NTC Course Credit Registration

Below are the directions to register online for **two** license renewal through Heartland/Drake graduate credit. To maintain the participant's security, instructors are asked not to handle registration forms and payments.  If paying with a check, participants are to mail their own registration form and payment to Heartland (see instructions below).    
  
**NOTE:** Participants must be registered before the last day of the course.  The system will not allow the participants to register once the instructor enters grades. 

**Activity Name: NTC Professional Learning Series for Instructional Coaches, Mentors & SILs  
Dates: October 20, 2014 - April 28, 2015​**

1. To register for this course and paying with a credit card, either click on the **blue activity number link**: [DR383099991501](https://prodev.aeapdonline.org/4dcgi/DR383099991501INV)  
  
3. On the Activity Detail page, under **Fee/Credit Option** choose one of the following:  
  
**o $25.00 - License renewal credit (2)  
o $.00 - No credit is desired  
o $2​00.00 - Drake Graduate Credit  (2)**  
  
4. Click on **Add to Cart**  
  
5. Please sign in by choosing your **Login Method** and entering the corresponding number in the field below. Next, enter your **Passcode** and then click **Log In**  
  
If you have any problem accessing your record, click on **Can’t Access Account?** After filling in the requested information, you will receive an email with a temporary passcode. (Do not click on **Create New Account** unless you have never taken courses through Heartland. You will be able to create your own passcode on the next page.)  
  
6. Next, please verify or correct your personal information, and click **Continue**.  
  
7. On the Shopping Cart page, click on the **Pay with Credit Card**, add your credit card information and then click on **Submit**.  
  
8. You will receive a confirmation email after you have registered.  
  
9. You may verify successful completion of the registration process by returning to the **Search for Activities** page of the catalog and scroll down to **To view your class history and current enrollment Click here**…

CHECK OR MONEY ORDER PAYMENT--  
To register for license renewal credit and paying by check or money order, please print off the registration form that you can download from the website (located under **Professional Development, Heartland AEA PD Catalog**.....bottom of page **Printable Registration Form**).  
  
If you need assistance, please call Professional Development at 270-0405 or [1-800-255-0405, Ext. 14354](tel:1-800-255-0405%2C%20Ext.%2014354).

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