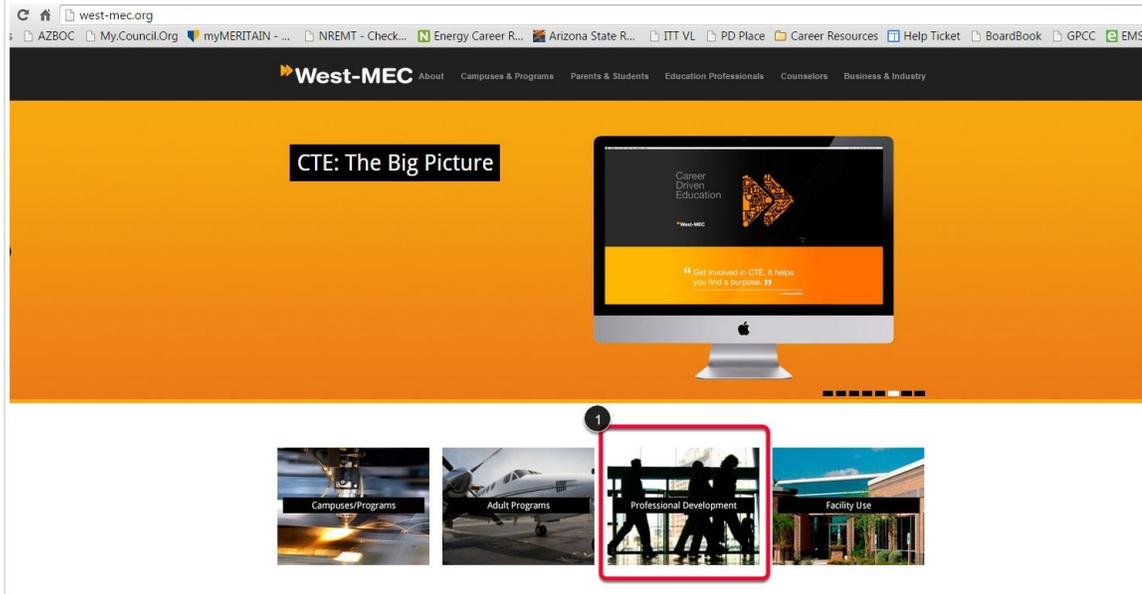


## Accessing PD Circle

1. From the West-MEC homepage select "Professional Development".



1. Once on the PD website, as a first time user you will want to fill out the form at the bottom of the page to get registered to receive the PD Circle Newsletter.
2. Once you've filled out the form, you will click "View Available Courses" to access PD Circle.

west-mec.org/professional-development/

OC My.Council.Org myMERITAIN - ... NREMT - Check... Energy Career R... Arizona State R... ITT VL PD Place Career Resources Help Ticke

**West-MEC** About Campuses & Programs Parents & Students Education Professionals Counselors Business & Industry

### Professional Development

**View Available Courses >>**

**About Professional Development**

West-MEC offers a series of courses and workshops. Educators from throughout Arizona are welcome to participate. Priority is given to employees from West-MEC member districts. The prices listed are for employees in member districts. Individuals from districts outside of West-MEC who wish to participate in these workshops should contact the West-MEC Professional Development office at 623.738.0023 for pricing.

All workshop/course participants will receive certificates documenting their hours for purposes of recertification.

**Industry Externship**

The 2015 CTE Industry Update Program provides educators the opportunity to update their knowledge and skills and receive on-the-job training in CTE program-related industries. The program also enables educators to experience work-based learning in much the same way as their students. Applicants are especially encouraged to pursue experiences in new technology and innovations consistent with their CTE programs.

**Downloads**

- [Industry Update Checklist](#)
- [2015 Business Partner Packet](#)
- [2015 Confidentiality Agreement](#)
- [2015 Industry Update Program Application](#)
- [2015 Media Release Form](#)
- [2015 Training Plan](#)
- [Consultant Form](#)
- [W-9 Form](#)

If you have not done so, please fill out the form below.

