

TIMELINE FOR 2008 PROFESSIONAL DEVELOPMENT AUDITS

STANDARD AND MASTER TEACHING CERTIFICATES AND ADMINISTRATOR CERTIFICATES

DATE	ACTION
September 2, 2008	ISBE identifies administrators and teachers for audits.
September 19	ISBE notifies ROE's of the educators being audited and provides audit materials
September 24	ISBE mails <i>Notices of Intent to Audit</i> to certificate holders (copies to ROE's).
November 6	ROE's mail the second <i>Notice of Intent to Audit</i> to administrators and teachers who did not respond to ISBE's initial <i>Notice of Intent to Audit</i>
November 28	Administrators and teachers must have responded with documentation to ROEs.
December 1, 2008 – January 15, 2009	ROE's review documentation submitted by administrators and teachers and determine compliance with professional development requirements.
January 16, 2009	ROE's send to ISBE the Audit Reporting Forms and files of individuals who did not meet the professional development requirements.
January 16	ROE's notify administrators and teachers by mail that documents have been sent to ISBE with preliminary audit results.
January 20- February 10	ISBE reviews documentation sent by ROE's.
February 10	ISBE sends letters to administrators and teachers notifying them of audit results and, when necessary, requesting additional documentation, clarification or confirmation of professional development activities (copies to ROE's).
March 6	Deadline for administrators and teachers to submit to ISBE additional documentation requested to complete the audit process.
March 9 – 20	ISBE reviews additional documentation, makes determinations, sends letters to educators (copies to ROE's).
March	ROE sends <i>Notice of Opportunity for Hearing</i> letters to educators who did not meet professional development requirements.
April – May	ROE establishes hearing dates and conducts hearings.
May – June	ROE receives the results of any hearings.
May – June	ROE mails to certificate holders either a <i>Notice of Suspension of Certificate</i> letter (recipient has 10 days in which to file an appeal with the State Teacher Certification Board) or notification that certificate renewal requirements were met. (copies to ISBE)
July – August	The State Teacher Certification Board reviews any appeals.
July - August	State Teacher Certification Board notifies educator the result of any appeals.
July - August	ISBE records any suspensions in the Teacher Certification Information System.

Revised September 5, 2008