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AUTHORITY: Implementing Article 21 and Section 14C-8 and authorized by Section 2-3.6 of the School Code [105 ILCS 5/Art. 21, 14C-8, and 2-3.6].


NOTE: Capitalization denotes statutory language.

SUBPART B: CERTIFICATES

Section 25.15 Standards for Certain Certificates

a) The standards that shall apply beginning July October 1, 2003, to each candidate seeking an initial early childhood, elementary, secondary, or special teaching certificate shall be as set forth in Standards for All Illinois Teachers (23 Ill. Adm. Code 24).

b) The standards that shall apply beginning July October 1, 2003, to each candidate seeking an administrative certificate shall be as set forth in Standards for Administrative Certification (23 Ill. Adm. Code 29).

(Source: Amended at __ Ill. Reg. _____, effective ____________)
Section 25.444 Illinois Teaching Excellence Program

The annual payments and incentives established under Section 21-27 of the School Code [105 ILCS 5/21-27] shall be subject to the requirements of this Section and shall be contingent upon the appropriation of sufficient funds. For purposes of this Section, “outside the regular school term” means during hours when school is not in session or on days when school is not in session.

a) An individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual payment as called for in Section 21-27(1) of the School Code for each year during which:

1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students; and

2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education.

b) In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual incentive payment under Section 21-27(2) of the School Code for each year during which:

1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;

2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education; and

3) HE OR SHE AGREES IN WRITING, using a form prescribed by the State Board of Education, TO PROVIDE, OUTSIDE THE REGULAR SCHOOL TERM, AT LEAST 60 HOURS OF MENTORING TO CLASSROOM TEACHERS THAT CONSISTS OF:
A) HIGH-QUALITY PROFESSIONAL DEVELOPMENT FOR NEW AND EXPERIENCED TEACHERS; AND/OR

B) ASSISTANCE TO CANDIDATES FOR CERTIFICATION BY THE NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS IN COMPLETING THAT CERTIFICATION PROCESS.

c) Requirements for Professional Development and Assistance to NBPTS Candidates

1) As verification of his or her eligibility for the applicable incentive payment, the holder of the master certificate who provides professional development to new or experienced teachers under subsection (b) of this Section shall submit a written log of the assistance provided to each recipient on a form supplied by the State Board of Education demonstrating that he or she addressed one or more of the areas of teaching practice enumerated in this subsection (c)(1), consistent with the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) and as relevant to the classroom-based needs of the recipient teacher(s):

   A) knowledge of content and pedagogy;
   B) assessment of students’ learning and provision of timely and effective feedback to them;
   C) classroom management strategies;
   D) development of instructional goals;
   E) design and delivery of instruction;
   F) reflection on and analysis of recipient teachers’ practice and their success in assisting students to reach instructional goals.

2) As verification of his or her eligibility for the applicable incentive payment, the holder of the master certificate who assists others in preparing for certification by the National Board for Professional
Teaching Standards under subsection (b) of this Section shall submit a written log of the assistance provided to each recipient on a form supplied by the State Board of Education. This record shall identify the activities performed from among those listed as allowable by the State Board based upon their relationship to specific requirements candidates must meet for NBPTS certification.

d) In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual incentive payment under Section 21-27(3) of the School Code for each year during which:

1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;

2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education; and

3) HE OR SHE AGREES IN WRITING, using a form prescribed by the State Board of Education, TO PROVIDE, OUTSIDE THE REGULAR SCHOOL TERM, AT LEAST 60 HOURS OF MENTORING TO CLASSROOM TEACHERS IN SCHOOLS ON THE ACADEMIC EARLY WARNING LIST OR IN SCHOOLS IN WHICH 50% OR MORE OF THE STUDENTS RECEIVE FREE OR REDUCED-PRICE LUNCHES, OR BOTH.

e) Requirements for Mentoring

1) Mentoring provided in accordance with subsection (d) of this Section shall be conducted either:

A) as part of and in conformance with a mentoring program formally established by a school district; or

B) under the terms of a written agreement among the mentor teacher, the building administrator, mentor coordinator, or other responsible official of the school district employing one or more
recipient teachers, and those recipients, that describes the goals of the mentoring, the duration of the mentor teacher’s involvement, and the amount of time expected to be devoted to each recipient teacher.

2) Mentoring may be provided to recipients either individually or in groups, provided that:

A) the mentor must address one or more of the areas of teaching practice enumerated in subsection (c)(1) of this Section as relevant to the classroom-based needs of each recipient teacher; and

B) the mentor must meet with each recipient teacher at least once in the recipient teacher’s school, unless the recipient receives services as a member of a group, in which case the mentor must meet with each recipient at least twice, provided that these meetings may take place in any schools that meet the requirements of subsection (d)(4) of this Section where members of the group perform their teaching.

3) An individual who provides mentoring under subsection (d) of this Section shall notify his or her employing district (if different from that of the recipient teacher or teachers) to this effect and, as verification of his or her eligibility for the applicable incentive payment, shall submit to the State Board of Education a written log that:

A) meets the requirements of subsection (c)(1) of this Section; and

B) discusses how the mentoring was related to the academic needs of the recipient teachers’ students.

(Source: Added at ___ Ill. Reg. _____, effective _____________

SUBPART I: ILLINOIS CERTIFICATION TESTING SYSTEM

Section 25.728 Use of Test Results by Institutions of Higher Education

a) Beginning with the 2002-2003 academic year, each An institution may shall use the Illinois Certification Testing System's test of basic skills to satisfy the requirement of Section 21-2b of the School Code [105 ILCS 5/21-2b]-- Teacher
Education Program Entrance. If an institution chooses to use the basic skills test for that purpose, it shall abide by all the rules governing the Illinois Certification Testing System set forth in this Subpart, including, but not limited to, passing score, registration, and fees; and shall make no requirement for the use or administration of this test beyond those set forth in this Subpart.

b) Until the beginning of the 2004-2005 academic year, an institution may use an Illinois Certification Testing System subject matter test as a requirement for completion of a teacher education program approved pursuant to Subpart C of this Part or for candidates’ progression among the components of a program.

1) If an institution chooses to use a subject matter test for any such purpose, it shall abide by all the rules governing the Illinois Certification Testing System set forth in this Subpart, including, but not limited to, passing score, registration, and fees; and shall make no requirement for the use or administration of this test beyond those set forth in this Subpart.

2) Further, an institution that chooses to use a subject matter test for any such purpose shall assume the responsibility for informing its students of all requirements related to taking the test and for providing its students with registration materials and any other needed information in a timely manner. Neither the State Board of Education nor its testing contractor shall assume responsibility for any candidate’s inability to progress through or complete an approved program due to an institution’s discretionary use of a certification test.

c) Beginning with the 2004-2005 academic year, each institution shall use the tests of subject matter knowledge in the disciplines relevant to individuals’ student teaching as provided in Section 21-1a(d) of the School Code.

d) In using the basic skills and subject matter knowledge tests, institutions shall abide by all the rules governing the Illinois Certification Testing System set forth in this Subpart, including, but not limited to, passing score, registration, and fees; and shall make no requirement for the use or administration of this test beyond those set forth in this Subpart.

e) Institutions shall be responsible for informing their students of all requirements related to taking the tests and for providing students with registration materials and any other pertinent information in a timely manner. Neither the State Board
of Education nor its testing contractor shall assume responsibility for any candidate’s inability to progress through or complete an approved program because of failure to take one or more certification tests in a timely manner.

Source: Amended at ___ Ill. Reg. _____, effective _____________)

SUBPART J: RENEWAL OF STANDARD AND MASTER CERTIFICATES

Section 25.800 Professional Development Required

a) Pursuant to Section 21-2 of the School Code [105 ILCS 5/21-2], renewal of standard and master teaching certificates is contingent upon certificate-holders’ presentation of proof of continuing education or professional development. For the purposes of this Subpart J, the terms “continuing education” and “professional development” shall be considered synonymous. The terms “certificate renewal plan,” “plan for continuing professional development,” “continuing professional development plan,” and “plan” shall also be considered synonymous.

b) Except as provided in Section 25.880 of this Part and in subsection (d) of this Section, renewal of an individual’s standard or master certificate(s) shall require the certificate-holder’s:

1) preparation of an individual plan for continuing professional development that conforms to the requirements of Section 25.805 of this Part and submission of the plan for approval to the local professional development committee in accordance with Section 25.815 of this Part;

2) completion of the activities enumerated in the plan; and

3) presentation of the required form of evidence of completion for each such activity, as specified in Sections 25.865 and 25.875 of this Part.

c) A CERTIFICATE-HOLDER WITH MULTIPLE CERTIFICATES SHALL DEVELOP A CERTIFICATE RENEWAL PLAN THAT ADDRESSES ONLY THAT CERTIFICATE OR CERTIFICATES THAT ARE REQUIRED FOR HIS OR HER CERTIFICATED TEACHING POSITION, IF THE CERTIFICATE-HOLDER IS EMPLOYED AND PERFORMING SERVICES IN AN ILLINOIS PUBLIC OR STATE-OPERATED ELEMENTARY SCHOOL, SECONDARY SCHOOL, OR COOPERATIVE OR JOINT AGREEMENT WITH A GOVERNING BODY OR BOARD OF CONTROL, OR THAT CERTIFICATE
OR THOSE CERTIFICATES MOST CLOSELY RELATED TO HIS OR HER TEACHING POSITION, IF THE CERTIFICATE-HOLDER IS EMPLOYED IN A CHARTER SCHOOL [105 ILCS 5/21-14(e)(2)].


