

[CLICK HERE](#) to view
the tutorial video.

How to Add Professional Development Using PD+

**Handheld devices, tablets and Macs are not compatible with our system.
Please make sure you are using a desktop or laptop computer for the most optimal experience.**

The screenshot shows the Illinois State Board of Education website. The top navigation bar includes links for Home, My Credentials, PD Plus, and Help. A red arrow points to the 'PD Plus' link. Below the navigation bar is a 'Home Page' header. On the left is a vertical menu with options: Credentials, Degrees, Fees, Tests, Communications, Deficiency Letters, Additional Credentials, Images, Assignments/Salary, Professional Development, and TCIS History. The main content area features an 'Action Center' with a table of counts:

Action Center	
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

Below the table are two buttons: 'Apply for a Credential' and 'Register in an Additional Region'. A red text note states: 'All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.'

Select "PD Plus" at the top of your "Home" tab.

Illinois State Board of Education x +

Home My Credentials PD Plus Help

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License	Renewal Year	Status	Progress
PEL	2029	Issued	<div style="width: 100%; background-color: #ccc;">120 PD HRS Owed</div>

Click "PD" at the top of the page.

The screenshot shows a web browser window with the URL "Illinois State Board of Education". The page header includes navigation links for Home, My Credentials, PD Plus, and Help. Below the header is a dark blue navigation bar with "PD Plus" and search, calendar, PD, favorites, and ELIS options. The main content area features a "Select a license to view progress" section with "Professional Educator License" selected. A "Cycle" dropdown is visible. A dialog box is centered on the screen with the text: "Proceeding will take you to the PD Wizard. Do you want to continue?" and "No" and "Yes" buttons. A red arrow points to the "+ Enter New PD" link in the top right corner of the main content area. A progress bar on the right indicates "120 PD HRS Owed". The Windows taskbar is visible at the bottom with various application icons.

Click "+Enter New PD" in the upper right corner to add Professional Development Hours. Select "Yes" when the above dialog box appears.

Illinois State Board of Education

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PD Activity

Choose the type of PD you are entering.

- PD Activity
- Illinois University Coursework
- IDFPR License or National Certification

Cancel Next

Type here to search

Choose the type of PD you are entering. For this demonstration, "PD Activity" is selected. Click "Next."

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PD Activity

Title
Title **ENTER TITLE/NAME OF ACTIVITY**

Description
Description **ENTER BRIEF DESCRIPTION OF ACTIVITY** ...

Hours
0 **ENTER ACTIVITY DURATION (IN HOURS)**

Type **USE ARROW AT RIGHT TO SELECT DELIVERY METHOD**
In-Person

Start
Start Date **ENTER START DATE OF ACTIVITY** ...

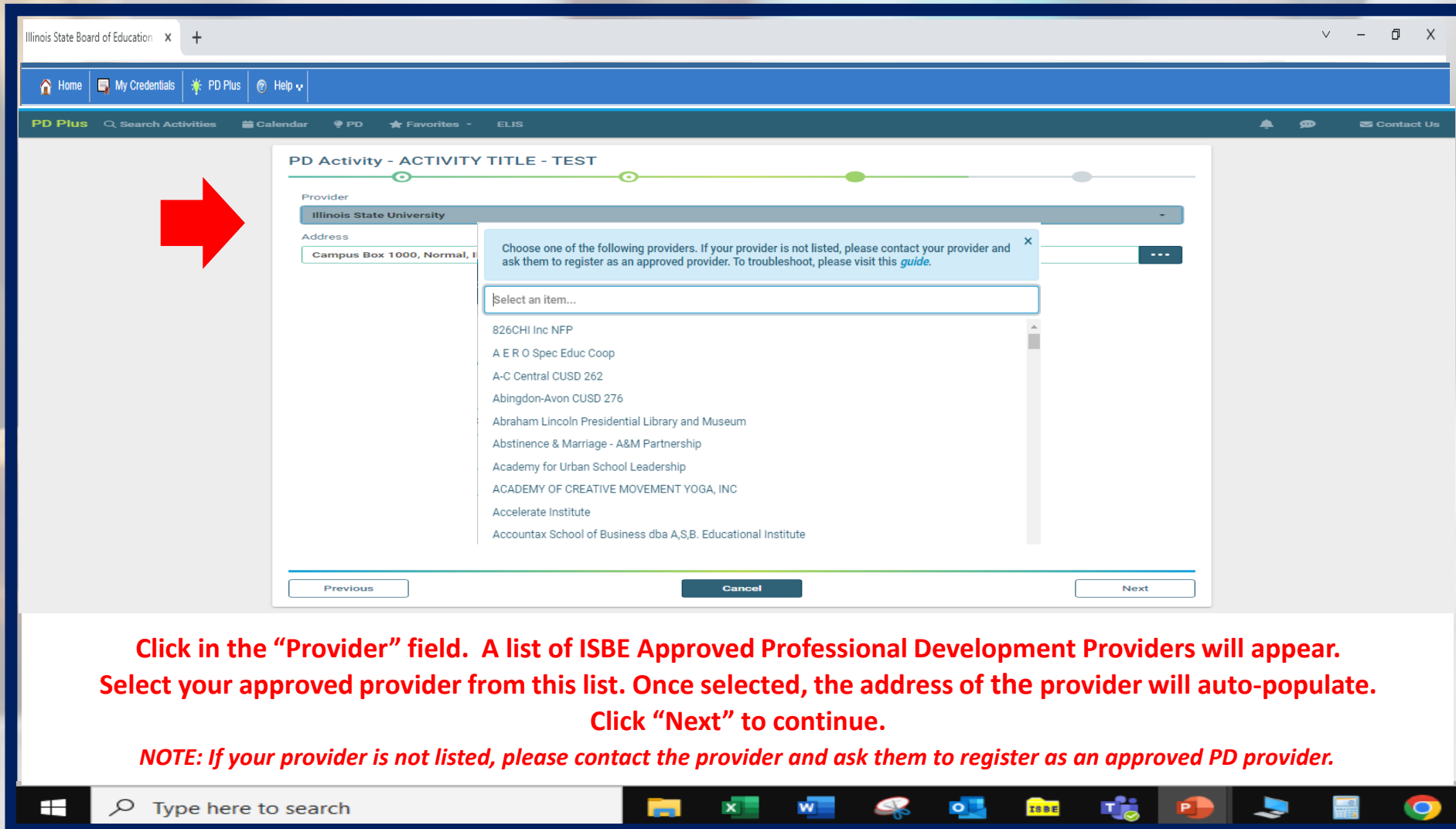
End
End Date **ENTER END DATE OF ACTIVITY** ...

