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)