

Follow these 6 simple steps to start:

1. Purchase one PD by Design [Site License](#) plus an additional [CEU](#) for each additional participant (after the first 3).
2. Read your ACSI PD by Design welcome email which will arrive within 2 business days from your purchase.
3. Log onto ACSI [Community](#) and download the facilitator and participant guides.
4. Plan your in-house Professional Development event using the recommended schedule listed in the ACSI Community.
5. Host your event.
6. Download and edit your participant roster, then email it to professionaldevelopment@acsi.org
 - CEUs will be provided within 10-14 business days.

What's included:

- 1 **Educational CEU** (6 clock hours) of engaging professional development from health and wellness experts including
 - Pre-recorded videos for streaming
 - Engagement activities
 - Discussion and Reflection questions
- A **Facilitator Guide** for a representative from the school to utilize in setting the agenda and in guiding discussion with their staff
 - A **Participant Guide** is available for each participant
 - A **suggested schedule** that includes 6 hours of content/engagement