

Professional Development Booking Portal Guide

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All communications from the Professional Development Portal will come from info@cambridgeinternational.org. To make sure you receive all relevant information for your courses and to prevent emails going into your spam folder, please save info@cambridgeinternational.org to your address book.

We recommend using Google Chrome for this website.

If you have a query that cannot be resolved using the information in this guide, please contact the Customer Services team at info@cambridgeinternational.org or on +44 1223 553554

Further guides and FAQs are available [here](#).

Updated: 20 April 2021

Section 1: Introduction

There are many ways that you can learn about our professional development courses including our marketing materials and emails, and the professional development section of the Cambridge International website. When you decide to book on a course, all bookings are processed on the [Cambridge International Professional Development Booking Portal](#).

This guide will show you how to set up an account and use this Booking Portal.

The screenshot shows the Cambridge Assessment International Education website. At the top left is the logo. Below it is a navigation menu with links for Home, Search, Calendar, My cart, and Log in. The main content area features a 'Welcome to the Events and Training Planner' section with a video player. The video is titled 'Introducing The Events and Training Planner' and shows a world map on a laptop screen. Below the video, there are three columns of text: a general statement about supporting teachers, a list of services offered, and a testimonial from Sheree Cumberlander.

Cambridge Assessment International Education

Home Search Calendar My cart Log in

Welcome to the Events and Training Planner

Use our Events and Training Planner to find and book Cambridge International events and training courses near you. You can then view and manage your bookings, see pre-event details and browse related events.

[Download the guide](#)

Introducing The Events and Training Planner

We believe that supporting teachers in their professional development leads to improved outcomes for learners.

We offer a wide range of events, training, and professional development for teachers according to their experience and needs.

Our approach to training and professional development supports teachers to become confident, responsible, reflective, innovative and engaged.

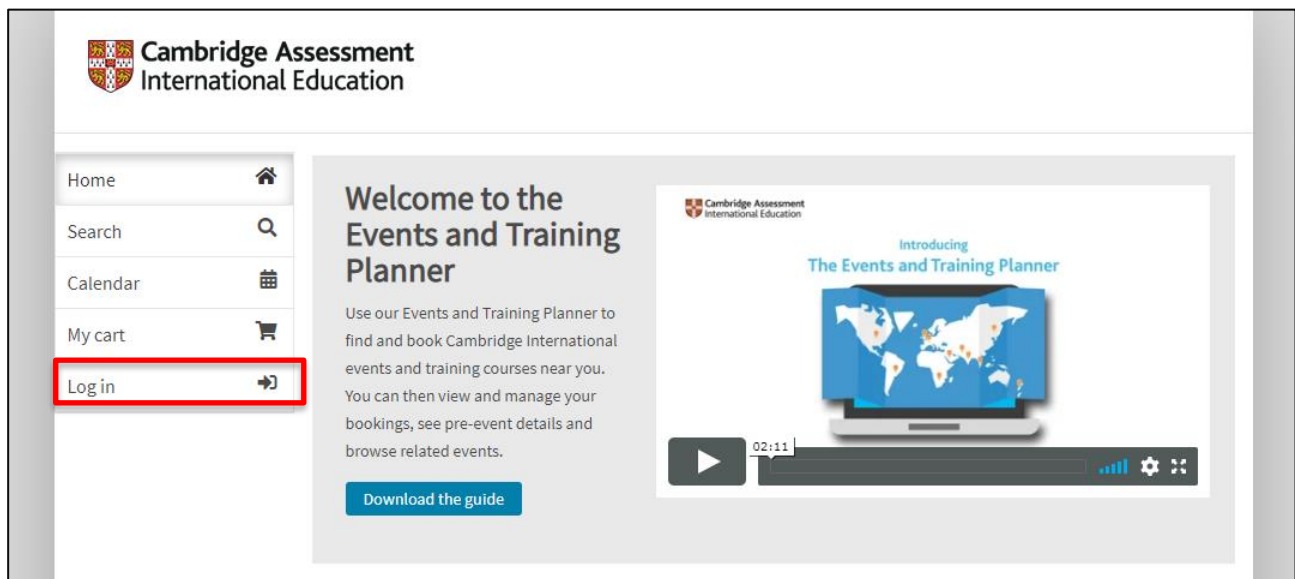
"Training is a wonderful opportunity to learn from one another. I have become a better instructor and presenter because of the teacher training programme."

