

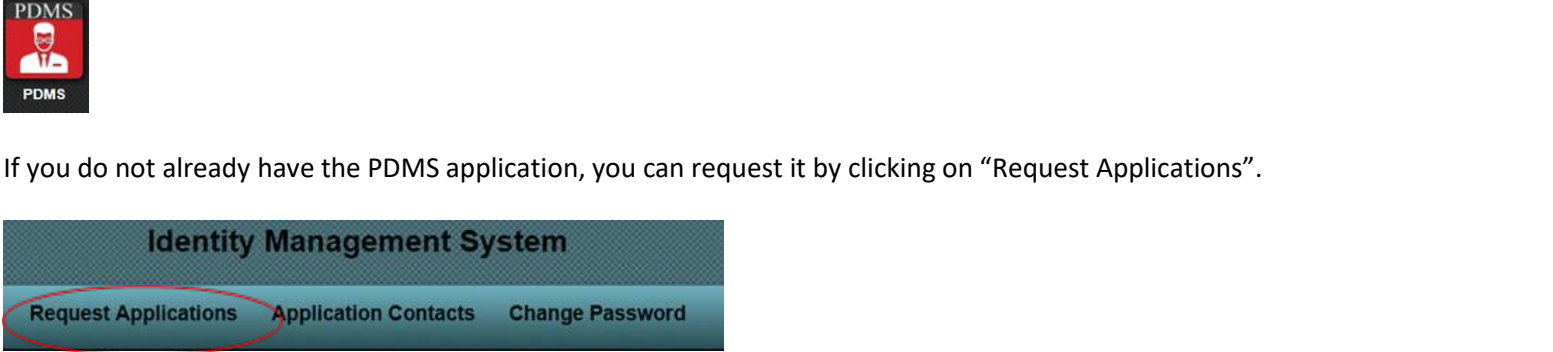
# Charter Board Governance Training

## Instructions for Accessing Transcript and Certificates

1. Log into the Identity Management System (IMS)

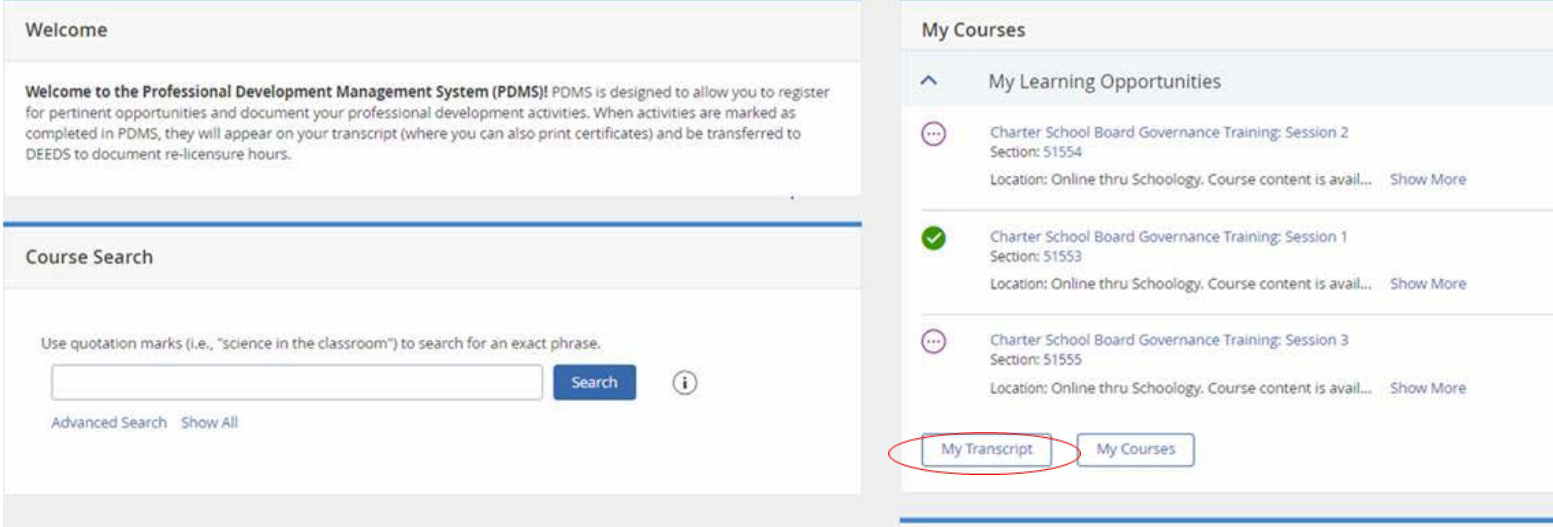


2. Select PDMS (Professional Development Management System). Note: you may have to request this application if you don't have it already.



If you do not already have the PDMS application, you can request it by clicking on "Request Applications".

3. Your course should appear on the right side under "My Courses" and click on "My Transcript"



4. The next screen should list all of your completed courses.

Under the "Certificate #" column, click on the certificate number to access and print your respective certificates.

All Re-licensure District Credit (i.e. PIP) Cluster Hours Only Historical											
#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade
1.	No surveys to take.	Department of Education	28301	51553	Charter School Board Governance Training: Session 1	06/26/2019	06/30/2020	08/29/2019	29574687	Completed	Complete
2.	No surveys to take.	Department of Education	24164	41061	Special Education Charter School Professional Learning: Policies/Procedures/Procedural Safeguards	04/15/2016	04/15/2016	04/18/2016	63974487	Completed	Complete
3.	No surveys to take.	Department of Education	24323	40826	Five Essentials Survey Administration Training	10/23/2015	10/23/2015	10/27/2015	33717174	Completed	Complete
4.	No surveys to take.	Department of Education	24189	40395	School Bullying Prevention Training and Criminal Youth Gang Detection Training (2015 - 2016)	08/05/2015	06/30/2016	08/14/2015	87251680	Completed	Complete