

# FAQ for EFEs and Regional Work-Based Learning Renewal Trainers

WORK-BASED  
LEARNING

Q1.

### What are the responsibilities of the EFE directors and regional WBL renewal trainers?

Once the training is completed, the EFE director and regional WBL renewal trainer(s) will carry out a series of follow-up tasks.

Regional WBL renewal trainers are expected to:

- Collaborate with EFE directors to schedule designation renewal opportunities.
- Deliver WBL Designation Renewal Training to educators nearing WBL designation expiration.

EFE directors are expected to:

- Maintain records of participant registration and completion for WBL renewal credit.
- Submit required forms and an end-of-year summary report to ISBE.

Q2.

### What are the designation renewal delivery options?

- 3-hour in-person or virtual sessions (with required 2-hour pre-work)
- 5-hour in-person or virtual sessions

Q3.

### How should we determine the designation renewal schedule and delivery method?

Each EFE director should schedule the designation renewal based on their regional needs. The action plan developed during the Train-the-Trainer session should help determine the necessary next steps. Items to consider when determining number of designation renewals, format, etc., include:

- What are the specific needs within the region?
- What does WBL implementation currently look like in the region?
- How many teachers within the region need the renewal for their designation?
- Travel and scheduling implications of the region.

As mentioned above, various options are available for how the designation renewal is administered, including a 3- and 5- hour version. The designation renewal can be offered virtually or in person.

Q4.

### **How are professional development clock hours awarded to participants after they have completed the designation renewal?**

Upon successful completion of the designation renewal, the EFE director is required to keep records of attendance with IEINs, hours of participation, and the evaluation form 77-21A. For additional guidance, visit ISBE's [Professional Development Providers](#) page or [Illinois State Professional Development Provider Requirements](#).

Q5.

### **What are the reporting requirements for EFE directors?**

Within five days of successful administration of a designation renewal, the EFE director will submit the following to [cte@isbe.net](mailto:cte@isbe.net).

- Completion log (includes participant attendance with IEINs, tracking of submission of reflection and evaluation, logging PD clock hours).
- A summary of feedback from participant evaluations and reflections that ISBE should be aware of to help improve future efforts.

Q6.

### **How many regional WBL renewal trainers should each region have?**

While 2-3 trainers are recommended, the number should reflect the region's specific needs and capacity-building goals. For large regions with schools that have high amounts of WBL program offerings, the number of trainers could be larger, again, based on the specific needs of the region.