



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

December 4, 2018

Dear,

The Illinois School Code requires the Illinois State Board of Education (ISBE) to conduct Illinois approved professional development provider audits annually. ISBE must audit each Illinois approved professional development provider at least once every five years. ISBE selected \_\_\_\_ for an FY 2018 Illinois approved professional development provider audit of the professional development activities \_\_\_\_ provided from July 1, 2017 through June 30, 2018.

The audit includes an ISBE review of activities \_\_\_\_ offered in FY 2018 and an ISBE report of the audit findings. The findings will be advisory in nature. However, providers must take immediate action to correct any audit finding(s), as ISBE has the authority to conduct an additional audit the following year. The table below outlines the audit activities and deadlines. ISBE staff is available for technical assistance throughout the process.

To begin the audit, providers must submit a comprehensive list of professional development activities offered from July 1, 2017 through June 30, 2018. Please use the attached Excel workbook and instructions to record the data. Return the Excel workbook to ISBE at \_\_\_\_ on/before February 4, 2019.

ISBE will select up to 12 activities and notify \_\_\_\_ of the selected activities. \_\_\_\_ must submit attendance rosters that include educators' names, IEINs, and number of professional development hours awarded, and ISBE 77-21A Evaluation data to ISBE for each activity ISBE selects. Additionally, \_\_\_\_ must submit an ISBE 73-58 Provider Activity Summary, and an ISBE 73-59 Annual Approved Provider Report (***only*** if PD was subcontracted or third party providers issued professional development hours on your behalf).

ISBE FY 2018 Provider Audit Timelines	
12/10/2018	Send Notice of Intent to Audit to Selected Providers
12/21/2018	Provider Audit Reminder sent to Providers to send list of all activities for FY 18
1/10/2019	Second Reminder Sent to Providers for list of all activities for FY 18
2/4/2019	FY 18 Provider List Due to ISBE
2/5/2019	Auditors Randomly Select 12 or 10% from list
2/6/2019	Auditors Request Data from Providers for Selected Activities
3/6/2019	FY 18 Data from Selected Activities due to ISBE
3/7/2019	Auditors Begin Audit of Data from Selected Activities
3/26/2019	Provider Audit Completed
3/27/2019	Provider Audit Results Sent to Providers

\_\_\_\_ is your ISBE contact person for the FY 2018 ISBE provider audit. You may contact \_\_\_\_ at 217-557-6763 or at \_\_\_\_.

Sincerely,

*Emily Fox*

Emily Fox  
Division Administrator  
Educator Effectiveness Division