## How to Upload Continuing Education / IPDPs to your TEACH Account

- 1. Log into the TEACH website
- 2. Scroll down and look on the left hand side for "Continuing Education" and click the "+" sign to expand.

		Credential		+		
	Education					
		Continuing Educa	ation	-		
I do not have any info	rmation for this section					
Document Type	IHE	Date	Document Link	Action		
		No Record F	ound			
				Add Continuing Education		

- 3. Select "Add Continuing Education" and then choose the appropriate document type from the dropdown menu
  - a. IPDP Plans should be uploaded as "Individual Professional Development Plan"
  - b. CPD credits can be uploaded as "Maryland approved Continuing Professional Development (CPD) credits"

Document Type	IHE	Date	Document Link	Action			
		No Record	Found				
Document Tv	pe :* -Select Document V						
Documer	nt:  -Select DocumentType-						
	Maryland approved Con	Maryland approved Continuing Professional Development (CPD) credits					
	Individual Professional D	Development Plan (IPDP)	ile(s) to uploa	d.			
	MD District Professional	l Development Plan					
	Maryland Local School S	ystem approved equivalent	credit				
	Other	Other					
	PD used to renew out of	PD used to renew out of state certificate					
	Verification of Credits Ta	ught					
		Maryland Public Schoo	Experience				

- 4. Click inside the dotted line box and select the file to upload.
- 5. Select "Click here to complete Upload"