

ENROLLING IN ePDC

- Go to the PAEC website – www.paec.org
- Locate the green Professional Development tab at the top of the page
- Choose *Classic ePDC*
- Choose the “First Time Visitor” link (#4)
- If not in Florida, 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.
- Verify your password.
- Scroll to the bottom of the page and 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. You may need to check your Spam or Junk folder for the email. If you do not receive it, contact PAEC.)

REGISTERING FOR AN ACTIVITY IN ePDC

- Go to the PAEC website – www.paec.org.
- Locate the green Professional Development tab at the top of the page
- Choose *Classic ePDC*
- 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 “Go.”
- 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 to register.
- 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.

If you select on online course, you will be prompted to make a payment.

- 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.*)

COMPLETING FOLLOW-UP/ONLINE COURSE ACTIVITIES

To access your transcript and complete online follow-up or course activities, follow these directions:

For face-to-face activities:

1. www.paec.org
2. Click on the green tab named "Professional Development" and then "classic ePDC"
3. Click on the 3rd option – Member Login
4. Select your district and school from the drop-down menu and click next
5. Select your name from the drop-down list and enter your ePDC password
6. Click on the Feedback button and complete the survey
7. Click on "return to transcript"
8. Click on Complete Exercise
9. Complete follow-up assignment

For Online Courses:

1. www.paec.org
2. Click on the green tab named "Professional Development" and then "classic ePDC"
3. Click on the 3rd option – Member Login
4. Select your district and school from the drop-down menu and click next
5. Select your name from the drop-down list and enter your ePDC password
6. Click on Complete Exercise
7. Log in to the course website
8. Complete activities