Sheree Cumberlander, Whites Creek High School, USA

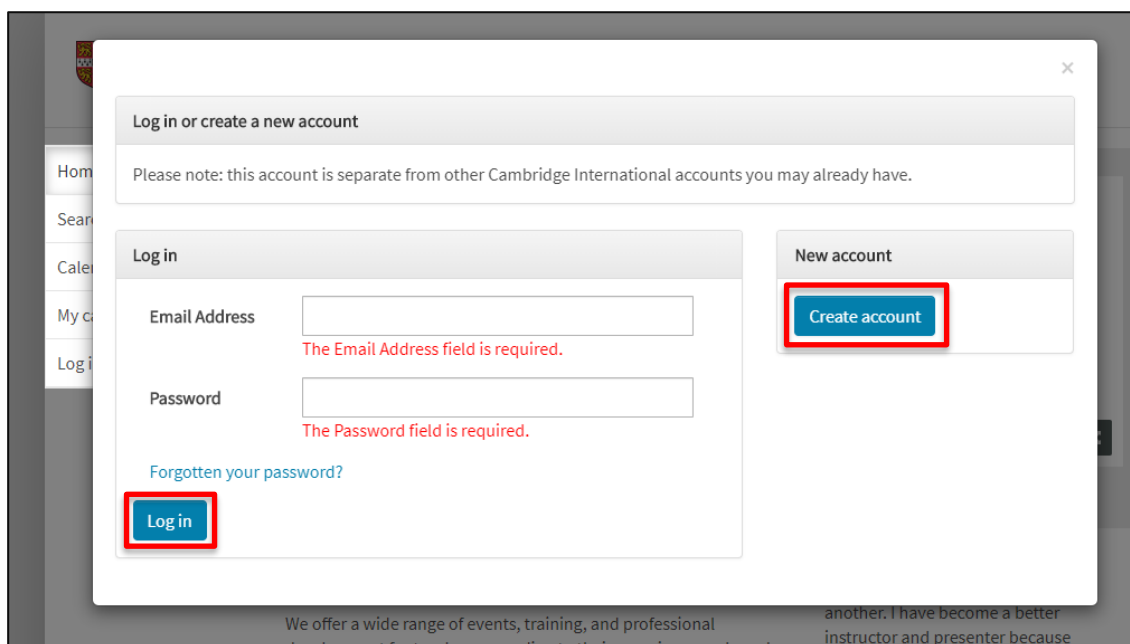
Section 2: Managing your account

Section 2a: Accessing your account:

1. Click 'Log in' in the left panel of the Booking Portal's home page.



2. Check to see if you already have an account. **Note:** This is *not* the same login information as the School Support Hub.
 - a. If your email is recognised but you do not know your password, click 'Forgotten your password?'
 - b. If your email address is not recognised, click 'Create account' on the right-hand side. **Note:** Please check all your commonly used email addresses before clicking 'Create account'.



Section 2b: Editing your account details:

When you click 'Create account', you will be prompted to complete the information below. If you wish to change any of the information listed in this section, click 'View profile' in the left panel. **Note:** The First Name and Last Name listed here is what will be printed on your certificate, so please check for correct spelling and capitalization.

My profile

Contact details must be provided before the portal can continue to be used. Please enter these details below.

Title (Mr, Mrs, Miss, etc)

First Name *

Last Name

Centre Number

Position *

Email Address *

Verify Email Address *

Phone Number

Address Country *

Dietary Requirements

Marketing Privacy

If you are happy to receive email updates about our qualifications, services or future Cambridge International events, please check this box.

If you would not like to receive email updates about our qualifications, services or future Cambridge International events, please check this box.

Occasionally we would like to invite you to take part in research to gather feedback on our services, qualifications and support materials. Please check this box if you are happy for us to do this.

I consent

Please add any dietary or access requirements as this helps with the planning of our face-to-face events. If your dietary requirement is not listed, please [contact us](#) with details so we can add this to your profile.

Dietary requirements

Gluten free

Halal

Nut allergy

Seafood allergy

Vegan

Vegetarian

None

Access requirements (if applicable)

Access requirements (if applicable)

Next

Section 2c: Making connections:

In order to book onto a course using the invoice option, your account must be connected to the Cambridge International centre or organisation where you are a member of staff, in either a teaching or administrative role.

Any booking using the invoice option must be approved by an administrator at your centre. The invoice will be issued to this centre upon completion of the course.

