**Summary:**

Re-license Credit info:

You can not take the Conference for graduate credit

You can take it for re-license credit it will cost $25

You will register and pay at the conference, first thing, 8:00 am Monday October 1

You can only register for credit online with a credit card.  To register on-line see Registration directions below.

**Long version:**

**REGISTRATION DIRECTIONS:**

Below are the directions to register "online" for one license renewal credit through Heartland. Participants are to mail their own registration form and payment to Heartland if paying with a check (see instructions below).

Activity Name: Iowa Council for the Social Studies Great Lakes Regional Conference

Activity Dates: October 1, 2, 2012

Location: Prairie Meadows Convention Center

**NOTE:** Participants must be registered before the last day of the course. The system will not allow the participants to register once the instructor has entered grades.

CREDIT CARD PAYMENT--

1. To register for this course and paying with a credit card, please go online to [www.aea11.k12.ia.us](http://www.aea11.k12.ia.us/). Under the "Home area, click on Professional Development, and then to the right, click on "Professional Development Catalog."

2. On the catalog search page, scroll down to Or Enter an Activity Number and enter the activity number:

Activity #: DR351999991301

3. On the Activity Detail page, under “Fee Option” choose:

o $25.00 -License Renewal Credit

4. Under the "Credit Options" you will need to choose license renewal.

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

5. After you click on "Add to Cart"

6. Please sign in by entering your name, your Login ID, and your passcode if you have been in our system since April 2011 (new login system); and then click "Log In"

(**If you have not** created a passcode, but have taken Heartland classes before, enter **eduCation2010** as your temporary passcode. Click on "Log In". 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.)

7. Next please verify or correct your personal information on the next two pages and click "Continue"

8. On the Shopping Cart page, click on the **Pay with Credit Card**, add your credit card information and then click on **Submit**.

9. You will receive a confirmation email after you have registered.

10. 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...."Printable Forms").

You may verify successful completion of the registration process by returning to the “Search for Activities” page and click “To view your class history and current enrollment Click here…”

If you need assistance, please call Professional Development at 270-0405 or 1-800-255-0405, Ext. 14354