

ENROLLING & REGISTERING IN ePDC

Step #1 – Enrolling in ePDC

- Go to the PAEC website – www.paec.org
- Locate the yellow FloridaLearns Academy tab and the green ePDC box
- Choose the “**First Time Visitor**” link
- Select desired state from the drop-down box
- Select your school district from the drop-down box
- Select your school from the drop-down box
- Select job class from the drop-down box
- Select job title from the drop-down box
- Enter your first name, last name and email address. Boxes marked with an asterisk (*) are required information. You will not be added to the database unless these areas are complete.
- Create a password with at least 8 digits, and a combination of upper and lower case letters, and numbers. Click *submit*. (You will receive confirmation by e-mail within 24 hours. You must click the link provided in the confirmation email to activate your account.)

Step #2 – Registering for a Professional Development Activity

- Go to the PAEC website – www.paec.org.
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Choose the “**course registration**” link.
- Select your school district from the drop-down box.
- Select your school from the drop-down box. Click next.
- Select your name from the drop-down box and enter your password. Click next.
- A variety of search options will be made available for you.
 - If you use the “**Search by Course Title**” option, select the title of the professional development activity you wish to participate in from the drop-down box. This will give you basic information on the course. You may select the “details” button for more information about the activity.
- Select the white “**register**” button.
- Read the ePDC course policies and select the “accept” button at the bottom of the page to proceed.
- Choose the credit option and the primary purpose for completing the activity. Click “**Submit**”.
 - You may use the ‘back’ button at any time to navigate to the previous screen.
- Click the word “here” to pay for the activity. To pay for more than one activity, click the “register for courses” button at the top of the page. To remove a course, click “remove.”
- Click the “**pay by credit card**” button to pay with a credit card, or the “**print order to pay by mail**” to send the payment by purchase order, check or money order.
- To complete the order by credit card click on “**click here for secure payment form**”.
- Complete the one-page form and click “**submit**.” (Note: credit card payments are verified with 24 hours. Access to the activity will not be permitted until verification is received from credit card company.)

