



Illinois State Board of Education

ILLINOIS PROFESSIONAL DEVELOPMENT PROVIDER AUDITS

EDUCATOR EFFECTIVENESS DIVISION
TRAINING

2018

Whole Child • Whole School • Whole Community

Objective

- Auditors will understand the ISBE professional development provider audit procedures
- Auditors will leave with an understanding of how to implement district and cooperative audits in their regions



AUTHORIZATION TO AUDIT

- **105 ILCS 5/21B-45 (j)** The State Board of Education shall conduct annual audits of approved providers, except for school districts, SPED Co-Ops, and Vocational Co-Ops, which shall be audited by regional offices of education and intermediate service centers.
- **23 IAC §25.860(c)** An audit of each provider shall be conducted at least once every five years in accordance with Section 21B-45(j)(3) of the School Code.



Audits Performed by ROE/ISCs

- ROE/ISCs may mirror ISBE's processes or create their own.
- ROE/ISCs shall maintain record of the processes and procedures they have established for auditing districts and cooperatives



Audit Timelines

ISBE FY 2018 Provider Audit Timelines	
12/3/2018	Auditors (ISBE) review power point training
12/10/2018	Send out FY 18 Notice of Intent to Audit to selected Providers requesting list of all FY 18 activities offered
12/21/2018	Provider Audit Reminder sent to providers to send list of all activities FY 18. Due 2/4/19
1/10/2019	FY 18 reminder sent to providers that list is due by 2.4.19
2/4/2019	FY 18 Provider list due
2/5/2019	Auditors select 12 or 10% from list. If less than 12 all activities are audited
2/6/2019	Auditors request data from selected activities
3/6/2019	Data from selected activities due
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



Audit Notification

- Notify the providers of selection for audit, the timelines, and the deadline for the first deliverable.
- Send a reminder/second notice, if needed, midway between the date of the initial notification and the date the first deliverable is due.



First Deliverable

Provider Activities List

- The activities list includes all PD offered during the fiscal year being audited
- Confirm the receipt of the activity list
- ISBE audits a random selection of 10% of the activities or a minimum of 12, whichever is greater.
- If 12 or fewer PD activities are listed – ISBE audits all of the activities

First Deliverable

Provider Activities List Due 2/4/2018

- ROEs/ISCs shall utilize the same number and percentages for district/co-op audits.



Notification of Selected activities

- Notify the providers of the activities selected for audit, the required data, and the due date.
- Send a reminder/second notice/3rd notice, if needed, midway between the date of the notification of selected activities and the data due date.



Second Deliverable – Audit Data

Due Date: March 6th, 2019

- Required data
 - 73-59 Provider Report if applicable (23 IAC §25.860(a))
 - 77-21A Evaluation data for each activity (23 IAC §25.865(e)(2))
 - A 73-58 Summary form OR for each activity audited, a written explanation of how each activity addressed the following:
 - *learningforward, inc.* standards (23 IAC 25.855(d)(1)), and
 - Illinois State teaching or learning standards, and
 - One or more of the following,
 - student/educator content growth, and/or
 - student/educator social emotional growth, and/or
 - the school improvement plan, and/or
 - educator performance evaluations (105 ILCS 5/21B-45(d))



Second Deliverable – Audit Data

Due Date: March 6, 2019

- ...Required data continued
 - Attendance data (IAC §25.855(e)(1-3)), including the following:
 - Name of activity
 - Date(s) of activity
 - Begin/End times of activity
 - Participant names
 - Participant IEIN numbers
 - Sign-in sheets (25.865(a))
 - Number of hours of attendance per participant
 - An explanation of how the provider verifies attendance (23 IAC 25.855(e)(1)) in order to determine how many PD hours to award (23 IAC 25.855(h)).

Required Forms

- 73-59 Annual Provider Report (for all activities that were subcontracted, third party providers on whose behalf the provider issued PD hrs)

<https://www.isbe.net/Documents/73-59-annual-approved-provider-rpt.pdf>

- 73-58 Approved Professional Development Provider Activity Summary

<https://www.isbe.net/Documents/73-58-approved-pd-provider-activity-summary.pdf>

- 77-21 A Evaluation for Workshop, Conference, Seminar Etc.

https://www.isbe.net/Documents/77-21A_evaluation.pdf

Conduct the Audit

December 2018 – March, 2019

- Review provider professional development activities using the Provider Audit Rubric
- Contact providers as needed through out the audit process for clarification, additional information, etc.



Audit Rubric

Activity End Date	Activity Name	73-59 Y – Yes N – No N/A	REQUIRED					AT LEAST ONE OF THE FOLLOWING REQUIRED			
			77-21A Y = Yes N = No	Attendance Data Y – Yes N – No	Attendance Verification Policy or Process Y = Yes N = No	Addressed <i>learning forward</i> PD Standards (73-58 or Narrative) Y = Yes N = No	Addressed IL Learning or Teaching Standards (73-58 or Narrative) Y = Yes N = No	Addressed Student/Educator Content Growth (73-58 or Narrative) Y = Yes N = No N/A	Addressed Student/Educator Social/Emotional Growth (73-58 or Narrative) Y = Yes N = No N/A	Addressed District Improvement Plan (73-58 or Narrative) Y = Yes N = No N/A	Addressed Educator Performance Evaluations (73-58 or Narrative) Y = Yes N = No N/A
				Names IEIN#s Hours							
				Names IEIN#s Hours							
				Names IEIN#s Hours							
				Names IEIN#s Hours							



Post-Audit Notification to Providers

- Notify providers who clear the audit.
- Providers that do not conduct PD activities in the year prior to an audit shall be considered discontinued and must reapply to be a professional development provider in accordance with 25.855



Audit Results

- ROE/ISCs shall maintain audit results and documentation for at least five years
- ISBE retains the authority to ask for district/co-operative audit results.



Resources

ISBE Professional Development Provider webpage:

<https://www.isbe.net/Pages/Professional-Development-Providers.aspx>

- Illinois State Professional Development Provider Requirements

<https://www.isbe.net/Documents/guidelines-renewal-prof-dev.pdf>



Contact

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