

Evidence of Completion for CPDU Activities

Continuing Professional Development Units (CPDUs) are credited by semester unless otherwise noted.

1. Collaborative planning and professional improvement teams and committees

- 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.

3-5 meetings attended: **5 CPDUs**

6 or more meetings attended: **8 CPDUs**

2. Peer review and (peer) coaching

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.

3-5 observations: **9 CPDUs**

6 or more observations: **11 CPDUs**

For peer coaching:

- A log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.

3-5 observations: **5 CPDUs**

6 or more observations: **8 CPDUs**

3. Mentoring in a formal program, including service as a consulting teacher participating in a remediation process formulated under Section 24A-5 of the School Code

For a mentor, 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.

3-5 observations: **9 CPDUs**

6 or more observations: **11 CPDUs**

For a consulting teacher:

- The district's written description of its remediation process;
- a record of assignment as consulting teacher; and
- a log of the observation sessions and other meetings, indicating those present, the time spent, dates, and topics of discussion.

3-5 meetings: **6 CPDUs**

3-5 meetings and one or more observations: **9 CPDUs**

6 or more meetings: **8 CPDUs**

6 or more meetings & one or more observations: **11 CPDUs**

("Meetings" refer only to those meetings not connected to observations by the consulting teacher; "observations" refer only to those observations conducted by the consulting teacher.)

4. Site-based management or decision-making teams, relevant committees, boards, or task forces related to school improvement plans.

- Written description of the purpose and intended product of the team or committee,
- record of the team's meetings, and
- a copy of the product or recommendation developed by the team or committee.

3-5 meetings attended: **8 CPDUs**

6 or more meetings attended: **11 CPDUs**

5. Coordinating community resources in schools, if the project is a specific goal of the school improvement plan

- Excerpt from school improvement plan highlighting the need(s) being met;
- written statement prepared by the certificate-holder indicating the purpose or desired outcome of the external entities' involvement;
- statement signed by the district administrator or designee responsible for corroborating the individual's assignment to or performance of this function.

4 CPDUs (or 2 CPDUs per quarter)

6. Facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or the school improvement plan

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.

4 CPDUs (or 2 per quarter)

For making presentations:

- The written program description indicating that the certificate-holder served as a presenter in the program.

8 CPDUs (or 4 per quarter)

7. Business, school, or community partnerships directly related to student achievement or school improvement plans

- A written description of the partnership that states its goal(s), 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.

3-5 meetings attended: **5 CPDUs**

6 or more meetings attended: **8 CPDUs**

8. Supervising a student teacher or teacher education candidate in clinical supervision.

- The written agreement between the school district and teacher preparation institution naming the certificate holder as a supervising teacher for candidates of that institution;
- 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.

30 CPDUs for supervising a student teacher or a teaching candidate in clinical supervision.

12 CPDUs for supervising one or more candidates in pre-student-teaching clinical experience.

Limitation: each may be counted once in a renewal cycle, except in the case of a student whose supervision is split between two supervising teachers, each such teacher may count one-half a period of service and may count service to two such candidates.

9. Undergraduate or graduate credit (regionally accredited institution; relevant to certificate area being renewed; meets professional teaching standards).

- Grade report or official transcript showing that the certificate-holder has passed the course and indicating the credit received.

15 CPDUs per semester hour of credit earned

10. Teaching college or university courses in areas relevant to the certificate area being renewed.

- 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.

20 CPDUs

Limitation: The same course may be counted only once in any five-year renewal cycle. 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.

12. Workshops, seminars, conferences, institutes, and symposiums

For attendance:

- ISBE 77-21 issued by the provider at the conclusion of the session or event.

Activity attended outside of Illinois or a national-level conference held in Illinois:

- program and/or agenda with sessions attended circled.

1 CPDU per contact hour, excluding lunch and breaks

13. Making a presentation at a conference, workshop, institute, seminar, symposium, or other similar event whose goal is the improvement of teaching skills and knowledge

For presentation:

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

First presentation of a given topic: **8 CPDUs**

Subsequent presentation of the same topic: **3 CPDUs**

14. Training as external reviewers for Quality Assurance

- Certificate of completion issued by ISBE.

First training sequence: **10 CPDUs**

Subsequent training sequence (limit one per cycle): **5 CPDUs**

15. Training as reviewers of university teacher preparation programs

- Certificate supplied by ISBE.

