Illinois State Board of Education

ISBE-Approved

Microcredential

Instructions and Guidance for Submission of Proposals

May 2022

Educators

For educators interested in participating in an ISBE-approved microcredential.

To receive a digital badge attached to your Professional Educator License (PEL) in the Educator Licensure Information System (ELIS), prior to registering for the microcredential, ensure the following:

- That the microcredential is ISBE approved. Only ISBE Approved Microcredentials are eligible for an ELIS digital badge attached to an educator's professional educator license (PEL).

For educators enrolled in or recently completing an ISBE-approved microcredential.

To receive a digital badge attached to your Professional Educator License (PEL) in the Educator Licensure Information System (ELIS), prior to registering for the microcredential, ensure the following:

- Upon successful completion of the microcredential , submit evidence of completion form to: ILTeachTalkLearn@isbe.net . Evidence should include, your name, IEIN, course name, completion date, grade, and contact information to confirm completion.
- Once the Evidence of Completion form has been processed by ISBE, the digital badge will appear in ELIS.

Professional Development Providers

For providers seeking to offer one or more ISBE-approved microcredentials.

- Assure you are an ISBE approved professional development provider. Please visit https://www.isbe.net/Pages/Professional-Development-Providers.aspx for more information and to learn how to become an ISBE-approved professional development provider.
- To submit a microcredential professional learning opportunity for ISBE approval, please utilize the state's ISBE-Approved Microcredential Framework to ensure alignment of the microcredential to the required criteria prior to submission for state approval.
- Submit your proposal and required supporting materials electronically, commensurate with the instructions provided in the instructions for the ISBE-Approved Microcredential Proposal Application.
- ISBE will review your course for alignment with the ISBE Microcredential Framework within 45 days of receipt and either approve or offer feedback to inform resubmission.

- o You will be notified when the review process is initiated. ISBE staff may contact you while your proposal is under review to request clarification or more information.
- Once approved, the microcredential may be promoted as an ISBE-approved microcredential.

- Providers should provide a contact name and email for ISBE to confirm participants successful completion.
- Multiple providers are permitted to offer microcredentials on same or similar topics.
- All microcredentials will be reviewed for adherence to the ISBE-Approved Microcredential Framework at least once every five years in addition to monitoring of periodic/annual reporting by ISBE staff.

- Failure to complete periodic/annual reporting as communicated by ISBE staff upon initial approval could result in retraction of approval status.

Providers who have had at least three microcredentials approved by ISBE

- Once a provider has received approval for at least three microcredentials, they can request to expedited review of subsequent microcredentials for initial approval by completing the ISBE Microcredential Expedited Review.
- Submit your proposal and required supporting materials electronically, commensurate with the instructions provided in the instructions for the ISBE-Approved Microcredential Proposal Application and ensure the question regarding an expedited review is appropriately completed.
- Expedited Review requests will be reviewed within 30 days of receipt and provider will be asked to submit certification of adherence to the ISBE-approved microcredential framework and periodic/annual reporting requirements.
- All microcredentials will be reviewed for adherence to the ISBE-Approved Microcredential Framework at least once every five years in addition to monitoring of periodic/annual reporting by ISBE staff.