

This section may be disseminated to providers wishing to create and/or deliver Illinois Administrator Academy Courses.

VII. Providers of Administrators' Academy Courses

Providers

“Providers” are any of the following entities: Regional Offices of Education (ROEs), Intermediate Service Centers (ISCs), professional associations, private firms, state and regional agencies, and other independent providers of professional development activities that wish to develop and/or offer Administrators' Academy courses that satisfy the certificate renewal requirement for Illinois local school administrators.

The term “recordkeeping authorities” refers only to those entities that have access to the Illinois Administrators' Academy Management System (IAAMS) and have been granted authority to manage and enter specific data. These entities are limited to Regional Offices of Education (ROEs) and Intermediate Service Centers (ISCs).

The Illinois Principals Association (IPA), Illinois Association of School Administrators (IASA) and the Illinois Association of School Business Officials (IASBO) are included in the term “the five enumerated recorders” because they have been granted limited access to IAAMS by the State Superintendent of Education.

Collaboration with all providers is a natural extension of the Administrators' Academy and begins before the professional development event, when initial contact is made between the submitting entity and the cooperating Academy Coordinator. The coordinator must be part of the planning process. ROEs and ISCs will work with all providers who wish to submit proposals for course approval or offer courses already approved. Unnecessary barriers to discourage providers in any region of the state are not appropriate. If any ROE or ISC has data, such as evaluation forms or documentation, that indicate 1) a provider consistently does a poor job of presenting Academy courses, 2) is not of good moral character, 3) is presenting an Academy course that is not aligned to the listed content and standards in the course description, or 4) is not providing Academy data to the record keeping authorities in a timely manner, that ROE or ISC should report this information to the Educator Preparation and Recertification Division at ISBE.

Administrators' Academy courses must be approved by the Illinois State Board of Education (ISBE) before the delivery of the course. Proposed Administrators' Academy courses will be submitted by an ROE, ISC, Illinois Principals Association (IPA), Illinois Association of School Administrators (IASA) or the Illinois Association of School Business Officials (IASBO) to the State Board of Education for review and approval.

ISBE approval for a proposed course will be given to the recorder that submitted the course, who will in turn notify the provider, if other than one of the five enumerated recorders. Subsequent presentations of an approved course, in geographical areas other than where the course was initially approved, must be coordinated through the ROEs or ISCs in the region where the course is to be delivered. This must be done prior to the scheduling of the course. All Academy courses must be offered as originally approved. That is, an approved course offered in service areas other than the area where the course was initially approved must use the same curriculum materials as originally approved. It is not appropriate for a provider to use an approved course title and number from another service area to offer a different set of curriculum materials which may have different objectives. In such instances, the new or different curriculum materials should be submitted for approval as part of a new course proposal.

Providers who wish to offer approved Administrators' Academy courses must notify the ROE/ISC in the service areas where they wish to offer the courses 45 days prior to the scheduling of the program. This allows the recorder to enter the data into IAAMS 30 days prior to delivery of the course. Permission to offer the Academy course on the proposed date will not be granted if the required timelines are not met. The presentation of approved courses must be coordinated through the ROE/ISC in the service area where the course is to be offered.

How a Provider Gets Approval for a New Proposal

1. If you are a provider who wants to offer a workshop or training for Administrators' Academy credit, check with an AA coordinator at any ROE or ISC first to see if a course already exists with the same topic or set of outcomes that is being proposed. If no approved program currently exists, you will be asked to complete a paper or electronic copy of the proposed course (using the ISBE template) and submit it to the AA coordinator for entry into the Illinois Administrators' Academy Management System (IAAMS). You may also be asked to provide clarification or additional information during this process.

Please be patient and work with the coordinator to accomplish this. The state requires that every proposal meet specific criteria that are required of all courses.

2. If you need to have a new course approved for Administrators' Academy credit, you should contact the Administrators' Academy Coordinator at any Regional Office of Education (ROE) or Intermediate Service Center (ISC) in Illinois. The coordinator must submit the proposal to ISBE at least 60 days prior to the delivery date, so you, as a provider, must submit a completed course proposal template to the ROE/ISC coordinator at least 90 days prior to the initial delivery date. An hourly rate, not to exceed \$75 an hour, may be assessed for technical assistance to review, revise, and submit an approvable proposal to ISBE. The Directory of Regional Offices of Education and Intermediate Service Centers can be found on the web at <http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf>
3. No one should advertise that a professional development activity qualifies for Administrators' Academy credit prior to its final approval by ISBE. Participants will not receive Academy credit if the proposal is not approved.
4. New priorities, new or amended legislation, changing environments and circumstances create situations that need to be brought to the attention of school administrators. Administrators' Academy courses should address timely needs as well as focus on educational leadership.
5. The Administrators' Academy coordinator at any ROE or ISC will submit the proposal to the Illinois State Board of Education Educator & School Development Division. Courses will be submitted using an ISBE standard electronic format located in the Illinois Administrators' Academy Management System (IAAMS). The standard template identifies specific components and/or criteria that must be addressed. Courses will not be approved unless the proposal addresses all required components and criteria.

