

To Change Credit Option With a Higher Fee

Note: Participants may change credit options at any time through the last day of the course. If changing to a credit option with a lower fee, participants must contact Professional Development.

Directions for Payment by Credit Card:

If you are paying with a **credit card** for license renewal or graduate credit for this class, please go online to www.heartlandaea.org

- Under **Professional Development**, click on **Transcript & Course History**
- Click on **View My Course History and Current Enrollment**
- Please complete the required fields and click **Log In**
- Next please verify or correct your personal information and click **Submit**
- On your Enrollment History page, click **Change** for the class you would like to obtain or change credit
- On the Change Registration Page, click on the appropriate fee and click **Continue**
- This will take you to the credit card site. Once you have completed the payment process, wait for confirmation.

Note: The fee charged to your credit card will be the difference between the fee/credit option you originally chose and the new fee/credit option you are changing to.

Directions for Payment by Check:

If you prefer to pay by check, please go online to www.heartlandaea.org

- Under **Professional Development**, click on **Heartland AEA PD Catalog**
- To download the registration form, click on **Printable Registration Form** located at the bottom of the page
- You will need to mail it with your check to Heartland AEA (address provided on the registration form)