



Its time to check your PD transcript!



Professional Development

TRANSCRIPTS

Why check your transcript annually?

Your PD Transcript shows the accumulation of all professional learning for which you have earned inservice points during your time in St. Johns County School District. This record may be beneficial as documentation of experience and expertise, as well as a great way to keep track of how many points you may need in order to renew your teaching certificate. Currently in Florida, all teachers need a minimum of 120 inservice points (or equivalent college credits) to renew every five years.

Of those points , 20 must be qualifying points focused on serving students with disabilities.

How to check your transcript . . .

Participant

1. Log in to Sungard/BusinessPlus
2. Go to Employee Online / Professional Development
3. Click Course Transcript
4. Your transcript will show organized by school year

- [Browse Courses](#)
- [Current Registration/Evaluation](#)
- [Prior Registration](#)
- [Wait List](#)
- [Personal Information](#)
- [Course Transcript](#)

5. Any courses that qualify for SWD points will have a Course No. that ends in an E

6. Example:

2100001E SJ0012503 EVIDENCE INTO ACTION DAY 2 CRED 7.00

7. Points for certificate renewal must either be earned within the 5-Year validation period of your current certificate, or must be marked as BANKED on your transcript (ONLY ESOL, Reading, and SWD points are Bankable)

Any Coursework Completed Outside of SJCS D

To receive inservice points for any webinars, conferences, online work, etc. offered through an organization outside of SJCS D:

1. You MUST complete a learning log for each event (located on the PD Webpage under FORMS—left hand side). The learning log is meant to be a summary of the learning you took away from the specific session and how you will apply that learning in your daily work.
2. You must include evidence of registration and attendance (a certificate of completion with your name and dates will work or screenshots of a virtual presentation).
3. An agenda outlining the time of the activities and descriptions of activities that you list on the learning log.

***Completed logs and accompanying attachments must be submitted within one month of the learning opportunity.**

****Points may only be learned for actual learning time. Points will NOT be awarded for meals, social events, etc.**

Please visit the PD webpage at: <http://www.stjohns.k12.fl.us/pd/>

For current employees, the PD calendar is located at: <https://inside.stjohns.k12.fl.us/pd/>