Keep the following points in mind when considering the creation and delivery of a new Administrators' Academy course:

- Research on effective staff development suggests that professional development activities are more meaningful when they are focused on a single set of outcomes.
- To further enhance meaningful professional development, courses should include activities that provide for discussion, critique,

reflection, and engage participants in higher-order thinking skills. Each course must have an application and/or dissemination component.

- Each course must include a minimum of six hours of professional development time, at least three hours of which must be in direct instruction. Courses may be divided into multiple sessions that do not have to be presented on the same day or consecutive days. Each session, however, must be at least two hours in duration; therefore, it is possible to schedule two three-hour sessions over two days or three two-hour sessions over three days. For example, a presenter could present a three-hour instructional session and assign a project to be completed by participants before the next three-hour session scheduled two weeks later.
- The application/dissemination component may be part of the direct contact or may be assigned as “homework” to be completed before credit is given. The course must be completed in its entirety, including the application/ dissemination component to award Administrators’ Academy credit that counts toward the annual requirement.
- Participants in Academy courses who choose not to complete the application/dissemination component may use the course hours (minus the credit accrued for the component) toward the required Continuing Professional Development (CPD) hour credit (100 hours in 5 years) for renewal of the certificate.

How a Provider Delivers an Administrators’ Academy Course

1. If you wish to offer an approved Administrators’ Academy course, at least 45 days prior to the delivery of the course you must notify the ROE or ISC in the geographical service area(s) where you will offer the course. Delivery of approved courses must be coordinated through the ROEs or ISCs in the service area where the course is to be offered in order to establish intent to deliver the course on the state database (IAAMS). **As of November 1, 2008, enumerated recorders must record intent to deliver an Administrators’ Academy workshop session at least 30 days in advance of the begin date of the session. IAAMS programming will prevent a recorder from entering a workshop session that is not entered at least 30 days prior to the begin date.**
2. Subsequent presentations of an approved course must be coordinated through the ROE or ISC in the region where the course is to be delivered prior to the scheduling of the course. All courses must be

offered as originally approved; that is, a course must use the same curriculum materials as approved initially. It is not appropriate for you to use an approved course title and number to offer a different set of curriculum materials which may have different outcomes. In such instances, the new or different curriculum materials should be submitted for approval as part of a new course proposal.

3. Providers are responsible for ensuring that participants evaluate each Administrators' Academy course at its conclusion.

3.1 In special cases when a course requires that participants apply new learning in a site-based situation or submit a report at a later date, the evaluation by participants may be delayed until the completion of all exercises associated with that course.

3.2 Providers must submit to the recordkeeping authority the following materials within 45 days after the closing date(s) so that the enumerated recorders can meet their 60-day deadline:

- 1) a document indicating the course title and number, presenter name(s), participant names, participant IEIN or social security numbers, and type of credit for each participant (Administrators' Academy or Continuing Professional Development),
- 2) individual evaluations for at least 80% of participants or a document summarizing the evaluations,
- 3) sign-in sheets for each workshop session,
- 4) copies of notifications (emails, letters, etc) sent to participants who did not receive full Administrators' Academy credit because they did not submit the application/dissemination component, and
- 5) A \$15 fee per participant.

3.3 You, as a provider, must administer the ISBE-approved evaluation form and provide the evaluation forms or a document summarizing the evaluations for at least 80% of the participants, to the recordkeeping authority to record electronically in IAAMS.

3.4 You, as a provider, may administer additional evaluation tools or add items to the ISBE evaluation form for any Academy courses.

- 3.5 Administrators' Academy course evaluations completed by participants should be reviewed by the offering provider to determine the effectiveness of the course, including the content of the training, the presenter(s), and the strategies for attaining the desired outcomes.
- 3.6 You may use other means of evaluating courses, such as independent monitoring or staff observation. Information obtained from such sources should be used to make decisions about current and future offerings.
4. You, as a provider, are responsible for ensuring each participant who is receiving Administrators' Academy course credit completes the entire course, including the Application /Dissemination component. You must provide to the ROE or ISC (where applicable) in a timely manner the names of participants who met all requirements so that the proper data and credit can be entered into IAAMS.
5. As the provider, it is your responsibility to check the Application/Dissemination assignment for completion and accuracy either during the direct-contact period or prior to the closing date of the course. Administrators' Academy course credit will not be given if the Application/Dissemination component is not completed. The provider must create and submit to the ROE or ISC in the region where the Academy was held a list of the participants who are receiving full IAA credit for the course.
6. You, as a provider, are responsible for ensuring that each participant who is receiving only Continuing Professional Development (CPD) hour credit completes the entire course except for the Application/Dissemination component. Any individual who does not complete the Application /Dissemination component will receive credit (in CPD hours) counting toward the required 100 CPD hours in a five-year cycle. The provider must enter the data or notify the ROE or ISC in the region where the Academy was held with the names of participants to allow the proper data entry and credit into IAAMS. For each participant who desires Administrators' Academy credit, but did not complete and submit the Application/Dissemination Component, the provider or record-keeping authority must send a written communication explaining that the participant has ten days from the date of notification to submit the component or dispute this action.
7. Registration fees for participants are set by each provider. When recognized experts present Academy courses, fees are frequently higher to reflect the increased costs. Providers are encouraged to collaborate and utilize their regional networks in order to offer