1) Upon application for certificate renewal, a speech-language pathologist licensed as provided in this subsection (d) shall provide to the regional superintendent of schools a copy of his or her currently valid license and a written assurance that the professional development requirements for that license were met.

2) Upon application for certificate renewal, a speech-language pathologist licensed as provided in this subsection (d) who held a valid and active standard certificate issued before July 1, 2002, shall also be required to demonstrate to the regional superintendent that he or she has completed the prorated portion of continuing professional development that was required for the period of the certificate’s validity prior to that date.

3) Speech-language pathologists licensed as provided in this subsection (d) whose standard certificates are issued or renewed on or after July 1, 2002, shall not be required to submit plans for continuing professional development.

(Source: Amended at __ Ill. Reg. _____, effective ______________)

Section 25.805 Requirements of the Plan

a) THE CONTINUING PROFESSIONAL DEVELOPMENT PLAN OF EACH AFFECTED CERTIFICATE-HOLDER SHALL INCLUDE AT LEAST THREE INDIVIDUAL IMPROVEMENT GOALS REFLECTING THE PURPOSES ENUMERATED IN SUBSECTION (b) OF THIS SECTION (Section 21-14(e)(2) of the School Code [105 ILCS 5/21-14(e)(2)]). Each goal shall include a brief
statement of the knowledge and skill(s) to be enhanced, which shall reflect
relevant professional teaching or content area standards set forth in this Part the
applicable rules of the State Board of Education (see 23 Ill. Adm. Code 24
(Standards for All Illinois Teachers); 23 Ill. Adm. Code 26 (Standards for
Certification in Early Childhood Education and in Elementary Education); 23 Ill.
Adm. Code 27 (Standards for Certification in Specific Teaching Fields)) or the
policies of the State Board of Education related to certification in special
education under the federal court order of August 15, 2001, in the matter of Corey
H., et al., v. Board of Education of the City of Chicago, et al.

b) Each continuing professional development plan shall include activities that:

1) ADVANCE THE CERTIFICATE-HOLDER’S KNOWLEDGE AND
SKILLS IN HIS OR HER AREA(S) OF CERTIFICATION,
ENDORSEMENT, OR TEACHING ASSIGNMENT IN
RELATIONSHIP TO THE RELEVANT STANDARDS set forth in this
Part;

2) DEVELOP THE CERTIFICATE-HOLDER’S KNOWLEDGE AND
SKILLS IN ONE OR MORE AREAS IDENTIFIED BY THE STATE
BOARD OF EDUCATION as “State priorities” (see Section 25.810 of
this Part); and

3) ADDRESS THE KNOWLEDGE, SKILLS, AND GOALS THAT ARE
RELEVANT TO THE CERTIFICATE-HOLDER’S LOCAL SCHOOL
IMPROVEMENT PLAN, IF THE INDIVIDUAL IS EMPLOYED IN A
SCHOOL THAT IS REQUIRED TO HAVE SUCH A PLAN.

c) A continuing professional development plan may also include activities that
EXPAND THE CERTIFICATE-HOLDER’S KNOWLEDGE AND SKILLS IN
AN ADDITIONAL TEACHING FIELD OR ADVANCE THE INDIVIDUAL
TOWARD ACQUISITION OF AN ADDITIONAL TEACHING CERTIFICATE,
ENDORSEMENT, OR DEGREE IN THE FIELD OF EDUCATION.

d) COMPLETION OF ALL REQUIRED ACTIVITIES IN PURSUIT OF
CERTIFICATION BY THE NATIONAL BOARD FOR PROFESSIONAL
TEACHING STANDARDS (NBPTS) MAY BE USED TO FULFILL 100% OF
THE REQUIREMENT FOR CONTINUING PROFESSIONAL
DEVELOPMENT (Section 21-14(e)(3)(C) 21-14(e)(3)(D) of the School Code
[105 ILCS 5/21-14(e)(3)(C) 5/21-14(e)(3)(D)]). The presence of an individual’s
name on the National Board’s composite list of those who have completed the certification process (as distinct from having received certification) shall be considered evidence of completion.

e) COMPLETION OF AN ADVANCED DEGREE FROM AN APPROVED INSTITUTION IN AN EDUCATION-RELATED FIELD MAY BE USED TO FULFILL 100% OF THE REQUIREMENT FOR CONTINUING PROFESSIONAL DEVELOPMENT (Section 21-14(e)(3)(A) of the School Code [105 ILCS 5/21-14(e)(3)(A)]. EIGHT SEMESTER HOURS OF COLLEGE COURSEWORK IN AN UNDERGRADUATE OR GRADUATE-LEVEL PROGRAM RELATED TO EDUCATION MAY BE USED TO FULFILL 100% OF THE REQUIREMENT FOR CONTINUING PROFESSIONAL DEVELOPMENT, PROVIDED THAT AT LEAST 2 SEMESTER HOURS ARE CHOSEN TO ADDRESS THE PURPOSE DESCRIBED IN SUBSECTION (b)(1) OF THIS SECTION (Section 21-14(e)(3)(A) 21-14(e)(3)(B) of the School Code [105 ILCS 5/21-14(e)(3)(A) 5/21-14(e)(3)(B)]).

f) Twenty-four continuing education units (“CEUs”; see Sections 25.865 and 25.870 of this Part) may be used to fulfill 100% of the requirement for continuing professional development, provided that:

1) at least half of such units are earned in activities relevant to the purposes described in subsections (b)(1) and (2) of this Section;

2) an identified portion of at least one activity addresses the purpose specified in subsection (b)(3) of this Section, unless the certificate-holder is not employed in or assigned to a school that is required to have a school improvement plan; and

3) any remaining units address the purpose specified in subsection (c) of this Section.

g) Completion of 120 continuing professional development units (“CPDUs”; see Section 25.875 of this Part) may be used to fulfill 100% of the requirement, provided that:

1) at least half of such units are earned in activities relevant to the purposes described in subsections (b)(1) and (2) of this Section;
2) an identified portion of at least one activity addresses the purpose specified in subsection (b)(3) of this Section, unless the certificate-holder is not employed in or assigned to a school that is required to have a school improvement plan; and

3) any remaining units address the purpose specified in subsection (c) of this Section.

h) A certificate-holder may choose any combination of the types of activities described in subsections (e), (f), and (g) of this Section, provided that the total effort represents the equivalent of 120 CPDUs or 24 CEUs and the distribution of such units conforms to the requirements of subsection (g) of this Section. For purposes of calculating approvable combinations from different categories:

1) one semester hour of college credit shall be considered the equivalent of 15 CPDUs or three CEUs; and

2) one CEU shall be considered the equivalent of 5 CPDUs.

i) The provisions of subsections (e) through (h) of this Section, other than the option for completion of an advanced degree, shall be subject to the proportionate reductions specified in Section 21-14 of the School Code with respect to part-time teaching and periods when certificates have been maintained valid and exempt. (See Section 25.880 of this Part.)

j) Each plan shall be submitted on a form supplied by the State Board of Education and shall:

1) identify the certificate-holder;

2) list all certificates and endorsements held;

3) indicate the period of validity;

4) identify the certificate-holder’s current position or assignment;

5) identify the certificate-holder’s improvement goals;
6) list and briefly describe the certificate-holder’s planned or potential activities or types of activities, relating each to the improvement goal(s) and purpose(s) it will fulfill; and

7) provide a timeline that will ensure the completion of the plan during the certificate’s period of validity.

k) A given professional development activity may be attributed to all of the purposes enumerated in subsections (b) and (c) of this Section to which it relates. However, the units of credit awarded for a particular activity may be counted only once in calculating the total earned.

