



Professional Development Requirements

LICENSED TEACHERS:

- Working 50% or more full-time equivalency must complete requirements specific to endorsements held or positions assigned. A teacher working less than 50% FTE or using their license for substitute teaching is **EXEMPT** from professional development requirements.
- Will be audited randomly by the Illinois State Board of Education
- Must enter into ELIS the name of the activities completed, the date on which it occurred, the number of professional development hours received and the name of the provider not later than 60 days after the activity is completed (*60-day rule becomes effective 7/1/2015*)
 - Illinois Administrators' Academy courses will be entered in ELIS by the provider rather than the licensee
- **May not receive credit** for any professional development activity that is designed for entertainment, promotional or commercial purposes; or that is solely inspirational or motivational.
- **May not receive credit** for any activity you do not receive an evidence of completion sheet for with the exception of college classes from approved universities.

NOTE: The number of approved providers in the state has **drastically been reduced**. School districts, ROEs, charter schools, CTE programs, special education coops, IL Resource Center, and Illinois universities with approved teacher prep programs are automatically providers. Others must apply for and be approved by ISBE. Only activities that are offered **by an approved provider** issuing the appropriate evidence of completion forms for activities that meet the new standards will be acceptable to count toward license renewal requirements.

SAMPLE ACTIVITIES (not all inclusive):

Activity Description	Recommended Credit for the Provider to Issue (Licensees cannot claim PD without evidence sheet)
<p>Completion of college coursework. Successfully completed coursework from a regionally accredited institution of higher education. Coursework must be directly related to the educator’s license or endorsement areas and must address the State-approved standards.</p>	<p>1 semester hour = 15 clock hours of PD 1 quarter hour = 10 clock hours of PD An official transcript will count for your evidence of completion. Check with your ROE for approved institutions.</p>
<p>Attending a workshop, seminar, or symposium. Attending an entire workshop or series of workshop sessions on the same or related topics, or attending an entire seminar or symposium with one focus. The purpose of the activity is to increase participants’ knowledge and/or skills specifically to impact student growth, achievement and well-being.</p>	<p>1 clock hour for each hour in attendance, not including meals or breaks.. Provider must issue evidence form for licensee to claim PD hours.</p>
<p>Supervising a student teacher or pre-student teacher clinical placement. The licensee is named as the supervising teacher by an approved IL teacher preparation program, or the supervisor of one or more teacher education students in a pre-student teaching clinical placement or practicum.</p>	<p>1 clock hour for each hour of professional development the supervising teacher received from the activity. That portion of actual PD time must be identified separately from the activity as a whole. This activity should be limited to no more than once every other school year for any particular teacher. Provider must issue evidence form for licensee to claim PD hours.</p>
<p>Receiving mentoring in a formal program. Participants in pre-and post-observation meetings with the mentor that include discussions of the observation session from both the recipient’s and the mentor’s perspectives; receives mentor feedback and recommendations; and teaches or works under observation by the mentor.</p>	<p>1 clock hour for each hour of professional development time (learning) the recipient received from the mentor. Intended for first-year employees within a school district. Provider must issue evidence form for licensee to claim PD hours.</p>
<p>Preparing to teach a college or university course. Preparing to teach coursework at an IL regionally accredited institution of higher education that is related to the licensee’s PK-12 teaching assignment or endorsements, and addresses the professional standards.</p>	<p>1 clock hour for each hour of professional development time the educator derives from <u>preparing</u> to teach a course. The same course preparation, taught multiple times can only be counted once. Provider must issue evidence form for licensee to claim PD hours.</p>
<p>Preparing to present at a workshop, seminar or symposium. Preparing to present at a workshop, seminar, or symposium on a topic that is related to the licensee’s PK-12 teaching assignment or endorsements and meets the PD requirements.</p>	<p>1 clock hour for each hour of professional development time the educator derives from preparing to present at a workshop or conference. The same workshop or seminar preparation can only be counted once. Provider must issue evidence form for licensee to claim PD hours.</p>
<p>Engaging in independent study or a research project. Engaging in a research project under the auspices of an approved provider in which a written protocol identifies the educational issue to be investigated, the methodology to be used, and the hypothesis.</p>	<p>1 clock hour for each hour of professional development time the educator derives from the research or findings as supported by a written summary of the inquiry, its results, and that describes what the licensee has learned and identifies the implications of the experience for the individual’s future teaching. Provider must issue evidence form for licensee to claim PD hours.</p>