

Potential and Approved Professional Development Provider Guidance



Are You Interested in Becoming an Illinois Approved Professional Development Provider?

An organization/entity interested in providing professional development must take the steps listed below to be put on the list of [Illinois Approved Professional Development Providers](#).

1. Apply to be an approved professional development provider by completing the [Application for State Professional Development Provider](#).
2. Once you have become an approved provider, you will need to complete the [Professional Development Provider Registration](#) form. Completing the provider registration form will allow your entity to appear on the drop-down list of approved providers in ELIS and PD+ that educators will see when entering their professional development toward license renewal.

Who is Eligible to Apply to Become an Illinois Approved PD Provider?

Entities Eligible to Apply to Become an Approved Provider	Entities Not Eligible to Become an Approved Provider
<ul style="list-style-type: none">• Illinois nonprofit organizations• Professional educator associations representing one or more of the following groups: <i>School administrators, principals, school business officials, teachers (including special education teachers), school boards, school districts, parents, school support services personnel</i>	<ul style="list-style-type: none">• For-profit organizations• Out-of-state entities (including out-of-state institutions of higher education)• National organizations



Illinois Statutorily Approved Professional Development Providers

(These providers must register annually, but do not need to apply for approval.)

- Regional Offices of Education and Intermediate Service Centers
- Illinois institutions of higher education that offer Illinois-approved educator preparation programs
- Illinois community and city colleges
- Illinois public schools and public-school districts
- Illinois charter schools
- Illinois joint career and technical education programs
- Illinois joint special education programs
- Illinois museums included in Section 10 of the Illinois Museum Disposition of Property Act
- Illinois state agencies, boards, and commissions
- Illinois Resource Center

Annual Renewal of Professional Development Provider's Registration

Approved providers are required to renew their registration annually between April 1 and June 30 with the Illinois State Board of Education prior to offering any professional development activities in the current fiscal year. Providers will renew their registration through their PD+ accounts to complete this process. Please see the [PD+ Access Guide for Provider Renewal](#).

If you need additional assistance, please contact pdprovider@isbe.net. **Please note: You will not be able to renew your registration until April 1 of each fiscal year, but we strongly encourage you to verify you have access to PD+ prior to this date.**