

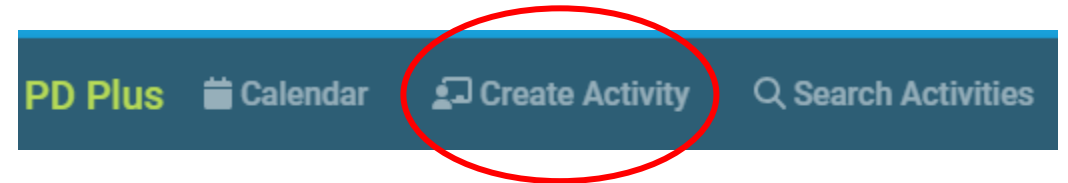
How to Serve as an Approved Provider for Activities Completed Through Non-Approved Providers

Educators seeking to complete professional development or college coursework from an unapproved provider must first obtain approval from an Illinois state-approved professional development provider, such as their employing school district, a Regional Office of Education, or an Intermediate Service Center, before registering, paying for, or attending the activity.

Approved providers may choose whether to support activities offered by third-party providers and may review the activity content before making that determination. If approved, the provider must create the activity in PD+ and indicate that a third-party presenter or subcontractor was used.

1. Log in to PD+ through your IWAS account.

2. Click Create Activity from the menu bar at the top of the page.



New Activity



All professional development activities are subject to audit to ensure alignment to requirements specified in Article 21B-45 of Illinois School Code.

Title

Description



3. Enter the activity title.
4. Enter the activity description.

i Start	i End	Type
09/24/2025 8:00 AM ...	09/24/2025 9:00 AM ...	In-Person
i Opening Date	i Closing Date	
Opening Date ...	Closing Date ...	

5. Select the date and time the activity will start.
6. Select the date and time the activity will end.
7. Select the type of event.
8. Select Opening Date/Closing Date, if applicable.
9. Click Save and Continue to proceed.

i URL

i Address Line 1

Address Line 2

City

State ZIP Code

-
10. If your activity is online, you must enter a valid URL. If it is not online, you can enter a website that may provide additional information regarding your activity.
 11. If your activity is in person, you must fill out all address fields.
 12. Click Save and Continue to proceed.

Hours Awarded

1.00

Maximum Attendance

0

Fee

\$0.00

Registration Url

<https://provider.com/event/registration>

13. Enter the number of professional development hours that may be awarded for the completion of the activity.
14. If you have a maximum number of attendees, you may enter this number in the Maximum Attendance field.
15. If there is a fee associated with your activity, enter the fee.
16. If you enter a fee, you must enter the registration URL. The registration URL should be the website educators will use to pay their fee for the activity.

Step-by-Step Guide

Hours Awarded	Maximum Attendance	Fee
1.00	0	\$0.00

Registration Url

☐ Private Activity
Only educators with a direct link can register for this activity .

☐ 3rd Party Presenter / Sub-Contractor 

☐ This professional development activity is fulfilling a state-mandated training . 

☐ This professional development activity is related to literacy instruction 

Name of presenter

17. Private Activity is an optional field and only needs to be checked if you want to share a direct link to the activity with a select audience.
18. The 3rd Party Presenter box needs to be checked if the activity will be or was completed outside of your organization.
19. The state-mandated training box is optional and only needs to be checked if the activity fulfills a mandated training requirement.

Step-by-Step Guide

Hours Awarded

1.00

Maximum Attendance

0

Fee

\$0.00

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Name of presenter

-
20. If the activity relates to literacy, please mark the corresponding box. All activities related to literacy must align to evidence-based strategies as defined in the Illinois Comprehensive Literacy Plan.
 21. Fill in the name of the presenter. This may be the individual who will be presenting at the activity or the name of the organization that is hosting or offering the activity.
 22. Click Save and Continue to proceed.

Activity Information

Provide a statement indicating how this professional development activity impacted one or more of the three items listed below.

