How to Request That an Approved Provider Serve as the Provider for Activities Completed Through Non-Approved Providers Guidance for Educators

ILLINOIS STATE BOARD OF EDUCATION

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. Educators can contact their employing school district, a Regional Office of Education, or an Intermediate Service Center to ask whether they are willing to serve as the approved provider for the activity or college coursework.

2. Educators should be prepared to provide the activity or course content and any supporting documentation needed for the approved provider to evaluate the request.

3. If the approved provider has agreed to serve as the provider for the activity or college coursework, they will create a professional development (PD) activity in PD+. Once the provider verifies the educator's attendance, the educator must complete the evaluation in their PD+ account.

4. After the evaluation is complete, the educator will be awarded the PD hours, and the Evidence of Completion form will be stored on the PD page in their PD+ account.