STEP 1: Log into OSPI’s EDS system

[EDS Login](https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=80d24eea5908e5a51cd5247bfea76677)

STEP 2: Click on Manage Your PD



STEP 3: Click to add new hours

A screenshot of a computer

Description automatically generated with low confidence

STEP 4: Complete the requested information—example below

A screenshot of a computer

Description automatically generated

STEP 5: Submit and keep a copy of the form for your records