

# ACCESS THE PROFESSIONAL LEARNING PORTAL

## ATPE Member Instructions

1. Log in to your *atpe.org* web account at [www.atpe.org/my-account/login](http://www.atpe.org/my-account/login). If you haven't already created a web account, you can do so via this link.
2. Visit [www.atpe.org/private](http://www.atpe.org/private).
3. Click on the option for members to continue to the Professional Learning Portal. Members must access the Professional Learning Portal through *atpe.org*, not a bookmarked or favorite link in your browser.
4. If you've never visited the Professional Learning Portal before, you will need to accept the user agreement and complete your profile before moving on (you can customize your profile to your needs).

## Not a Member?

1. Access the Professional Learning Portal at [www.atpe.org/private](http://www.atpe.org/private).
2. Click on "Not a member? Continue for guest access."
3. Click on "Create your Account."
4. Follow the instructions in order to create your account (you can customize your profile to your needs) on the Professional Learning Portal (make sure you select "save changes" at the bottom of the page in order to move on).

## Access and Print Your CPE Certificate

Member and non-members, follow these steps to get your certificate:

1. Click on "Add Live Event" on the left side of the screen.
2. Enter the "secret code" you received at the conclusion of your session and click "validate the code." Secret codes are case sensitive.
3. Fill in the remaining fields and make sure to select "submit" at the bottom of the screen.
4. Visit the "Education Tracker" on the left side of the screen. Scroll to the bottom to view the chart where all of your completed courses, sessions, and live events will be listed.
5. To print the certificate for your records, click on the corresponding course/program/live event and select "view certificate."

**For more information, contact ATPE's professional learning staff at [prof\\_dev@atpe.org](mailto:prof_dev@atpe.org) or 1-800-777-ATPE.**

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