(Source: Amended at __ Ill. Reg. _____, effective ______________)

Section 25.832  Validity and Renewal of Master Certificates

a) Each application for renewal of a master teaching certificate shall be subject to the provisions of Section 25.830 of this Part.

b) An Illinois master certificate shall have a ten-year period of validity. When an individual receives an Illinois master certificate, any standard certificate(s) held by the same individual shall be renewed as of the date of issuance of the master certificate. Any such standard certificate shall automatically qualify for renewal at the end of its five-year period of validity, as long as the individual continues to hold the master certificate.

c) When an Illinois certificate-holder successfully renews his or her National Board certification, he or she shall be entitled to renew his or her Illinois master certificate and any other certificate(s) held if the applicable requirements of this Subpart J have also been met.

d) The holder of an Illinois master certificate whose certification through the NBPTS is not renewed shall nevertheless be entitled to renew the master certificate when it expires, provided that the applicable requirements of this Subpart J have been met during the master certificate’s period of validity.

e) A holder of a standard teaching certificate endorsed for speech-language pathology who has also received a Certificate of Clinical Competence from the American Speech-Language Hearing Association shall be subject to the ten-year renewal cycle set forth in Section 21-2(d) of the School Code [105 ILCS 5/21-
2(d)], provided that his or her certificate renewal plan is based upon an assignment that requires the speech-language pathology endorsement. Each such individual shall be required to renew his or her standard teaching certificate at the end of its original five-year period of validity and to pay the applicable registration fee but shall not be required to submit evidence of continuing professional development in order to qualify for renewal of the certificate at that time.

1) An individual who held both a standard teaching certificate endorsed for speech-language pathology and a Certificate of Clinical Competence on June 1, 2002, shall become subject to the ten-year renewal cycle set forth in Section 21-2(d) of the School Code, beginning with the first year of the teaching certificate’s validity. No revision to the individual’s approved certificate renewal plan shall be required to reflect the ten-year cycle. However, the individual shall supply a copy of the Certificate of Clinical Competence to the responsible LPDC under cover of a letter calling the LPDC’s attention to the applicability of the ten-year cycle.

2) An individual who holds a standard certificate and later receives a Certificate of Clinical Competence shall be subject to the ten-year renewal cycle set forth in Section 21-2(d) of the School Code, beginning with the first year of the certificate’s then-current period of validity. No revision to an individual’s approved certificate renewal plan shall be required to reflect the ten-year cycle. However, the individual shall supply a copy of the Certificate of Clinical Competence to the responsible LPDC under cover of a letter calling the LPDC’s attention to the applicability of the ten-year cycle.

3) An individual who holds a Certificate of Clinical Competence and later receives a standard teaching certificate shall prepare a plan for certificate renewal that reflects the ten-year cycle set forth in Section 21-2(d) of the School Code and shall submit a copy of the Certificate of Clinical Competence to the responsible LPDC to support the applicability of the ten-year cycle.

4) All standard certificates held by an individual to whom this subsection (e) applies shall qualify for renewal along with the standard teaching certificate endorsed for speech-language pathology.
5) At the conclusion of a ten-year renewal cycle, an individual who renews his or her standard teaching certificate shall submit a new certificate renewal plan, which shall be based upon a ten-year cycle only if the individual submits to the responsible LPDC a copy of a then-current Certificate of Clinical Competency.

(Source: Amended at ___ Ill. Reg. ____, effective _____________)

Section 25.835 Review of and Recommendation Regarding Application for Renewal

a) The LPDC shall review each application that conforms with the requirements of Section 25.830 of this Part and, within 30 days after receiving it, use a form supplied by the State Board of Education to provide 30 days’ written notification to the certificate-holder of the recommendation it will forward to the regional superintendent of schools. Such notification shall include a copy of the summary form referred to in Section 25.830(b) of this Part, signed by the chair of the LPDC and indicating whether the quantity and distribution of credit displayed thereon demonstrate that the certificate-holder has met the requirements of his or her approved plan. If the recommendation will be for nonrenewal of the affected certificate(s), such notification shall include a return receipt.

b) At any time before the recommendation is to be forwarded to the regional superintendent, the certificate-holder may submit a written request to appear before the committee or a written request that the LPDC reconsider its intention to forward an unfavorable recommendation.

c) If requested to do so, the LPDC shall:

1) permit the certificate-holder to appear before it to justify his or her contention that the certificate(s) held should be renewed; or

2) reconsider its recommendation.

d) The committee shall forward a recommendation to the regional superintendent, on a form provided by the State Board of Education, no later than 30 days after receipt of the certificate-holder’s request pursuant to subsection (b) of this Section. The committee shall provide concurrent notification to the certificate-holder that:

1) states the recommendation and the rationale for it;
2) indicates the date on which the recommendation was forwarded to the regional superintendent; and

3) includes a return receipt.

e) Upon receipt of notification by the LPDC that a recommendation has been forwarded to the regional superintendent, the certificate-holder shall pay to the regional superintendent the fee required pursuant to Section 21-16(b) of the School Code [105 ILCS 5/21-16(b)].

f) The certificate-holder may appeal to the responsible RPDRC for consideration of his or her application for renewal if the LPDC does not respond within any of the timelines set forth in subsections (a) and (d) of this Section.

g) Within 14 days after receiving notice that a recommendation for nonrenewal has been forwarded, the certificate-holder may appeal the recommendation to the RPDRC. Such an appeal shall be transmitted on a form supplied by the State Board of Education, shall include a return receipt, and may include any supporting documentation the certificate-holder deems relevant.

h) Within seven business days after receipt of such an appeal, the RPDRC shall request the LPDC’s record of review. The LPDC’s record shall be forwarded to the RPDRC within seven business days and shall include:

1) the individual’s approved plan for continuing professional development and any amendments that have been made thereto;

2) the any evidence of completion for activities submitted by the certificate-holder with respect to each continuing professional development activity for which credit is claimed that has been maintained by the LPDC, and the summary form that shows how credits were awarded; and

3) copies of any determinations made by the LPDC not to award credit as claimed by the certificate-holder and any evidence that supports such determinations.

i) Within 45 days after receiving such an appeal, the RPDRC shall make a recommendation to the regional superintendent in keeping with the requirements of Section 21-14(g)(2) of the School Code [105 ILCS 5/21-14(g)(2)]. The
RPDRC shall use a form provided by the State Board of Education for this purpose and shall include the rationale for its recommendation. To assist it in arriving at its recommendation, the RPDRC may require the submission of additional information or may request that the certificate-holder appear before it. The RPDRC shall also forward to the regional superintendent the LPDC’s record of review, as well as any supporting documentation supplied by the certificate-holder.

j) Within 14 days after receiving the last recommendation required under subsections (a) through (i) of this Section, the regional superintendent shall forward his or her recommendation to the State Teacher Certification Board along with the information required pursuant to Section 21-14(g)(1) of the School Code [105 ILCS 5/21-14(g)(1)]. Forms supplied by the State Board of Education shall be used for this purpose. A copy of the recommendation shall be sent to the certificate-holder concurrently. If the recommendation is not to renew the certificate(s) held, or if the application indicates the individual is or may be out of compliance with Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65] with regard to child support payments, the certificate-holder’s copy shall be sent by certified mail, return receipt requested; and the regional superintendent shall return the registration fee therewith.

1) The regional superintendent shall forward to the Secretary of the State Teacher Certification Board a list that identifies each certificate-holder with respect to whom the regional superintendent is concurring with an LPDC’s recommendation for certificate renewal. This list shall be prepared on a form supplied by the State Board of Education.

2) If the regional superintendent is recommending certificate renewal despite a local or regional committee’s recommendation for nonrenewal, the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:

   A) the LPDC’s record of review;
   B) the RPDRC’s recommendation and the material called for in subsection (i) of this Section, if any; and
   C) the regional superintendent’s rationale for recommending renewal.
3) If the regional superintendent is recommending nonrenewal (regardless of local and/or regional recommendations) the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:

A) the LPDC’s record of review;

B) the RPDRC’s recommendation and the material called for in subsection (i) of this Section, if any; and

C) the regional superintendent’s rationale for recommending nonrenewal.

k) Within 14 days after receipt of notice that the regional superintendent has recommended nonrenewal of his or her certificate(s), the certificate-holder may appeal that recommendation to the State Teacher Certification Board, using a form provided by the State Board of Education.

1) The appeal must state the reasons why the recommendation of the regional superintendent should be reversed and must be sent by certified mail, return receipt requested.

A) Appeals shall be addressed to:

   State Teacher Certification Board
   Secretary
   100 North First Street
   Springfield, Illinois  62777

B) No electronic or facsimile transmissions will be accepted.

