Professional Development Instructions

To add PD

1) Fill out PD Submission Form
   a) Attach appropriate documentation
2) Log In to: https://www.escweb.net/ar_esc/
3) Click "Professional Development Record"
4) Click "Manage Transcript"
   a) Enter Title: this is the "Course Name" on PD Submission Form
   b) Enter Date: this the date PD took place
      i) If the event was multiple days list all of the dates at the end of the title (ie. 4/2-4/17). Then list the first day as the Date.
   c) Enter Credit Type: Hours
   d) Leave Credit Name blank
   e) Enter Credit Earned: this is the total number of PD hours earned for the entire event (not to exceed 6 hours/day).
5) Click "Add Credit"
6) Repeat for all additional PD or "Sign Out" when finished

To delete PD

1) Log In to: https://www.escweb.net/ar_esc/
2) Click "Professional Development Record"
3) Click the X on the left of the PD
   a) Click "Ok"

To run your PD report

1) Log In to: https://www.escweb.net/ar_esc/
2) Click "Professional Development Record"
3) Choose the year you are looking for & click "Manage transcript"
4) **Click the "Include Official Credits" box to get your complete report**
5) Click "Go"
6) Click "Print"