SECTION I – STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDERS

If you are one of the following entities, then you have been designated a State-approved professional development provider by statute and you do not have to apply.

- Regional Offices of Education and Intermediate Service Centers
- Regionally accredited institutions of higher education that offer Illinois-approved educator preparation programs
- Illinois public school districts
- Charter schools
- Joint educational programs providing career and technical education or special education services.

If you are interested in becoming a State-approved provider, see SECTION III BECOMING A STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDER.

SECTION II RESPONSIBILITIES OF STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDERS

Unlike the certificate renewal process which included dozens of activities with a set amount of credit, license renewal provides flexibility to educators to engage in activities that meet one or more of the criteria. Providers should consider activities that will help educators grow as professionals, as well as contribute to the quality of their knowledge and skills in a meaningful way, and connect to and improve the work in which they engage.

- Both educators and approved providers are responsible for using the flexibility wisely and appropriately. PD hour credits must never be offered as a reward for doing work or as an incentive for attending an event.

- The sole purpose of professional development is to increase educators’ knowledge and skills specifically to impact student growth, achievement, and well-being.

As an approved provider, you may, at your discretion, identify other PD providers to offer activities under your approval. For instance, if you are a school district and you want to offer your teachers credit for a seminar conducted by a noted authority on a specific topic relevant to district improvement, you may give that noted authority your approval. On the Evidence of Completion Form you would enter the district’s name as the “Approved Provider” and the presenter’s company or organization as the “Provider” working under your authority. Likewise, you may approve coursework offered by an out-of-state college or community college to count for renewal credit by approving the institution under your authority. For out-of-state institutions you would provide the Evidence of Completion form to the educator listing the district as the “Approved Provider” and the institution as the “Provider”. The district superintendent or assistant superintendent would sign the master Evidence of Completion form before the copies were made. Illinois community colleges will most likely be approved by an Illinois university with which they have an articulation agreement, in which case the community college will issue the Evidence of Completion form.
While it is not required that you have a written agreement with a subcontractor that is providing credit under your authority, it is recommended. A sample agreement has been included at the end of this document. Please remember that you must provide a list of all subcontractors to the Illinois State Board of Education annually. It would also be best to maintain an updated list on your website for all educators to see.

Because documentation is required, it is important to identify one centralized person or unit that will act as a clearinghouse for all professional development being offered for renewal credit by your organization. As an approved provider you must submit a list of “subcontractors” (that is any entity that is approved under your authority) to ISBE every June 30 beginning in 2015. Local school districts, charter schools, and joint educational programs providing career and technical education or special education services are subject to annual audits conducted by the regional offices of education and Intermediate Service Centers. All other approved providers will be audited by the State Board of Education.

The responsibilities of being an approved professional development provider must not be taken lightly. It is critical that you identify a person or unit to maintain documentation and ensure all requirements are met. If you authorize a subcontractor to provide PD under your authority, you must ensure that entity provides you with all of the information you will need for your audit.

Providers (and subcontractors) must do all of the following.

- Align professional development activities to the Learning Forward State-approved national standards for professional learning;
- Meet the professional development criteria for Illinois licensure renewal;
- Produce a rationale for each activity that explains how it aligns to State standards and identify the assessment for determining the expected impact on student learning or school improvement;
- Verify attendance at its PD activities;
- Provide to each participant an Evidence of Completion Form;
- Provide to each participant an Evaluation Form and require completion and submission;
- Maintain the Evaluation Forms for a period of not less than three years and make them available for review upon request by ISBE;
- Maintain attendance records for each event or activity for which credit is awarded for a period of not less than six years;
- No later than June 30 annually only providers will submit to the State Board of Education a list of subcontractors used for delivery of professional development activities for which renewal credit was issued and other information as required.
- Only providers will annually submit data to the State Board of Education demonstrating how the professional development activities impacted one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) alignment to district or school improvement.

