

Work-Based Learning Designation Renewal Action Plan



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Section 1: Regional Team

EFE Director

Name	
Email	

Regional Trainer(s)

Name	
Email	
School	

Name	
Email	
School	

Name	
Email	
School	

Additional Contacts (should be copied on all communications)

Name	
Email	
Role	
School	

Name	
Email	
Role	
School	

Name	
Email	
Role	
School	

Section 2: Needs Assessment

Regional Needs

How many educators in your region have a Work-Based Learning (WBL) designation that will expire within the next 1 to 5 years? Identify CTE educators within your region whose WBL designation is set to expire during that timeframe.

What challenges have educators reported regarding the implementation of the Workplace Experience course?

Logistics and Accessibility

What spaces and resources are available for hosting regional WBL Designation Renewals?

Considering the region's travel needs, what are the options for the most central locations?

What are the best times of year to schedule these sessions? Consider the best times and days of the week for teachers and schools.

Should you offer the 3-hour and/or 5-hour option or other combination?

EFE Directors: How will you budget for trainer stipends, substitute pay, and travel expenses?

Section 3: Training Details

Based on the results of the needs assessment in Section 2, please determine the following details for each WBL Designation Renewal that you will offer:

Length (3-hour, 5-hour, other)	In-Person vs. Virtual	Proposed Dates/Times	Location	Maximum # of Participants

The WBL Designation Renewal sessions can be offered as a full 3-hour or 5-hour session (recommended) or can be broken into multiple shorter sessions. It is up to each region to decide on the delivery method that best meets their specific needs. For example, a region might choose to conduct two 2.5-hour sessions to fulfill the 5-hour requirement or three 1-hour sessions for the 3-hour option. To help with planning, consider reviewing the sample schedule for administering either the [3-hour](#) or [5-hour](#) course.

Section 4: Communication with Potential Participants

The following draft communications and proposed schedule can be customized once a WBL Designation Renewal date is confirmed.

- [Registration Sample Email](#) - Send to participants 45 days prior to the session, with an RSVP request due 2 weeks before.
- [Sample Registration Form](#) - This can be adapted into a digital survey platform to allow for efficient collection of registrations.
- [Reminder Sample Email](#) - Send to participants 10 days prior to the session.
- [Registration Confirmation Sample and Next Steps](#) (Including links for the [Pre-Assessment](#) which is required for 3- and 5-hour sessions, as well as the [3-Hour Pre-Session Workbook](#) (pdf) or [3-Hour Pre-Session Workbook](#) (word), for those participating in a 3-hour session. Note: the [Train the Trainer Pre-Assessment Guide](#) provides additional information for trainers about how to use the Pre-Assessment Information.
- [WBL Renewal FAQ.pdf](#) - Provides answers to frequently asked questions regarding the WBL Designation Renewal.
- [Renewal Evaluation Sample](#) (pdf) or [Renewal Evaluation Sample](#) (word)
- [Sign-In Sample](#) (pdf) or [Sign-In Sample](#) (word)

Section 5: Post-Session, Awarding of PDHs, and Evaluation

The EFE director is responsible for maintaining records of attendance, including IEINs, and hours of participation. Within five days of completing the WBL Designation Renewal, please submit the [Completion Log](#) to ISBE at cte@isbe.net. This document includes attendance with IEINs and tracking of submitted evaluations, is required to award Professional Development Hours (PDHs).

In addition, WBL Designation Renewal Session providers must retain copies of the [Evaluation Form 77-21A](#). For additional guidance, please refer to the ISBE's [Professional Development Providers page](#) or the [Illinois State Professional Development Provider Requirements](#).

Lastly, please do not forget to allow participants time at the end of the session to complete the [Renewal Evaluation Sample](#) (pdf) or [Renewal Evaluation Sample](#) (word). Either of these documents can be adapted into a digital survey platform to allow for efficient collection of data.

Please summarize the results in the [Renewal Evaluation Summary Form](#). Feedback from the evaluation will help us enhance these professional learning experiences for educators across the state.

All of the referenced documents above, along with additional resources can be found at the [ISBE CTE Career and Technical Education Leadership](#) website.