

HOW TO GET PD HOURS FOR COURSEWORK, CONFERENCES, WORKSHOPS

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Under the new law, there are a number of ways to receive professional development, but there is an increased amount of paperwork required. This document explains the ways to earn professional development at OTHS.

ATTENDING A CONFERENCE, WORKSHOP, ACTIVITY OFFERED ON SITE

OTHS is an approved provider. As a result, complete/do the following:

- A. Keep all supporting documentation (agendas, powerpoints, etc)
- B. Keep the evidence of completion form (ISBE 77-21B) provided to you at the workshop
- C. Submit your evaluation form (ISBE 77-21A) to Martha Weld. This form will be provided to you at the workshop.

ATTENDING A CONFERENCE, WORKSHOP, ACTIVITY THAT IS OFFERED OFF-SITE OR ONLINE

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

The link to see if your workshop/activity/conference is offered by an approved provider is:

<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>

1. Complete the *Professional Development Request Form* ([OTHS Webpage – District Info – Employee Services – Employee Request Forms – Professional Development](#))
If you need guidance on how to do this form and/or be reimbursed for your travel expenses. refer to the document, *Explanation on How to Request to Attend Offsite PD and Receive Reimbursement*.
If the workshop or event is not offered by an approved provider (see link above), complete the *PD Request for Approval of Activity – Rationale and Alignment to Standards* ([OTHS Webpage – District Info – Employee Services – Employee Request Forms – Professional Development](#))
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 three items at the same time:
 - a. Please provide additional supporting documentation. Make sure it is accurately labeled/identified so we know the activity
 - b. If you were not provided PD Hour forms and the workshop and wish to have PD Hours granted (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
- 2) You will fill the form out at this time, make a copy for your records, and turn it in to Martha Weld. We will add this to your PD File.
- 3) Evidence of Completion (Form ISBE 77-21B).

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 017

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 *PD Request for Approval of Activity – Rationale and Alignment to Standards* referenced in the next step.
2. Complete the *PD Request for Approval of Activity – Rationale and Alignment to Standards*
([OTHS Webpage – District Info – Employee Services – Employee Request Forms – Professional Development](#))
Submit the two forms (*Post Graduate College Education Credits* and *PD Request for Approval of Activity – Rationale and Alignment to Standards*) 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
You will fill the form out at this time, make a copy for your records, and turn it in to Martha Weld. We will add this to your PD File.
 - b. Evidence of Completion (Form ISBE 77-21B).
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