

# 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 screenshot shows the homepage of the Professional Development Online Registration system. At the top right, it says "Registration Cart: 0 items". The main heading is "Welcome to Professional Development Online Registration". Below this is a search bar with the text "Search by Session ID or Keyword" and a "submit" button. The page is divided into two main columns. The left column contains a "QuickLinks" sidebar with a "sign in" button highlighted in a red box. Below the sidebar are sections for "Home" (with links for Search Types, Search by Keyword, Calendar of Sessions, and Conferences) and "User Account Information" (with links for Professional Development Record, My Account, Registration, History/Certificates, and Subscriptions). The "Professional Development Record" link is highlighted in a red box. The right column features a "Create an Account" section with three bullet points: "Click *Signup for a FREE account today* in the bar above.", "Complete the form and click **Save Record.**", and "Make note of your email address and password. You'll need these next time you sign in." To the right of this section is an "Upcoming Sessions" list with dates and session titles like "Science in the Spanish Bilingual Classroom", "Computer Basics for Educators", "Managing the Writing Workshop", "Web Design for Distance Educators", and "Fun With Words".

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, it says "Registration Cart: 0 items". The main heading is "Professional Development Record". Below this is a paragraph: "The Professional Development Record allow you to track the amount of credit you have received from professional development sessions at Model Service Center. All of this data is aggregated into a printable format that can be used as proof of credit." The page is divided into two sections: "Official Record" and "Personal Record". The "Official Record" section states: "An official record cannot be altered. It contains a record of the sessions that you have attended at Model Service Center." Below this is a message: "There are not currently any credits on file for you. Therefore, your official record cannot be viewed at this time." The "Personal Record" section states: "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." Below this is a "Manage Transcript" button. At the bottom of the page, there is a footer with the text: "escWorks uses Adobe Acrobat ® to produce your record. If you do not have Adobe Acrobat Reader ® installed on your computer, you will need to download a version (free of charge) from Adobe." To the right of this text is the Adobe PDF logo and a link: "Click here to download Adobe Acrobat Reader ®".


## 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.

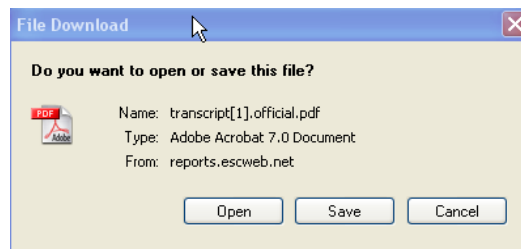
To review an Official Record transcript for a given year:

**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



- 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
		<b>9.00</b>

CPE		
Date	Event Title	Credit Earned
10/30/2006	ACCOUNTABILITY AND COMPLIANCE SERVICES DEPARTMENT STAFF MEETING	3.00
		<b>3.00</b>

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**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.

- 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](#)

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Title:

Credit Type:  \*\*\*Credit Name:

Credit Type...

Date:

Credit Earned:

\*\*\* 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](#)

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Title:

Credit Type:  \*\*\*Credit Name:

Credit Type...

Date:

Credit Earned:

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

9/1/2013 - 8/31/2014    Include Official Credits

	Date	Title	Credit Type	Credit Amount
X	3/29/2014	<a href="#">Karen Credit</a>	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... <input type="button" value="v"/>				
<small>*** When the credit type 'Other' is selected, you have the option of entering a custom credit type.</small>				
<input type="button" value="Add Credit"/>				

9/1/2013	-	8/31/2014	<input type="button" value="Go"/>	<input type="button" value="Print"/>	<input checked="" type="checkbox"/> Include Official Credits
Date	Title	Credit Type	Credit Amount		
X 3/29/2014	<a href="#">Karen Credit</a>	CEU	3		