**1**

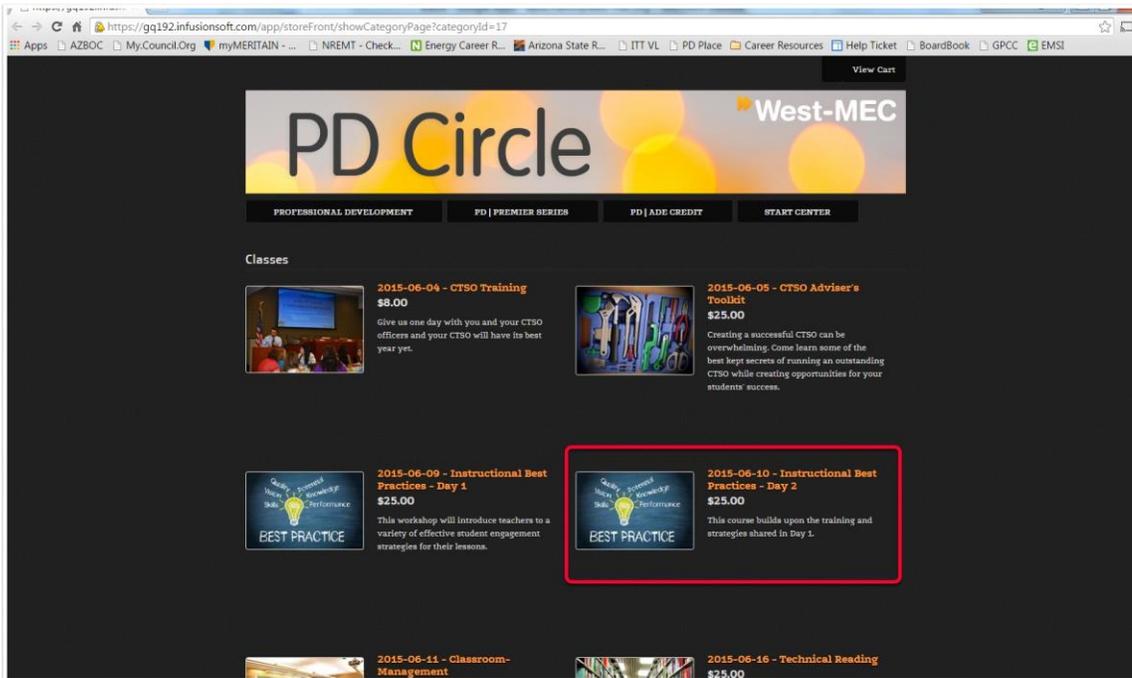
First Name \*  
Last Name \*  
Email \*

Please Select Your District \*

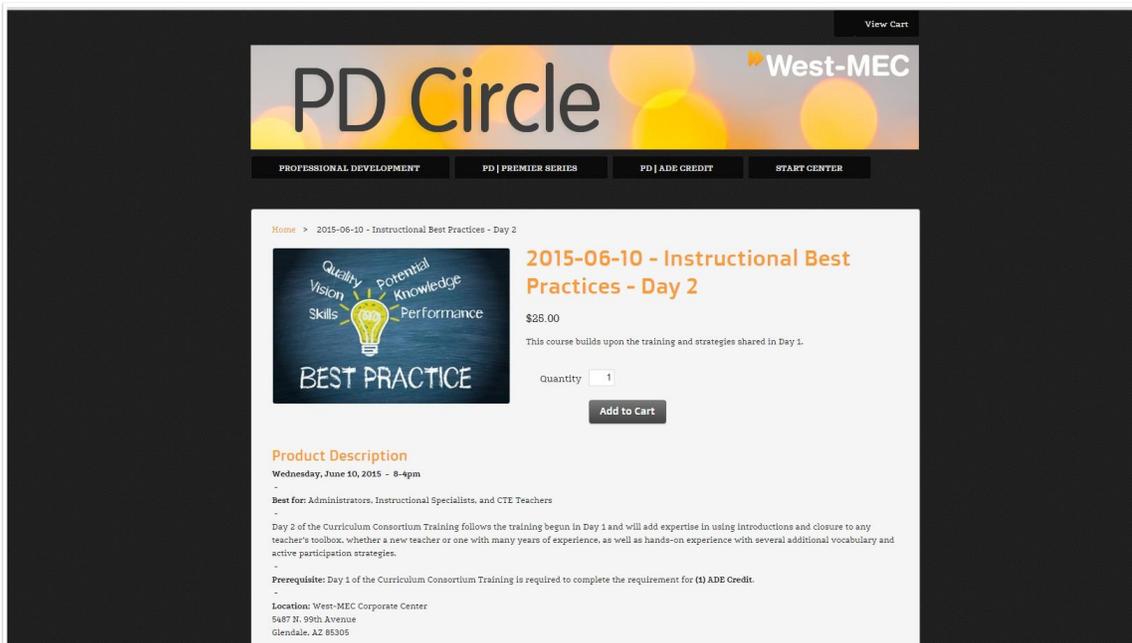
- Agua Fria
- Buckeye
- Cartwright
- Deer Valley
- Dysart
- Glendale
- Maricopa Skills Center
- Paradise Valley
- Pendergast
- Peoria

I would like to receive a quarterly newsletter.

