



ROE #3

APPROVED PROVIDER TRAINING FILE CHECKLIST



Title of PD Activity: _____

Date & Time: _____ Location: _____

Presenter(s): _____

Staff Member(s) on Site: _____

For a training file to be complete, the following steps need to be taken:

	Initial when complete
Workshop flyer/registration form in file	_____
Completed evaluation forms	_____
Evidence of completion form (sample) in file	_____
Sign In/Sign Out sheet in file	_____
Training outline/handouts from presenter in file	_____
Bio/Resume/Contact information on presenter in file	_____
Proof of standards alignment for PD hours in file	_____

Additional Notes:

File reviewed and closed (when complete):

Signature

Date

_____ ROE 3 initials



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Title of PD Activity: _____

Date & Time: _____ Location: _____

Presenter(s): _____

Hours/Minutes of PD Activity: _____

Description of activity:

Indicate from the following which National Professional Learning Standard this PD aligns to (check all that apply):

- This activity made use of **Learning Communities** committed to continuous improvement, collective responsibility, and goal alignment.
- This activity shared **Resources** to increase educator knowledge base.
- This activity shared **Learning Designs** to improve knowledge of theories, research, and models of human learning to achieve its intended outcomes.
- This activity focused on using **Outcomes** that increases educator effectiveness and results for all students.
- This activity focused on **Leadership** that develops capacity, advocates, and create support systems for professional learning.
- This activity focused on using **Data** from a variety of sources to plan, assess, and evaluate professional learning.
- This activity focused on sustained **Implementation** of procedures and practices to promote long-term change.

_____ ROE 3 initials



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Indicate to which of the following your Professional Development aligns: (check all that apply):

- 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 researched-based instructional strategies to assist students in meeting rigorous academic standards.
- Prepare educators to appropriately use various type of classroom assessments.
- Use learning strategies appropriate to the intended goals.
- Provide educators with the knowledge and skills to collaborate.
- Prepare educators to apply research to decision-making.

Indicate which of the following state learning standards are addressed by this professional development activity:

- Activities are of a type that will engage participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being.
- Professional development aligns to the licensee's performance.
- Outcomes for the activities relate to student growth or district improvement.
- Activities align to state-approved standards for professional learning:
 - Professional Development Standards
 - Illinois Content Area Learning Standards
 - Professional Educator Standards
 - Illinois Professional Leader Standards
- This activity was for higher education coursework.

Provide 1) a written rationale that explains how this PD activity aligns to state standard(s) and 2) identify the expected impact on student learning or school improvement:

_____ ROE 3 initials