Frequently Asked Questions

How are credits transcribed?
All professional development courses are 5500 level graduate semester credits and are transcribed on an official Idaho State University Transcript.

How do I register for a VESi course?
Click on the Course Catalog button then use the drop-down menu to select VESi. Choose between a variety of 2-3 credit courses which are completely online and self-paced. Once you register, VESi will email you with further instructions on how to get started within 1-2 business days.

How do I order or view my transcript?
To order your official copy to be mailed, click on the button Official PD Transcript Request Form. You may fill it out multiple times for more than one copy. To view/print your unofficial copy, please click on the View Unofficial PD Transcript and use the login information you created when you registered for your course(s). Please note that if you took your PD course prior to 2018, you will need to order your transcript through the registrar’s office rather than the links here.

How do I request a course for my school or district?
To request a course be offered for PD credit through your school or district, please click on the button Request a Course. You will be directed to a form to fill out with course details, upload the syllabus/agenda, and upload the instructor’s CV/resume. The instructor of the course must hold a master’s degree or higher. Once submitted, we will contact you within one week with further instructions. Please note that 1 PD credit= 15 hours of contact/study.

Is it true I can request a past course for PD credit and have late registrations?
Yes! At Idaho State University, we strive to serve you the best way we can. This now includes approving past courses for PD credit and no deadlines to register (pending instructor approval). If you held an event or course within the past 2 years and would like to offer it for PD credit,
submit it to us and we will approve it. Did you miss the registration period? Email us and the instructor to get approval to register late.

**Can I take PD through ISU if I live out of state?**

Yes! Professional development at ISU is accepted by many states including Idaho, Wyoming, Alaska, Colorado, Ohio and many more! Our credits (1, 2 or 3 credits per course) are transcribed as university graduate credits (5500 level) on an official ISU transcript. We hope to expand the states we serve by offering PD units (1 unit=1 hour) in the near future!

**How do I pay a due balance?**

Click on View Unofficial PD Transcript/Pay Due Balance, use the login information you created when you registered for your course(s), and then click on course history. If a due balance exists, there will be a link that allows you to pay.

**Who do I contact about questions regarding PD, ICLC, or registration?**

Please email albion@isu.edu for all questions.