PD Circle will now appear on your internet browser, scroll down to select the class you would like to enroll in. For this case we are enrolling in "Best Practices - Day 2", **Click** on the "Best Practices - Day 2" course to register.



Now you can see all of the details regarding the class, to confirm you want this class **Click** "add to cart".



You will now be directed to your shopping cart. If you have no further classes you need to register for **click** "checkout".

**PD Circle** West-MEC

### Shopping Cart

[Checkout](#)

Name	Price	Qty	Total
 <b>2015-06-10 - Instructional Best Practices - Day 2</b> This course builds upon the training and strategies shared in Day 1. <a href="#">Remove</a>	\$25.00	<input type="text" value="1"/> <a href="#">update</a>	\$25.00
<b>Sub Total:</b>			<b>\$25.00</b>

[Checkout](#)

## **Returning Customer or Register for New Account-- That is the Question!**

In this step please pay close attention, if this is the first PD you are registering through from PD Circle, you will be selecting "Register New Account". Your previous username/password for PD Place, will not work if you try them in the returning customer box.

To register for a new account:

3. Type your desired username into the "username" field. NOTE: You can choose to have your username be your email address.
4. Type your email into the "email" field. NOTE: We encourage you to use your school email address.
5. Type your desired password into the "password" field.
6. Type your desired password from step 3 into the "confirm password" field.
7. Click Register

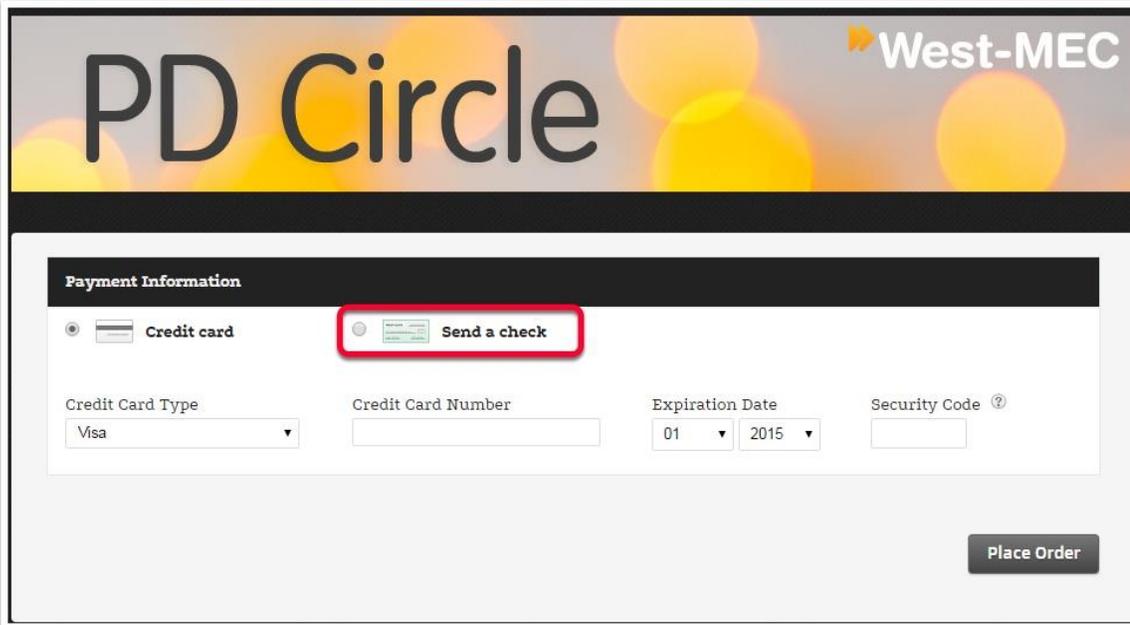
The image shows a screenshot of the PD Circle website interface. At the top, there is a header with the PD Circle logo and the West-MEC logo. Below the header, there are two main sections: "Returning Customers" and "Register new Account".

