

## Review ePDC Transcript

- Go to the PAEC website – [www.paec.org](http://www.paec.org)
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Select the “**Member Transcript**” link.
- Select your school district from the drop-down menu.
- Select your school from the drop-down menu. Click next.
- Select your name from the drop-down menu.
- Enter your password. Click next.
- You will see a screen that says  
John/Jane Doe Transcript  
Step 3: Viewing the Transcript
- Your transcript is organized by Fiscal Year. The screen that appears is for the current fiscal year (July 1 – June 30). To access professional development information for a prior year, use the “**Prior Year**” button. The “**Prior Year**” and “**Next Year**” buttons may be used to navigate between years.
- If you have an activity listed as “**Enrolled but Did Not Attend**”, and you *did* attend, click on that activity’s “**Course Details**” button. Listed on this page is the name of the contact person and e-mail address of the course. Contact this person regarding attendance.
- To complete a reflection exercise, click on the “**Complete Exercise**” button for the appropriate course. Once you type your response in the box, be sure to hit the submit button at the bottom of the screen.
- To participate in an online course, locate the activity on your transcript and click on the “**Exercise Website**” button for that activity. Some online courses may require you to log in again for security purposes. Course activities may then be accessed through the table of content links.
- If you have submitted your exercise, but don’t receive a response from the facilitator within a reasonable amount of time, view the course details. Listed on that page is the name of the contact person and e-mail address of the course. Contact that person regarding the application exercise.
- Once your exercise is approved, there is a course evaluation that you *must complete before final approval is granted*. Click on the “**Course Evaluation**” button to complete the survey.

