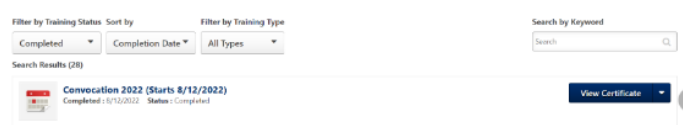


The new FLEX year began on 7/1/22 which means that any professional development that you have done since that date can be entered into the Vision Resource Center (VRC) at any time.

- **Convocation** has been entered. You can see it on your transcript by clicking on Learning > My Transcript on the menu bar across the top. Make sure you are looking at your "Completed" Transcript (the default is "Active"). If you do not see it, and you were there, please let me know so I can fix it.



- **FLEX Workshops** will appear on your completed transcript after you have completed the evaluation. If you are still seeing a workshop on your "Active" transcript, make sure you click the arrow on the blue button and select "Evaluate". After you complete the evaluation, it will move to your completed transcript.
- **External training** is everything else you do! This is for people that have attended a conference over the summer, prepped for a new class, or any other activity that counts towards FLEX.
- **Reassign time or short-term classes** will reduce your FLEX obligation. If you fall in this category, and we didn't talk at convocation, shoot me an email so I can update your hours.
- **All pdfs I send out** are housed on the [FLEX website](#) (not the VRC) and can be accessed any time for instructions on how to sign in to the VRC, how to enter external training, etc.

Email flex@mccd.edu if you have any questions or visit the [FLEX website](#) around the clock for a list of FAQs!