

## HOW TO EARN PD HOURS FOR NON APPROVED ILLINOIS PROVIDERS

July 2021

Under the current law, there are some agencies that host professional development opportunities that are approved Illinois Providers and others that are not. This explains how to earn PD hours from a Non-Approved Illinois Provider for a professional learning opportunity you plan to attend.

IMPORTANT NOTE: Any and all activities, whether from an approved or non-approved Illinois Provider, are subject to the same standards of review as activities offered in house. It is Highly Recommended you keep Supporting Documentation on any activity to justify its value should you ever be audited. *Although the district may sign off on the activity, it is not a guarantee it will ultimately be approved by the State of Illinois.*

Confirm the provider is not an approved Illinois Provider. Approved providers can be found at the following link. <https://www.isbe.net/Documents/prof-dev-provider-list.pdf>

1. Complete the *Professional Development Request Form*
  - a. If you need guidance on how to do this form and/or be reimbursed for your travel expenses, refer to the document, *Professional Development and Travel Reimbursement Procedure*
  - b. If the workshop or event is not offered by an approved provider (see link above), complete the *Request for PD Hours for Non-Approved Providers*
2. Submit one or both (if applicable) forms to Martha Weld requesting approval. When submitting the above form(s), include any supporting documentation about the merits of the PD activity (description, flyer, syllabus, course catalog)
3. Following the activity – submit the following items at the same time:
  - a. If you wish to receive PD Hours (You must have completed the form listed in number 2 above to receive hours) go online to complete the following two forms:
    - 1) Evaluation of Workshop, Conference, Seminar (ISBE Form 77-21A)  
[https://www.isbe.net/Documents/77-21A\\_evaluation.pdf](https://www.isbe.net/Documents/77-21A_evaluation.pdf)
    - 2) Evidence of Completion (Form ISBE 77-21B).  
[https://www.isbe.net/Documents/77-21B\\_evidence\\_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf)The form will ask for Region, County, District, Type Code. That number is:  
50 082 2030 17 0001  
This form will require Martha Weld's signature. The form will be signed, copied and added to your PD record. A copy will be made and given back to you. You must keep a copy of this form for your records.

Enter this information into your ELIS account.

### COMPLETING GRADUATE CREDITS BY A UNIVERSITY THAT DOES NOT HAVE A TEACHER PREPARATORY PROGRAM

**(This does not apply if you are earning graduate credits from a school that has a teacher prep program. Colleges with teacher prep programs are approved Illinois providers and the below procedure does not apply to you)**

1. Complete the Post Graduate College Education Credits Form

(OTHS Webpage – District Info – Employee Services – Employee Request Forms)

Submit to Superintendent for Signature. Once this is signed and returned to you, make two copies. Keep one for your records.

Attach the second to the *Request for PD Hours for Non-Approved Providers* referenced in the next step.

2. Complete the *Request for PD Hours for Non-Approved Providers*

(OTHS Webpage – District Info – Employee Services – Employee Request Forms – Professional Development)

Submit the two forms (*Post Graduate College Education Credits* and *Request for PD Hours for Non-Approved Providers*) to Martha Weld. When submitting the above two forms, include any supporting documentation about the merits of the PD activity (description, flyer, syllabus, course catalog)

1. Once the class is completed, complete the following two forms online and submit them to Martha Weld:

- a. Evaluation of Workshop, Conference, Seminar (ISBE Form 77-21A)

[https://www.isbe.net/Documents/77-21A\\_evaluation.pdf](https://www.isbe.net/Documents/77-21A_evaluation.pdf)

- b. Evidence of Completion (Form ISBE 77-21B).

[https://www.isbe.net/Documents/77-21B\\_evidence\\_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf)

This form will require Martha Weld's signature. The form will be signed, copied and added to your PD record. A copy will be made and given back to you. You must keep a copy of this form for your records.

2. Enter this information into your ELIS account