Summer PD Credit Registration

Below are the directions to register online for **one** 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.

1. To register for this course and paying with a credit card, either click on the **blue activity number link** below or if you have problems with the link, please go online to [www.heartlandaea.org](http://www.heartlandaea.org).  Click on **Professional Development**, and then click on **Heartland AEA PD Catalog**.

2. On the catalog search page, enter the appropriate Activity # (see below) where it asks **OR...Enter an Activity Number**:

 **TWO DAY SESSIONS:**

Activity Name: Comprehensive Content PLC 2014-Kindergarten
Activity #:[SG096399991501](https://prodev.aeapdonline.org/4DCGI/SG096399991501INV%26%2A)

**Dates: June 16, 17, 2014 (paperwork due June 30)**

**​**Activity Name: Comprehensive Content PLC 2014-Grade 1

Activity #:[SG096499991501](https://prodev.aeapdonline.org/4DCGI/SG096499991501INV%26%2A)

**Dates: June 17, 18, 2014 (paperwork due June 30)**
**​**
Activity Name: Comprehensive Content PLC 2014-Grade 2
Activity #:[SG096599991501](https://prodev.aeapdonline.org/4DCGI/SG096599991501INV%26%2A)

**Dates: June 18, 19, 2014 (paperwork due June 30)**
**​**
Activity Name: Comprehensive Content PLC 2014-Grade 3
Activity #:[SG096699991501](https://prodev.aeapdonline.org/4DCGI/SG096699991501INV%26%2A)

**Dates: June 19, 20, 2014 (paperwork due June 30)**

Activity Name: Comprehensive Content PLC 2014-Grade 4
Activity #: [SG096799991501](https://prodev.aeapdonline.org/4DCGI/SG096799991501INV%26%2A)

**Dates: June 23, 24, 2014 (paperwork due June 30)**
**​**
Activity Name: Comprehensive Content PLC 2014-Grade 5
Activity #:[SG096899991501](https://prodev.aeapdonline.org/4DCGI/SG096899991501INV%26%2A)

**Dates: June 24, 25, 2014 (paperwork due June 30)**

---Additional Sessions Listed on Page 2---

**MATH TRAINING + LITERACY/CONTENT AREAS SESSIONS:**

Activity Name: Comprehensive Content PLC 2014-Kindergarten (K-2)
Activity #:​[SG096317371501​](https://prodev.aeapdonline.org/4DCGI/SG096317371501INV%26%2A)

**Dates: June 11, 12, 2014 (paperwork due June 30)**

Activity Name: Comprehensive Content PLC 2014-Grade 3 (3-5)
Activity #:[SG096699991502​](https://prodev.aeapdonline.org/4DCGI/SG096699991502INV%26%2A)

**Dates: June 11, 12​, 2014 (paperwork due June 30)**

Activity Name: Comprehensive Content PLC 2014-Kindergarten (K-2)
Activity #:[SG096317371502​](https://prodev.aeapdonline.org/4DCGI/SG096317371502INV%26%2A)

**Dates: August 11, 12, 2014 (paperwork due August 30)**

Activity Name: Comprehensive Content PLC 2014-Grade 3 (3-5)
Activity #:[SG096617371501​](https://prodev.aeapdonline.org/4DCGI/SG096617371501INV%26%2A)

**​August 11, 12, 2014 (paperwork due August 30)**

3. On the Activity Detail page, under **Fee/Credit Option** choose one of the following:

**o $25.00 - License renewal credit (1)

o $.00 - No credit is desired

o $100.00 - Drake Graduate Credit  (1)**

Remember....You can only register for credit online with a credit card.

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.