



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

Updated: 10 April 2025

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 Cambridge Assessment International Education logo. Below it is a navigation menu with links: Home (house icon), Search (magnifying glass icon), Calendar (calendar icon), My cart (shopping cart icon), and Log in (arrow icon). The main content area has a heading "Welcome to the Events and Training Planner" and a subheading "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." Below this is a blue button labeled "Download the guide". To the right of the text is a video player showing a world map on a laptop screen with the title "Introducing The Events and Training Planner". Below the video player is a quote: "Training is a wonderful opportunity to learn from one another. I have become a better instructor and presenter because of the teacher training programme." attributed to Sheree Cumberlander, Whites Creek High School, USA.

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

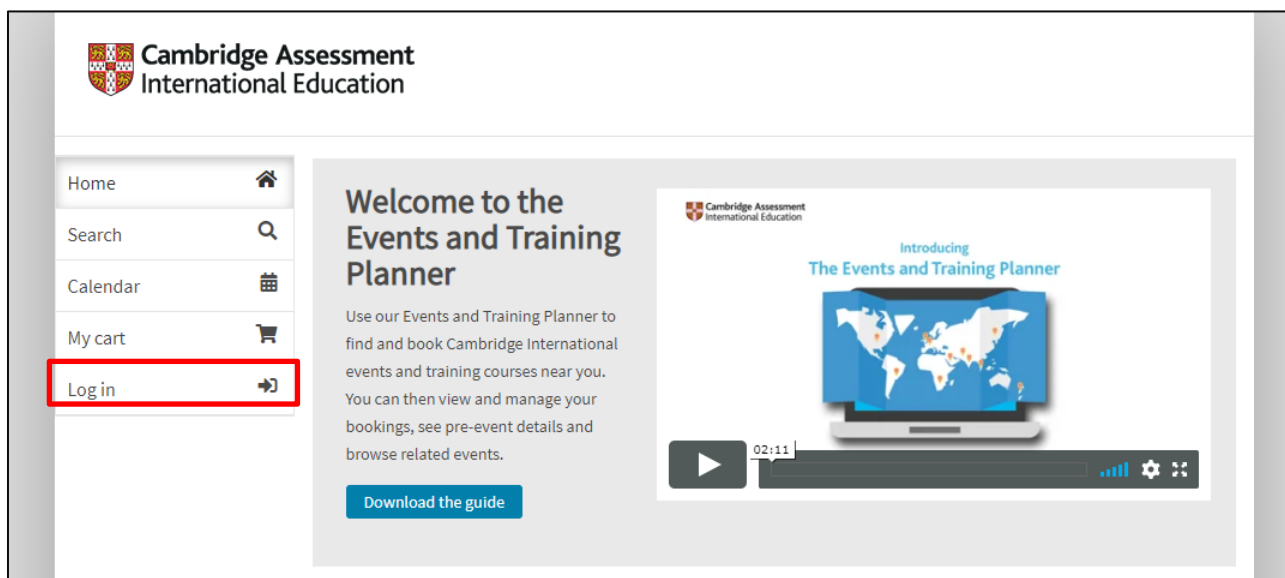
"Training is a wonderful opportunity to learn from one another. I have become a better instructor and presenter because of the teacher training programme."

