

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

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.**

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Action Center

| | |
|-----------------------|---|
| New Documents on File | 0 |
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| Reinstatements | 0 |

[Apply for a Credential](#)

All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.

[Register in an Additional Region](#)

Click on the “Professional Development” tab on your “Home” page.

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Professional Development


License: Professional Educator License (Issued) Start Date: End Date: Refresh

| Edit | Name | Description | Provider | Hours | Begin Date | End Date | Create Info | Updated Info | Delete |
|------|------|-------------|----------|-------|------------|----------|-------------|--------------|--------|
|------|------|-------------|----------|-------|------------|----------|-------------|--------------|--------|

* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 0.00 Total Hours: 0.00 Hours Remaining: 0.00

[Click Here to Add Professional Development Hours](#)



Select "Click Here to Add Professional Development Hours".

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Professional Educator Development Hours

Please enter the Professional Development information below.

Activity Name:

Provider:  **+**

Hours: - *Enter PD hours rounded to the nearest quarter hour increment (1.0, 1.25, 1.5, 1.75)

Description:


Begin Date: MM/DD/YYYY MM/DD/YYYY *

End Date: MM/DD/YYYY MM/DD/YYYY *

Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information

Cancel - Please cancel the wizard

Finish 

Select a Professional Development Provider

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 a provider...

Cancel Ok

**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.

Type here to search

Windows taskbar icons: File Explorer, Excel, Word, Internet Explorer, Outlook, OneDrive, PowerPoint, Chrome

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Professional Development

License: Professional Educator License (Issued) Start Date: End Date: Refresh

| Edit | Name | Description | Provider | Hours | EffectiveDate (QA only) | Begin Date | End Date | Create Info | Updated Info | Delete |
|------|--|---------------------|----------|-------|-------------------------|------------|----------|-------------|--------------|--------|
| | Professional Development for Elementary Teachers | PD Description Here | | 2.00 | | | | | | |

* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 Total Hours: 2.00 Hours Remaining: 118.00

[Click Here to Add Professional Development Hours](#)

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.