

2008 EDUCATOR AUDIT PROCEDURES

Administrative Statements of Assurance Teacher Statements of Assurance Teacher NCLB HOUSSE Subjects

Background Information

The Illinois School Code (105 ILCS 5/21-14) requires audits of the professional development completed by teachers and administrators for certificate renewal purposes. The United States Department of Education requires audits of the professional development teachers completed to be considered Highly Qualified in NCLB subject areas. The Illinois State Board of Education (ISBE) will coordinate the overall audit process and be directly involved in various parts of the process. The Regional Offices of Education (ROEs) will conduct a review of the professional development documentation, report preliminary results to each educator plus ISBE, and follow-up with suspension procedures if appropriate.

The first audit of administrator Statements of Assurance (SOA) was conducted in 2006. Administrative SOAs were chosen to be audited first in an effort to establish the audit process and learn from any problems before the much larger group of teacher SOAs were audited. The amount of problem issues identified from administrator data recorded in the Certificate Renewal Tracking System (CeRTS) led to a decision to begin the process for teacher audits the first year Statements of Assurance were submitted in the Educator Certification System (ECS), which was implemented in September 2006. The 2007 audit process led to a further refinement of the process in 2008, resulting in a smaller amount of educators being audited because an analysis of the process indicates the vast majority of educators completed the professional development requirements.

The number of 2008 audits for administrator and teacher SOAs was established by ISBE utilizing a statistical data analysis formula to determine the appropriate sample size. The pool of educators eligible for audit includes the number of teacher (Type 03, 04, 09, & 10) and administrator (Type 75 & 77) Statements of Assurance approved between September 1, 2007, and August 31, 2008. A computerized, random selection process will utilize the statistical formula with the teacher and administrator pools of eligible educators. Any teachers chosen for a certificate renewal audit and who recorded HOUSSE subject areas in ECS for NCLB Highly Qualified will also be audited for professional development related to their HOUSSE subject areas.

Audit Procedures

ISBE will mail a September 24, 2008, notification letter (printed on ISBE letterhead and signed by the Educator and School Development Division Administrator) to each educator identified for audit. The letter will include the individual's name, address, IEIN, certificate being audited, copy of Statement of Assurance that was approved for the educator, and, if applicable, HOUSSE subjects the educator recorded in ECS. Notification letters will indicate recipient has until November 28, 2008, to respond.

Follow-up November 6, 2008, notification letters will be mailed by Regional Offices of Education (printed on ROE letterhead and signed by the Regional Superintendent of Schools) to educators who do not respond to the initial ISBE notification letter prior to that date. The follow-up letters will also indicate the recipient has until November 28, 2008, to respond.

ROEs will be required to mail preliminary audit results to individual educators in a January 16, 2009, letter and to ISBE on the Audit Reporting Form(s) by the same date. There are three Audit Reporting Forms (administrator certificate renewal, teacher certificate renewal, and teacher NCLB Highly Qualified HOUSSE subjects). They will contain the following information: 1) the name and IEIN of each educator audited, 2) how many educators were identified to audit, 3) how many educators the ROE was unable to contact, 4) how many educators did not submit any documentation, 5) how many professional development hours each educator was required to complete, 6) how many professional development hours each educator was able to document, 7) how many NCLB Highly Qualified HOUSSE subjects an educator recorded in ECS, and 8) how many NCLB Highly Qualified HOUSSE subjects the educator was able to document.

ROEs will be required to submit to ISBE the files of persons who could not document the minimum amount of hours they were required to complete. ISBE will review the files of all educators recorded by ROEs as not meeting their certificate renewal requirements.

ISBE will notify all educators in a February 10, 2009, letter whether they cleared the audit or are subject to suspension of their certificates. Persons receiving a letter that indicates a move to suspend their certificate(s) will be given until March 6, 2009 to provide documentation for any additional professional development they completed but did not include on their Statement of Assurance or submit when requested to do so. ROEs will receive copies of these letters. From March 9 through March 20, 2009, ISBE will review any additional documentation received and send a letter to notify each individual educator (who submitted additional documentation) of the review. ISBE will send copies of these letters to the ROEs.

ROEs will notify all educators who do not meet the certificate renewal professional development requirements in a March letter (Notice of Opportunity for a Hearing) that their certificate(s) will be suspended unless they request a hearing. ROEs will schedule and conduct any hearings requested. ROEs will notify individual educators and ISBE of the results of any hearing.

ROEs will send a Notice of Suspension letter to anyone who does not request a hearing and to anyone a hearing officer upholds the right of the ROE to suspend the certificate. Educators who receive a Notice of Suspension letter have 10 days to appeal to the State Teacher Certification Board (STCB). The STCB will review any appeals at their July – August meetings.

Suspension

Any educators who have their certificate(s) suspended will be able to work on the certificate after the suspension period ends and will not be required to complete any additional professional development for the certificate cycle that was audited. The educator will be required to indicate they have had a certificate suspended when applying for a new certificate or registering an issued certificate.

