
February 6, 2019

Contact Name
Provider Name
Mailing Address
City State Zip

Dear

Illinois State Board of Education (ISBE) randomized the list of FY 2018 professional development activities your organization submitted. We selected up to 12 activities, or 10% of the activities, whichever was greater, for audit. The attached form reflects the selected activities and the data/documents required for the audit. Please use the form as a checklist when submitting the requested data/documents to ISBE at _____ on/before March 6, 2019.

ISBE stresses the importance of proper labeling of documents with the relative activities. Documentation that cannot be connected to the relative activity(s) will be returned.

All documentation must be sent in PDF. Documentation sent in any other format will be returned.

The information below includes details about the required data/documents, web links to the documents, and statutory and administrative rules under which ISBE is authorized to collect the data/documents.

- Column A: **73-58** Approved Professional Development Provider Activity Summary
 - <https://www.isbe.net/Documents/73-58-approved-pd-provider-activity-summary.pdf>
 - Identify how each activity addressed Illinois teaching and/or learning standards AND the *learningforward* professional development standards (<https://learningforward.org/standards-for-professional-learning>). Clearly explain how each activity met at least one of the following: addressed educator/student content area growth, and/or addressed educator/student social emotional growth, and/or addressed the school improvement plan.
(105 ILCS 5/21B-45(h)(5); 105 ILCS 5/21B-45(i)(1; 3); 105 ILCS 5/21B-45(j)(2))
- Column B: **77-21A** Evaluation for Workshop, Conference, Seminar, Etc.
 - https://www.isbe.net/Documents/77-21A_evaluation.pdf
 - Please submit aggregated evaluation data for each activity. Do not submit individual participant evaluation forms.
(23 IAC §25.855(e)(1))
- Column C: Attendance Data
 - ISBE does not require a standardized attendance format. Please submit the attendance data your organization collected, including the activity name and date, participant names, IEIN numbers, participant time in and time out (or other verification of number of hours of attendance) and the number of PD hours awarded each participant.
 - Please redact attendance data for non-public school educators, paraprofessional educators, and non-licensed school employees (e.g., bus drivers, administrative support, food services, etc.)
(105 ILCS 21B-45(i)(4); 23 IAC §25.855(e)(1))
- Additional Documentation – ISBE **73-59** Annual Approved Provider Report
 - <https://www.isbe.net/Documents/73-59-annual-approved-provider-rpt.pdf>
 - Include a copy of the FY 2017 ISBE 73-59 Annual Approved Provider Report if the organization issued professional development credit on behalf of a third party.

Please contact the ISBE Educator Effectiveness Division for assistance in this matter.

Sincerely,

Emily Fox
Director
Educator Effectiveness