

**From:** Morrison, Daryl

**Sent:** Monday, May 11, 2015 4:26 PM

**To:** Morrison, Daryl

**Subject:** Illinois Professional Development-IEA Approved Provider

**Illinois Education Association Professional Development Provider  
Information**

As of January 1, 2015, the Illinois State Board of Education (ISBE) implemented a new system for educators to receive Illinois Professional Development clock hours (formerly called CPDUs). The **Illinois Education Association** was approved by ISBE as a provider. The activities must meet the criteria that the state board has set forth. Please review the following purposes that must be addressed in order to provide professional development and clock hours:

For each activity planned one or more of the following purposes must be addressed:

1. Increase the knowledge and skills of school and district leaders who guide continuous professional development;
2. Improve learning of students;
3. Organize adults into learning communities whose goals are aligned with those of the school and district;
4. Deepen educator's content knowledge;
5. Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;
6. Prepare educators to appropriately use various types of classroom assessments;
7. Use learning strategies appropriate to intended goals;
8. Provide educators with the knowledge and skills to collaborate; or
9. Prepare educators to apply research to decision-making.

**In order to receive IEA professional development clock hours, please review and complete the following steps listed below:**

- **Below is a link to the professional development request form. You will need to include the following:**
  - **a short descriptor for the activity**
  - **indicate how it addresses one or more purposes listed above**
  - **select all standards that align to the planned activity**
  
- **Click on the link below to fill out the professional development request form requesting clock hours (formerly called CPDUs). Please submit requests at least 2 weeks prior to the scheduled event.**

<http://www.ieanea.org/resources/ipd-approval-form/>

- After the form has been completed and reviewed, you will receive an email approving or denying the request.
- If approved, the evidence of completion form, sign-in sheet and evaluation form will be emailed to the requestor.
- After the activity is held, the evidence of completion forms, sign in sheets and evaluation forms must be returned within two weeks.
- Return all completed forms to 100 E. Edwards St., Springfield, IL 62704, Attn: Chad Jordon.

Please keep in mind that your school district and the Regional Office of Education (ROE) will continue to provide professional development clock hours.

Thanks,

***Daryl G. Morrison***

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