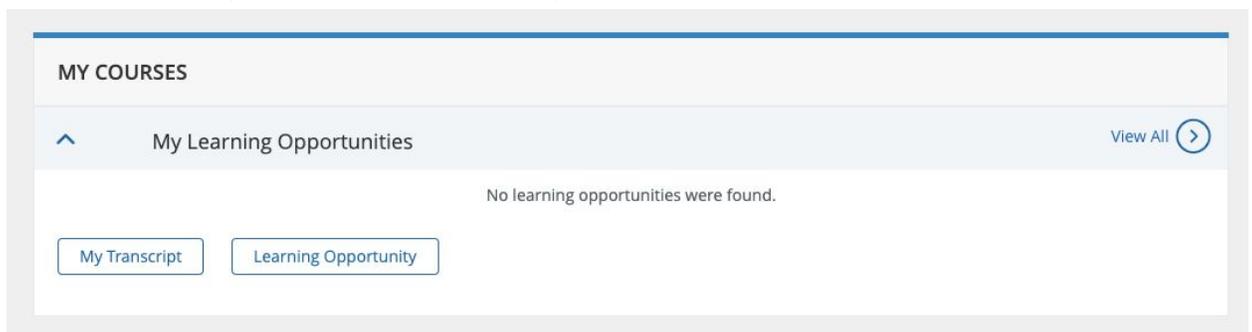


## How to sign up for PD courses on PDE3.

1. Go to PDE3 Website: pde3.k12.hi.us
2. Login
3. Click on “Learning Opportunities” tab
  - a. Scroll down to course search to search or click on “Show All”
4. Refine By
  - a. Credit Area -> PD Credit
5. Find a class and select a section.
  - a. For HSTA PD courses, select “Join Waitlist”
  - b. Download Form 200-005A (form online has wrong school year, but intranet has correct)
    - i. Have principal sign before registering for your course.
  - c. Click on “Accept” after reading the disclaimer
6. For HSTA PD courses, go to pd.hsta.org and pay for your course.
  - a. After you have paid, HSTA will update your registration status to “Registered”
  - b. Some other PD courses are set up for payment in a similar way.

## How to Submit Credits for Reclassification

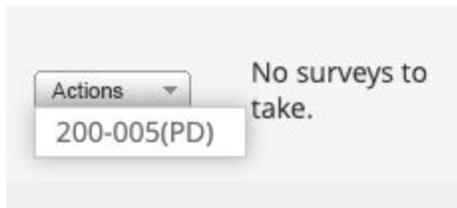
1. Go to PDE3 Website: pde3.k12.hi.us
2. Login
3. Click on “Learning Opportunities” tab
4. Scroll down to “My Courses” and select “My Transcript”



5. Find course

Survey	#	Section #	Title	Start Date	End Date	Registration Status	Grade	Credit Hours
<a href="#">Actions</a>	No surveys to take.	PD	21 Hours Job-Embedded Professional Development SY 2018-2019 (Complex Area)	07/01/2018	06/30/2019	Completed	Comp	3.0 PD Credit
<a href="#">Actions</a>	No surveys to take.	PD	21 Hours Job-Embedded Professional Development SY 2017-2018 (Complex Area)	07/01/2017	06/30/2018	Completed	Comp	3.0 PD Credit
<a href="#">Actions</a>	No surveys to take.	PD	21 Hours Job-Embedded Professional Development SY 2016-2017 (Complex Area)	07/01/2016	06/30/2017	Completed	Comp	3.0 PD Credit
<a href="#">Actions</a>	No surveys to take.	PD	21 Hours Job-Embedded Professional Development SY 2015-2016 (Complex Area)	07/23/2015	05/27/2016	Completed	Comp	3.0 PD Credit
<a href="#">Actions</a>	Survey completed August 12, 2015	PD	21 Hours Job-Embedded Professional Development SY 2014-2015 (Complex Area)	07/30/2014	06/03/2015	Completed	Comp	3.0 PD Credit
<a href="#">Actions</a>	Survey completed September 18, 2014	PD	21 Hours Job-Embedded Professional Development SY 2013-2014 (Complex Area)	07/30/2013	05/30/2014	Completed	Comp	3.0 PD Credit

a. Click on “Actions” and “200-005(PD)”



b. Print and have Principal Sign

6. Sign, Date, and Submit

	STATE OF HAWAII DEPARTMENT OF EDUCATION OFFICE OF HUMAN RESOURCES - RECRUITMENT TEACHER RECLASSIFICATION UNIT P.O. BOX 2360 HONOLULU, HI 96804			TEACHER'S REQUEST FORM FORM 200-005(PD) RECLASSIFICATION / UPDATE	
	MAIL TO ADDRESS:	TEACHER RECLASSIFICATION UNIT OFFICE OF HUMAN RESOURCES - RECRUITMENT P.O. BOX 2360 HONOLULU, HI 96804			
NAME (Last, First, MI):	Employee ID NO.:	SCHOOL:	DISTRICT:		

**REQUEST FOR** (Mark selection to designate type of request):

     **RECLASSIFICATION**

Teacher (State Approved Teacher Education Program) From Class: \_\_\_\_\_ To: \_\_\_\_\_  
 Teacher (No State Approved Teacher Education Program) From Class: \_\_\_\_\_ To: \_\_\_\_\_

     **UPDATE**

Teacher Signature Required				To Be Completed By Principal
Course Alpha & No.	Course Title	PD Credits	Section End Date	Strategic Plan Aligned (Circle)
PD	21 Hours Job-Embedded Professional Development SY 2018-2019	3.0	06/30/2019	Yes / No
TEACHER'S SIGNATURE: _____ DATE: _____		PRINCIPAL'S SIGNATURE: _____ DATE: _____		
07/31/2019				