How to Add Professional Development

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.

CLICK HERE to view the tutorial video.
Click on the “Professional Development” tab on your “Home” page.
Select “Click Here to Add Professional Development Hours”.
Once you've entered the "Activity Name," use the magnifying glass icon to select the provider. Next, click on the box labeled "Select a Provider" to reveal a list of ISBE Approved Professional Development Providers. Choose your approved provider from the list and continue filling out the remaining fields on this page. 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 information you entered can now be seen on the “Professional Development” tab. 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.