Sheree Cumberlander, Whites Creek High School, USA

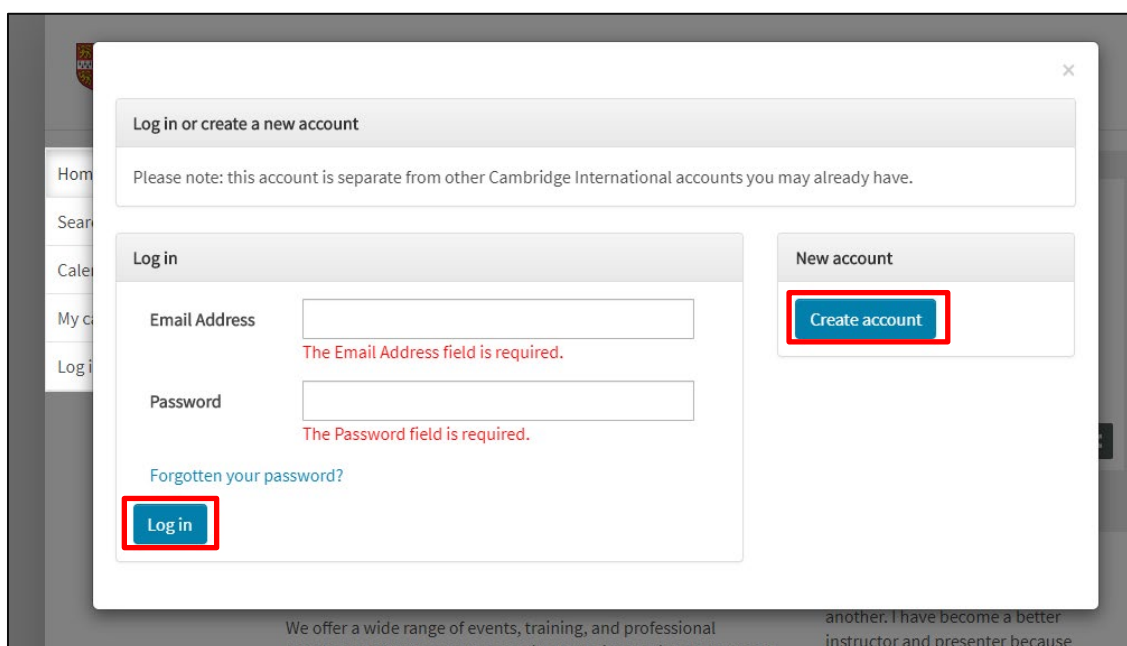
Section 2: Managing your account

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 capitalisation.

Home

Search

Calendar

My cart

View profile

My bookings

Past bookings

Connections

Log out

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:

Submit

Terms and conditions
Contact us / help

Copyright © UCLES 2019

Cambridge Assessment

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)*

Remove

WATERFRONT LEARNING CENTRE

Remove

Request Affiliation:

Submit

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 – Introduction, Focus on Teaching, Enrichment, Marking Workshop, etc.

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

The screenshot shows the Cambridge Assessment International Education Professional Development Booking Portal. On the left is a navigation menu with links: Home, Search, Calendar, My cart, View profile, My bookings, Past bookings, Connections, and Log out. The main area is titled 'Search' and contains a search bar and several filter dropdowns: 'Course date' (with 'From' and 'To' date pickers), 'Format', 'Programmes and Qualifications', 'Region', and 'Training level'. At the bottom of the search filters are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Close advanced search'. The footer includes 'Terms and conditions', 'Contact us / help', the Cambridge Assessment logo, and 'Copyright © UCLES 2019'.

Professional Development Booking Portal Guide continued

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

- ☐ Sep 2020
- ☐ Oct 2020
- ☐ Nov 2020
- ☐ Dec 2020
- ☐ Feb 2021

[View more](#)

Subject area

- ☐ Mathematics
- ☐ Languages
- ☐ The Arts
- ☐ Sciences
- ☐ Technology

[View more](#)

Course type

- ☐ Marking workshop
- ☐ Introductory
- ☐ Improving Speaking Performance
- ☐ Extension
- ☐ Exams administration

[View more](#)

Location

- ☐ USA

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

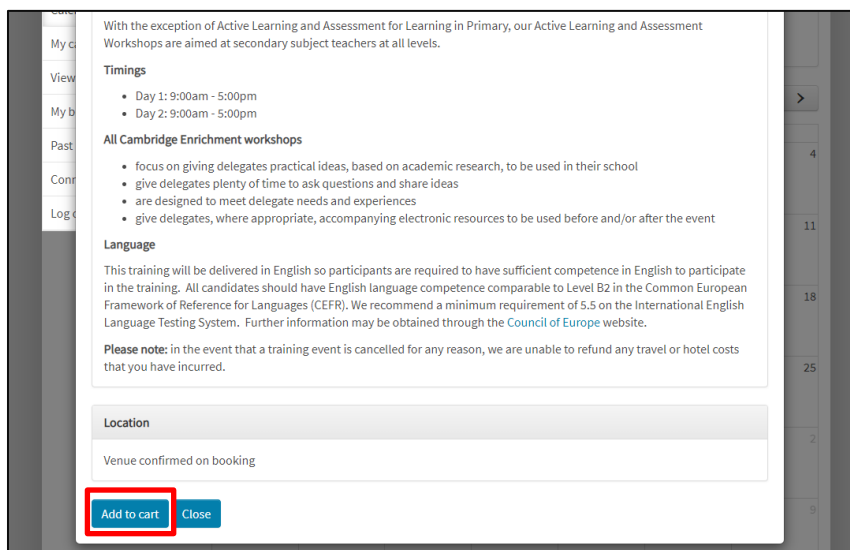
Cambridge O Level Additional Mathematics (4037) - 2020-2022 syllabus - Extension | Online, Tutor-guided
16 Sep 2020 - 04 Oct 2020
Extension Training is for teachers who have at least one year's experience of teaching Cambridge programmes and qualifications. This online...

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...

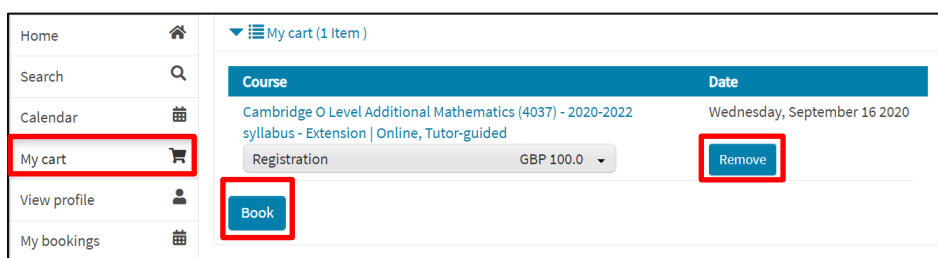
Section 3b: Booking onto a course:

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.

