

LAKE FOREST SCHOOL DISTRICT 67 & 115  
Human Resources

*TEACHER RECERTIFICATION PROCEDURES*

REPORTING CONTINUING PROFESSIONAL GROWTH

Step 2 - Activity: PARTICIPATING IN ACADEMY OR KTI COURSES

1. Once you log in ECS:
2. Select **Professional Development** from menu on the top
3. Select **Professional Development Activity** from middle of page
4. Select **Enter/Review Professional Development Activity**
5. In the middle of the next page, select **Enter/Review Professional Development Activity** from the block that *corresponds with your teaching certificate*.
6. On the next screen, select certificate that corresponds with the "current cycle" and click **Enter/Review Professional Development Activity** again
7. Confirm your identity by clicking the "yes" button and then click "next"
8. Select **Continuing Professional Development Units (CPDU's)** and then click **Next**
9. Select activity **012: Participated at workshops, seminars, conferences** and then click "next"
10. Press the button beside **the number of hours you participated in the event** (approximately 7 hours per day is realistic, unless you can document more) and then click "next"
11. **Enter dates** you were in attendance and click "next"
12. From the next screen, use the index and/or scroll down feature to **select** the name of the **professional organization** that hosted your conference. If you do not see the organization, select *Out of State Provider*. Then, click "next"
13. The next screen is a description box that is partially completed. Use the following text to document your attendance:

*I participated in the \_\_\_\_\_ (name of professional organization) annual conference in \_\_\_\_\_ (insert city).*

14. Click "next"
15. On the next screen, click the box next to **Purpose A** and then click "next"
16. The next screen asks for an NCLB area. Choose "**not applicable**" as you are already designated as 'highly qualified' and then click "next".
17. You will now be at the main professional development activity screen and you can begin the process again to enter an additional activity.