

SCHOOL SERVICE PERSONNEL PROFESSIONAL DEVELOPMENT

ISBE CONTINUING EDUCATION HOURS SUMMARY TABLE

Note: To receive credit, an ISBE “Activity Documentation Form” must be completed and submitted with the specified documentation for each activity/category. An activity can only be applied to one category.

	ACTIVITY/CATEGORY	CREDIT	EVIDENCE OF COMPLETION
	Active Licensure & Certification	SEE APPENDIX A	<ul style="list-style-type: none"> • Proof of License or Certificate
A.	Participation on collaborative planning and professional improvements teams and committees	5 CPDUs per semester (3-5 meetings) 8 CPDUs per semester (6+ meetings)	<ul style="list-style-type: none"> • Written description of purpose/intent • Program documentation of attendance & meetings • Plan and activity description or results from group work
B.	Peer Review and Coaching	<u>For peer Review:</u> <ul style="list-style-type: none"> - 9 CPDU per semester (3-5 observations) - 11 CPDU per semester (6+ observations) <u>For Peer Coaching:</u> <ul style="list-style-type: none"> - 5 CPDUs per semester (3-5 observations) - 8 CPDUs per semester (6+ observations) 	<u>For Peer Review:</u> <ul style="list-style-type: none"> • Organizational/ university/district program documentation <u>For Peer Coaching:</u> <ul style="list-style-type: none"> • Log of observation sessions, meetings indicating time spent, dates, & topics discussed
C.	Mentoring	<u>For Mentor or recipient or remediating School Service Personnel:</u> <ul style="list-style-type: none"> - 9 CPDU per semester (3-5 observations) - 11 CPDU per semester (6+ observations) <u>For Consulting School Service Personnel:</u> <ul style="list-style-type: none"> - 6 CPDUs per semester (3-5 meetings) - 8 CPDUs per semester (6+ meetings) - 9 CPDUs per semester(3-5 meetings and at least 1 observation) - 11 CPDUs per semester (6+ meetings and at least 1 observation) 	<u>For Mentor or Recipient:</u> <ul style="list-style-type: none"> • Written description of the mentoring program or remediation process, including the required number and length of cycles of interaction • Log of the observation sessions and other meetings, indicating time spent, date, and topics discussed <u>For Consulting School Service Personnel:</u> <ul style="list-style-type: none"> • Written description of remediation process, record of assignment as a consulting teacher • Log of observation sessions and other meeting indicating dates, times, and topics discussed

D.	Participating in site-based management or decision-making teams, relevant committees, board, or task forces related to school improvement plans	8 CPDUs per semester (3-5 meetings) 11 CPDUs per semester (6+ meetings)	<ul style="list-style-type: none"> • Written description of purpose and intended product of the team/committee • Record of team's meetings • Copy of the product or recommendation developed by the team or committee
E.	Coordinating community resources in schools if the project is a specific goal of the school improvement plan	4 CPDUs per semester of service OR 2 CPDUs per quarter	<ul style="list-style-type: none"> • Excerpt from the school improvement plan highlighting the need(s) being met • Written statement prepared by the certificate-holder indicating the purpose • Statement signed by district administrator for corroborating the assignment
F.	Facilitating parent education programs for a school, school district, or REO directly related to student achievement or the school improvement plan	<u>For Facilitating a program:</u> 4 CPDUs per semester OR 2 CPDUs per quarter <u>For making presentations:</u> 8 CPDUs per semester OR 4 CPDUs per quarter	<p><u>For Coordinating:</u></p> <ul style="list-style-type: none"> • Sponsoring entity's written description of the parent education program • Statement signed by the administrator or designee responsible for corroborating the individual's assignment indicating duties were performed <p><u>For Presentations:</u></p> <ul style="list-style-type: none"> • Written program description indicating that the certificate-holder served as a presenter in the program
G.	Participating in business, school, or community partnerships directly related to student achievement or school improvement plan.	5 CPDUs per semester (3-5 meetings) 8 CPDUs per semester (6+ meetings)	<ul style="list-style-type: none"> • Written description of the partnership that states its goals, identifies the need(s) it is designed to meet, and describes the activities conducted by the certificate-holder • Copy of the relevant portion of the school improvement plan that includes the specific need(s) identified
H.	Supervising an intern candidate(s) training in the area of specialization	** may only be counted once during the course of 5 years. 30 CPDUs for supervising a school service personnel intern candidate in clinical supervision; 12 CPDUs for supervising one or more candidates	<ul style="list-style-type: none"> • Written agreement between the school district and school service personnel institution naming the certificate holder as a supervising personnel • For pre-intern supervision, a log showing dates and times of service and names of candidates involved