Using the 'Connections' page, you can check the centre or organisation that you are connected to, as well as make changes if you move to a different Cambridge centre.

1. To connect to your centre, enter your centre number in the request box seen below. Do not include any spaces (e.g. XX999). Your request will be sent to the centre's administrator to approve this connection.

Note: Your centre number is not your centre's name. If you are unsure what your centre number is, please contact a school leader.

Cambridge Assessment International Education

Austin Owen

- Home
- Search
- Calendar
- My cart
- View profile
- My bookings
- Past bookings
- Connections**
- Log out

Connections

On this page you can see the Cambridge International centre (school) or organisation that you are currently connected to. This usually means that you are a member of staff at this centre in either a teaching or administrative role.

Any training courses or events that you book using the Events and Training Planner will need to be approved by an administrator at the centre you are connected to. Your booking will not be finalised until your connected centre has approved your booking. If you choose to pay for any training courses via invoice, this will be sent to the centre that you are connected to for payment.

How to connect:
Enter your Centre number in the request box below, do not include any spaces (i.e. 'XX999')

Current Affiliation(s):

Request Affiliation:

Terms and conditions
Contact us / help

Cambridge Assessment

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3. To remove a connection to a centre, click 'Remove' on the same screen in the 'Current Affiliation(s)' section.

Current Affiliation(s):

Lahore Acadia *(Requested)*

WATERFRONT LEARNING CENTRE

Request Affiliation:

Section 3: Making a booking

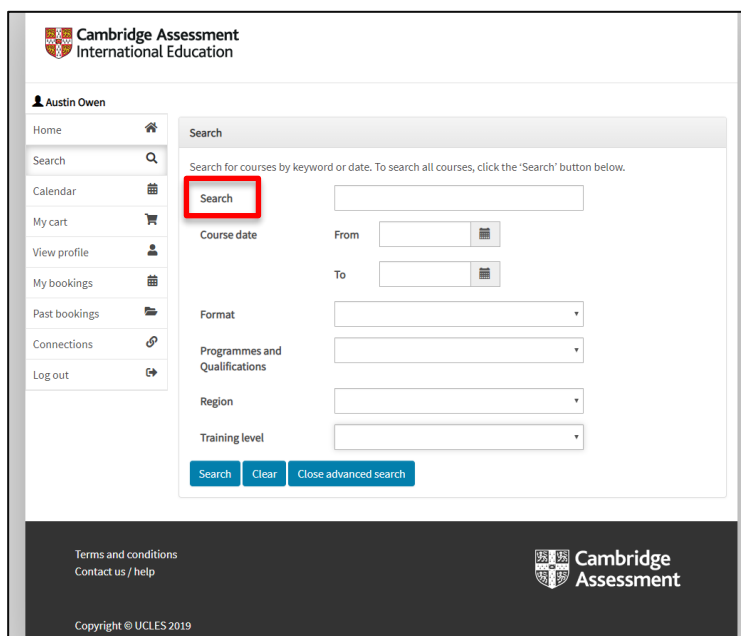
Section 3a: Finding a course:

Use either the [Professional Development Booking Portal](#) or the [Professional Development Calendar](#) on the Cambridge International website to search for a course.

You can apply filters on either website to narrow your search using any of the following options (in the Portal click the 'More filters' button for more choices):

- Date or month: select a suitable month or date range
- Format: face-to-face or online
- Programmes and Qualifications: Primary, Lower Secondary, IGCSE™, O Level, AS & A Level
- Region (and location): Region of the world, country and/or territory
- Course type/Training level – Introductory, Extension, Enrichment, Marking Workshop, etc.

In the Booking Portal, you can search for specific syllabuses in the search bar.



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Home Search Calendar My cart View profile My bookings Past bookings Connections Log out

Search

Search for courses by keyword or date. To search all courses, click the 'Search' button below.

