

ISBE GUIDELINES FOR PROFESSIONAL DEVELOPMENT 8/28/17

Activity Description Recommended Credit (not all inclusive)

* ONLY PD from ISBE Approved Provider will count (If you attend PD from provider that is not ISBE approved *see below)

<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. An Approved 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. An Approved 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 preparing to teach a course. The same course preparation, taught multiple times can only be counted once. An Approved 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. An Approved 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>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.. Approved Provider must issue evidence form for licensee to claim PD hours.</p>
<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>

****May not receive credit for attending or facilitating faculty meetings; attending school board meetings; participating on text book committees; making presentations to educators or parents, maintaining membership on committees, attendance at athletic camps and any other similar activities.***

*****Online-Out of State or other from provider not ISBE approved, but that meet the guidelines of ISBE***

<https://www.isbe.net/Documents/guidelines-renewal-prof-dev.pdf>, you must present an Evidence /Certificate of Completion Form that includes your name content and hours completed along with a completed PD Activity Summary Form (73-58) to your district(approved provider). EX: Approved providers may, at their discretion, identify other PD providers to offer activities under their approval. If the activity meets the requirements set form by ISBE in regards to what constitutes PD, For instance, a district (which is an approved provider) may wish to offer its teachers a seminar conducted by a noted authority on a specific topic relevant to district improvement. On the Evidence of Completion Form (77-B) the approved provider would list the presenter's company or organization as the "Provider" working under its authority. Likewise, a school district may approve a teacher to offer professional development to other educators. The teacher would be listed as the "Provider" and the district would be listed as the "Approved Provider" on the Evidence of Completion Form.