C) Appeals postmarked later than 14 calendar days following receipt of the nonrenewal notice will not be processed.

2) In addition to the appeal form, the certificate-holder may submit the following material when the appeal is filed:

A) evidence that he or she has satisfactorily completed activities set forth in his or her approved certificate renewal plan;

B) any other relevant documents.
l) Grounds for a recommendation that a certificate not be renewed shall be limited to the certificate-holder’s failure to satisfactorily complete the activities set forth in an approved certificate renewal plan, i.e., to accumulate sufficient units of credit for activities distributed as required among the purposes enumerated in Section 21-14 of the School Code.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.845 Responsibilities of School Districts

As used in this Section, the term “school district” shall be understood to include charter schools, cooperatives, and joint agreements.

a) Each school district shall designate an employee who will have the responsibility for making all forms required pursuant to this Subpart J available to certificate-holders, members of local professional development committees, and others who need to use them.

b) Each school district, in conjunction with its exclusive representative, if any, shall determine the number and type(s) of LPDCs to be established.

1) The number of committees that will operate in a district shall be sufficient to comply with the requirements of Section 21-14(f) of the School Code [105 ILCS 5/21-14(f)] regarding the maximum number of plans for which each committee is to be responsible and to permit the committees to accomplish the functions assigned to them in accordance with the timelines set forth in this Subpart J. The maximum number of plans established in Section 21-14(f) of the School Code shall be observed inclusive of the number of initial certificate-holders who notify an LPDC that they have chosen accumulation of continuing professional development units as the requirement they will meet for standard certification under Section 21-2(c)(2) of the School Code [105 ILCS 5/21-2(c)(2)].

2) Distribution of responsibility among LPDCs may be according to building, grade level, type of certificate, subject matter area, or any other factor that seems appropriate.
c) Each school district shall name the administrator and at-large member who will serve on each LPDC. A district superintendent or other chief administrator may identify a designee to represent him or her on an LPDC.

d) Each school district shall publicize to certificate-holders:

1) the number and respective areas of responsibility of the district’s LPDCs;
2) the name of each committee’s chairperson; and
3) the method by which individuals may contact the LPDCs and the address to which materials shall be submitted.

e) Each school district shall convene the first meeting of one LPDC.

f) Each school district shall file with the regional superintendent, on a form supplied by the State Board of Education, a list of its LPDCs, indicating for each LPDC the area(s) of responsibility, the chairperson’s name, and the other members’ names. Revisions to these lists shall be submitted as changes occur.

g) Each school district without an exclusive representative shall make available an opportunity for those classroom teachers who are employed in the district and who are subject to the requirements of this Subpart J to select an adequate number of classroom teachers to serve on the district’s LPDCs. For purposes of this Subpart J, “classroom teachers” includes all individuals who are subject to the requirements of this Subpart J.

h) Each school district shall arrange for secure storage of the files required pursuant to this Subpart J.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.855 Approval of Illinois Providers

Illinois-based entities that offer professional development activities, such as training organizations, institutions, school districts, regional offices of education, firms, teacher unions and professional associations, and universities and colleges, may apply to the State Board of Education and the State Teacher Certification Board for approval to issue CEUs or CPDUs for conferences, workshops, institutes, seminars, symposia, or other similar training events whose goal is the improvement of teaching skills and knowledge. A certificate-holder may not receive
credit for CEUs or CPDUs with respect to activities offered by Illinois-based entities that are not so approved, unless Section 25.872 of this Part applies.

a) Except as provided in subsection (b) of this Section, each provider wishing to receive such approval shall submit an application on a form supplied by the State Board of Education. For each area of professional knowledge or skill in which the provider wishes to secure approval, the application shall include:

1) a description of the intended offerings in terms of relevant standards to be addressed;

2) the qualifications and experience the provider will require of presenters to be assigned in each area;

3) an indication as to whether the application is for approval to issue CEUs or CPDUs and, if approval is sought for both, identification of the activities that will generate each form of credit; and

4) assurances that the requirements of subsection (c) of this Section and the requirements of Section 25.870 of this Part will be met.

b) An organization that has affiliates based in Illinois may apply for approval on their behalf.

1) The applicant organization shall provide a list of its affiliates for which approval is sought and supply the information required pursuant to subsection (a) of this Section with respect to each one.

2) The applicant organization’s provision of the assurances required pursuant to subsection (a)(4) of this Section shall be understood to apply to each affiliate for which approval is sought.

3) The applicant organization shall notify the State Board of Education any time it determines that one or more affiliates should be added to or removed from the list of approved providers or that the areas of training should be changed for one or more of the affiliates. For affiliates to be added, the applicant organization shall supply the information required pursuant to subsection (a) of this Section.
4) The approval status of the applicant organization shall be contingent upon its affiliates’ compliance with the applicable requirements of this Subpart J.

c) Each provider approved to issue CEUs or CPDUs shall:

1) submit written notice to the State Board of Education no later than 30 days prior to the initial date of each of its training activities, including the title, description, target audience, instructional method, and intended learning outcomes of the activity, along with a sample of the syllabus, program, or outline for it;

2) verify attendance at its training activities, provide to participants the standard forms referred to in Section 25.865 of this Part, and require completion of the evaluation portion of these forms;

3) maintain participants’ evaluation forms for a period of not less than three years and make them available for review upon request by staff of the State Board of Education;

4) maintain attendance records for each event or activity it conducts or sponsors for a period of not less than five years; and

5) include in each announcement regarding an event or activity whether CEUs or CPDUs will be available.

d) Applicants may be asked to clarify particular aspects of their materials.

e) The State Superintendent of Education, on behalf of the State Board of Education and the State Teacher Certification Board, shall respond to each application for approval no later than 30 days after receiving it.

f) A provider shall be approved to issue CEUs for a given type of activity only if the provider’s application provides evidence that:

1) the activities will be developed and presented by persons with education and experience in the applicable subject matter area(s);
2) the activities will include an activity such as discussion, critique, or application of what has been presented, observed, learned, or demonstrated; and

3) there is an apparent correlation between the proposed content of the training activities, the relevant standards set forth in Subpart B of this Part, and one or more of the purposes the recipients are required to address in their continuing professional development plans pursuant to Section 21-14(e)(2) of the School Code.

g) A provider shall be approved to issue CPDUs for a given type of activity only if the provider’s application provides evidence that:

1) the activities and events it sponsors or conducts will be developed and presented by persons with education and experience in the applicable subject matter area(s); and

2) there is an apparent correlation between the proposed content of the training activities, the relevant standards set forth in Subpart B of this Part, and one or more of the purposes the recipients are required to address in their continuing professional development plans pursuant to Section 21-14(e)(2) of the School Code.

h) The State Board of Education shall maintain and publicize the list of all approved providers. The list shall indicate any limitations on the type(s) of activities for which an entity has received approval.

i) Approval of a provider shall be valid for three years. To request renewal of such approval, a provider shall, no later than March 1 of the year of expiration, submit an application on a form supplied by the State Board of Education and containing:

1) a description of any significant changes in the material submitted as part of its approved application; or

2) a certification that no such changes have occurred.

j) A provider’s approval shall be renewed if the application conforms to the requirements of subsection (i) of this Section, provided that the Boards have received no evidence of noncompliance with the requirements of this Subpart J.
k) The State Board of Education may evaluate any approved provider at any time to ensure compliance with the requirements of this Section. Upon request by the State Board, a provider shall supply information regarding its schedule of training events, which the State Board may, at its discretion, monitor at any time. In the event such 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 for one or more types of activities or of the provider. Staff of the State Board of Education shall periodically report to the State Teacher Certification Board on the providers reviewed and any changes in their approval status.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.860 Out-of-State Providers

The requirements for approval of providers not based in Illinois shall be as set forth in this Section unless Section 25.872 of this Part applies.

a) Entities not based in Illinois that offer professional development activities for which the target audience is groups of Illinois teachers shall be subject to the requirements of Section 25.855 of this Part. A certificate-holder may not receive credit with respect to activities offered by such an entity unless it has been approved pursuant to that Section.

b) When an entity not based in Illinois conducts an activity outside Illinois, a certificate-holder may receive CPDUs with respect to that activity, provided that:

1) the certificate-holder submits to the LPDC:
   A) the program, agenda, or other announcement of the event; and
   B) a completion form supplied by the provider to indicate the certificate-holder’s attendance at the event or, if no such form was supplied, a signed statement by the certificate-holder to that effect; and

2) the LPDC determines that the program, agenda, or other announcement of the event demonstrates that:
there is an apparent correlation between the content of the training received and one or more of the purposes the recipient has addressed in his or her continuing professional development plan; and