Search

Course date

From To

Format

Programmes and Qualifications

Region

Training level

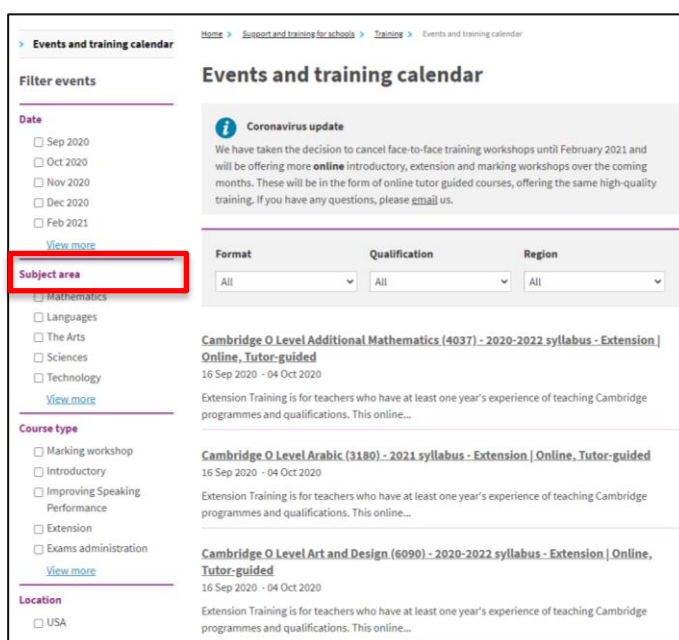
Search Clear Close advanced search

Terms and conditions Contact us / help

Cambridge Assessment

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In the Calendar, you can sort by 'Subject area' in the left panel.



Events and training calendar

Home > Support and training for schools > Training > Events and training calendar

Filter events

Date

Subject area

Mathematics Languages The Arts Sciences Technology

Course type

Marking workshop Introductory Improving Speaking Performance Extension Exams administration

Location

USA

Events and training calendar

Coronavirus update

We have taken the decision to cancel face-to-face training workshops until February 2021 and will be offering more online introductory, extension and marking workshops over the coming months. These will be in the form of online tutor guided courses, offering the same high-quality training. If you have any questions, please email us.

Format Qualification Region

All All All

Cambridge O Level Additional Mathematics (4037) - 2020-2022 syllabus - Extension | Online, Tutor-guided

16 Sep 2020 - 04 Oct 2020

Extension Training is for teachers who have at least one year's experience of teaching Cambridge programmes and qualifications. This online...

Cambridge O Level Arabic (3180) - 2021 syllabus - Extension | Online, Tutor-guided

16 Sep 2020 - 04 Oct 2020

Extension Training is for teachers who have at least one year's experience of teaching Cambridge programmes and qualifications. This online...

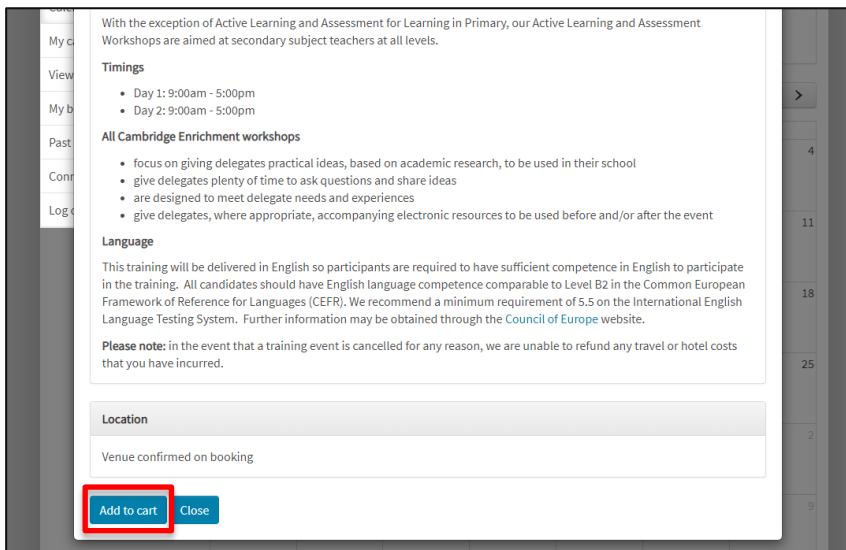
Cambridge O Level Art and Design (6090) - 2020-2022 syllabus - Extension | Online, Tutor-guided

16 Sep 2020 - 04 Oct 2020

Extension Training is for teachers who have at least one year's experience of teaching Cambridge programmes and qualifications. This online...

