



100 North First Street
Springfield, Illinois 62777-0001

CALENDAR YEARS 2025 AND 2026
SCHOOL BOARD TRAINING PROVIDER
APPLICATION IN ACCORDANCE WITH
[105 ILCS 5/10-16a]

DEPARTMENT OF DISTRICT AND SCHOOL LEADERSHIP

APPLICATION TYPE:

- ☐ Initial
☐ Renewal

ISBE USE ONLY

Approval Date: _____

Providers that offer professional development activities may apply to the Illinois State Board of Education for approval to provide training for school board members in each of the topics specified in School Code [105 ILCS 5/10-16a]. Training organizations, Regional Offices of Education, professional associations, teachers' unions, and colleges and universities are eligible to apply.

Instructions: New applicants should complete Sections I through VI. Renewal applicants should complete Sections I through VIII and the special instructions in Section V.

- Submit a signed PDF version of the completed application to DDSL@isbe.net

Interested parties may complete and submit an application to the Illinois State Board of Education between **March 1 and May 1, 2024**. Any application **received after May 1 will not be considered**. Approval and certification as a provider will be valid for two calendar years (i.e., January 1, 2025, through December 31, 2026). The state superintendent, in consultation with the Illinois Association of School Boards, will approve/disapprove each application within 30 days of the date it was received.

SECTION I: PROVIDER/APPLICANT INFORMATION

| | |
|--|---|
| NAME OF PROVIDER/APPLICANT (First and Last Name) | CONTACT NAME (If different than PROVIDER/APPLICANT) |
| ADDRESS (Street, City, ZIP Code) | |
| EMAIL | TELEPHONE |

SECTION II: COURSES

In each of the following areas describe:

- a) Course(s), dates, and times
- b) Credit hours earned
- c) How the course will meet the requirements of School Code [105 ILCS 5/10-16a]

- Attaching an agenda or outline is acceptable.

EDUCATION LAW AND LABOR LAW

FINANCIAL OVERSIGHT AND ACCOUNTABILITY

FIDUCIARY RESPONSIBILITIES OF A SCHOOL BOARD MEMBER

TRAUMA-INFORMED PRACTICES FOR STUDENTS AND STAFF

SECTION III: EXPLAIN THE MODE OF DELIVERY FOR THE COURSE(S)

(e.g., IN-PERSON INSTRUCTION, DISTANCE LEARNING, WEB-BASED)

SECTION IV: PROVIDE ASSURANCES THAT EACH OF THE FOLLOWING REQUIREMENTS WILL BE MET

Providers/applicants must comply with the following requirements. Please check each box to indicate that the provider/applicant will do so.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | The provider/applicant will maintain and submit a summarized report to ISBE along with the renewal application for each leadership training session that includes 1) attendance records, 2) a list of participants who received a certificate of completion, and 3) participants' evaluation responses. |
| <input type="checkbox"/> | The provider/applicant will maintain attendance and evaluation records for each session conducted for a period of no less than five years. |
| <input type="checkbox"/> | The provider/applicant will supply information regarding the leadership training schedule to the Illinois State Board of Education upon request. |
| <input type="checkbox"/> | The provider/applicant will notify the Illinois State Board of Education any time it determines that one or more presenters should be removed from the list of approved providers. |
| <input type="checkbox"/> | The provider/applicant will comply with any changes in statute governing school board member leadership training [105 ILCS 5/10-16a] that go into effect during the approval period and will provide documentation to the Illinois State Board of Education to demonstrate its compliance upon request. |

SECTION V: LIST QUALIFICATIONS FOR EACH PRESENTER

Provide each presenter's full name, educational background, experience, and references. Master's degree is required and must be related to the training area in Section II.

Renewals Only: Qualifications need not be provided if presenters had an application approved in 2022.

PRESENTER'S FULL NAME AND QUALIFICATIONS

SECTION VI: TRAINING FOR OTHER PROVIDERS

Will the presenters listed in this application provide training for other organizations or affiliates?

- Each provider is responsible for maintaining records as required in Section IV.
- A separate application must be completed for any organization/affiliate listed below.
- Each provider is responsible for ensuring that any affiliates comply with all applicable provisions.

☐ No Other Organization or Affiliate

ENTER THE FULL NAME OF THE ORGANIZATION/AFFILIATE

ADDITIONAL INFORMATION - RENEWAL APPLICATIONS ONLY**SECTION VII: SIGNIFICANT CHANGES**

Describe any significant changes since the prior approved training application.

SIGNIFICANT CHANGES

☐ No significant changes have occurred from the prior approved training application.

SECTION VIII: SUMMARY REPORT

Provide a summary report for the last approval period that includes:

- Attendance records
- A list of participants who received a certificate of completion
- Participants' evaluation responses

PRESENTER'S FULL NAME

The undersigned provider/applicant affirms that this application has been completed in accordance with Section 10-16a of School Code [105 ILCS 5/10-16a] and 23 Illinois Administrative Code, Part 1 (Section 1.210), as applicable. The undersigned also assures that it will comply with the requirements in Section IV.

Digital Signature

Title

Date