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School District Professional Development Audits

Illinois School Code:

105 ILCS 5/21B-45 (j) The State Board of Education shall conduct annual audits of approved providers, except for school districts and special education cooperatives, which shall be audited by regional offices of education and intermediate service centers.

23 IAC §25.860(c) An audit of each provider shall be conducted at least once every five years in accordance with Section 21B-45(j)(3) of the School Code.

Professional Development Audit Procedure:

1. District will be notified of audit and timeline (Oct. 2021)
2. District will provide activities list for all PD activities offered between July 1, 2020-June 30, 2021 (by Nov. 15, 2021)
3. The ROE will select a random sample from the list provided and notify the District of activities selected (by Dec. 15, 2021)
4. District will submit required data (see below) to the ROE (by Feb.1, 2022)
5. ROE will review data and notify District of the audit outcomes (by April 1, 2022)
6. District will submit Corrective Action Plan for any audit findings (by June 1, 2022)

Required Data for Selected Activities (by Feb. 1, 2022):

1. **73-59 Annual Approved Provider Report**- submit to ISBE by June 30 annually
2. Attendance Data including:
 - a. Name of activity
 - b. Date(s) of activity
 - c. Begin/End Times of activity
 - d. Participant Names
 - e. Participant IEIN numbers
 - f. Sign-in Sheets
 - g. Number of hours of attendance for **each** participant
 - h. Explanation of how provider verifies attendance (**23 IAC 25.855(e)(1)**) (pg.311) in order to determine how many hours to award (**23 IAC 25.855(h)**) (pg. 312)
3. Summary of Data from **77-21A Evaluation for Workshop**
4. Written explanation of how activity addressed: (document **73-58 Activity Summary**) is the preferred form of documentation.
 - a. **Learning Forward Standards** **and** b. **Illinois Teaching** or **Learning Standards** **and**
 - i. student/educator content growth **or**
 - ii. student /educator social emotional growth **or**
 - iii. the school improvement plan **or**
 - iv. educator performance evaluations

Other Information:

- The ROE will use the **Audit Rubric** required by ISBE.
- It may be beneficial to begin keeping a log of yearly PD activities to assist with the auditing process. Here is **a sample log** that you might use.