Continuing Professional Development (CPD) courses can now be paid for by credit/debit card. To purchase courses via credit/debit card, follow the directions below. A service fee will be applied at checkout.

1. From the Staff Hub, select Services from the menu bar then CPD Course Payment>Online Payment.

   ![Image 1: Accessing OSP from the Staff Hub](image1.png)

2. Place a check mark next to each course you wish to purchase, then select Add to Cart.

   ![Image 2: CPD Course list in OSP](image2.png)
Online School Payments (OSP) for CPD Courses

3. From the Shopping Cart, select Continue Shopping or Checkout. Note: There is a service fee for each course purchased.

![Shopping Cart Screen]

4. At Checkout, choose Login (for existing OSP accounts) or Create New to complete the purchase. Follow the prompts to complete the purchase.

![OSP Account Page]