How to Enter Professional Development

In the lower right of your homepage, select Enter Professional Development link

**Enter the Activity Name:**

Examples: College Coursework, School Improvement Day, Teacher Institute, etc.

**Enter Provider**:

This will be your school district or a college, or an organization. It is never an individual.

**Enter Hours**:

If using college coursework. , multiply each course hour by 15. A 3 hour course would be 45 hours.

If it is an activity, each hour you attend is one hour of professional development.

You can enter in quarter hours, if necessary.

**Enter Description:**

What is the name of the workshop, activity or college course?

**Enter Begin Date**

**Enter End Date**

**Select Finish.**

Your entry is automatically saved.