

**Welcome to the Polk County Schools
Professional Development Inservice Points Access System.**

Persons who have earned inservice credit, due to their successful completion of varied inservice activities provided by the Polk County Public Schools, can access their inservice record via the Internet. This information can be a valuable resource when planning for Florida Educator Certification renewal and when planning for additional professional growth activities participation. Review the directions below to access your inservice record. (Print these directions as needed.)

Directions For Accessing Inservice Points Via The Internet

*Click on the following link: <http://pds.polk-fl.net/login.asp> or copy and paste it into your browser. This link takes you to the Professional Development System Training Scheduler (the site to which you would also go when registering online for professional learning activities).

Polk School Board Employees:

*Use your daily computer login

Non-Employees:

*Type User ID

*Type Password

All Persons

- ❖ Select "User/Participant" (This is default setting.)
- ❖ Click on Log In Button
- ❖ Click on "Retrieve Inservice Record and Transcript". Review Total Inservice Record (These are all points earned and posted since July 1, 1995.)
- ❖ Filter By Certificate Date, (You MUST do this to determine points earned during current certificate validity period.) Change the word "All" to the "Year That Your Certificate Will Expire" using the drop-down arrow in that section near the middle of the page currently in view.
- ❖ Click "Go"... You are now viewing your inservice record showing only points earned during current certificate validity period. This is the information needed for certificate renewal.
- ❖ If desired, Print your Inservice Record, Filtered by Certificate Date, by clicking on the "Print" Button from your browser menu or by selecting "Print" from the drop-down menu under "File" at the top of your screen. PRINT USING THE PROPERTIES, "LETTER/LANDSCAPE" to print all fields of the record.
- ❖ Click "Back" Arrow from the browser menu and then Click the "Log Out" Button.

Thanks for using PD Inservice Records Access System!

Link to Inservice Records Access System (PDS Training Scheduler)

<http://pds.polk-fl.net/login.asp>.