

Professional Development Hours

Adding Hours

- Go to **<https://www.archford.org/>**
- Select **Workshop Registration**.
- Sign in.
- Select **Professional Development Record** on left sidebar.
- Select **Manage Transcript**.
- Type the **Title** and **Date**.
- Select the appropriate **Credit Type** (usually will be Hours).
- If Hours is selected, you will not type a Credit Name.
- Enter number of hours earned in the area titled **Credit Earned**.
- Select **Add Credit**.

Checking Hours

- Go to **<https://www.archford.org/>**
- Select **Workshop Registration**.
- Sign in.
- Select **Professional Development Record** on left sidebar.
- Select **Manage Transcript**.
- Make sure the **Start Date** and **End Date** are selected for the correct year.
- Select the box titled **Include Official Credits**.
- Select **Go**.