B) the activities were conducted or presented by persons with education and experience in the applicable subject matter area(s).

c) When an entity not based in Illinois conducts an activity outside Illinois, a certificate-holder may receive CEUs with respect to that activity, provided that:

1) the requirements of subsection (b) of this Section are met; and

2) the LPDC determines that each activity for which CEUs are claimed included an activity such as discussion, critique, or application of what was presented, observed, learned, or demonstrated.

d) When a national or regional activity (e.g., the annual conference of the National Council of Teachers of Mathematics) happens to be held in Illinois, that activity shall not be treated as one for which the target audience is groups of Illinois teachers. That is, provider approval shall not be required and credit shall be available as described in subsections (b) and (c) of this Section.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.865  Awarding of Credit for Activities with Providers

The State Teacher Certification Board and the State Board of Education shall develop the requirements for a standard form that shall be used by approved providers. These forms shall serve two purposes: evaluation of the activity by the certificate-holder and evidence of completion for the certificate-holder with respect to the activity. The State Board of Education shall make available information about the required format and contents of this form so that providers may generate them for their own use, other than providers who are subject to the requirements of Section 25.872 of this Part.

a) This form shall be provided to each participant who completes the activity, who shall present it to the LPDC as evidence of completion (see Section 25.875(k) of this Part).
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1) In the case of a conference, workshop, or other event having more than one session, each session shall be considered an “activity” for purposes of this Subpart J.

2) In the case of a conference, workshop, or other event having more than one session, the certificate-holder shall indicate by marking on the program or agenda which sessions he or she attended.

b) The provider shall complete the standard form to indicate the title, time, date, location, and nature of the event.

c) The provider shall indicate the number of CEUs issued, if applicable.

d) Local professional development committees shall credit CEUs in the amount issued by the approved provider.

e) Local professional development committees shall examine completion forms to determine the number of CPDUs to be credited, in keeping with the provisions of Section 25.875(k) of this Part. Time spent on multiple topics at the same event may be combined to generate CPDUs.

f) With respect to activities held in Illinois, LPDCs shall credit CEUs or CPDUs only when the standard form is presented.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.870  Continuing Education Units (CEUs)

Continuing education units shall be credited only for professional development activities that are conducted or sponsored by an organization, entity, or firm that has been approved to issue CEUs pursuant to Section 25.855 of this Part, unless the activity completed is subject to the requirements of Section 25.872 of this Part.

a) One CEU shall be issued for five clock-hours of a certificate-holder’s direct involvement, exposure, or participation in activities (including related assignments) that contribute to his or her professional knowledge, competence, performance, or effectiveness in education.

b) Time spent in organizational or administrative
activities related to the conduct of a professional development activity or event or related to other business of the sponsoring entity shall not be included in the calculation of time for which CEUs will be issued.

(Source: Amended at __ Ill. Reg. _____, effective _____________)

Section 25.872 Special Provisions for Interactive, Electronically Delivered Continuing Professional Development

The requirements of this Section shall apply to the approval of providers and the awarding of credit for activities that are electronically delivered, such as electronically mediated study groups, seminars, and conferences, interactive CD-ROMs, and on-line professional development curricula. The provisions of Sections 25.855, 25.860, 25.865, and 25.870 of this Part shall apply to such activities only to the extent set forth in this Section.

a) A certificate-holder may accrue professional development credit for an activity under this Section if the provider of the activity is approved for the applicable subject area pursuant to subsections (b) through (f) of this Section. Alternatively, a certificate-holder may accrue credit for an activity without an approved provider by meeting the requirements of subsection (h) of this Section.

b) Each provider wishing to receive approval under this Section shall submit an application using a format prescribed by the State Board of Education. For each area of professional knowledge or skill in which the provider wishes to secure approval, the application shall describe:

1) the intended offerings in terms of relevant standards to be addressed;

2) the qualifications and experience the provider will require of the presenters, moderators, and facilitators to be assigned in each area;

3) the means by which individuals’ participation and participants’ identities will be verified, consistent with subsection (e)(4) of this Section;

4) the assistance that the provider will furnish to participants to foster their understanding of the material covered in the activity and their ability to complete the activity’s requirements successfully;

5) the documentation that the provider will furnish to each individual who completes a continuing professional development activity; and
whether the provider intends for CEUs or CPDUs to be available to participants.

c) Each application shall provide assurances that the following requirements will be met.

1) The provider shall submit written notice to the State Board of Education no later than 30 days prior to the initial date of each of its training activities, including the title, description, target audience, instructional method, and intended learning outcomes of the activity, along with a sample of the syllabus, program, or outline for it.

2) The provider shall verify individuals’ participation in its training activities, provide documentation indicating whether those who participated in a particular activity have completed it, and require participants to complete evaluations of the activities that will gather at least such information as specified by the State Board of Education. The provider shall issue CEUs, if applicable, based upon the average or expected time required to complete a given activity and in accordance with Section 25.870 of this Part. For activities generating CPDUs, the evidence of completion provided to participants shall indicate the average or expected time required so that LPDCs may award one CPDU per hour of participation.

3) The provider shall maintain participants’ evaluations for a period of not less than three years and make them available for review upon request by staff of the State Board of Education.

4) The provider shall maintain records of participation and completion for each activity it conducts or sponsors for a period of not less than five years.

d) Applicants may be asked to clarify particular aspects of their materials.

e) A provider shall be approved under this Section only if all of the following conditions are met.

1) There is an apparent correlation between the content of the training activities, the standards applicable to their intended participants, and one
or more of the purposes the participants are required to address in their continuing professional development plans pursuant to Section 21-14(e)(2) of the School Code.

2) The activities will be developed and presented by persons with education and experience in the applicable subject area(s).

3) The provider makes available to participants a mentor or facilitator who is qualified by education and experience to serve as a presenter of the activity.

4) Participation in or completion of any portion of the activity that is not designed to be attended in person is verified by some other means. That is, each individual’s participation yields either a product (e.g., a lesson plan, a tape of teaching performance, a completed test) or a record of interaction with a representative of the provider or with other participants (e.g., a discussion board). These products and records are available for evaluation by the provider, and each participant’s receipt of the evidence of completion for the activity is contingent upon their presentation to the provider along with a brief written statement in which the certificate-holder discusses the skills and/or knowledge acquired and indicates, where applicable, how the skills or knowledge will be applied in the context of his or her teaching. Alternatively, if the certificate-holder determines that the experience has not yielded knowledge or skills that can be used in his or her teaching, he or she shall indicate that fact and briefly explain why this is the case.

5) Each participant who completes the activity receives verification from the provider to that effect.

f) The State Superintendent of Education, on behalf of the State Board of Education and the State Teacher Certification Board, shall respond to each application for approval no later than 30 days after receiving it.

g) A certificate-holder may receive continuing professional development credit for an activity conducted by a provider approved under this Section by submitting to the responsible LPDC the evidence of completion furnished by the provider, to the extent that the activity is relevant to one of the purposes applicable to the certificate-holder.
h) A certificate-holder may receive continuing professional development credit for an activity not conducted by a provider approved under this Section (to the extent that the activity is relevant to one of the purposes applicable to the certificate-holder) by meeting the requirements of this subsection (h).

1) The certificate-holder shall provide to the responsible LPDC a syllabus, program, or summary prepared by the provider or a summary written by the certificate-holder.

2) The certificate-holder shall provide to the LPDC any documents or other products developed during the activity and any verification of completion supplied by the provider.

3) The certificate-holder shall provide to the LPDC a brief written statement meeting the requirements of subsection (e)(4) of this Section.

4) The certificate-holder shall provide to the LPDC a statement issued by the provider indicating the average or expected amount of time required for completion of the activity, which the LPDC shall credit in the form of CPDUs at a rate of one per hour of direct participation or CEUs in accordance with Section 25.870(a) of this Part, as applicable.

(Source: Added at __ Ill. Reg. _____, effective _____________)

Section 25.875 Continuing Professional Development Units (CPDUs)

The number of CPDUs to be awarded for completion of specific activities shall be as set forth in this Section. In addition to the specific requirements described in the various subsections of this Section, the evidence of completion required for each of the activities listed shall include a brief written statement prepared by the certificate-holder which summarizes the activity or experience, discusses the skills and/or knowledge acquired, and indicates, where applicable, how the skills or knowledge will be applied in the context of the participant’s teaching. Alternatively, if the certificate-holder determines that the experience has not yielded knowledge or skills that can be used in his or her teaching, he or she shall indicate that fact and briefly explain why this is the case.

a) PARTICIPATION ON COLLABORATIVE PLANNING AND PROFESSIONAL IMPROVEMENT TEAMS AND COMMITTEES [105 ILCS 5/21-14(e)(3)(E)(i)]
1) Definition: Attendance at and participation in no fewer than two-thirds of the meetings of a group whose function is planning for professional development activities that will benefit groups of teachers and/or the school.

