


# To Print Your Inservice Record

From your browser go to: **icapst.org** then **PeopleSoft Logon**

Use your District email address/password to login to next two screens (from home).

1. Click the [**Main Menu**] link.
2. Click the [**Self Service**] link.
3. Click the [**Learning**] link.
4. Click the [**Inservice Record Report**] link.
5. Click [**PRINT**] on the top right of the page. The printout will contain the last ~15 courses that you have taken (your points will vary from those below).

Favorites ▾ Main Menu ▾ > Self Service ▾ > Learning ▾ > Inservice Record Report



**The School District of Lee County, Florida**

→ Print

## Inservice Record Report for Certification Renewal

The purpose of this report is to provide an efficient means for employees of The School District of Lee County to review personal inservice records that can be used towards renewal of the Florida Professional Educator Certificate. The Certification Report provides information on points earned within the recertification validity period only.

To obtain additional information on using inservice credit to renew a teaching certificate and Banked inservice, please go to the Staff Development website and click on Certification Information.


To obtain information on the SPALC Incentive (Support Employees only), please go to the Staff Development website and click on the Support link.

Charter School Employees - Validity period data is not available in ELM. Therefore, this Inservice Record Report contains five (5) years of inservice history data and the totals for inservice points and banked points are not accurate for certificate renewal purposes.

Validity Period: 04/18/2010 04/18/2015

Total Inservice Points 130.00  
ESE Hours 2.00 (\*\*20 Hours Required per Florida Senate Bill 1108)  
Total Banked Points 3.00

### Total SPALC Incentive Hours

		Personalize	Find	View All	First	1-15 of 56	Last
Title	Type	Date	Inservice Points	ESE Hours	Banked Points	SPALC Incentive Hours	Print Certificate
Microsoft Outlook for Substitutes	A-Workshop	2015-04-14	3.00	0.00	0.00	0.00	



Courtesy of:

The **icapst** is an advocacy organization that champions benefits, better pay, and training; helps look out for the overall welfare of substitute teachers in Lee County FL.

**icapst.org**