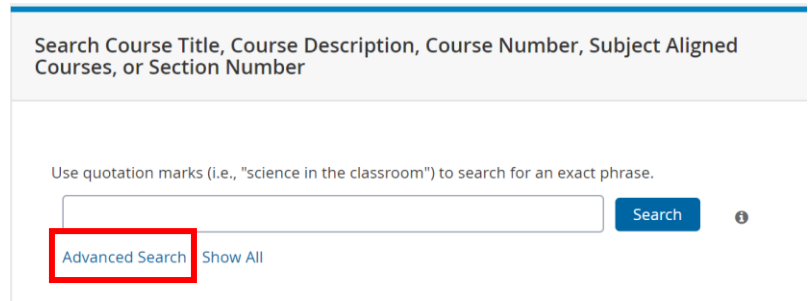
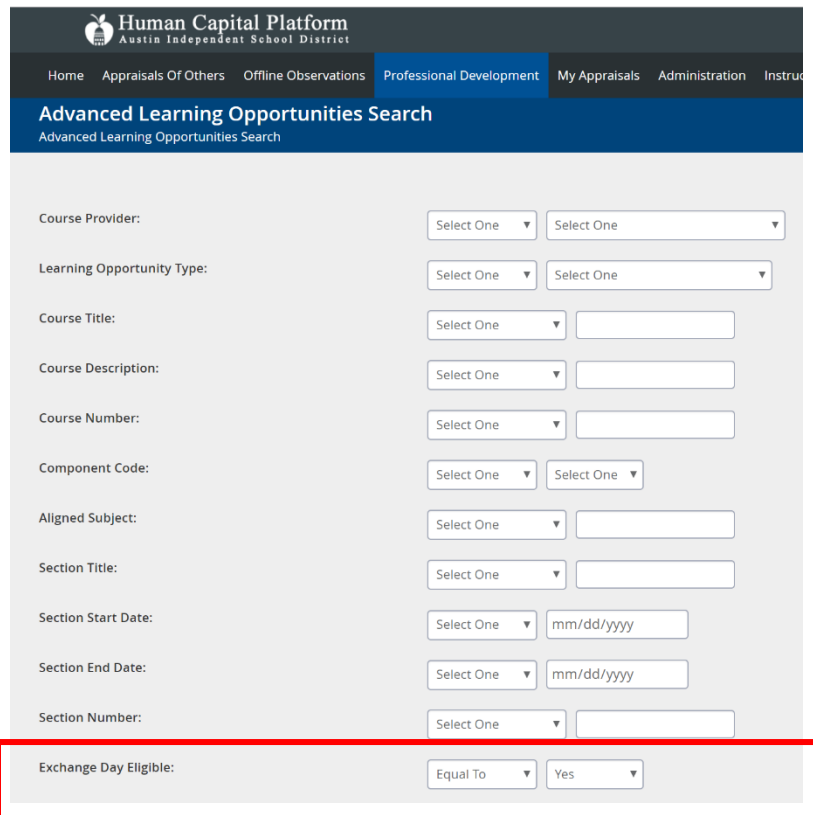


How to Search for Professional Learning Exchange Day (PLED) Eligible Sections

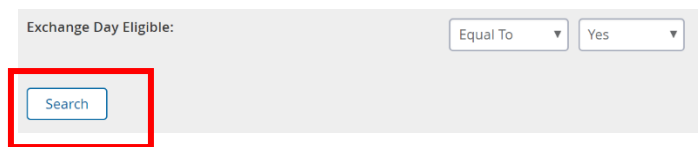
1. Log into HCP via the Portal and click on the Professional Development tab.
2. Locate the box labeled "Search Course Title, Course Description, Course Number, Subject Aligned Courses, or Section Number", and click "Advanced Search" underneath the search bar.
3. In the last search criteria field, select Yes from the Exchange Day Eligible dropdown menu.
4. Click Search. Scroll down, the results will show below the search criteria boxes.
5. Click the **i** button for more information to be sure the section notes specify PLED eligibility.



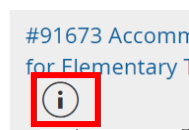
3.



4.



5.



Participants will receive 3 hours of CPE credit for this training. Eligible for Professional Learning Exchange Day credit for campus based exempt staff members. No extra duty pay is provided.