

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.
- Provides educators with training on inclusive practices in the classroom that examines instructional and behavioral strategies that improve academic and social-emotional growth outcomes for all students, with our without disabilities, in a general education setting.

**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.***

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Signature Date

***\*Application must be submitted to ROE #3 no later than thirty days prior to workshop along with fees.***

FEE STRUCTURE FOR SPONSORING OF PD HOURS OF ONE-DAY EVENT	
Participant	Fee
Individual educator	\$50 (paid w/application)
Non-approved entities, consultants, higher education, etc.	\$100 application fee plus \$10 per participant
Community partners (Farm Bureau, Health depts., Foundations, etc.)	\$100 application fee; <b><i>additional per participant fees may apply if entity is charging</i></b>

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

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Signature Date