Association of Texas Professional Educators®

ATPE Professional Learning Portal
Claiming your CPE credit for guests

- Visit our website: www.atpe.org/cpe
- In the middle of the page, find this statement: "**Not a Member?** Continue for guest access to the Professional Learning Portal." Click the letters, "Continue for guest access."
- You will be prompted to create a guest account.
- Once you are logged in, click on "Add Live Event" from the left-side menu.
- Enter your "Secret Code" and click "Validate."
- Click "Submit" (you do not need to complete the evaluation information).
- Click "Education Tracker" from the left-side menu.
- Scroll to the bottom of the page and you will see your sessions listed.
  - Special note: if your sessions do not appear, check the End Date and change, if necessary.
- Click on the red underlined title of the session.
- Click the red button that says, "View Certificate."
- Access and print or save your CPE certificate.

If you have any difficulties, contact atpeprofessionaldevelopment@atpe.org or 800.777.2873.