



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Guide for Downloading Professional Development History from the Professional Development Information System (PDIS)

The Office of the State Superintendent of Education (OSSE) is transitioning from the Professional Development Information System (PDIS) to a new professional development training platform for the DC early childhood workforce called the OSSE Learning Management System (OSSE LMS). Individuals with PDIS accounts are encouraged to download their course and professional learning unit (PLU) credit history from PDIS for their personal records. OSSE will maintain record of all PDIS course and credit history and will transfer this information to the OSSE LMS.

Please note, the PDIS will no longer be accessible as of June 19, 2023. Individuals should download documentation prior to this date.

For questions or support, contact the Early Childhood Education (ECE) Help Desk at ECEHelpDesk@dc.gov or (202) 478-5903.

Downloading Documentation from PDIS

1. Log in to PDIS by going to dcpdis.org and click “Login.”

The screenshot shows the homepage of the Professional Development Information System (PDIS). The header features the OSSE logo on the left and a photograph of a teacher interacting with four young children at a table on the right. Below the header, there is a navigation bar with a 'GETTING STARTED GUIDE' link, a blue 'LOGIN' button, and links for 'Create a new account' and 'Forgot password?'. The main content area consists of three large green buttons labeled 'COURSE CATALOG', 'CAREER GUIDE', and 'REFERENCE MATERIAL'. At the bottom, there is contact information for technical support and links to the 'Terms and Conditions of Use' and 'Privacy Policy'.

2. Enter your email and password in the next screen.

The screenshot shows the login page of the DC Professional Development Information System. The header includes the system name and a search icon. On the left is a sidebar with the OSSE logo and navigation links: HOME, Getting Started Guide, Course Catalog, Career Guide, Reference Material, and Help. The main content area is titled "Log in" and contains a form with fields for "E-mail *" and "Password *". Below the password field are checkboxes for "Remember me", a "Forgot password?" link, and a "Create account" link. A blue "LOG IN" button is at the bottom of the form. At the bottom of the page, there is contact information for technical support and links for "Terms and Conditions of Use" and "Privacy Policy".

3. On the "Home" page, click "View My Resume."

The screenshot shows the home page of the DC Professional Development Information System. The header and sidebar are the same as in the previous screenshot. The main content area features several sections: "Course Catalog" and "Online Learning" buttons at the top; a user profile for Charmaine Llagas-Mulhern E-02800 with contact and role information; a "My Credential Level" table with columns for "Qualified For", "Level", and "Certificate"; a "View My Resume" button circled in red; an "Apply for a Credential Verification Certificate" button; a "My Professional Development" section showing "0 hour(s)" and a "View PD Tracker" button; a "My Certifications" section listing "First Aid/CPR - missing" and "Administration of Medication - missing" with a "My Certification" button.

4. On the “My Resume” page, click “View Resume” in the upper right-hand corner.

DC Professional Development Information System

My Resume

VIEW RESUME

Charmaine Llagas-Mulhern E-02800 [Edit](#)

Email: charmaine.llagas-mulhern@dc.gov
Phone: 202-741-7636
Employer/Facility: OSSE Personnel
Current Role: Teacher (Center)
[Change Password](#)

[View My Resume](#) [Apply for a Credential Verification Certificate](#)

My Credential Level

Qualified For	Level	Certificate
-	-	-

[View minimum staff qualifications for each position type](#)

Educational Achievement

[ADD](#)

Educational Achievement	College/Institution Name	College/Institution Location (City, State)	Document	Field of Study	Completion Date
edit					
edit					

5. On the “Resume” page, click “Download PDF.”

DC Professional Development Information System

Resume

DOWNLOAD PDF **COPY TO CLIPBOARD**

Charmaine Llagas-Mulhern

Qualified For:
Level:
Current Role: Teacher (Center)
charmaine.llagas-mulhern@dc.gov
202-741-7636

Work Experience

Office of the State Superintendent of Education, Washington, DC
Education Program Specialist
10/16/2017

Professional Development

Fostering Culture on the Pathway to Staff Retention: A Virtual Professional Learning Community (PLC) for Early Care and Education Directors
Completion Date: 04/19/2022
PLU's: 4.5

Act Early: When Children Fall Behind in their Developmental Milestones

6. A PDF of your PLU course and credit history will download. Save the file for your personal records.

Charmaine Llagas-Mulhern

Qualified For:

Level:

Current Role: Teacher (Center)

charmaine.llagas-mulhern@dc.gov

202-741-7636

Work Experience

Office of the State Superintendent of Education, Washington, DC

Education Program Specialist

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Professional Development

Fostering Culture on the Pathway to Staff Retention: A Virtual Professional Learning Community (PLC) for Early Care and Education Directors

Completion Date: 04/19/2022

PLU's: 4.5

Act Early: When Children Fall Behind in their Developmental Milestones

Completion Date: 08/01/2020

PLU's: 2.0