



For Licensed Illinois Educators: How to Obtain PD Hours for the 2026 NAEA National Convention

NAEA is partnering with the Illinois Art Education Association to offer PD hours for **licensed Illinois educators only**.

Licensed Illinois Art Educators are eligible for a maximum of 22 PD hours for the NAEA National Convention. Your actual PD hours are based on your recorded attendance (sign-in and sign-out times). Meals, social, and promotional events are ineligible. Please note that no official NAEA26 sessions occur from 11:00 am – 12:00 pm daily as this hour is reserved for the Exhibit Hall.

The maximum PD hours for each day are:

- Thursday: 7 hours (8:00 am – 6:20 pm)
- Friday: 8 hours (8:00 am – 6:00 pm)
- Saturday: 7 hours (8:00 am – 5:00 pm)

Questions/Where to Sign In and Out at the Convention

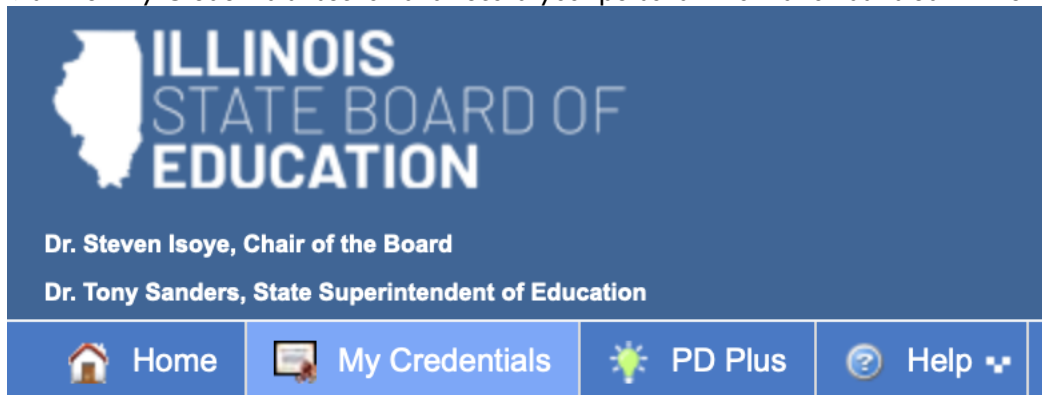
Please visit the IAEA Professional Development Desk near NAEA26 registration at the Hyatt Regency Chicago to participate. **The IAEA Professional Development Desk will be open:**

- Thursday, March 5 and Friday March 6 from 8:00 am – 2:00 pm, and 4:00 – 5:00 pm
- Saturday March 7, from 8:00 am – 1:00 pm

TO OBTAIN YOUR PD HOURS, YOU MUST COMPLETE ALL THE FOLLOWING STEPS:

Step 1: Register for the event in ISBE's PD+ system and verify your information

- Login to your ISBE ELIS account (Educator Licensure Information System):
<https://apps.isbe.net/iwasnet/login.aspx>
- Visit the "My Credentials" section and record your personal information as listed in ELIS:



- Make a note of your name and email as they appear in ELIS, you will need this to sign in and out at the Convention.
- Click **THIS LINK** to register for this event in PD+
- Please do this before attending the Convention.

Step 2: Sign in and out EACH DAY during the convention

1. Visit the PD Sign-In Station each day you attend to scan that day's unique QR code.
2. Complete the form using your personal information as listed in ELIS.
3. List your sign-in time and follow all other instructions on the form.
4. After your last session, use the same QR code or link to sign out for the day.

Step 3: Complete and submit the event survey

1. You will receive a notification email from ISBE to the email on file in ELIS, ("PD+ Notification - Please login to your PD+ account to review your notification"), indicating your PD has been entered.
2. Log into ELIS and click on PD+
3. In PD+ you will see your registration and survey for the event. Click the "Bell" icon to review notifications.



4. Complete the survey and submit. The PD hours will be posted in your account.

FAQ

- **Q:** I'm not sure if I filled out the PD survey.
A: Check the "Bell" icon for notifications. It should read "This survey has been completed." If you see a 0 make sure you fill out and submit the survey.
- **Q:** When will I get my PDH survey?
A: Typically, 1 week after the close of the event, the survey is posted in PD+.
- **Q:** Can I sign in or out off-site?
A: No.
- **Q:** What if I forget to sign in when I arrive?
A: You will be able to list your actual arrival time on the form.
- **Q:** Do I have to sign out?
A: Yes, sign out after your last session each day.
- **Q:** Can I use the certificate NAEA sends me as proof of attendance to receive PDH as an Illinois Licensed educator?
A: No, you must use the posted daily QR to sign in and out.
- **Q:** Will I receive a hardcopy of my Evidence of Completion record from the IAEA?
A: No, all records are available in ELIS.

Questions? Please email Joan Mills, IAEA Professional Learning Coordinator: prodev@ilaea.org