In addition to those requirements, you must maintain a rationale linking each professional development activity to at least one the following purposes:

- increase the knowledge and skills of school and district leaders who guide continuous professional development;
- improve the learning of students;
- organize adults into learning communities whose goals are aligned with those of the school and district;
- deepen educator's content knowledge;
- provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;
- prepare educators to appropriately use various types of classroom assessments;
- use learning strategies appropriate to the intended goals;
- provide educators with the knowledge and skills to collaborate; and
- prepare educators to apply research to decision-making.

Professional Development (PD) Clock Hours have replaced Continuing Professional Development Units (CPDUs), and providers are approved to issue clock hour credit in increments of at least one-quarter hour. The activities have to be developed and presented by persons with education and experience in the applicable content areas; and there must be an apparent correlation between the proposed content of the professional development activities, the relevant standards; and one or more of the required criteria.

An audit of each provider will be conducted at least once every five years beginning July, 2015. Data and information from the audits will be used to determine if the provider has met the statutory requirements. In the event that a determination is made that applicable standards have not been met, the State Board of Education may withdraw approval for one or more types of activities or of the provider. More information regarding details of the audits will be provided to approved providers who should share it with any subcontractors working under their authority.

A licensee may not receive credit for any professional development activity that is designed for entertainment, promotional or commercial purposes; that is solely inspirational or motivational; or that addresses purposes other than those listed above, and the State Board may disapprove any activity found to be of this nature.

When an activity is disapproved, the provider may continue to offer the activity but may not provide to any participants the Evidence of Completion Form and must immediately revise all relevant notices and advertisements to indicate the nature of the activity. The provider is required to state in each notice or advertisement that the activity generates no credit applicable to license renewal. Individuals who complete the activity once it is accurately described cannot claim credit for it.

Individuals who have completed an activity that is later disapproved will not be penalized with respect to professional development credit accrued for that activity. In other words, they will be allowed to claim any credit earned.

SECTION III – BECOMING A STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDER

The State Superintendent may approve Illinois professional associations that “represent” any of the following groups: school administrators; principals; school business officials; teachers, including special education teachers; school boards; school districts; parents; and school service personnel.

“Represent” 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 refers 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.

Each eligible association that would like approval should complete and submit to ISBE Form 73-08 Application for State Professional Development Provider [http://www.isbe.net/licensure/pdf/73-08-prof-dev-provider-app.pdf]. The applicant will be notified within 45 working days if the approval has been granted or not.

If approved, the provider must meet all of the responsibilities identified in this document. Approval of a provider is valid until June 30 following the approval's being in effect for two years. Continuation of that approval in year 2 is contingent upon the State Superintendent receiving no evidence of noncompliance with the requirements.

To request renewal of approval, a provider must, by no later than March 1 of the year of expiration, submit a PD Provider Renewal application containing: 1) a description of any significant changes in the material submitted as part of its approved application, which would include changes in the courses' sequence, content, materials used, assessments, outcomes or purpose; or 2) a certification that no significant changes have occurred.

SECTION IV – SERVING AS A PROFESSIONAL DEVELOPMENT PROVIDER UNDER AN APPROVED PROVIDER (SUBCONTRACTOR)

Approved providers may, at their discretion, identify other PD providers to offer activities under their approval. If you wish to become a provider authorized by a State-approved provider you should contact that entity to discuss the types of PD activities you are interested in offering for educator license renewal credit and how you feel your organization is qualified to provide high-quality professional development for educators.

While it is not required that you have a written agreement with the State-approved provider, a sample one has been included at the end of this section.

As a subcontractor, you must accept responsibility for meeting the same criteria as the approved provider under whose authority you are working. See SECTION II – RESPONSIBILITIES OF A STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDER.

Once a State-approved provider has authorized you to provide professional development, you must do the following.

1) Make sure that any activity you offer aligns to the Learning Forward standards [http://learningforward.org], as well as any appropriate teaching, learning, or leadership standards.

