

## 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 feedback survey that you ***must complete before final approval is granted.*** Click on the ***Feedback Survey*** button to complete the survey. After the survey is submitted and the screen refreshed, credit for the course will be posted to your transcript.

