Entering Activities into Your Online Profile

Step 1: Log in to your online account at:

Step 2: From your account homepage, select “Add PDCs” as illustrated below.

Step 3: Select the recertification category that you would like to enter in activity for.
Step 4: In this example, Advance Your Education is selected – here you can either:

1. Enter in an Activity ID in the field named “Activity ID Number” and select “Search”
2. OR add an activity without an Activity ID by providing the details listed below and clicking “Submit”