2) Credit: Five CPDUs shall be credited per semester in which the individual attends three to five meetings; eight CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: Written description of the purpose and intended product of the team or committee; a record of the team’s meetings demonstrating the member’s attendance; and the plan, activity description, or other product that results from the group’s work.

b) PEER REVIEW AND COACHING [105 ILCS 5/21-14(e)(3)(E)(ii)]

1) Definitions

A) Peer review: A process of one-on-one assistance between pairs of teachers that is formally established by agreement between a school district and its teachers or their exclusive representative, in which the participants establish specific goals for the teacher being reviewed and conduct a program of intervention to assist that teacher with particular aspects of his or her teaching that includes observation and assessment of the teacher’s performance in sessions lasting at least 20 minutes each, discussion of the observations made by the reviewing teacher, and preparation of a written summary by the reviewing teacher.

B) Peer coaching: A process of one-on-one assistance between pairs of teachers, whether by formal arrangement under the auspices of the employing district or by mutual agreement, in which the participants observe each other’s teaching and discuss the observations made.

2) Credit: For peer review, nine CPDUs shall be credited per semester in which there are three to five observations; 11 CPDUs shall be credited per semester in which there are six or more observations. For peer coaching, five CPDUs shall be credited per semester in which there are three to five
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observations; eight CPDUs shall be credited per semester in which there are six or more observations.

3) Evidence of Completion

A) For peer review: The school’s, district’s, or exclusive representative’s written program description or policy; a record of the certificate-holder’s assignment and observation schedule; and a log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.

B) For peer coaching: A log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.


1) Definitions

A) For a mentor: A formally established sequence of sessions lasting no less than one quarter of a school year and involving preparation with the recipient teacher prior to observing that teacher in the classroom; observations; and provision of feedback, suggestions, and techniques to the recipient teacher in response to each period of observation.

B) For a consulting teacher: Participation in the remediation process, involving assistance in the development of a remediation plan, provision of advice to the teacher under remediation; and

i) meetings lasting at least 20 minutes each with the remediating teacher to discuss how to improve teaching skills and successfully complete the remediation plan, to review lesson plans, to conduct demonstrations, or to provide feedback on observations conducted by an administrator; or
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ii) meetings of the same length with an administrator or other personnel to discuss the remediating teacher’s progress or classroom observation; or

iii) classroom observation of the remediating teacher, including preparation with the remediating teacher prior to the observation and provision of feedback, suggestions, and techniques to the remediating teacher in response to each period of observation.

C) For a recipient or remediating teacher: A formally established sequence of sessions lasting no less than one quarter of a school year and involving consultation with the mentor or consulting teacher in preparation for the lessons to be observed; teaching under observation of the mentor or consulting teacher; and interaction with the mentor or consulting teacher after each such teaching session to reflect upon the teaching and learning, receive feedback, discuss alternatives and suggestions, and determine how this information will be integrated into the teacher’s future work.

2) Credit

A) For a mentor or for a recipient or remediating teacher: Nine CPDUs shall be credited for a semester in which there are three to five observations; 11 CPDUs shall be credited for a semester in which there are six or more observations.

B) For a consulting teacher: Six CPDUs shall be credited for a semester in which there are three to five meetings; eight CPDUs shall be credited for a semester in which there are six or more meetings; nine CPDUs shall be credited for a semester in which there are three to five meetings and one or more observations; 11 CPDUs shall be credited for a semester in which there are six or more meetings and one or more observations.

3) Evidence of Completion

A) For a mentor or for a recipient or remediating teacher: The school’s, district’s, or institution’s written description of its mentoring program or remediation process, including the required
number and length of cycles of interaction; and a log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.

B) For a consulting teacher: The district’s written description of its remediation process; a record of assignment as a consulting teacher; and a log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.

d) PARTICIPATING IN SITE-BASED MANAGEMENT OR DECISION-MAKING TEAMS, RELEVANT COMMITTEES, BOARDS, OR TASK FORCES RELATED TO SCHOOL IMPROVEMENT PLANS [105 ILCS 5/21-14(e)(3)(E)(iv)]

1) Definition: Attendance at and participation in no fewer than two-thirds of the meetings of a group whose function is formulating recommendations or plans related to budgeting or resource allocation, textbook choice, curriculum modification, scheduling, or other aspects of school operations related to issues noted in the school improvement plan.

2) Credit: Eight CPDUs shall be credited per semester in which the individual attends three to five meetings; 11 CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: A written description of the purpose and intended product of the team or committee; a record of the team’s meetings; and a copy of the product or recommendation developed by the team or committee.

e) COORDINATING COMMUNITY RESOURCES IN SCHOOLS, IF THE PROJECT IS A SPECIFIC GOAL OF THE SCHOOL IMPROVEMENT PLAN [105 ILCS 5/21-14(e)(3)(E)(v)]

1) Definition: Working with representatives of community agencies to structure or facilitate their interaction with the school’s or district’s staff or students for the purpose of meeting one or more needs identified in the school improvement plan; must include more than the class(es) directly taught by the certificate-holder.
2) Credit: Four CPDUs shall be credited per semester of service, or two CPDUs per quarter.

3) Evidence of Completion: The excerpt from the school improvement plan highlighting the need(s) being met; a written statement prepared by the certificate-holder indicating the purpose or desired outcome of the external entities’ involvement; and a statement signed by the district administrator or designee responsible for corroborating the individual’s assignment to or performance of this function.

f) FACILITATING PARENT EDUCATION PROGRAMS FOR A SCHOOL, SCHOOL DISTRICT, OR REGIONAL OFFICE OF EDUCATION DIRECTLY RELATED TO STUDENT ACHIEVEMENT OR THE SCHOOL IMPROVEMENT PLAN [105 ILCS 5/21-14(e)(3)(E)(vi)]

1) Definitions

A) Arranging for or coordinating presentations in the context of a formally established program consisting of two or more sessions and designed to serve parents of the students in a particular school or district by informing or training them in one or more areas related either to their children’s achievement or to another need identified in a school improvement plan.

B) Delivering presentations in the context of a formally established program consisting of two or more sessions and designed to serve parents of the students in a particular school or district by informing or training them in one or more areas related either to their children’s achievement or to another need identified in a school improvement plan (to the extent that such presentations are not part of the instruction routinely delivered as a function of the certificate-holder’s assignment).

2) Credit: For facilitating a program, four CPDUs shall be credited per semester, or two per quarter. For making presentations, eight CPDUs shall be credited per semester, or four per quarter.

3) Evidence of Completion
A) For coordinating: The sponsoring entity’s written description of the parent education program and a statement signed by the administrator or designee responsible for corroborating the individual’s assignment as facilitator or coordinator or indicating that he or she performed these duties.

B) For making presentations: The written program description indicating that the certificate-holder served as a presenter in the program.

g) PARTICIPATING IN BUSINESS, SCHOOL, OR COMMUNITY PARTNERSHIPS DIRECTLY RELATED TO STUDENT ACHIEVEMENT OR SCHOOL IMPROVEMENT PLANS [105 ILCS 5/21-14(e)(3)(E)(vii)]

1) Definition: Formal or informal exchange of information and resources between a teacher and a business, educational institution, or other entity for the purpose of improving student achievement or responding to a need identified in the school improvement plan.

2) Credit: Five CPDUs shall be credited per semester in which the individual attends three to five meetings; eight CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: A written description of the partnership that states its goals, identifies the need(s) it is designed to meet, and describes the activities conducted by the certificate-holder; and a copy of the relevant portion of the school improvement plan that includes the specific need(s) identified.

h) SUPERVISING A STUDENT TEACHER OR TEACHER EDUCATION CANDIDATE IN CLINICAL SUPERVISION, PROVIDED THAT THE SUPERVISION MAY ONLY BE COUNTED ONCE DURING THE COURSE OF 5 YEARS [105 ILCS 5/21-14(e)(3)(E)(viii)]

1) Definitions

A) Service (as determined by the teacher preparation institution in conformance with Section 25.620 of this Part) as a supervising teacher for a student teacher or a teaching candidate in clinical
supervision who is enrolled in an approved teacher preparation program.

B) Provision of at least 40 hours of supervisory service connected with the pre-student-teaching practicum to one or more candidates who are enrolled in an approved teacher preparation program.

