

# ILLINOIS STATE PROFESSIONAL DEVELOPMENT PROVIDER REQUIREMENTS AND GUIDELINES

## SECTION I – ILLINOIS STATUTORILY-Approved Professional Development Providers

The following entities are designated in the Illinois School Code as statutorily-approved Illinois State professional development providers:

- Regional Offices of Education and Intermediate Service Centers
- Illinois higher education institutions that offer Illinois-approved educator preparation programs (<https://www.isbe.net/Documents/directory.pdf>)
- Illinois community colleges
- Illinois public schools and public school districts (including the Illinois Virtual School)
- Illinois charter schools
- Illinois joint career and technical education programs
- Illinois joint special education programs
- Illinois museums included in Section 10 of the Illinois Museum Disposition of Property Act
- Illinois State agencies, boards, and commissions
- Illinois Resource Center

Statutorily-approved Illinois State professional development providers must comply with the requirements outlined in Section IV below.

Statutorily-approved Illinois State professional development providers *are not* required to submit an Illinois state-approved professional development provider application.

## SECTION II – APPLICATION FOR STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDER

Applications for Illinois state professional development provider approval (<https://www.isbe.net/Documents/73-08-prof-dev-provider-app.pdf>) may be submitted to ISBE by Illinois non-profit professional education organizations representing one or more of the following groups (105 ILCS 21B-45(g)(3)).

1. Illinois licensed school administrators
2. Illinois licensed principals
3. Illinois licensed public school business officials
4. Illinois licensed teachers
5. Boards of education established in Article 10 or Article 34 of the Illinois School Code
6. Illinois public school districts
7. Parents of Illinois public school students
8. Illinois licensed school support services personnel

"Represents" means advocating for a group or advocating for or representing a group's interests in local, State or federal legislative processes; acting for, in place of, or on behalf of a group; and/or serving as a spokesman, proxy or attorney for a group. "Represent" also shall refer to Illinois professional associations whose primary purpose is to provide support to or promote the goals of a group of educators or conduct research about issues of interest to a group (23 IAC 25.855(c)).

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ISBE accepts applications continuously. Within 45 days of the receipt of the application, ISBE Educator Licensure will notify the applicant of the results of the application review. Outcomes may include approval, denial, or requests for additional or clarifying information.

## **SECTION III – ENTITIES INELIGIBLE FOR ILLINOIS STATE PROFESSIONAL DEVELOPMENT PROVIDER APPROVAL**

The following entities are ineligible for Illinois State professional development provider approval:

1. Illinois, out-of-state, and national for-profit organizations
2. Out-of-state and national non-profit entities (includes out-of-state higher education institutions)

Providers that are ineligible for Illinois State professional development provider approval may seek partnerships with one or more of the Illinois State-approved professional development providers listed on the ISBE website at <https://www.isbe.net/Documents/prof-dev-provider-list.pdf>.

Illinois State-approved professional development providers may enter into partnerships with third party out-of-state, national, non-profit or for-profit entities solely at their discretion. Third party entities must adhere to the requirements established by the Illinois State-approved professional development providers with whom they partner.

Illinois State-approved professional development providers entering into agreements with third party out-of-state, national, non-profit or for-profit entities assume full accountability for ensuring the Illinois State Board of Education that the third party professional development activities adhere to Illinois statutory and codified requirements. Illinois State-approved professional development providers must meet the same recordkeeping and reporting requirements for third party professional development activities as they do for activities they provide directly.

*The Illinois State Board of Education has no jurisdiction over agreements between Illinois State-approved professional development providers and third party entities.*

## **SECTION IV – RESPONSIBILITIES OF ILLINOIS STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDERS**

All Illinois State-approved professional development providers, including those approved in statute and those approved by application, must do all of the following:

- Provide evidence to ISBE that professional development activities align to the Standards for Professional Learning (2011) promulgated by Learning Forward, 504 South Locust Street, Oxford OH 45056 and posted at <http://learningforward.org/>

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- Produce a written rationale for each professional activity offered explaining how the activity aligns to the Illinois State Teaching and/or Learning Standards (<https://www.isbe.net/Pages/Educator-Licensure-Colleges-and-Universities.aspx>).
- Produce a written rationale\* for each professional activity offered explaining how the activity aligns to one or more of the following purposes:
  - A) *Increase the knowledge and skills of school and district leaders who guide continuous professional development*
  - B) *Improve the learning of students*
  - C) *Organize adults into learning communities, the goals of which are aligned to those of the school and district*
  - D) *Deepen educators' content knowledge*
  - E) *Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards*
  - F) *Prepare educators to appropriately use various types of classroom assessments;*
  - G) *Use learning strategies appropriate to the intended goals*
  - H) *Provide educators with the knowledge and skills to collaborate*
  - I) *Prepare educators to apply research to decision-making*

\*An **optional** form, *ISBE 73-58 Approved Professional Development Provider Activity Summary*, is available to providers for this purpose. A 73-58 developed separately for every PD activity offered is acceptable in an audit in lieu of a written rationale. The link to the form is <https://www.isbe.net/Documents/73-58-approved-pd-provider-activity-summary.pdf>.

- Keep an attendance roster for each event that includes the following (*For events involving multi-breakout sessions, each breakout session must be treated as a separate activity (see 23 IAC §25.865 at <https://www.isbe.net/Documents/25ark.pdf>)*):
  - A) the name of the event
  - B) the participants' names and IEIN (Illinois Educator Identification Numbers). Educators can login to the ISBE website on a smart phone, laptop, or tablet to look up their IEIN in their ELIS account (<https://sec3.isbe.net/IWASNET/login.aspx>). Professional development hours should not be issued to educators who do not provide an IEIN.
  - C) the beginning and ending dates of the event
  - D) the beginning and ending times of the event
  - E) the number of hours of professional development awarded. Credit is awarded on a 1:1 basis – 1 clock hour of attendance = 1 professional development hour. Credit is not awarded for breaks, lunch, or keynote speakers
- For online, webinar, or other individualized activities, providers must create a way to track the number of hours educators actually spend working on an activity. Some providers use signed affidavits for this purpose. Credit is awarded on a 1:1 basis – 1 clock hour of attendance = 1 professional development hour

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- Disseminate and collect an ISBE 77-21A Evaluation form from each participant ([https://www.isbe.net/Documents/77-21A\\_evaluation.pdf](https://www.isbe.net/Documents/77-21A_evaluation.pdf)). Retain completed evaluations, for auditing purposes, for a period of not less than six years.
- Complete and disseminate to each participant an ISBE 77-21B Evidence of Completion form (see [https://www.isbe.net/Documents/77-21B\\_evidence\\_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf)). Credit on the 77-21B is calculated on an hour-for-hour basis. One hour of participation equals one hour of professional development. Participants are to retain the 77-21B, for auditing purposes, for a period of not less than six years.
- Illinois State-approved professional development providers may not issue professional development credit for activities that do not address the criteria outlined above. Activities designed for promotional or commercial purposes, for entertainment, or for inspiration or motivation cannot be counted as professional development.
- Submit the ISBE 73-59 Annual Approved Provider Report to ISBE no later than June 30 annually (<https://www.isbe.net/Documents/73-59-annual-approved-provider-rpt.pdf>).
- Comply with an ISBE professional development provider audit once every five years. If the audit results indicate the aforementioned requirements have not been met, ISBE has jurisdiction to withdraw provider approval or to notify the provider that professional development hours can no longer issued for specified activities.

Educators can claim credit for activities completed prior to ISBE suspension/revocation of provider approval or ISBE disapproval of a specified activity.