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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. These hours can be any combination of online and offline work. The hours should be documented on the Time Log that you can download from “PLU Page.”
2. Three Professional Learning Credits—minimum of 30 contact hours. These hours can be any combination of online and offline work. The hours should be documented on the Time Log that you can download from “PLU Page.”
3. Five Professional Learning Unit Credits—minimum of 50 contact hours. These hours can be any combination of online and offline work. The hours should be documented on the Time Log that you can download from “PLU Page.”

**Registration Process**

1. For educators currently employed, it is recommended that you download and have signed the “Prior Approval Form.” The signed “Prior Approval Form” can be emailed to [owa@oneworldarchives.org](mailto:owa@oneworldarchives.org), or it can be faxed to 1-800-450-4021.
2. The Prior Approval Form is not necessary for educators who are not currently employed.
3. Pay Tuition: select the “Pay Tuition” option from the “PLU Courses” page. Tuition payment is processed through PayPal, and you should follow prompts on the page.
4. The web address and access codes for your course will be emailed to you within 48 hours after tuition is paid.
5. Should you have any problems with the Registration Process, email us at [owa@oneworldarchives.org](mailto:owa@oneworldarchives.org), or call Dr. Norman Harris at 404-558-2923.

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

1. Complete all assignments
2. Use the downloadable Time Log to document the time spent completing the course—see the minimum time requirements above.. The signed time log should be faxed to OWA at 1-800-450-4021.
3. 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).