2) Create an attendance list with the names of all participants and have them provide their Illinois Educator Information Numbers (IEIN) if they know them. The list should also include the title of the PD activity, the date(s), start time, end time, and total number of PD hours provided. Keep the list on file (hard copy or electronically) for six years and submit it to the Approved Provider upon request.
3) Enter all information into the Evidence of Completion Form 77-21B [http://www.isbe.net/licensure/pdf/77-21B_evidence_completion.pdf], including the name of the Approved Provider in the appropriate space and your organization name as the Provider. A representative of the Approved Provider should sign the master form before copies are made for participants. Distribute one Evidence of Completion form to each participant who completes the PD activity.

4) Provide an Evaluation Form 77-21A [http://www.isbe.net/licensure/pdf/77-21A_evaluation.pdf] to each participant and allow them time to complete it. Collect the evaluations and keep them on file for the Approved Provider.

5) Just like an approved provider, you must
   - Align professional development activities to the Learning Forward standards;
   - Meet the PD criteria for Illinois license renewal;
   - Produce and submit to the Approved Provider a rationale for each activity that explains how it aligns to the State standards and identify the expected impact on student learning or school improvement;
   - Maintain original documentation; and
   - Provide license holders with evidence of completion.

6) Submit to the Approved Provider under whose authority you are providing this PD activity an explanation of how the activity most likely impacted one or more of the following:
   - educator and student growth in regards to content knowledge or skills, or both;
   - educator and student social and emotional growth; or
   - district or school improvement.
AGREEMENT BETWEEN A STATE-APPROVED PROFESSIONAL DEVELOPMENT PROVIDER AND A PD PROVIDER OPERATING UNDER ITS AUTHORITY

I, __________________________________________________________ representing
Name of Individual Representing the Provider (Subcontractor)

______________________________________________________________
Name of Provider (organization, company, individual, etc.)

agree to work as a PD Provider (subcontractor) under the following State-Approved Provider:

______________________________________________________________
Name of State-Approved Provider (school district, regional office of education, association, etc.)

for the period of time beginning ________________ and ending ________________

and agree to:

Provide a rationale for each professional development activity offered for license renewal credit showing alignment to the Learning Forward standards, as well as any appropriate teaching, learning, or leadership standards. The rationale must also link each PD activity to at least one of the following purposes: 1) increase the knowledge and skills of school and district leaders who guide continuous professional development; 2) improve the learning of students; 3) organize adults into learning communities whose goals are aligned with those of the school and district; 4) deepen educator’s content knowledge; 5) provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards; 6) prepare educators to appropriately use various types of classroom assessments; 7) use learning strategies appropriate to the intended goals; 8) provide educators with the knowledge and skills to collaborate; and 9) prepare educators to apply research to decision-making.

Maintain an attendance list for six fiscal years (hard copy or electronically) with the name and Illinois Educator Information Number (IEIN) for each participant, the title of the PD activity, the date(s), start time, end time, and total number of PD hours provided. This will be submitted it to the approved provider upon request.

Ensure that all activities for renewal credit are developed and presented by persons with education and experience in the applicable content areas.

Complete and distribute an Evidence of Completion Form 77-21B identifying the Approved Provider and your organization as the Provider. Your organization will identify a representative who will sign the master form before copies are made for participants. An official representative will sign the master form before copies are made for distribution to participants. Credit should be awarded as Professional Development (PD) Clock Hours and may be issued in increments of at least one-quarter hour.

Provide an Evaluation Form 77-21A to each participant and allow them time to complete before collecting and maintaining the forms on file for your review.
Annually submit to the Approved Provider an explanation of how each PD activity most likely impacted one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) district or school improvement.

Withhold credit for any professional development activity that is designed for entertainment, promotional or commercial purposes; that is solely inspirational or motivational; or that addresses purposes other than those listed above.

_______________________________________________  ________________
Signature of Representative of Provider (Subcontractor)    Date

_______________________________________________  ________________
Signature of Representative of State-Approved Provider    Date