



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

B. E. Mondy, Jr.  
Director

ALISON ADLER, Ed.D.  
CHIEF  
SAFETY & LEARNING ENVIRONMENT

PROFESSIONAL DEVELOPMENT  
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**September 29, 2010**  
**Bulletin #P-13685-SLE/PD**

Contact Person:  
Geri Gautney, PX 53689

**ACTION BY:**  
For Information Only

**TO:** All Principals and Department Heads  
**FROM:** Ann Killets, Chief Learning Officer *AK*  
**SUBJECT:** SELF SERVICE INSERVICE INFORMATION

Please distribute this bulletin to all school and district staff. All district employees now have the ability to view and print their own inservice records via PeopleSoft. This new and exciting feature will provide district employees with the opportunity to obtain their inservice records at anytime and from any location. In addition to the ability to review the last five years of inservice history, this report also provides employees with the following information:

- Teacher certification/licensure
- Courses for current validity period (teachers ONLY)
- Point totals and non-instructional courses
- Teacher course history

Please review the information below to obtain details on how to navigate to Self Service InService Information:

- Please visit the "Employees Tab" on the District Web Page
- Select "Self Service" on the services menu located on the right-hand of the Web Page
- Enter your District User Name and Password, then click "Sign In"
- Find the section on the screen that is entitled "Personal Information"
- Please click on the link in that section entitled "InService Information"

When you access your records you have the option to view your record on the screen or select the "Printable Version" button on the page to view and/or print the record in a PDF format. A "Help" link is also available on this page to provide employees with additional details pertaining to the various items contained on the record.

Additional technical support can be reached by calling the HR Help Desk at PX44100. Questions related to certification can be addressed by contacting the Office of Certification at PX48148. Course related questions can be addressed by contacting the Department of Professional Development at PX43895.

ACJ/AK/AA/BM/GG/jv

Approved:   
Arthur C. Johnson, Ph.D., Superintendent

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