



Home Page

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

# 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.**



### Home Page

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

Test Account 1299022 ▼

#### 💡 Action Center

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

[Apply for a Credential](#)

[Register in an Additional Region](#)



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



Educator Development

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

Test Account 1299022 ▼

Professional Development

License: Professional Educator License (Issued) Start Date: 7/1/2021 End Date: 6/30/2027 Refresh

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	Delete
------	------	-------------	----------	-------	-------------------------	------------	----------	-------------	--------------	--------

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

Hours Required: 120.00 Total Hours: 0.00 Hours Remaining: 120.00

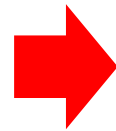
[Click Here to Add Professional Development Hours](#)



Select "Click Here to Add Professional Development Hours."




- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History



Professional Educator Development Hours

Educator: **Test Account.**  
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

**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.**



- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History



Professional Educator Development Hours

### Select a Professional Development Provider

Choose an Existing Provider

Choose one of the following providers. If a provider is not listed, click Add New

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

Cancel Ok

Finish

Click in the box to choose an existing provider as shown here.



- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History



Professional Educator Development Hours

Select a Professional Development Provider

Choose an Existing Provider

Choose one of the following providers. If a provider is not listed, click Add New

+ Add New

- Region 05 North Cook ISC 1, 1001 W. Touhy Ave., Ste. 200, Des Plaines, IL 60018
- School Assn For Special Educ, 2900 Ogden Ave, Lisle, IL 60532
- (Mason/Tazewell/Woodford ROE - 414 Court St Ste 100, Pekin), 414 Court St Ste 100, Pekin, IL 61554
- 826CHI Inc NFR, 1276 North Milwaukee Avenue, Chicago, IL 60622
- A-C Central CUSD 262, 501 W Buchanan, Ashland, IL 62612
- A.E.R.O. Special Education Cooperative, 7600 S. Mason Ave., Burbank, IL 60459
- AAA Academy, 13801 Chatham, Blue Island, IL 60406
- Abinodon-Avon CUSD 276, 507 N Monroe St Ste 3, Abinodon, IL 61410

Finish

Scroll through the list to find your PD provider. Start typing the name to speed up your search. If the PD provider you are looking for is not listed, click "+Add New" at the top of this list as shown here.



- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

Professional Educator Development Hours

### Select a Professional Development Provider

Choose an Existing Provider

+ Add New

#### New Provider Information

Use the 77-21B Evidence of Completion for Professional Development form distributed by the provider when completing the fields below.

Name

Provider Name

RCDTS Code

#####

Cancel Ok



**IF ADDING A PROVIDER THAT IS NOT ON THE LIST**

Using information from ISBE Form 77-21B, enter the name of the PD provider and the RCDTS Code in the respective fields.  
Click "OK" when finished.



- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History



Professional Educator Development Hours

Educator: **Test Account.**

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 \*

End Date:  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

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.





- [Home](#)
- [My Credentials](#)
- [Help](#)

Educator Development

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development**
- TCIS History

Test Account 1299022 ▼

Professional Development

License:  Start Date:  End Date:

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info
	Professional Development for Elementary Teachers	PD Description Here	Augustana College, 639 38th St, Rock Island, IL 61201	2.00	11/02/2021	11/01/2021	11/02/2021	testaccount2021 - 11/18/2021	testaccount2021 - 11/18/2021

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

Hours Required:  Total Hours:  Hours Remaining:

[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 at the bottom of this screen.

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