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 on the “Professional Development” tab on your “Home” page.
Select “Click Here to Add Professional Development Hours.”
First, type the name of the professional development activity in the “Activity Name” field. Then, click on the magnifying glass to add the name of the provider of the PD activity.
Click in the box to choose an existing provider as shown here. Scroll through the list to find your PD provider. If the PD provider you are looking for is not listed, please contact the PD provider and ask them to register as an approved provider.
Enter the number of PD hours awarded by the PD provider, a short description of the PD activity, and the beginning date and ending date of the PD activity. Click “Finish” when all fields are completed.
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 at the bottom of this screen.

NOTE: All professional development requirements must be met before you can renew your license.

Have questions about licensure? Contact your nearest Regional Office of Education or Intermediate Service Center.

Visit our ISBE License Renewal page for additional information regarding renewal requirements.