

Regional Office of Education #3 ~ Bond, Christian, Effingham,
Fayette & Montgomery Counties

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**Professional Development Hours
Application for Approval and Agreement**

Workshop/Course Title: _____

Presenter(s): _____

Description:

Date of Professional Development: _____ Hours _____ Minutes

Location of Professional Development: _____

Anticipated number of attendees: _____

Indicate from the following which National Professional Learning Standard this PD aligns to (check all that apply):

- This activity made use of **Learning Communities** committed to continuous improvement, collective responsibility, and goal alignment.
- This activity shared **Resources** to increase educator knowledge base.
- This activity shared **Learning Designs** to improve knowledge of theories, research, and models of human learning to achieve its intended outcomes.
- This activity focused on using **Outcomes** that increases educator effectiveness and results for all students.
- This activity focused on **Leadership** that develops capacity, advocates, and create support systems for professional learning.
- This activity focused on using **Data** from a variety of sources to plan, assess, and evaluate professional learning.
- This activity focused on sustained **Implementation** of procedures and practices to promote long-term change.

Proved a rationale as to how this PD aligns to the state approved National Standards for professional learning selected above:

Indicate to which of the following your Professional Development aligns: (check all that apply):

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

Indicate which of the following state learning standards are addressed by this professional development activity:

- Activities are of a type that will engage 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.
- Professional development aligns to the licensee's performance.
- Outcomes for the activities relate to student growth or district improvement.
- Activities align to state-approved standards for professional learning:
 - Professional Development Standards
 - Illinois Content Area Learning Standards
 - Professional Educator Standards
 - Illinois Professional Leader Standards
- This activity was for higher education coursework.

Provide a written rationale that explains how this PD activity aligns to state standard(s) and identify the expected impact on student learning or school improvement:

By submitting this application to the ROE #3 I testify that the professional development provided by my entity will meet the following criteria:

- Will engage 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;
- Professional development aligns to the licensee’s performance;
- Outcomes for the activities relate to student growth or district improvement;
- Activities align to State-approved standards for professional learning
- ***All documentation needed for a completed training file including but not limited to training flyer, trainer bio, sign in/sign out sheet, handouts, training outline, and attendee evaluations will be submitted within 5 days of the completed event.***

Signature Date

****Application must be submitted to ROE #3 no later than thirty days prior to workshop along with non-refundable \$25 application fee.***

FEE STRUCTURE FOR SPONSORING OF PD HOURS OF ONE-DAY EVENT	
Participant	Fee
Individual educator	\$25 (paid w/application)
Non-approved entities, consultants, higher education, etc.	\$25 application fee plus \$10 per participant
Community partners (Farm Bureau, Health depts., Foundations, etc.)	\$25 application fee plus \$25 processing fee; <i>additional per participant fees may apply if entity is charging</i>
School Districts	Based on # of participants; up to 50 - \$25; 51-100 - \$50; 101-150 - \$75; over 150 - \$100

ROE #3 by designated signature accepts and agrees to issue PD hours for this event.

Signature Date