2) Credit: Thirty CPDUs shall be credited for supervising a student teacher or a teaching candidate in clinical supervision; 12 CPDUs shall be credited for supervising one or more candidates in pre-student-teaching clinical experience. Each of these types of supervision may be counted once during the course of five years.

3) Evidence of Completion: The written agreement between the school district and teacher preparation institution naming the certificate-holder as a supervising teacher for candidates of that institution; and, for supervision of candidates in pre-student-teaching clinical experience, a log showing the dates and times of service and the names of the candidates involved.

i) COMPLETING UNDERGRADUATE OR GRADUATE CREDIT EARNED FROM A REGIONALLY ACCREDITED INSTITUTION IN COURSEWORK RELEVANT TO THE CERTIFICATE AREA BEING RENEWED, INCLUDING COURSEWORK THAT INCORPORATES INDUCTION ACTIVITIES AND DEVELOPMENT OF A PORTFOLIO OF BOTH STUDENT AND TEACHER WORK THAT PROVIDES EXPERIENCE IN REFLECTIVE PRACTICES, PROVIDED THE COURSEWORK MEETS ILLINOIS PROFESSIONAL TEACHING STANDARDS OR ILLINOIS CONTENT AREA STANDARDS AND SUPPORTS THE ESSENTIAL CHARACTERISTICS OF QUALITY PROFESSIONAL DEVELOPMENT [105 ILCS 5/21-14(e)(3)(F)(i)]

1) Fifteen CPDUs shall be credited for each semester hour of successfully completed college or university coursework that is related to an individual’s certificate(s) and addresses the standards set forth in Subpart B of this Part relative to the certificate-holder’s field(s) of teaching or assignment.

2) Evidence of Completion: A grade report or official transcript issued by the institution indicating that the certificate-holder has passed the course.
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j) Teaching College or University Courses in Areas Relevant to the Certificate Area Being Renewed, Provided That the Teaching May Only Be Counted Once During the Course of 5 Years [105 ILCS 5/21-14(e)(3)(F)(ii)]

1) Definition: Teaching a college-level course in a field that is related to an individual’s certificate(s) and results in the granting of college credit to those enrolled.

2) Credit: Twenty CPDUs shall be awarded for teaching a college course. A course shall be considered “the same” if its description is the same in different course catalogues issued by the same institution or, for a course offered at more than one institution, if the syllabus for the course is substantially the same. A course shall not be considered the same as another course if a student may receive credit for successfully completing both. In cases where two courses appear similar, the certificate-holder wishing to claim CPDUs for both shall be required to demonstrate how the two differ.

3) Evidence of Completion: A course syllabus, signed contract or agreement, or other documentation prepared by the college or university that identifies the certificate-holder as the teacher of a particular course.

k) Completing Non-University Credit Directly Related to Student Achievement, School Improvement Plans, or State Priorities [105 ILCS 5/21-14(e)(3)(G)(i)]; Participating in or Presenting at Workshops, Seminars, Conferences, Institutes, and Symposia [105 ILCS 5/21-14(e)(3)(G)(ii)]

1) Definitions

A) Attendance at and participation in a conference, workshop, institute, seminar, symposium, or other similar training event that is organized by an entity approved pursuant to Section 25.855 or Section 25.860 of this Part and addresses educational concerns.

B) Making a presentation at a conference, workshop, institute, seminar, symposium, or other similar event whose goal is the improvement of teaching skills and knowledge.
2) Credit: One CPDU shall be credited for each hour of a certificate-holder’s attendance or participation. Eight CPDUs shall be credited for an individual’s first presentation of a given topic; three CPDUs shall be credited for a subsequent presentation of the same topic.

3) Evidence of Completion

A) For attendance: The standard form issued by the provider at the conclusion of the session or event pursuant to Section 25.865 of this Part, including a statement regarding how the certificate-holder will use what he or she learned in the context of his or her teaching; the program prepared by the entity sponsoring or conducting the event, indicating the topics covered and the length of time devoted to each.

B) For presentation: The program prepared by the entity sponsoring or conducting the event, identifying the certificate-holder as presenter in a topic area relevant to his or her certification or teaching assignment.

l) TRAINING AS EXTERNAL REVIEWERS FOR QUALITY ASSURANCE [105 ILCS 5/21-14(e)(3)(G)(iii)]

1) Definition: Participation in a complete training sequence regarding the quality assurance process used by the State Board of Education pursuant to the Board’s rules for Public Schools Evaluation, Recognition and Supervision (23 Ill. Adm. Code 1).

2) Credit: Ten CPDUs shall be credited for the first instance of an individual’s participation. Five CPDUs shall be awarded for completion of one additional training sequence within any one period of a certificate’s validity.

3) Evidence of Completion: A certificate issued by the State Board.

m) TRAINING AS REVIEWERS OF UNIVERSITY TEACHER PREPARATION PROGRAMS [105 ILCS 5/21-14(e)(3)(G)(iv)]
1) Definition: Participation in a complete training sequence regarding the process used by the State Board of Education in approving teacher preparation programs or accrediting teacher preparation institutions pursuant to Subpart C of this Part.

2) Credit: Ten CPDUs shall be credited for the first instance of an individual’s participation. Five CPDUs shall be awarded for completion of one additional training sequence within any one period of a certificate’s validity.

3) Evidence of Completion: A certificate issued by the State Board.

n) PARTICIPATING IN ACTION RESEARCH AND INQUIRY PROJECTS [105 ILCS 5/21-14(e)(3)(H)(i)]

1) Definition: Conducting a teacher-developed study at least one quarter of the school year in length that is based upon a written protocol identifying the aspect of education that will be investigated, the approach to be used, and the desired or expected outcome of the project.

2) Credit: Eight CPDUs per semester shall be credited for a project involving the certificate-holder’s own class(es); 11 CPDUs per semester shall be credited for a project involving or affecting classes other than or in addition to the certificate-holder’s own class(es).

3) Evidence of Completion: The written protocol and a written summary of the inquiry and its results that describes what the certificate-holder has learned and identifies the implications of the experience for the individual’s future teaching.

o) OBSERVING PROGRAMS OR TEACHING IN SCHOOLS, RELATED BUSINESSES, OR INDUSTRY THAT IS SYSTEMATIC, PURPOSEFUL, AND RELEVANT TO CERTIFICATE RENEWAL [105 ILCS 5/21-14(e)(3)(H)(ii)]

1) Definition: Engaging in a series of observations, either of teaching performed by others or of work activity directly related to the certificate-holder’s area(s) of certification.
2) Credit: Five CPDUs shall be credited per semester, or 2.5 CPDUs per quarter.

3) Evidence of Completion: A description of the observations prepared by the certificate-holder, including work to be observed, the purpose for which the observations were to be conducted, the frequency and length of the periods of observation, what was learned, and how the information will be used in the individual’s future teaching.

p) TRAVELING RELATED TO ONE’S TEACHING ASSIGNMENT, DIRECTLY RELATED TO STUDENT ACHIEVEMENT OR SCHOOL IMPROVEMENT PLANS AND APPROVED AT LEAST 30 DAYS PRIOR TO THE TRAVEL EXPERIENCE, PROVIDED THAT THE TRAVELING SHALL NOT INCLUDE TIME SPENT COMMUTING TO DESTINATIONS WHERE THE LEARNING EXPERIENCE WILL OCCUR [105 ILCS 5/21-14(e)(3)(H)(iii)]

1) Definition: Travel lasting no less than three consecutive, full days, which the LPDC has approved based on a plan submitted by the certificate-holder. The plan shall relate the travel to one or more of the individual’s improvement goals, identify the activities or aspects of the travel that will contribute to his or her professional development, and describe what is to be accomplished through the travel experience. (Approval by the LPDC shall be understood to mean that CPDUs will be awarded upon submission of the required evidence of completion.)

2) Credit: Twelve CPDUs shall be awarded per year in which the certificate-holder engages in an episode of qualifying travel, except that 15 CPDUs shall be awarded per year in which a certificate-holder who is a teacher of a foreign language engages in an episode of qualifying travel to a destination where the foreign language he or she teaches is commonly spoken in public. If a certificate-holder engages in additional episodes of qualifying travel in a year in which he or she has been awarded the maximum number of CPDUs per year for qualifying travel, he or she may carry over and claim such travel in a subsequent year, provided that the certificate-holder may not exceed the maximum number of CPDUs allowable per year for qualifying travel.

