

Employee Self-Service – In-Service Information

As the District moves towards a paperless and eco-friendly environment, we are pleased to announce that all District employees will now be able to view and print In-service Information. Features include the following:

- View Course Information for current certificate validity period at any time
- View Certificate/Licensure information at any time
- View 5 year course history at any time
- Save or Print In-service Information at any time

PeopleSoft Navigation

1. From the District Web Site click the **Employees** link
2. On the right side under Services, Click on the **Self Service** link
3. Log into PeopleSoft using your network **USERID** and **PASSWPORD**
4. Click on **Personal Information**
5. Click on **In-service Information**

Sample of In-service page that will be displayed:

InService

To print, you may need to allow pop-ups and/or download

[Adobe Reader](#)

Printable Version [Help](#)

Name Doe, John E
Emplid 1234567
Department HR Customer Relations

Teacher Certification/Licensure			
Descr	Effective Date	Expiration Date	Certification/License Type
Middle Grades Endorsement	07/01/2007	06/30/2012	Professional State
Math	07/01/2007	06/30/2012	Professional State
Physical Education	07/01/2007	06/30/2012	Professional State
Social Science	07/01/2007	06/30/2012	Professional State

The following courses are in your current teacher certificate validity period. Course information can take up to 30 days from the date the component is submitted by the facilitator to display. If you have any questions regarding this information, please contact the course facilitator to verify the date the component was submitted prior to contacting the Department of Professional Development.

Courses for current validity period (Teachers ONLY)									
Component Number	Component Name	Out of District	Date Completed	ESOL Indicator	Content Points Earned	Generic Points Earned	Non-Credited Points	Non Instr Points Earned	Program Indicator
08503001	INFORM PROCED BOARD POLIC		04/05/2010		10				
07406001	MANAG WORK RELATIONSHIPS		03/24/2010		5				
03003001	COMPUTER APPLICATIONS		05/04/2009		5				

Point Totals					
Total Content Points	Total Generic Points	Total Non-Credited Points	Total Non-Instr Points	Total Points Overall	Total Re-Certification Points
20				85	20

The following courses are a 5 year history for all non-instructional employees and 5 years of teacher course information that reside outside of the current certificate validity period.

5 Year Non-Instructional Courses and Teacher Course History									
Component Number	Component Name	Out of District	Date Completed	ESOL Indicator	Content Points Earned	Generic Points Earned	Non-Credited Points	Non Instr Points Earned	Program Indicator
08410007	LABOR RELATIONS: THE BASI		11/16/2006		20				
08410007	LABOR RELATIONS: THE BASI		10/19/2006		20				
07507024	IMP SKILLS OF PROF DEVELP		07/14/2006		25				

If you have any questions about course information please contact the Professional Development department at 561-963-3895. Questions regarding Certification or Licence should be directed to the Certification Office at 561-434-8148.

Clicking on the Printable Version brings up a PDF file that can be saved or printed.



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY**

www.palmbeachschools.org

Department of Professional Development

Mary and Robert Pew Leadership Development Center
9482 MacArthur Blvd.
Palm Beach Gardens, FL 33403

Doe, John E

HR Customer Relations

1234567

Teacher Certification/Licensure			
Certification/License Name	Effective Date	Expiration Date	Certification/License Type
Middle Grades Endorsement	07/01/2007	06/30/2012	Professional State
Math	07/01/2007	06/30/2012	Professional State
Physical Education	07/01/2007	06/30/2012	Professional State
Social Science	07/01/2007	06/30/2012	Professional State

The following courses are in your current teacher certificate validity period. Course information can take up to 30 days from the date the component is submitted by the facilitator to display. If you have any questions regarding this information, please contact the course facilitator to verify the date the component was submitted prior to contacting the Department of Professional Development.

Courses for current validity period (Teachers ONLY)									
Component Number	Component Name	Out Of District	Date Completed	ESOL Indicator	Contents Points Earned	Generic Points Earned	Non-Credited Points	Non-Instr Points Earned	Program Indicator
06503001	INFORM PROCED BOARD POLIC		04/05/2010		10				
07406001	MANAG WORK RELATIONSHIPS		03/24/2010		5				
03003001	COMPUTER APPLICATIONS		05/04/2009		5				

Point Totals					
Total Content Points	Total Generic Points	Total Non-Credited Points	Total Non-Instr Points	Total Points Overall	Total Re-Certification Points
20				85	20

The information below displays all of your courses that reside outside of the current InService validity period.

Non-Instructional Courses and Teacher Course History									
Component Number	Component Name	Out Of District	Date Completed	ESOL Indicator	Contents Points Earned	Generic Points Earned	Non-Credited Points	Non-Instr Points Earned	Program Indicator
06410007	LABOR RELATIONS: THE BASI		11/16/2006		20				
06410007	LABOR RELATIONS: THE BASI		10/19/2006		20				
07507024	IMP SKILLS OF PROF DEVELP		07/14/2006		25				

If you have any questions about course information please contact the Professional Development department at 561-963-9895. Questions regarding Certification or License should be directed to the Certification Office at 561-434-8148.