

Process and Requirements for Professional Development Education

Activity: Identify your target audience.

Sample:

This program will offer professional development education hours for the following school professionals:

- Administrators
- Counselors
- Nurses
- Social Workers
- Teachers
- Others, please specify



Activity: Indicate the expected outcomes of the activity. This should include objectives that delineate how the activity will impact educator and student growth in regards content knowledge or skills (or both), educator and student social and emotional growth, and/or alignment to district or school improvement plans.

Sample:

This program will provide attendees with information to: (indicate all that apply)

- Increase the knowledge and skills of school leaders who guide professional development.
- Improve learning for students.
- Address the organization of adults into learning communities aligned with their schools.
- Deepen participants content knowledge in one or more subject areas.
- Provide participants with research-based instructional strategies.
- Prepare participants to appropriately use various types of classroom assessments.
- Use learning strategies appropriate to the intended goals.
- Provide participants with the knowledge and skills to collaborate.
- Prepare participants to apply research into decision-making.
- Other, please provide detailed objectives.



Activity: Provide topic and content, including references to materials in support of each planned presentation.

Sample: A draft brochure, landing page or other document providing summary of content. Be sure that the document has a complete agenda listing presentation(s) and break times. Powerpoints and/or handouts are required for final approval. References (books, journals articles, statistical sources, etc.) should be provided on a separate document by planned topic and/or as part of each presenter's powerpoint or handout.



Activity: List and provide documents for each presenter.

Sample: A CV or resume is required. If one is not available, we can provide you with a bio data sheet to be completed by or for the presenter. This document must demonstrate that the presenter has applicable education and/or experience on the program's topic(s).



Activity: Specify the relevant Illinois standards addressed in the program. If you are unsure of the professions and/or standards to be addressed, please contact us for a detailed list*.

Sample:

Teachers

- Teaching Diverse Students
- Content Area and Pedagogical Knowledge
- Planning for Differentiated Instruction
- Learning Environment
- Instruction Delivery
- Reading, Writing and Oral Communication
- Assessment
- Collaborative Relationships
- Professionalism, Leadership and Advocacy
- Academic Development Domain

School Social Workers

- Content
- Service Delivery
- Planning
- Assessment and Evaluation
- Consultation/Collaborative Relationships
- Advocacy and Facilitation
- Learning Community
- Diversity
- Professional Conduct and Ethics
- Professional Development
- Consultation/Collaborative Relationships
- Advocacy and Facilitation
- Learning Community
- Diversity
- Professional Conduct and Ethics
- Professional Development

*Psychologist and other professions, please request standards and further information



Activity: Specify the relevant Learning Forward Standards (professional learning that increases educator effectiveness and results for all students) addressed in the program. If you are unsure of the standards to be addressed, please contact us for more information.

Sample:

- Learning Communities
- Resources
- Learning Designs
- Outcomes
- Leadership
- Data
- Implementation

Activity: Once approved, we will provide you with information that should be included in your brochure or other dissemination materials.

Sample:

Professional development hours are provided the Continuing Education Institute of Illinois as an approved provider by the Illinois State Superintendent of Education.

School Counselors

- Academic/Career Development Domain
- Personal/Social Development Doman
- Classroom Instruction/Counseling Curriculum
- Responsive Service: Crisis Intervention
- Responsive Service: Group Counseling
- Individual Student Planning
- Consultation
- Systems Support
- Program Development
- Prevention Education and Training
- Assessment
- Research and Program Evaluation
- Professional Orientation and Identity
- History of School Counseling and Trends
- Human Growth and Development
- Standards and Best Practices
- The Helping Relationship
- Social and Cultural Diversity

School Nurses

- Content Knowledge
- Human Development and Learning
- Diversity
- Assessment and Evaluation
- Planning and Intervention
- Service Delivery
- Learning Environment
- Communication
- Collaborative Relationships
- Professional Conduct and Ethics
- Reflection and Professional Growth
- Leadership and Advocacy



Activity: Record of ALL participants and program documents.

Required Documents:

- 1. Record of Attendees – An **excel sheet** with the following contact information, at a minimum*, **IS REQUIRED FOR ALL PARTICIPANTS:**

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>City</u>	<u>ST</u>	<u>Zip Code</u>	<u>Email</u>	<u>Profession</u>	<u>Organization</u>	<u>CPDUs/CEUs</u>
------------------	-------------------	----------------	-------------	-----------	-----------------	--------------	-------------------	---------------------	-------------------

*Additional information may be required to be collected depending on the type of event.

- 2. Sign in Sheet - We will provide you with a sample sign-in document appropriate for your program. **ALL PARTICIPANTS** must complete this form. We can pre-fill this form if registrant information is provided in advance.
- 3. Registration Form – This form is not required for all programs. If your program is determined to need these forms, we will provide you with a sample that must be completed by all persons requesting CEUs. We can pre-fill this form if registrant information is provided in advance.
- 4. Evaluation Form – We will provide you with the ISBE approved evaluation form.
- 5. Evidence of Completion for Professional Development – We will provide completed forms either pre- or post-program depending on facilitation needs.
- 6. One copy of final brochure and all program materials and handouts, if not previously provided.

Time Frame: **The excel sheet must be emailed to cgermain@continuingeducationpartner.com** within five (5) business days of the completion of program. If you would like to have certificates available at your event, this spreadsheet should be emailed at least three (3) business days in advance. All other documents listed above must be received within ten (10) business days of the end of the event. *If required documents are not provided timely, Evidence of Completion for Professional Development forms may not be issued.*



Activity: Payment for CEs requested.

Time Frame: Unless approved in advance, payment must be received within ten (10) business days of the end of the event. Checks should be made payable to the Continuing Education Institute of Illinois and mailed to:

8770 West Bryn Mawr Avenue
 Suite 1300
 Chicago, IL 60631

If you wish to make payment by credit card, please call us at (773) 930-3200.



Fees and supports:

There are no fees for review except for multi-session conferences. Per person fees will be determined in advance and applied upon confirmation of attendance. If a large group is expected or a program is to be recreated over time, we will work with you to set a flat fee per offering or per year. We can assist with promotion, program dissemination, registration and facilitation. Please contact us for more information.