

Professional Development Record

The *Professional Development Record* link is where you can review the amount of credit(s) you received from professional development events.

Sign in to your existing account:

- Select the *Sign In* Button on the Professional Development screen
- Select the *Professional Development Record* link to review the amount of credit(s) received, and to view/ manage your transcripts

The screenshot shows the homepage of the Professional Development Online Registration system. On the left is a dark blue sidebar with navigation links: QuickLinks (with a 'sign in' button), New Users - click to create an account, Home, Search Types (Search by Keyword, Calendar of Sessions, Conferences), and User Account Information (with 'Professional Development Record' highlighted). The main content area has a header 'Welcome to Professional Development Online Registration' and a search bar. Below the search bar is a photo of a teacher and students. To the right of the photo is a list of 'Upcoming Sessions' for Friday 4/1/2016, including 'Multi-venue Science Leadership Network' and 'Recognizing Reimbursable Meals and Offer versus Serve'. A 'Contact Us' link is at the bottom.

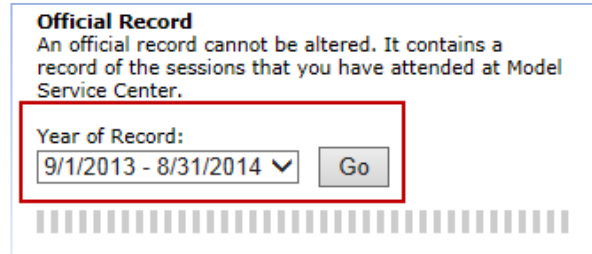
The **Professional Development Record** page is separated into the **Official Record** and the **Personal Record** sections.

The screenshot shows the 'Professional Development Record' page. At the top right is 'Registration Cart: 0 items'. The main heading is 'Professional Development Record'. Below it is a paragraph explaining that the record allows tracking of credit from sessions at Model Service Center. The page is divided into two sections: 'Official Record' (cannot be altered) and 'Personal Record' (can be altered). Under 'Official Record', there is a 'Year of Record' dropdown menu set to '9/1/2013 - 8/31/2014' and a 'Go' button. Under 'Personal Record', there is a 'Manage Personal Record' button. At the bottom, there is a note about Adobe Acrobat and a link to download it.

Official Record

The **Official Record** is a review of all of the sessions you *have attended*. The records are grouped by events attended within each school year.

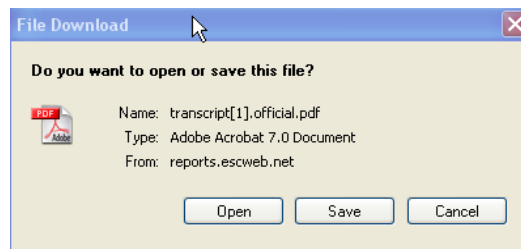
To review an Official Record for a given year:



Official Record
An official record cannot be altered. It contains a record of the sessions that you have attended at Model Service Center.

Year of Record:
9/1/2013 - 8/31/2014 ▼ Go

- Select the desired **Year of Record** from the dropdown box
- Click **Go**
- The File Download window will open



- Select **Open** to open the PDF file
- Select **Save** to save the file to your computer
- Select **Cancel** to cancel this action.

The Official Record will look similar to the example below:

Region 4 Education Service Center		
Official Professional Development Record		9/1/06 - 9/1/07
PATRICIA LAMBERTI-SHEAR TECHNICAL SPECIALIST		REGION 4 ESC, ESC STAFF
CLOCK HOURS		
Date	Event Title	Credit Earned
09/11/2006	AIS PROGRAMMING MEETING	1.00
09/11/2006	BROWN BAG LUNCH SERIES: BLACKBERRY SHORTCUTS	1.00
09/18/2006	AIS PROGRAMMING MEETING	1.00
09/25/2006	AIS PROGRAMMING MEETING	1.00
10/30/2006	AIS PROGRAMMING MEETING	1.00
11/03/2006	AIS PROGRAMMING MEETING	1.00
11/06/2006	AIS DEPARTMENT MEETING	1.00
12/07/2006	ESCWORKS.NET	2.00
		9.00
CPE		
Date	Event Title	Credit Earned
10/30/2006	ACCOUNTABILITY AND COMPLIANCE SERVICES DEPARTMENT STAFF MEETING	3.00
		3.00
Total Credit Earned:		12.00

Select **File** then **Print** to print the official record.

Please contact the system help desk for assistance if there are discrepancies on your record. You may have a duplicate account in the system.

Personal Record

The **Personal Record** is a tool that can be used to create an unofficial log of events that were attended by you that but were not recorded in the Professional Development website.


To create a **Personal Record** entry:

- Click on the *Manage Personal Record* button

Personal Record
A personal record can be altered. It contains a record of sessions that you have attended at Model Service Center as well as events that you have entered. This record is managed online.

- Enter the title of the outside meeting/event
- Select the date from the calendar icon
- Select the appropriate credit type from the dropdown menu
- Enter in a credit name if credit type of other was selected
- Enter the amount of Credit Earned
- Click **Add Credit**

Professional Development Record - Personal Records Registration Cart: [0 items](#)

Title: Date: 


Credit Type: ***Credit Name: Credit Earned:

Credit Type...

*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.

Once records have been added, they will display in the window underneath the entry screen:



Professional Development Record - Personal Records Registration Cart: [0 items](#)

Title: Date: 

Credit Type: ***Credit Name: Credit Earned:

Credit Type...

*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.

9/1/2015  - 8/31/2016 

	Date	Title	Credit Type	Credit Amount
X	3/29/2016	Karen Credit	CEU	3

To delete an entry:

- Click the red **X** next to the to the event to be deleted
- Click **OK** on the message: Are you sure you want to delete this credit?


To edit an entry:

- Click the name of the event (Title)
- Make the revisions on the screen
- Click the **Save Credit** button

Reviewing Record Entries

- Use the date range fields to enter a Date range - search for entries that were held within that date range
 - Click **Go** to see only those entries for that date range
- Select the **Print** button to print the entries listed in the screen



Professional Development Record - Personal Records Registration Cart: [0 items](#)

Title: Date: 

Credit Type: ***Credit Name: Credit Earned:

Credit Type...

*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.

9/1/2013  - 8/31/2014 

	Date	Title	Credit Type	Credit Amount
X	3/29/2014	Karen Credit	CEU	3