



HEARTLAND PROFESSIONAL DEVELOPMENT

AREA EDUCATION AGENCY *Extending your reach.*

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.aea11.k12.ia.us:

- Under the “**Quick Links Area**,” click on “**Professional Development Catalog**”
- On the Catalog Search Page, click on “**To view your class history, current enrollment or request a transcript Click here...**”
- Please sign in by entering your name and either your Driver’s License number OR Social Security Number
- 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, click the button “**Important: Your registration is NOT COMPLETE until you CLICK HERE**” once to complete your registration and then 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, go to the Heartland website and print off a registration form. You will need to mail it with your check to Heartland AEA (address provided on the registration form.)

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