



Illinois State Board of Education

100 North First Street, E-240
Springfield, Illinois 62777-0001

APPROVED PROFESSIONAL DEVELOPMENT PROVIDER ACTIVITY SUMMARY

EDUCATOR EFFECTIVENESS DEPARTMENT

Directions: For each professional development activity for which renewal PD Hours are awarded, complete this template (or an electronic format) and keep in your records along with the attendance list. This will be useful for State auditing purposes.

NAME OF APPROVED PROVIDER	REGION, COUNTY, DISTRICT, TYPE CODE
NAME OF PROVIDER	NAME OF ACTIVITY
DATE OF ACTIVITY	LOCATION OF ACTIVITY

1. Describe the activity.

2. Write a statement showing the **relationship** between the content of the PD activity, specific relevant standard(s), and at least **one** of the following criteria established for PD activities:
 - Engages 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; **or**
 - Aligns to the licensee's performance (evaluation); **or**
 - Includes outcomes that relate to student growth or district improvement; **or**
 - Aligns to State-approved standards; **or**
 - Are college courses.

3. Explain the intended impact on student learning or well-being.

4. Attach the attendance list or keep this template with the list in electronic format.

5. Keep the evaluation forms in hard copy or electronic format with the template and attendance list.

6. Maintain a master Evidence of Completion form.

PD Hour Considerations for Mandated Trainings

Generally speaking, health-related, mandated training topics do not align with professional development purposes outlined in Section 21B-45(h) of the School Code and do not count for professional development hours. However, if a provider can ensure content is robust enough to align to the criteria outlined in Figure 1 below, professional development hours may be awarded. Topics must address **student learning** and **school improvement** to be used for professional development hours.

Is this activity a Mandated Training? Yes____ or No____

Section I.

Review the *Professional Development Purposes* in Figure 1 below. If you can answer “yes” to any of the purposes as they relate to **student learning** and **school improvement**, then review the *Professional Development Standards* in Section II (Figure 2 - Learning Forward Standards) to ensure PD activities meet those standards. If you cannot answer yes to one or more of the following statements, the professional development activity does not qualify for professional development hours.

	Figure 1 - Professional Development Purposes	Yes	No
A.	Increases the knowledge and skills of school and district leaders who guide continuous professional development.		
B.	Improves the learning of students.		
C.	Organizes adults into learning communities whose goals are aligned with those of the school and district.		
D.	Deepens educator’s content knowledge.		
E.	Provides educators with research-based instructional strategies to assist students in meeting rigorous academic standards.		
F.	Prepares educators to appropriately use various types of classroom assessments.		
G.	Uses learning strategies appropriate to the intended goals.		
H.	Provides educators with the knowledge and skills to collaborate.		
I.	Prepares educators to apply research to decision-making.		
J.	Provides educators with training on inclusive practices in the classroom that examines instructional and behavioral strategies that improve academic and social-emotional growth outcomes for all students, with or without disabilities, in a general education setting.		

Section II.

Review the *Learning Forward Standards - Professional Development Standards* in Figure 2 below. Professional development activities must be aligned to one or more the state approved national standards for professional learning promulgated by [Learning Forward Standards](#) below. Indicate alignment by selecting “yes” or “no” for each standard. If you cannot answer yes to one or more of the following statements, the professional development activity does not qualify for professional development hours.

	Figure 2 - Learning Forward Standards	Yes	No
1.	Learning Communities - committed to continuous improvement, collective responsibility, and goal alignment. https://learningforward.org/standards/learning-communities		
2.	Leadership - skillful leaders who develop capacity, advocate, and create support systems for professional learning. https://learningforward.org/standards/leadership		
3.	Resources - requires prioritizing, monitoring, and coordinating resources for educator learning. https://learningforward.org/standards/resources		
4.	Data - uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning. https://learningforward.org/standards/data		
5.	Learning Designs - integrates theories, research, and models of human learning to achieve its intended outcomes. https://learningforward.org/standards/learning-designs		
6.	Implementation - applies research on change and sustains support for implementation of professional learning for long-term change. https://learningforward.org/standards/implementation		
7.	Outcomes - aligns its outcomes with educator performance and student curriculum standards. https://learningforward.org/standards/outcomes		

If your activity has a robust, thorough alignment to at least one of the *Professional Development Purposes* and at least one of the *Professional Development Standards (Learning Forward Standards)*, it qualifies for PD credit.

All professional development activities are subject to audit to ensure alignment to requirements outlined in Illinois School Code.