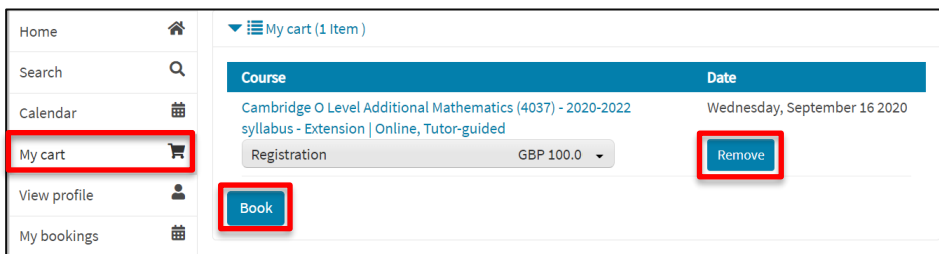
Section 3b: Booking onto a course:

1. Once you find the course you would like to attend, click on the title of the course. If you are in the Calendar, click 'Book now' and it will bring you to an overview page on the Booking Portal. Scroll to the bottom of the page and click 'Add to cart'.



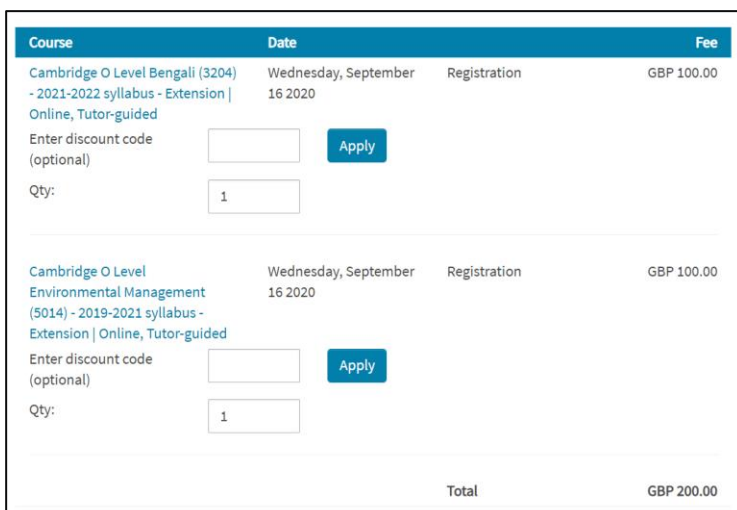
2. If you are making multiple bookings, repeat step 1 and add the additional course(s) to your cart.

3. Once you have all your courses in your cart, click 'My cart' in the left panel. Check that you have the correct course(s) in your cart. If you added a course by mistake, click the 'Remove' button to remove it from your cart.



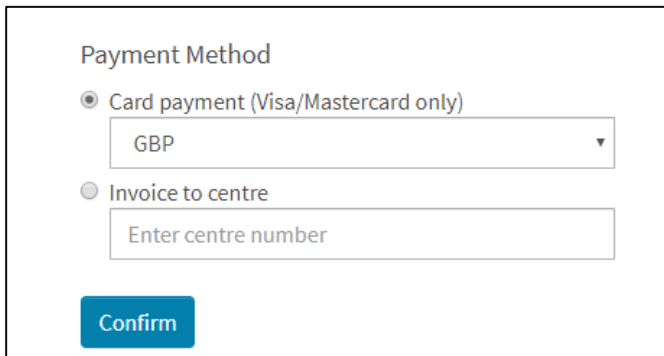
4. Click 'Book'.

5. Enter the number of places you would like to book in each course. Each place is for one person.



Section 3c: Payment options:

Once you have finalised your cart, you will see two payment options: 1) Card payment and 2) Invoice to centre. **Note:** If you are from a new school that does not yet have a centre number, you must select 'Card payment' and pay with a credit card.



Payment Method

Card payment (Visa/Mastercard only)

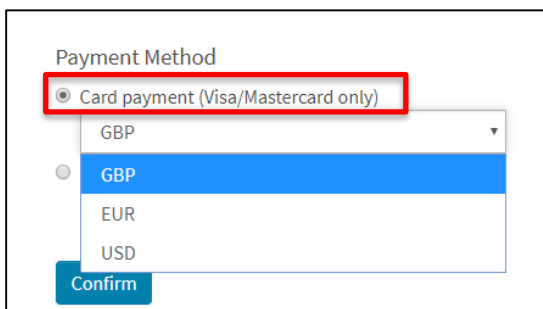
GBP

Invoice to centre

Enter centre number

Confirm

Option 1: Card payment – If you wish to pay with a card (we accept Visa and Mastercard), you can select your desired currency to avoid changes in the exchange rate and foreign currency surcharges from your bank. A receipt will be sent with the booking confirmation email once the transaction is processed.