An Activity that does not meet at least one of the statements listed below does not qualify as professional development.

A. Educator and student growth in regards to content knowledge or skills, or both; OR

B. Educator and student social and emotional growth; OR

C. Align to district, school, or organization improvement plans.

23. Provide a statement indicating how this activity impacts one or more of the three items.

24. Click Save and Continue to proceed.

Write a statement showing the relationship between the content of the PD activity, specific relevant standard(s), and at least one of the following criteria established for PD activities:

The professional development activity must align to at least one of the following criteria (at least one must be selected)

- ☐ Engages participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being; OR
- ☐ Aligns to the licensee's performance (evaluation); OR
- ☐ Includes outcomes that relate to student growth or district improvement; OR
- ☐ Aligns to State-approved standards; OR
- ☐ Are college courses.

Write a statement showing how the content of the PD activity aligns to at least one Illinois Learning Standard OR Standard for All Illinois Educators.

*An activity that does not align to one of more of the state standards does not qualify for professional development hours below "write a statement"

25. Select at least one criteria the activity aligns to.
26. Write a statement showing how the content of the aligns to at least one of the [Illinois Learning Standards](#) or [Standards for Illinois Educators](#).
27. Click Save and Continue to proceed.

Write a statement explaining the expected effect on student achievement or school improvement.



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28. Explain the expected effect on either student achievement or school improvement.
 29. Click Save and Continue to proceed.

Professional Development Purposes: (Select all that apply)

*An Activity that does not meet at least one of the purposes listed below does not qualify as professional development.

- ☐ Increases the knowledge and skills of school and district leaders who guide continuous professional development.
- ☐ Improves the learning of students.
- ☐ Organizes adults into learning communities whose goals are aligned with those of the school and district.
- ☐ Deepens educator's content knowledge.
- ☐ Provides educators with research-based instructional strategies to assist students in meeting rigorous academic standards.
- ☐ Prepares educators to appropriately use various types of classroom assessments.
- ☐ Uses learning strategies appropriate to the intended goals.
- ☐ Provides educators with the knowledge and skills to collaborate.
- ☐ Prepares educators to apply research to decision-making.
- ☐ Provides educators with training on inclusive practices in the classroom that examines instructional and behavioral strategies that improve academic and social-emotional growth outcomes for all students, with or without disabilities, in a general education setting.
- ☐ Provide educators with training on the physical and mental health needs of students, student safety, educator ethics, professional conduct, and other topics that address the well-being of students and improve the academic and social-emotional outcomes of students.

30. Select at least one professional development purpose that this activity fulfills.

31. Click Save and Continue to proceed.

Learning Forward Standards (Select each menu to review each learning forward standard. You must select at least one standard).

*An activity that does not meet one of the following standards does not qualify for professional development hours.

Rigorous Content for Each Learner

- ✓ Learning Practices ⓘ
- ✓ Curriculum, Assessment, and Instruction ⓘ
- ✓ Professional Expertise ⓘ

Transformational Processes

- ✓ Learning Drivers ⓘ
- ✓ Evidence ⓘ
- ✓ Learning Designs ⓘ
- ✓ Implementation ⓘ

Conditions for Success

-
32. Select at least one [Learning Forward Standard](#) that this activity fulfills.
 33. Click Save and Continue to proceed.

Customized Registration Message

Include a customized message that will be presented to the educator when they register. Use this message to direct educators to your website or to notify them of additional registration processes such as fees.



☐ Include Registration Link

Preview Message

Previous

Delete

Save



Next

34. Enter any customized registration message. The educator will receive this message after registering for your professional development activity.

35. Click Save and Continue to proceed.

Publish this activity to make it available to educators.

Publish Activity

Preview Evaluation Survey

Edit Evaluation Survey

The activity must be saved before editing the survey.

Close

Delete

Save



36. At this step, you can publish the activity to make it available to educators, delete the activity, or save and close for later. If you save and close for later, the activity will not be available for educators until you publish it.