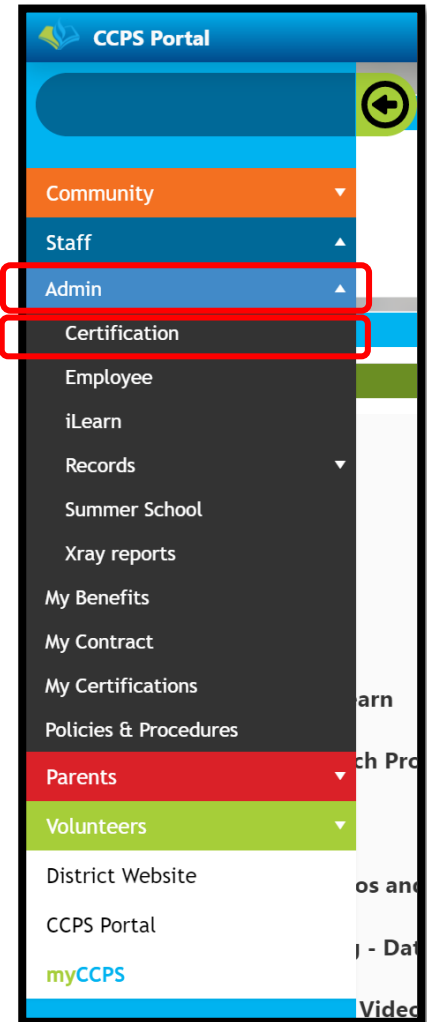
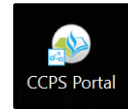


professional learning transcript

Administrator Level Access

- Step 1:** Go to <https://portal.collierschools.com> or; Click on the CCPS Portal icon, found on your desktop
- Step 2:** Once you are signed into the portal, you will click on the “Admin” dropdown menu, on the left hand side of the screen
- Step 3:** Then select “Certification” from the dropdown menu
- Step 4:** Select your school from the location drop-down (see important notes below)



Select a location or subject area:

The locations are categorized by the following within the drop-down menu:

- **Elementary**
 - All elementary schools
- **Middle**
 - All middle schools
- **High**
 - All high schools
- **Alternative**
 - Bethune
 - Detention Center
 - Beacon
 - New Beginnings (Naples)
 - New Beginnings (Immokalee)
 - Phoenix
- **Other**
 - Dr. Martin Luther King, Jr. Admin Center
 - Immokalee Technical College
 - Lorenzo Walker Technical College
- **Clin Ed**

important

There are two (2) viewing options for school administrators:

1. School Roster

This will display all staff and their corresponding certifications.

2. Clinical Education Roster

This will display only those staff at your school who are certified with Clinical Education.

- They have completed the initial training, but still required to complete the annual refresher training.

Refer to iBriefing #12853

Viewing Option #1 *School Roster*

Step 1: Select your school from the location drop-down.

Step 2: Locate the employee whom you wish to view their transcript.

Step 3: Click on their EID # (blue hyperlink). This will then display their transcript in the employee view.

Viewing Option #2 *Clinical Education Roster*

Step 1: Scroll to the bottom of the locations list, and select "Clin Ed" under the By Subject Area category.



Step 2: Select your school displayed on the screen.

Select a location or subject area:

Please select a location:

ADN	ALT	AVE	BCE	BCH	CES	CMS	CPE	CPM	EES	ENM	EPE	EVG	GCH	GGE
GGH	GGM	GTE	GVM	HLE	IHS	IMS	ITC	LES	LHS	LOE	LPE	LTE	LWH	LWTC
MDE	MES	MMS	NHS	NNM	NPE	OES	OMS	Other	PCR	PES	PLE	PME	PRH	PRM
PSE	SGE	SLE	SPE	TBE	Unknown	VES	VME	VOE						

Step 3: Your staff roster will then populate a list of **only** those employees who have completed the **initial** Clinical Education Training.

important

Although they have completed the initial training, should they be assigned to mentor a new teacher, they are required to complete the annual refresher training in order to receive the stipend.

Please refer to iBriefing #12853 for more information.