Payment Method

Card payment (Visa/Mastercard only)

GBP

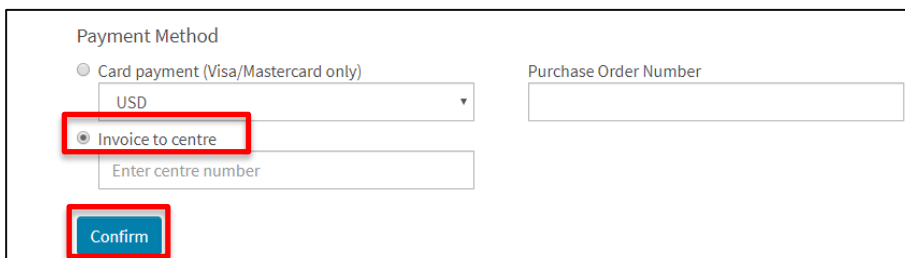
GBP

EUR

USD

Confirm

Option 2: Invoice to centre – If you'd like your centre to be invoiced for the cost of the booking(s), enter your centre number in the box below. Do not include any spaces (e.g. XX999). This will trigger an email to the centre administrator to approve or reject the booking. If the booking is approved, an invoice will be sent to your centre within four weeks *after* the course is complete. If the booking is rejected, your booking will be cancelled.



Payment Method

Card payment (Visa/Mastercard only)

USD

Purchase Order Number

Invoice to centre

Enter centre number

Confirm

Select your preferred method of payment. Then click 'Confirm'.

Section 3d: Delegate information and booking confirmations:

Enter the first name, last name and email for the person attending each course in your cart. **The details provided during booking must be those of the person participating in the course. This name will be used on the sign-in sheet and certificate.** Please make sure all spelling is correct. Each person must have a unique email address.

My cart

If you select 'Invoice to centre' we will send an invoice to the centre that you are connected to. The centre will then need to arrange for the invoice to be paid.

[Back to shopping cart](#)

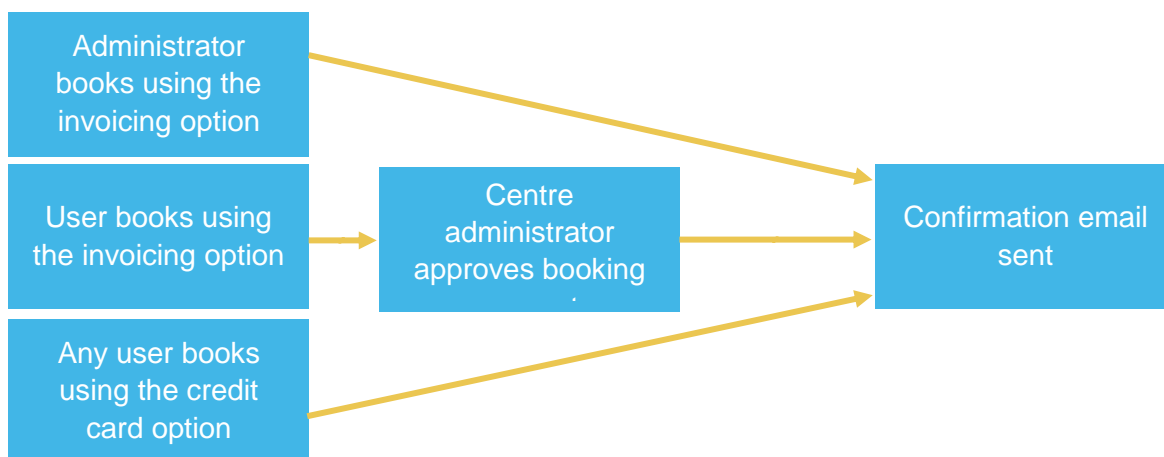
Course: Cambridge IGCSE Mathematics (0580) - Extension | Bogota, Colombia

| First name * | Last name * | Email * |
|--------------|-------------|--|
| Marc | Ramshaw | info@cambridgeinternational.org |
| Participant | One | participant.one@cambridgeinternational.org |

Course: Cambridge IGCSE Mathematics (0580) - Extension | Cali, Colombia

| First name * | Last name * | Email * |
|--------------|-------------|--|
| Mathematics | Teacher | maths.teacher@cambridgeinternational.org |

1. Agree to the [terms and conditions](#).
2. Click 'Book'.
3. **If you selected the invoicing option:**
 - (1) If you are *not* the administrator for your centre, you will receive a pending booking email. An email will automatically be sent to your centre administrator to approve or reject your booking. Once it has been approved, you will receive the booking confirmation.
 - (2) If you *are* the administrator for your centre, this booking will automatically be approved and confirmation emails will be sent.



