

**WEST CHESTER AREA SCHOOL DISTRICT
PARAPROFESSIONAL PDExpress CHECKLIST (5/2013)**

For entering and completing PDExpress Courses towards 20 hour professional development credit

- _____ 1. Registration will stay open until the close of the official work day of the day BEFORE the workshop.

- _____ 2. Participants **must sign in and sign out** when attending the workshop.

- _____ 3. Within **one week** following a workshop, **participants are responsible for completing the PDExpress evaluation.**

Application of Training Hours to PDExpress Transcript

- Within two weeks from the date of the workshop, the person who entered the course is responsible for forwarding the following to Human Resources:
 - original sign-in sheets
 - A copy of the printed PDExpress Sign-in Sheet showing names of participants and their status.

- If these timelines are followed and the participants did all necessary parts (a. register on PDExpress as required above, b. attend the workshop having signed in and signed out, AND c. completed the PDExpress evaluation within the required timeframe), the information will be uploaded to the data base for the paraprofessionals within 2-3 weeks

Therefore, please note that you will NOT see the hours credited to your PDExpress transcript for 2 – 3 weeks after the workshop. If more than three weeks have passed, please contact Sandy Shacklady-White or Virginia Fredericksen.