programs by such experts as economically as possible. Since the State no longer provides funding for the Administrators' Academy, it may be necessary to include in the registration fee: the cost of designing and delivering future courses and recuperating funds invested in the current course. Frequently, registration also includes lunch so that participants maintain their focus on the course topic and do not have the added distractions of driving to a restaurant, coping with traffic, parking, etc.

8. You, as a provider, must pay each ROE and ISC a recording fee not to exceed \$15 per participant for each workshop session recorded. Providers may recover that fee by passing it on to the participant in the registration fee. The fee also applies to participants who do not complete the Application/Dissemination component and are claiming professional development hours.

Responsibilities of ROE/ISC Administrators' Academy Coordinators

- Regional Offices of Education (ROEs) and Intermediate Service Centers (ISCs) will work with any providers who wish to submit proposals for course approval or offer courses already approved.
- ROEs and ISCs will cooperate with providers who wish to submit proposals for new courses or offer approved Administrators' Academy courses in their geographical regions. However, they have a responsibility to review proposals, ensuring the correct format and content to meet state criteria, and may return the proposal to the submitter to make revisions. If the proposal does not meet the general state criteria, such as a proposal to have a conference approved for IAA credit, it will be returned to the submitter without forwarding it to the state for approval.
- If the ROE or ISC has evidence, such as evaluation forms or written documentation, that indicates the provider is not performing professionally, the ROE or ISC should report this information to the Educator & School Development Division at ISBE. Reasons for unprofessional performance may include, but are not limited to, the provider 1) consistently does a poor job of presenting Academy courses, 2) is not of good moral character, 3) does not follow specified procedures for course approval or IAAMS data entry, or 4) is presenting an Academy course that is not aligned to the listed content and standards in the course description,
- The approval for a proposed course will be given to the IAA Coordinator that is submitting the course on behalf of another professional development provider.

Monitoring Administrators' Academy Attendance

- The appropriate Administrators' Academy Coordinator is responsible for the accuracy of the attendance data when IAA courses are offered. Such data should include the course number and title, name(s) of presenter(s), beginning and end dates of the session, administrator's full name, official title, district name and number, the Illinois Educator Identification Number (IEIN), and evaluation data.
- An Academy Coordinator or designee is responsible for the sign-in requirements of the training. Any ROE or ISC has the option of having one of its staff members present at any given Academy course, or requiring the provider to record and maintain attendance data for forwarding to the ROE or ISC. If the provider is going to be responsible for recording attendance, this arrangement should be made prior to the offering of the course or workshop. Sign-in sheets should include an indication of the type of credit the participant desires (full Academy credit or CPD hour credit only).
- If the training is held on more than one day, the participants must sign in for each session.
- A record of attendance must be kept at the provider's office that serves the region where participating administrators are employed in the event that legal documentation is required in the future. For each participant who chooses not to complete and submit the Application/Dissemination Component and receive IAA credit, the provider must also send a written communication explaining that the participant has ten days from the date of notification to submit the Application/Dissemination Component or dispute this action. A copy of each communication should be kept on file in the event of a dispute. To avoid any potential problems, providers may wish to send the communication with "return receipt requested." A sample of that message follows.

July 29, 2008

Dear (Participant's Name),

Our records indicate that we have not received from you the required Application/Dissemination component for the Administrators' Academy course #857 "Supporting a Learning Community in Your School" that was offered on May 14, 2008. In order for you to receive full Administrators' Academy credit for this course, we must receive the Application/Dissemination component from you within ten days of the date of this notification.

If you have submitted this assignment to us or believe you have fulfilled the requirement, please contact us immediately. After the ten days, if you completed the entire course except for the Application/Dissemination component, you will be issued CPD credit for the professional development hours, but will not be issued Academy credit to satisfy the annual requirement.

This is your last opportunity to complete the requirements and receive full Administrators' Academy credit.

Thank you.

(Name of Provider)

- Records should be kept on file for a period of time as specified in the Illinois Administrators' Academy Records Requirements (Appendix H). IAA Coordinators are responsible for entering complete information regarding an individual's record of attendance into IAAMS.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL OFFICE OF EDUCATION OR INTERMEDIATE SERVICE CENTER.

End of Provider Section