Section 4: Managing existing bookings

Section 4a: Pending bookings:

If your booking is pending, please contact your centre administrator. Pending bookings must be approved within two weeks. After this time they will be cancelled.

Section 4b: Cancelling bookings:

To cancel your booking, click on 'My bookings' in the left panel. Then click 'Cancel' next to the relevant course.

Be sure to read the [terms and conditions](#) before accepting as there may be associated charges.

If you made payment by credit card a refund will be processed within 5–10 working days.

The screenshot shows a user interface for managing bookings. On the left is a navigation menu with options: Home, Search, Calendar, My cart, View profile, My bookings (selected), Past bookings, Connections, and Log out. The main content area is titled 'Bookings' and contains a section 'Courses waiting for approval'. Below this is a table with columns 'Course', 'Fee', and 'Date'. The table lists one course: 'Cambridge IGCSE™ Global Perspectives (0457) - 2021 syllabus - Introductory | Online, Tutor-guided' with a fee of 'Registration' and dates 'Wednesday, February 12 2020 - Sunday, March 22 2020'. A 'Cancel' button is located to the right of the course entry and is highlighted with a red box. A 'Print' button is located below the table.

| Course | Fee | Date | |
|---|--------------|--|--------|
| Cambridge IGCSE™ Global Perspectives (0457) - 2021 syllabus - Introductory Online, Tutor-guided | Registration | Wednesday, February 12 2020 - Sunday, March 22 2020 | Cancel |

Section 4c: Upcoming bookings:

You can view your course bookings by clicking 'My bookings' in the left panel.

- Digital materials: If the face-to-face course has a digital material pack you will be able to download it by clicking on the title of the course. This will not be available for pending bookings. These materials will become available at least one week before the start of the course.

This screenshot is identical to the one above, showing the 'Bookings' page with a pending booking. In this version, the course title 'Cambridge IGCSE™ Global Perspectives (0457) - 2021 syllabus - Introductory | Online, Tutor-guided' is highlighted with a red box.

| Course | Fee | Date | |
|---|--------------|--|--------|
| Cambridge IGCSE™ Global Perspectives (0457) - 2021 syllabus - Introductory Online, Tutor-guided | Registration | Wednesday, February 12 2020 - Sunday, March 22 2020 | Cancel |

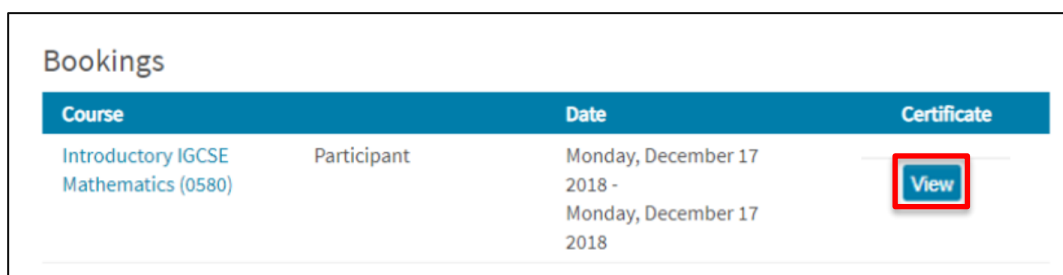
Section 4d: Past bookings:

After the course, you will receive an email from info@cambridgeinternational.org that contains a link to the [Participant Feedback Survey](#) and your certificate.

You can also access your face-to-face course certificate by logging into your Booking Portal account:

1. Click 'Past bookings' in the left panel.
2. Find the relevant course and the 'Certificates' column.
3. Click 'View' next to the relevant course.

Note: If the information on your certificate is incorrect, you can edit your information under 'View profile', make the necessary changes, and re-generate the certificate.



| Course | | Date | Certificate |
|---------------------------------------|-------------|---|----------------------|
| Introductory IGCSE Mathematics (0580) | Participant | Monday, December 17 2018 - Monday, December 17 2018 | View |

To access your online course certificate, please log into your [online learning dashboard](#) profile.

If you have a query that cannot be resolved using the information in this guide, please contact us:

Customer Support

info@cambridgeinternational.org

+44 1223 553554

Further guides and FAQs are available [here](#).