

## Request Course Addition

The “**Request Course Addition**” feature, on your ePDC transcript, is available for you to request professional development credit for participation in a professional development activity that is neither a PAEC nor district sponsored event.

- Go to the PAEC website – [www.paec.org](http://www.paec.org)
- Locate the yellow FloridaLearns Academy tab and the green ePDC box.
- Select the “**Member Transcript**” link.
- Select your school district from the drop-down menu.
- Select your school from the drop-down menu. Click next.
- Select your name from the drop-down menu.
- Enter your password. Click next.
- You will see a screen that says  
John/Jane Doe Transcript  
Step 3: Viewing the Transcript
- Below this are rectangular white buttons. Select the button that says “**Course Addition Request.**”
- Enter the requested data – items marked with an asterisk (\*) are required.
- **Note:** The **Course Name** must be a unique title that is *not* currently in the ePDC.
- Once your request has been submitted and approved, you will automatically be enrolled in the activity and your attendance will be marked.

