

Dear Colleague:

We would be most pleased to work with you and your organization to provide professional continuing education credit for your planned educational offering. Attached is the process in order for us to effectively work together to offer CEs to teachers and other school professionals.

With your submittal of required documents, please advise us the following:

- Will this offering be in-person, webinar or an on-demand format?
- Is this a one-time event or will the program be repeated over time?
- If the program will be repeated, over what time frame and how often?
- If the program will be repeated, will it be offered with its content unchanged and offered in its entirety each time?
- What are the types of professions and number of professionals that are expected to request CEs?
- If a registration fee is being charged, what is that amount and do you plan to have the CE fee included?
- Briefly describe your organization status (for-profit, non-profit, other) and the nature of your products and/or services including type of customers/clients served.

If you have any questions, please contact me at [cgermain@continuingeducationpartner.com](mailto:cgermain@continuingeducationpartner.com) and directly at (773) 930-3200.

Thank you for considering this collaborative effort for your educational offering.

Sincerely,



Cynthia L. Germain  
President and CEO

## Process and Requirements for Professional Development Education

**Activity:** Identify your target audience.

**Sample:**

This program will offer professional development education hours for the following school professionals:

- Administrators
- Counselors
- Nurses
- Social Workers
- Teachers
- Others, please specify

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**Activity:** Explain the intended impact on student learning or well-being.

**Sample:**

This program will provide attendees with information to: (*indicate all that apply*)

- Increase the knowledge and skills of school leaders who guide professional development.
- Improve learning for students.
- Address the organization of adults into learning communities aligned with their schools.
- Deepen participant's content knowledge in one or more subject areas.
- Provide participants with research-based instructional strategies.
- Prepare participants to appropriately use various types of classroom assessments.
- Use learning strategies appropriate to the intended goals.
- Provide participants with the knowledge and skills to collaborate.
- Prepare participants to apply research into decision-making.
- Other, please provide detailed objectives.

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**Activity:** Write a statement showing the relationship between the content, specific relevant standard(s), and at least one of the following criteria:

- Engages participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being; or
- Aligns to the professional's performance; or
- Includes outcomes that relate to student growth or district improvement;
- Aligns with State-approved standards;

**Sample:**

The competent teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

The competent school counselor understands and implements appropriate responses to crises and utilizes a variety of intervention strategies for students, families, and communities facing emergency situations.

The competent school social worker utilizes a variety of intervention strategies that support and enhance students' educational and emotional development.

The competent school nurse understands and uses principles of health promotion and disease prevention to promote a safe and healthy learning environment. This program aligns with state approved standards and includes outcomes that relate to student growth/well-being.



**Activity:** Provide topic and content, including references to materials in support of each planned presentation.

**Sample:** A draft brochure, landing page or other document providing summary of content. Be sure that the document has a complete agenda listing presentation(s) and break times. Powerpoints and/or handouts are required for final approval. References (books, journals articles, statistical sources, etc.) should be provided on a separate document by planned topic and/or as part of each presenter’s powerpoint or handout.



**Activity:** List and provide documents for each presenter.

**Sample:** A CV or resume is required. If one is not available, we can provide you with a bio data sheet to be completed by or for the presenter. This document must demonstrate that the presenter has applicable education and/or experience on the program’s topic(s).



**Activity:** Once approved, we will provide you with information that should be included in your brochure or other dissemination materials.

**Sample:** Professional development hours are provided the Continuing Education Institute of Illinois as an approved provider by the Illinois State Superintendent of Education.



**Activity:** Record of ALL participants and program documents.

**Required Documents:**

- Record of Attendees – An **excel sheet** with the following contact information, at a minimum, **IS REQUIRED FOR ALL PARTICIPANTS:**

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>City</u>	<u>ST</u>	<u>Zip Code</u>	<u>Email</u>	<u>Profession</u>	<u>Organization</u>	<u>CPDUs Y or N</u>
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\*Additional information may be required to be collected depending on the type of event.

- Sign in Sheet - We will provide you with a sample sign-in document appropriate for your program. We can pre-fill this form if registrant information is provided in advance. **For virtual programs**, a certified excel sheet takes the place of a sign-in sheet. Other options of collecting participant data are available.
- Registration Form – This form is not required for all programs. If your program is determined to need these forms, we will provide you with a sample that must be completed by all persons requesting CEUs. We can pre-fill this form if registrant information is provided in advance.
- Evaluation Form – We will provide you with the ISBE approved evaluation form.
- Evidence of Completion for Professional Development – We will provide completed forms either pre- or post-program depending on facilitation needs.
- One copy of final brochure and all program materials and handouts, if not previously provided.

**Time Frame:** The excel sheet must be emailed to [cgermain@continuingeducationpartner.com](mailto:cgermain@continuingeducationpartner.com) within five (5) business days of the completion of program. If you would like to have certificates available at your event, this spreadsheet should be emailed at least three (3) business days in advance. All other documents listed above must be received within ten (10) business days of the end of the event. *If required documents are not provided timely, Evidence of Completion for Professional Development forms may not be issued.*



**Activity:** Payment for CEs requested.

**Time Frame:** We will invoice for all CEU fees and support fees at the first of the month following the program unless requested otherwise. Payment can be made by credit card or PayPal at <https://ceupro.com/client-access/>. Checks should be made payable to the Continuing Education Institute of Illinois and mailed to:

8770 West Bryn Mawr Avenue

Suite 1300

Chicago, IL 60631



**Fees and supports:**

There are no fees for review except for multi-session conferences. Per person fees will be determined in advance and applied upon confirmation of attendance. If a large group is expected or a program is to be recreated over time, we will work with you to set a flat fee per offering or per year. We can assist with promotion, program dissemination, registration and facilitation. Please contact us for more information.