Transcripts

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

Official Record

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

To review an Official Record transcript 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

File Download
Do you want to open or save this file?

Name: transcript[1].official.pdf
Type: Adobe Acrobat 7.0 Document
From: reports.escweb.net

Open   Save   Cancel

Do you want to open or save **Official Transcript..pdf** from **reports.escworks.net**?   Open   Save ▼   Cancel   ✕
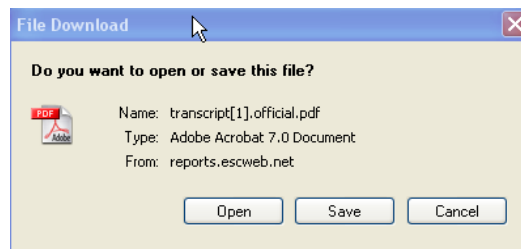
- Select *Open* to open the PDF file
- Select *Save* to save the file to your computer
- Select *Cancel* to cancel this action.

The Official Transcript 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

REGION 4 ESC, ESC STAFF

TECHNICAL SPECIALIST

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 and Print to print the official transcript.

Please contact the system help desk for assistance if there are discrepancies on your transcript. 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 Transcript* 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.

Manage Transcript

- 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.

[Add Credit]

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.

[Add Credit]

| 9/1/2013 | 🗓 - | 8/31/2014 | 🗓 | [Go] | [Print] | ☐ Include Official Credits |

	Date	Title	Credit Type	Credit Amount
✗	3/29/2014	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
- Make the revisions on the screen
- Click the **Save Credit** button

Reviewing Transcript 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
- Check the **Include Official Credits** box to generate a report that includes the Official Credits and the credits entered in the Personal Record.

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.

Add Credit

	9/1/2013	- 8/31/2014	Go	Print	☑ Include Official Credits	
	Date	**Title**	**Credit Type**		**Credit Amount**	
✗	3/29/2014	Karen Credit	CEU		3	