing 0 to 0 of 0 entries 🔍 Previous Next

Make sure you are certain you want to delete the record, and click **Confirm**. MECCA



At the top of the page, you can choose the option you wish to view. **All**, **Pending Review**, **Approved** and **Denied** are the available options.

Professional Development [+ New](#)

[Go to PD Work Queue](#)

Show 10 records

All Pending Review Approved Denied Filter:

<input type="checkbox"/>	DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS	DOCUMENT		
<input type="checkbox"/>	03/23/2022	Pending Review	CEU	Alicia Beasley	Classroom Management Tips and Procedures	3	2642183_CEU-CERT.pdf	<a href="#">📄</a>	<a href="#">🗑️</a>
<input type="checkbox"/>	06/24/2022	Pending Review	CEU	J Marie Roberts	Beginners, Teaching Technology with Canvas	5	2688935_CEU-CERT.pdf	<a href="#">📄</a>	<a href="#">🗑️</a>

Click **View Accrued Credits** to see any credits already earned towards renewal of a specific license.

Professional Development [+ New](#)

[Go to PD Work Queue](#)

Show 10 records

All Pending Review Approved Denied

<input type="checkbox"/>	DATE OF EVENT	STATUS	RENEWAL TYPE	INSTITUTION/DISTRICT	COURSE/EVENT TITLE	PD CREDITS
<input type="checkbox"/>	03/23/2022	Pending Review	CEU	Alicia Beasley	Classroom Management Tips and Procedures	3
<input type="checkbox"/>	06/24/2022	Pending Review	CEU	J Marie Roberts	Beginners, Teaching Technology with Canvas	5
<input type="checkbox"/>	05/04/2022	Pending Review	CEU	Amber Shultice/Mississippi State University	Northpoint Christian School PLCs: Spring 2022 (308001)	1
<input type="checkbox"/>	01/02/2022	Pending Review	CEU	A.T. Still University	Test Course	15

Showing 1 to 4 of 4 entries (filtered from 11 total entries)

[Batch Approve Selected](#)

[View Accrued Credits](#)

All awarded credits earned towards each license type will be listed. Select the desired license and the total applicable credits will be listed.

Hide Accrued Credits

SEL: Educator License (7/1/18-6/30/23) <span>▼</span>		
CEU		APPROVED
09/13/2018	Primary Mathematics Institution	1.2
03/29/2019	Effective Teaching Strategies	1.2
03/29/2019	Data Analysis Training	1.2
03/29/2019	iReady, STAR, ELS Strategies	1.2
04/17/2020	Improving Instructional Strategies Across Content Areas	1.1
04/17/2020	Analyzing Data to Increase Student Achievement	1.0
04/17/2020	Technology Integration Strategies and Tools	1.0
05/01/2021	Math Training Buck Wild Series	0.7
05/01/2021	Administrative PLC	0.6
<b>Total:</b>		<b>9.2</b>