3) Evidence of Completion: The travel itinerary and a written journal prepared by the certificate-holder that summarizes the experience and
reflects on how he or she plans to use what was learned in the context of his or her teaching.

q) PARTICIPATING IN STUDY GROUPS RELATED TO STUDENT ACHIEVEMENT OR SCHOOL IMPROVEMENT PLANS [105 ILCS 5/21-14(e)(3)(H)(iv)]

1) Definition: Attendance at and participation in no fewer than two-thirds of the meetings of a group that investigates one or more aspects of education in a series of regular, structured, collaborative interactions with a view to improving the members’ practice or related outcomes among their students.

2) Credit: Six CPDUs shall be credited per semester in which the individual attends three to five meetings; eight CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: A written statement of purpose for the group; a list of the group’s members; and summaries of the meetings showing attendance by the certificate-holder.

r) SERVING ON A STATEWIDE EDUCATION-RELATED COMMITTEE, INCLUDING BUT NOT LIMITED TO THE STATE TEACHER CERTIFICATION BOARD, STATE BOARD OF EDUCATION STRATEGIC AGENDA TEAMS, OR THE STATE ADVISORY COUNCIL ON EDUCATION OF CHILDREN WITH DISABILITIES [105 ILCS 5/21-14(e)(3)(H)(v)]

1) Definition: Attendance at and participation in no fewer than two-thirds of the meetings of any such body.

2) Credit: Fifteen CPDUs shall be credited per year of qualifying service, or 7.5 CPDUs per semester.

3) Evidence of Completion: Minutes of the group demonstrating the individual’s attendance during the period for which CPDUs are claimed. If submission of minutes would breach confidentiality, a record of attendance shall be sufficient.
s) PARTICIPATING IN WORK/LEARN PROGRAMS OR INTERNSHIPS [105 ILCS 5/21-14(e)(3)(H)(vi)]

1) Definition: Participation in a structured program that pairs the certificate-holder with an employer or other entity under whose auspices the certificate-holder can acquire knowledge or skills for use in his or her future teaching or position.

2) Credit: Five CPDUs per semester shall be credited for one through ten contact hours (or 2.5 CPDUs per quarter for five or fewer contact hours); eight CPDUs per semester shall be credited for 11 through 20 contact hours (or four CPDUs per quarter for 5.5 through ten contact hours); and 11 CPDUs per semester shall be credited for 21 or more contact hours (or 5.5 CPDUs per quarter for more than ten contact hours).

3) Evidence of Completion: A signed letter from the employer or other entity verifying the nature of the program or internship and stating the length and frequency of the certificate-holder’s direct contact with other individuals from whose knowledge or experience he or she was to benefit.

t) DEVELOPING A PORTFOLIO OF STUDENT AND TEACHER WORK [105 ILCS 5/21-14(e)(3)(H)(vii)]

1) Definition: Preparation of at least five portfolio “artifacts” or “entries”, each of which relates to a different assignment and consists of:

A) samples of at least three students’ work that responds to the specified assignment; and

B) a written analysis prepared by the certificate-holder that describes:

i) the assignment to which the work responds and the teacher’s goal(s) for that assignment;

ii) the instructional strategies and materials used and the reasons for their selection;

iii) what the students’ work reveals about whether the teacher’s goal(s) for the assignment were met; and
iv) the successful and less-than-successful elements of the assignment and changes the teacher might make in the assignment or in his or her teaching in order to reach the specified instructional goal(s).

2) Credit: 15 CPDUs.

3) Evidence of Completion: The materials referred to in subsection (t)(1) of this Section.

u) PARTICIPATING IN CURRICULUM DEVELOPMENT OR ASSESSMENT ACTIVITIES AT THE SCHOOL, SCHOOL DISTRICT, REGIONAL OFFICE OF EDUCATION, STATE, OR NATIONAL LEVEL [105 ILCS 5/21-14(e)(3)(I)(i)]

1) Definition: Assisting in the planning, development, or refinement of curriculum or assessments, or in their alignment with applicable standards. The activity must be one sanctioned or structured either by the employing school or district or by a statewide, national, or international educational agency or organization. Requires participation in no fewer than two-thirds of the group’s working sessions.

2) Credit: Eight CPDUs shall be credited per semester in which the individual attends five or fewer meetings (or four CPDUs per quarter for three meetings); 11 CPDUs shall be credited per semester in which the individual attends six or more meetings (or 5.5 CPDUs per quarter for more than three meetings).

3) Evidence of Completion: Membership list and meeting summaries showing the certificate-holder’s presence and participation; and the product of the group’s work, such as a curriculum guide or new assessment.

v) PARTICIPATING IN TEAM OR DEPARTMENT LEADERSHIP IN A SCHOOL OR SCHOOL DISTRICT [105 ILCS 5/21-14(e)(3)(I)(ii)]

1) Definition: Service in a position of leadership established by a school or district as part of its formal structure and lasting no less than one semester; limited to those activities that relate to instruction in the area of
assignment; shall not include tasks unrelated to teaching knowledge, skills, performance, or competence.

2) Credit: Five CPDUs shall be awarded per semester of service.

3) Evidence of Completion: A job description or other document created by the district or the administrator responsible for assigning a leadership role to the incumbent that is specific in terms of the responsibilities to be carried out within particular periods of time relative to the instructional goals of the department, school, or district.

PARTICIPATING ON EXTERNAL OR INTERNAL SCHOOL OR SCHOOL DISTRICT REVIEW TEAMS [105 ILCS 5/21-14(e)(3)(I)(iii)]

1) Definitions

A) Participating as an external or internal reviewer in a complete cycle of the quality assurance process used by the State Board of Education pursuant to the Board’s rules for Public Schools Evaluation, Recognition and Supervision (23 Ill. Adm. Code 1).

B) Participating on a curriculum review panel convened pursuant to Section 25.125(c) of this Part with respect to the approval of a teacher preparation program.

C) Participating on a review team convened pursuant to Section 25.125(e) of this Part with respect to the accreditation of an institution of higher education and its approval to provide teacher preparation programs.

2) Credit: Fifteen CPDUs shall be credited for an external quality review visit, for service on a curriculum review panel, or for service on an institutional review team, provided that each of these types of activities shall be credited no more than once per semester. Eight CPDUs shall be credited per semester of service on a school’s internal quality review team, or four CPDUs per quarter.

3) Evidence of Completion: Documentation of the individual’s assignment by State Board staff (for an external review team, curriculum review panel, or institutional review team) or by a school district administrator
(for an internal review team); and a statement signed by the team’s chair or convenor verifying the certificate-holder’s participation for the duration of the process.

x) PUBLISHING EDUCATIONAL ARTICLES, COLUMNS, OR BOOKS RELEVANT TO THE CERTIFICATE AREA BEING RENEWED [105 ILCS 5/21-14(e)(3)(I)(iv)]

1) Definition: Writing about educational research, experiences, issues, approaches, systems, or another topic that is related to the effective practice of teaching.

2) Credit: Forty CPDUs shall be credited for writing a book that is technical or research-based; 20 CPDUs shall be credited for writing a book of any other type. Fifteen CPDUs shall be credited for writing one or more chapters of a book or for writing an article published in a refereed journal. Eight CPDUs shall be credited for writing a column published at the statewide level. Five CPDUs shall be credited for writing a column published at the local level. In cases of multiple authorship, the CPDUs earned shall be divided among the authors as they agree, provided that no more than 100 percent of the available CPDUs shall be credited for any item published.

3) Evidence of Completion: A copy of each item published, showing the date, publication, and publisher. In the case of an artistic work or other creative endeavor such as development of a curriculum unit or software package, the copyright shall serve as the evidence of “publication.”

y) PARTICIPATING IN NON-STRIKE-RELATED PROFESSIONAL ASSOCIATION OR LABOR ORGANIZATION SERVICE OR ACTIVITIES RELATED TO PROFESSIONAL DEVELOPMENT [105 ILCS 5/21-14(e)(3)(I)(v)]

1) Definition: Service on local professional development committees, regional professional development review committees (including service by certificate-holders in districts without exclusive representatives), or other bodies constituted by professional associations or labor organizations for specified purposes related to the profession of teaching. Requires formal selection by the organization. Examples include positions on committees planning for or formulating educational or
professional policies, standards and structures. Activities related to the operations or functioning of the professional association or labor organization shall not be eligible.

2) Credit: Eight CPDUs shall be credited per semester in which the individual attends three to five meetings; 11 CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: A written description of the position or activity; if the purpose of the activity includes the preparation of a tangible product, a copy of that product.

2) Any disagreement regarding the appropriate number of CPDUs to be awarded shall be resolved by appeal to the RPDRC as provided in Section 25.825(e) of this Part.

(Source: Amended at __ Ill. Reg. _____, effective _____________)