

Statement of Assurances for Approved Providers

Applicant hereby assures that:

The following statements apply to providers of workshops/conferences and on-line providers unless otherwise indicated.

- Each announcement regarding an event or activity will indicate that Continuing Professional Development Units (CPDUs) will be available.
- Attendance will be verified and attendance records for each event or activity the provider conducts or sponsors will be maintained for a period of not less than five years.
- Standard *Evaluation and Evidence of Completion* forms (ISBE 77-21) will be provided to participants who complete the activity. The provider will indicate the title, time, date, location, the nature of the event and the number of CPDUs (contact hours excluding lunch, walking through exhibits, etc.)
- Participants must complete evaluations of the event using the standard form (ISBE 77-21). The provider will maintain these evaluations for not less than three years, and the State Board of Education may request copies when reviewing/monitoring programs.
- The State Board of Education may evaluate any approved provider at any time. Upon request by the State Board, the provider must supply information regarding its schedule of training events. If an evaluation indicates that applicable standards have not been met, the State Board of Education and the State Teacher Certification Board may jointly withdraw approval of one or more types of activities or of the provider at any time during the three-year period of approval.
- ISBE-designated monitors will be permitted to attend any program, activity or event and shall not be subject to registration fees.

ONLINE PROVIDERS

Approval of Online Providers is optional. Online activities do not require an approved provider, and educators who complete online activities should maintain as evidence of completion:

- a syllabus, program, or summary prepared by the provider or a summary written by the certificate-holder,
- any documents or other products developed during the activity and any verification of completion supplied by the provider, and
- a statement issued by the provider indicating the average or expected amount of time required for completion of the activity

Online providers who choose to seek approval must agree to the following:

- **On-line providers:** Providers will identify in advance the number of CPDUs available, based upon the appropriate number of hours for completion and assignments/projects and include a clear, complete, accurate, and timely description of the program content, expectations for participants, required instructor/learner interaction, prerequisite or required

technological competence and skills, technical equipment requirements, if any, and time limits for completing the course.

- **On-line providers:** The privacy of participant information (e.g., user name and password) will be strictly maintained.
- **On-line providers:** Providers will monitor and/or authenticate learner participation (attendance) and maintain documentation that indicates each participant's level of participation and affirms that this individual is the one taking the online course. The documentation will be on file with the provider prior to course registration/initial login.
- **On-line providers:** A facilitator or mentor is available to guide the participants through the course. Facilitators are education professionals who have been extensively trained to ensure quality throughout the courses.
- **On-line providers:** Accurate documentation of the activity, including copies of all course assignments and online discussions (Discussion Boards), will be managed and maintained for three years. When participants complete an activity, they will receive appropriate documentation (including evidence of completion).
- **On-line providers:** Interaction will be described in the course information and may include reading, analyzing, synthesizing, viewing, discussing, conducting experiments, research activities and/or peer review to engage the user and support new knowledge and skills.
- **On-line providers:** Learners in online courses have some control over their learning. Choices are available with the navigation, content and modes of communication within a course. Participants may move in a linear or non-linear fashion through a course's structure, allowing each learner to look ahead or go back in an order that best suits that individual. Participants are also able to communicate with other participants and the facilitator via various methods, such as e-mail, discussion threads, virtual chat, and telephone.
- **On-line providers:** Multiple methods of assessment such as portfolios, projects, written reports, web pages, journals, presentations, quizzes, on-line communications with mentor, simulations, and activities to demonstrate understanding are used throughout online courses. These assessment types must be aligned to valid rubrics and checklists used to ensure that credit is earned.