Previous Cancel Next

**Complete the fields displayed on this page.
When finished, click "Next."**

Type here to search

Taskbar icons: File Explorer, Excel, Word, Edge, OneDrive, File History, Teams, PowerPoint, Task View, Calendar, Chrome



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PD Activity - ACTIVITY TITLE - TEST

Provider
Illinois State University

Address
Campus Box 1000, Normal, I

Choose one of the following providers. If your provider is not listed, please contact your provider and ask them to register as an approved provider. To troubleshoot, please visit this [guide](#).

Select an item...

- 826CHI Inc NFP
- A E R O Spec Educ Coop
- A-C Central CUSD 262
- Abingdon-Avon CUSD 276
- Abraham Lincoln Presidential Library and Museum
- Abstinence & Marriage - A&M Partnership
- Academy for Urban School Leadership
- ACADEMY OF CREATIVE MOVEMENT YOGA, INC
- Accelerate Institute
- Accountax School of Business dba A,S,B. Educational Institute

Previous Cancel Next

Type here to search

Taskbar icons: File Explorer, Excel, Word, Internet Explorer, OneDrive, iCloud, Teams, PowerPoint, Chrome

Click in the “Provider” field. A list of ISBE Approved Professional Development Providers will appear. Select your approved provider from this list. Once selected, the address of the provider will auto-populate.

Click “Next” to continue.

NOTE: If your provider is not listed, please contact the provider and ask them to register as an approved PD provider.

The screenshot shows a web browser window with the URL "Illinois State Board of Education". The page title is "PD Plus". The main content area displays a confirmation dialog box titled "PD Activity - My PD Activity Title". The dialog box contains the question: "Would you like to save this activity to apply it towards your professional development requirements?". Below the question is a dark blue button labeled "Save & Apply". A large red arrow points to this button. At the bottom of the dialog box, there are two buttons: "Previous" on the left and "Cancel" on the right. The Windows taskbar is visible at the bottom of the screen, showing various application icons.

**If you want to make a change to any of the data you have entered, click the “Previous” button at the bottom left.
If you want to discard your entire entry, click “Cancel.”
Otherwise, click “Save & Apply.”**

Illinois State Board of Education

Home My Credentials PD Plus Help

PD Plus Search Activities Calendar PD Favorites ELIS

Enter New PD

Select a license to view progress
Professional Educator License Cycle

Progress
6 HR 120 PD HRS Owed

ACTIVITY TITLE – TEST
Illinois State University
Online

BRIEF DESCRIPTION OF ACTIVITY

PD - ACTIVITY TITLE - TEST
1/23/2024
2.50 Hr.

Details License Cycles Edit Open Delete

ACTIVITY TITLE - TEST
Illinois State University 01/23/2024
2.50 Hr

BRIEF DESCRIPTION OF ACTIVITY

Development ID 2617948

OK

25 per page

Type here to search

**A summary of your entry will appear on the screen.
Click "OK" to continue.**

Illinois State Board of Education x +

Home My Credentials PD Plus Help

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+ Enter New PD

Select a license to view progress
Professional Educator License Cycle

Progress
120 PD HRS Owed

ACTIVITY TITLE - TEST
Illinois State University Online
1/23/2024
2.50 Hr.

BRIEF DESCRIPTION OF ACTIVITY Edit Open Delete

1 25 per page

Type here to search

**The information you entered can now be seen on your “PD Plus” page.
You can monitor the PD hours required, hours entered, and hours remaining on this screen at any time.
*NOTE: All professional development requirements must be met before you can renew your license.***