The "Returning Customers" section includes a "Username" field, a "Password" field, a "Login" button, and a "Forgot Password" link.

The "Register new Account" section is highlighted with a red box and contains the following fields and buttons, numbered 1 through 5:

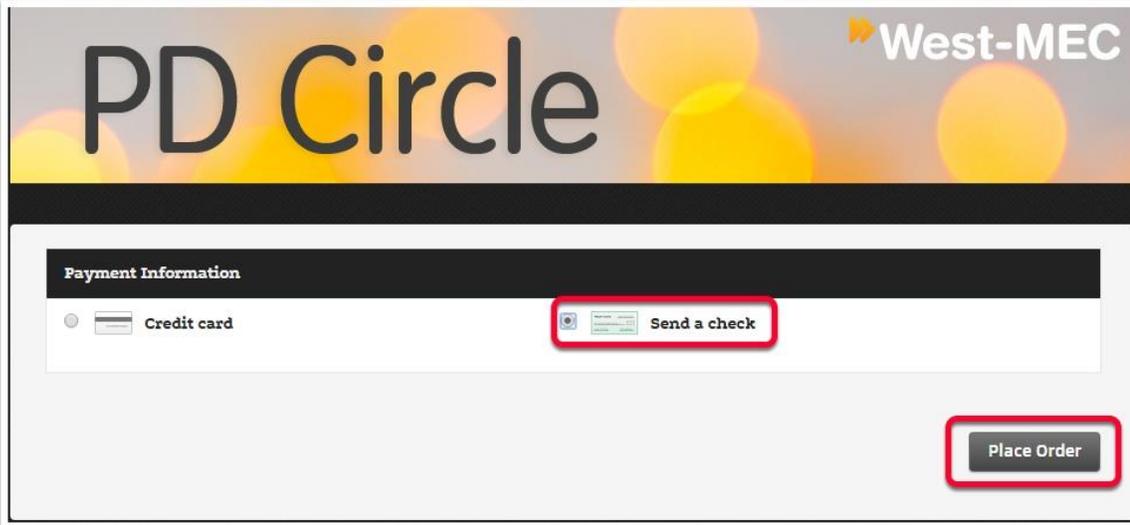
1. Username field (containing "Email@address.com")
2. Email Address field (containing "Email@address.com")
3. Password field (containing "\*\*\*\*\*")
4. Confirm Password field (containing "\*\*\*\*\*")
5. Register button

Now you will be prompted to choose payment type. If you are using a Purchase Order click the button next to "send a check"



The screenshot shows the 'PD Circle' header with the 'West-MEC' logo. Below the header is a 'Payment Information' section. It features two radio buttons: 'Credit card' (selected) and 'Send a check' (highlighted with a red box). Under the 'Credit card' option, there are four input fields: 'Credit Card Type' (a dropdown menu showing 'Visa'), 'Credit Card Number' (a text input field), 'Expiration Date' (two dropdown menus showing '01' and '2015'), and 'Security Code' (a text input field with a help icon). A 'Place Order' button is located at the bottom right of the form.

Once you have selected "send a check" the Credit Card information area will disappear and you can click "place order"



The screenshot shows the 'PD Circle' header with the 'West-MEC' logo. Below the header is a 'Payment Information' section. The 'Credit card' option is now unselected, and the 'Send a check' option is selected and highlighted with a red box. The credit card input fields are no longer visible. The 'Place Order' button at the bottom right is also highlighted with a red box.

Next you will see your order summary, if it is correct click the "place order" button at the bottom of the page and you will have completed the registration process!

# PD Circle



## Order Summary

Name	Price	Qty	Total
 <b>2015-06-10 - Instructional Best Practices - Day 2</b> This course builds upon the training and strategies shared in Day 1.	\$25.00	1	\$25.00
<b>Order Total</b>			<b>\$25.00</b>

### Billing Information

Katie Mehin  
5405 N 99th Avenue,  
Glendale, Arizona 85305  
United States  
P: (623) 738-0057

Make Payable To:  
West-MEC  
Mail Check To: West-MEC  
West-MEC  
5487 N 99th Ave  
Glendale, AZ 85305  
USA

[Edit Billing Info](#)

### Payment Summary

Today	\$25.00
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**Place Order**