


How to access your PDH certificate:

- Go to www.fleng.org and select “sign in” (top right).
- Enter your email address on file (i.e. the one this correspondence was sent to) and your password. Your password is not case sensitive.
 - *If this is your first time logging in, please utilize the following link to reset your password: [Password Reset](#)*
 - **Be sure to check your spam/junk folder as these emails will often get caught in those folders*
- In the upper right-hand corner, you will see a “Welcome <your name>”. Click on the down arrow in that box and select “account + settings”
- You will see tabs on the left-hand side. Click on “Professional Development
- Your certificate will be listed there for you to either print or email to yourself.
 - Note: When emailing your transcript, it will email **all** PDHs listed for **all** FES/ACEC-FL events attended

How to download/print your PDH certificate:

- Based on the event PDHs are organized differently
 - For Annual Conference, PDH are organized by the actual course you attended
 - For other events they are combined into one certificate
- You have three options to download/print your PDHs for Annual Conference
 - Export Entries (to an Excel format)
 - Print Transcript (which will print **all** PDHs listed for **all** FES/ACEC-FL events attended)
 - Print Filtered Entries for Annual Conference *only*
- To Print Filtered Entries for Annual Conference *only*
 - First you need to set the parameters for the Annual Conference
 - Check the “entry date column” to identify when your Annual Conference credits were processed
 - Use the dates and input those into the credits earned box (as seen below)
 - The image shows a screenshot of a web interface for filtering PDH entries. It features a section titled 'Credits Earned:' with two input fields labeled 'From' and 'To'. Each field has a small calendar icon to its right, indicating that dates should be selected. The fields are currently empty.
 - Once you input those dates select “Apply Filter”
 - You can then select “Print Filtered Entries” and print a copy of your PDH Certificate

Please direct any questions regarding your PDH Certificate to seminars@fleng.org.