First training sequence: **10 CPDUs**

Subsequent training (limit one per five-year cycle): **5 CPDUs**

16. Action research and inquiry projects

- 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.

Project involving the certificate-holder’s own class(es): **8 CPDUs**

Project involving or affecting classes other than or in addition to the certificate-holder’s own class(es): **11 CPDUs**

17. Observing programs or teaching in schools, related businesses, or industry that is systematic, purposeful, and relevant to certificate renewal

- 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.

(divisible per quarter): **5 CPDUs** (or 2.5 per quarter)

18. 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.

- 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.

12 CPDUs per year in which the teacher engages in an episode of qualifying travel.

15 CPDUs per year in which 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.

Additional episodes of qualifying travel in a year in which the maximum number of CPDUs has been awarded may be carried over and claimed in a subsequent year if the maximum number of CPDUs per year is not exceeded.

19. Study groups related to student achievement or school improvement plans

- A written statement of purpose for the group;
- a list of the group’s members; and
- summaries of the meetings showing attendance by the individual who claims CPDUs for the activity.

3-5 meetings attended: **6 CPDUs**

6 or more meetings attended: **8 CPDUs**

20. 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

- Minutes demonstrating the individual’s attendance during the period for which CPDUs are claimed. If submission of minutes would breach confidentiality, a record of attendance is sufficient.

CPDUs per year of qualifying service (divisible by semester): **15 CPDUs** (or 7.5 per semester)

21. Work/learn programs or internships

- 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.

1-10 contact hours: **5 CPDUs**

11-20 contact hours: **8 CPDUs**

21 or more contact hours: **11 CPDUs**

22. Curriculum development or assessment activities at the school, district, regional office of education, state, or national level

- 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.

3 -5 meetings attended: **8 CPDUs** (or 4 CPDUs per quarter for 3 meetings)

6 or more meetings attended: **11 CPDUs** (or 5.5 CPDUs per quarter for more than 3 meetings)

23. Team or department leadership in a school or district

- Job description or other document created by the district or the administrator responsible for assigning a leadership role that is specific in terms of responsibilities to be carried out within particular periods of time relative to the instructional goals of the department, school, or district.

5 CPDUs per semester

24. External/internal school or district review teams

- Documentation of the individual’s assignment by State Board staff (for an external review team, curriculum review panel, or institution 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 review process.

For an external quality review visit, for service on a curriculum review panel, or for service on an institutional review team: **15 CPDUs** (limit one per semester)

For service on an internal quality review team: 8 CPDUs per semester of service; **4 CPDUs** per quarter.

25. Publishing educational articles, columns, or books relevant to the certificate area being renewed

- 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.”

For a book that is technical or research-based: **40 CPDUs**

For a book of any other type: **20 CPDUs**

For one or more chapters of a book or for an article published in a refereed journal: **15 CPDUs**

For a column published at the statewide level: **8 CPDUs**

For a column published at the local level: **5 CPDUs**

In cases of multiple authorship, the CPDUs earned will be divided among the authors as they agree, provided that no more than 100% of the available CPDUs will be awarded for any publication

26. Non-strike related professional association or labor organization service or activities related to professional development

- 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.

3-5 meetings attended: **8 CPDUs**

6 or more meetings attended: **11 CPDUs**

27. Portfolio of student and teacher work

- Samples of at least three students’ work that responds to the specified assignment and
- A written analysis prepared by the certificate holder that describes
 - The assignment to which the work responds and the teacher’s goal(s) for that assignment,
 - The instructional strategies and materials used and the reasons for their selection;
 - What the students’ work reveals about whether the teacher’s goal(s) for the assignment were met; and
 - The successful and less-than-successful elements of the assignment and changes the teacher might make in the assignment or in teaching in order to reach the specified instructional goals(s).

15 CPDUs

“Other” Activities

The category “other” may be used to claim credit for activities not specifically described in this document. For example, a teacher auditing a college course who can provide evidence of attendance could align the activity with attending a workshop.

Partially completed activities specifically described in this document may not be credited; for example, attending one meeting. The definitions of each activity describe the minimum intensity required for those activities to count for credit.

- Describe the activity and its purpose, intensity, duration, and outcomes;
- discuss how the activity is related to the improvement of the teacher’s knowledge and skills;
- identify which activity enumerated in this document most closely resembles the claimed activity; and
- propose a number of CPDUs commensurate with the value assigned to the similar activity identified.