

**OneWorldArchives**

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**OWA Online Professional Learning Units Approved by the  
Georgia Department of Education**

**Guidelines**

1. One Professional Learning Unit Credit—minimum of 10 contact hours; at least seven hours online (automatically documented via Moodle Course Management Software);the remaining minimum number of hours should be documented by completing the attached time-log. One Professional Learning Unit Credit courses must be completed within one-week after they have begun—the start date begins once you open the emailed course key to unlock the course.
2. Three Professional Learning Credits—minimum of 30 contact hours; at least half of the hours must be spent online (automatically documented via Moodle Course Management Software);the remaining minimum number of hours should be documented by completing the attached time log. Three-credit Professional Learning Unit courses can be completed within a four week span. There is a two-week minimum completion time for three-credit Professional Learning Units—the start date begins once you are emailed the course key to unlock the course.
3. Five Professional Learning Unit Credits—minimum of 50 contact hours; at least 30 hours online (automatically documented via Moodle Course Management Software); the remaining minimum number of hours should be documented by completing the attached time log. Five credit Professional Learning Unit courses can be completed within a five-week period. There is a two week minimum completion time for five credit Professional Learning Units—the start date begins once you are emailed the course key to unlock the course.

**Credit:** To receive credit for your professional learning unit(s), you must

1. Be logged into the course for the minimum period of time
  2. Complete all online assignments
  3. Turn in the completed time log to document time spent working on the course offline. The signed time log should be faxed to OWA at 1-800-450-4021.
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4. A certificate of completion will be emailed to you as a PDF file; if you would like a hard copy, please specify your mailing address in an email to [owa@oneworldarchives.org](mailto:owa@oneworldarchives.org).