Professional Development Booking Portal Guide continued

Course	Date		Fee
Cambridge O Level Bengali (3204) - 2021-2022 syllabus - Extension Online, Tutor-guided	Wednesday, September 16 2020	Registration	GBP 100.00
Enter discount code (optional)	<input type="text"/>	<input type="button" value="Apply"/>	
Qty:	<input type="text" value="1"/>		
Cambridge O Level Environmental Management (5014) - 2019-2021 syllabus - Extension Online, Tutor-guided	Wednesday, September 16 2020	Registration	GBP 100.00
Enter discount code (optional)	<input type="text"/>	<input type="button" value="Apply"/>	
Qty:	<input type="text" value="1"/>		
Total			GBP 200.00

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

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

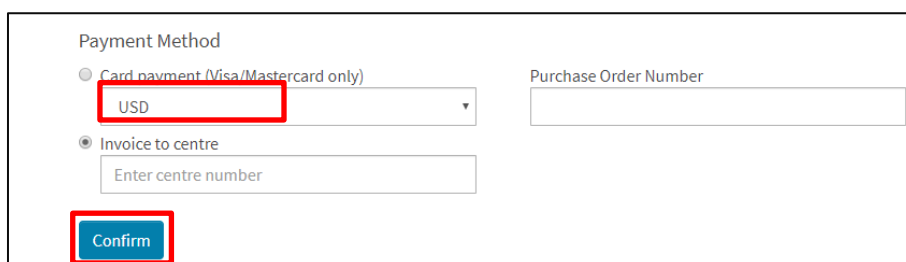
GBP

EUR

USD

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

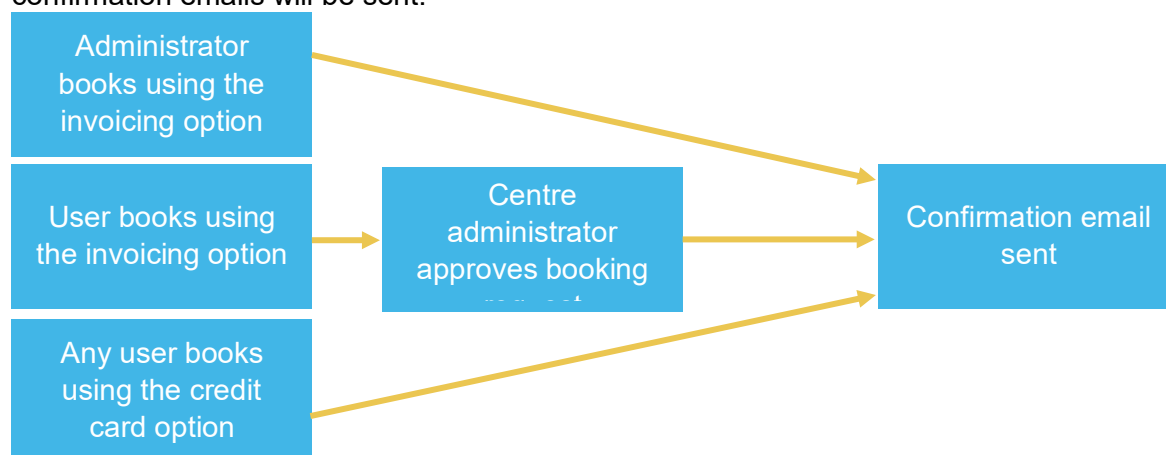
First name *	Last name *	Email *
Marc	Ramshaw	info@cambridgeinternational.org
Participant	One	participant.one@cambridgeinternational.org

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

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

[Book](#)

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.

Home	🏠	Bookings		
Search	🔍	Courses waiting for approval		
Calendar	📅			
My cart	🛒			
View profile	👤			
My bookings	📅			
Past bookings	📁			
Connections	🔗			
Log out	🚪			

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

[Print](#)

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.

Home	🏠	Bookings		
Search	🔍	Courses waiting for approval		
Calendar	📅			
My cart	🛒			
View profile	👤			
My bookings	📅			
Past bookings	📁			
Connections	🔗			
Log out	🚪			

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

[Print](#)


Section 4d: After your course:

After the course, you will receive an automatic email that contains a link to the [Participant Feedback Survey](#)

You can 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.

1. Click your name in the top-right of the screen and select 'Profile' from the drop-down menu.
2. In the Miscellaneous section of your profile, click 'My certificates'.
3. Certificates that have been awarded to you are available to Download here.

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