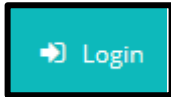
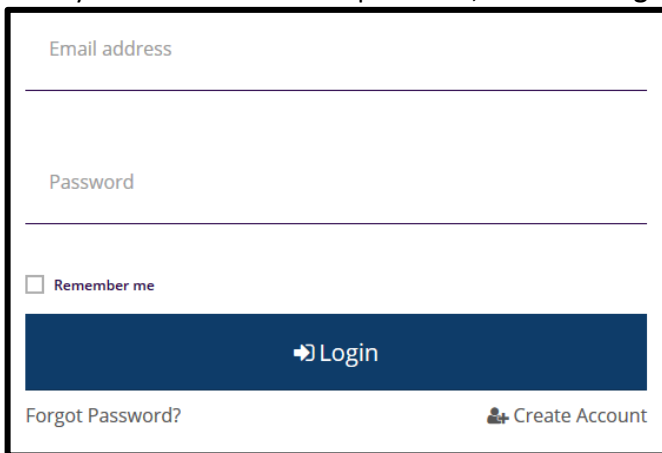


## HOW TO FIND PROFESSIONAL DEVELOPMENT AND REGISTER

1. Go to [www.papdregistry.org](http://www.papdregistry.org).
2. Click **Login** in the top right corner.

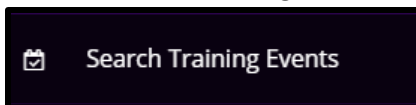


3. Enter your email address and password, then click **Login**.



A login form with a white background and a black border. It contains two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a dark blue button with a white right-pointing arrow icon and the text "Login". Below the button are two links: "Forgot Password?" on the left and "Create Account" with a person icon on the right.

4. Click on 'Search Training Events' on the left -hand menu.



5. Search by different filters on the left of this page. Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom).

See below:

### ☰ Filter Training

**Course Title**

**Event ID**

**Trainer Name**  
  
📘 Trainer's first and/or last name

**Sponsor Name**

**From Date**  **To Date**

---

**📍 Training Location**

**City**

**Zip Code**  **Distance**  ▼

📘 Search events within a radius of provided zip code.

---

**💬 Training Content**  +

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**Training Type**  +

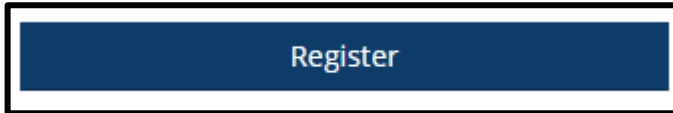
---

**💰 Training Fee**  +

6. Click 'Search'.



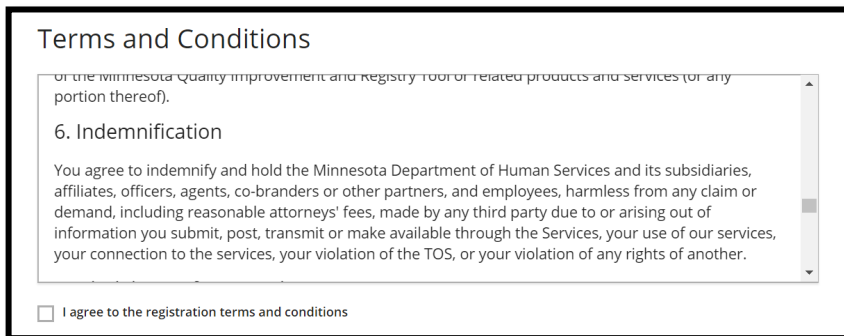
7. Locate the event that you want to register for. Click on **Register** on the bottom of the event.



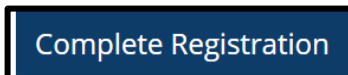
8. Scroll down and select 'Register Myself' or 'Register My Staff'. A director may register themselves and their staff at the same time.



9. Add information in the Attendee Details section and accept the terms and conditions.



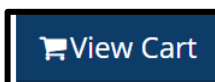
10. If the event is free, click 'Complete Registration'. Go to Step 12 if there is a fee for the event.



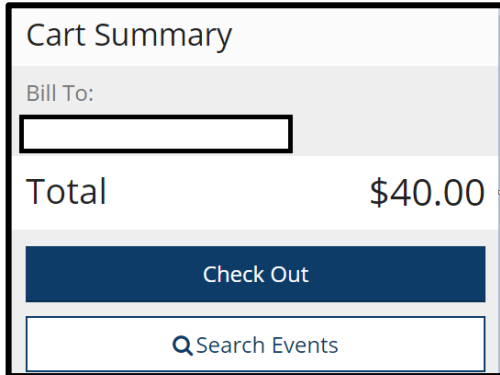
11. Click 'Add Event to Cart' (You will see this option if there is a fee for the event).



12. Scroll down to click 'View Cart' on the right of the page.



13. Click 'Check Out'.



Cart Summary

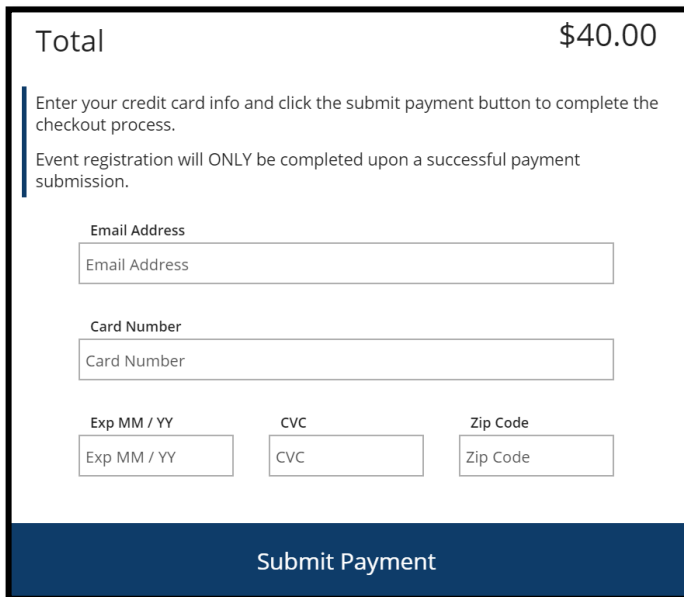
Bill To:

Total \$40.00

Check Out

Search Events

14. Enter your email and card information. Click 'Submit Payment'.



Total \$40.00

Enter your credit card info and click the submit payment button to complete the checkout process.  
Event registration will ONLY be completed upon a successful payment submission.

Email Address

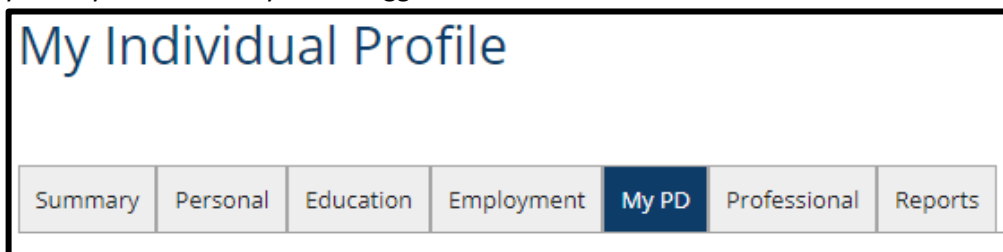
Card Number

Exp MM / YY      CVC      Zip Code  
           

Submit Payment

15. You will receive a confirmation email for registering.

16. Once you attend the event and the instructor marks you as attending, you will see this event under your My PD Tab once you are logged in.



My Individual Profile

Summary   Personal   Education   Employment   **My PD**   Professional   Reports