

HOW TO EARN PD HOURS FOR NON APPROVED ILLINOIS PROVIDERS

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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 Travel and Reimbursement Procedure*
 - b) If the workshop or event is not offered by an approved provider (see link above), complete the *PD Request for Approval for Non-Approved Providers*
2. Submit one or both (if applicable) forms to Beth/Sara 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 approved *PD Request for Approval for Non-Approved Providers* to Beth/Sara and request to have Forms 77-21 A (Evaluation Form) and 77-21 B (Evidence of Completion Form) created for you.
4. 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 – Staff –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 *PD Request for Approval for Non-Approved Providers* referenced in the next step.
2. Complete the *PD Request for Approval for Non-Approved Providers*
([OTHS Webpage – Staff – Employee Request Forms – Professional Development Forms](#))

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

- a) Once the class is completed, submit the approved *PD Request for Approval for Non-Approved Providers* to Beth/Sara and request to have Forms 77-21 A (Evaluation Form) and 77-21 B (Evidence of Completion Form) created for you.
- b) Enter this information into your ELIS account