		in pre-intern clinical experience.	
I.	Completing undergraduate or graduate credit earned from a regionally accredited institutions in coursework relevant to the certificate area.	15 CPDUs for each semester hour of successfully completed college/university coursework	<ul style="list-style-type: none"> • Copy of official transcript issued by the institution or Grade report issues by the institution indicating the certificate holder passed the course
J.	Teaching college or university course in areas relevant to the certificate area and results to college credit to those enrolled	20 CPDUs for teaching a college course	<ul style="list-style-type: none"> • Copy of course syllabus, or • Signed contract or agreement or other documentation by college/university that shows proof as instructor of a particular course
K.	Completing non-university credit directly related to student achievement, school improvement plans, or State priorities; participating in Workshops/conferences/ in-Service training/ Seminar/ Symposiums	<p>1 CPDU for each hour of attendance or participation</p> <p>8 CPDUs for an individuals first presentation of a given topic</p> <p>3 CPDUs for a subsequent presentation of the same topic</p>	<p><u>For Attendance:</u></p> <ul style="list-style-type: none"> • Standard form issued by the provider at the conclusion of the session or event (pursuant section 25.865) <p><u>For Presentation:</u></p> <ul style="list-style-type: none"> • The program prepared by the entity sponsoring or conducting the event, identifying the certificate holder as presenter in the topic area relevant to his or her certificate or teaching assignment
L.	Training as external reviewers for quality assurance	<p>10 CPDUs for the first instance of an individual's participation.</p> <p>5 CPDUs for completion of one additional training sequence within any one period of a certificate's validity.</p>	<ul style="list-style-type: none"> • A certificate issued by the State Board
M.	Training as reviewers of university preparation Student Personnel programs relevant to certificate area	<p>10 CPDUs for the first instance of an individual's participation.</p> <p>5 CPDUs for completion of one additional training sequence within any one period of a certificate's validity.</p>	<ul style="list-style-type: none"> • A certificate issued by the State Board
N.	Participating in action	8 CPDUs per semester for a project involving the	<ul style="list-style-type: none"> • Written protocol

	research and inquiry projects	certificate-holder's own class(es) 11 CPDUs per semester for a project involving or affecting classes other than or in addition to the certificate-holder's own class(es)	<ul style="list-style-type: none"> Written summary of the inquiry and its results that describes what the certificate-holder has learned and identifies the implications of the experience for the individual's future teaching
O.	Observing programs or teaching in schools, related to businesses, or industry that is systematic, purposeful, and relevant to certificate renewal	5 CPDUs per semester OR 2.5 CPDUs per quarter	<ul style="list-style-type: none"> A description of the observations prepared by the certificate-holder, including work observed, the purpose for observations the frequency period(s) of observations, what was learned, and how the information will be used in the individual's future
P.	Traveling related to one's teaching assignment, directly related to student achievement or school improvement plans	12 CPDUs per year in an episode of qualified travel. <u>Exception:</u> 15 CPDUs per year to a certificate-holder who is a teacher of a foreign language engages in an episode of qualified travel to a destination where the foreign language he or she teaches is commonly spoken.	<ul style="list-style-type: none"> Travel itinerary Written Journal prepared by certificate-holder that summarizes the experience and reflections <p><i>See Rules for more details.</i></p>
Q.	Participating in study groups related to student achievement or school improvement plans	6 CPDUs per semester (3-5 meetings) 8 CPDUs per semester (6+meetings)	<ul style="list-style-type: none"> A written statement of purpose for the group A list of group members Summaries of the meetings showing attendance by the certificate-holder
R.	Serving on a statewide education-related committee	15 CPDUs per year for qualifying service OR 7.5 CPDUs per quarter	<ul style="list-style-type: none"> Minutes of the group demonstrating the individual's attendance during the period for which CPDUs are claimed If submission of minutes would breach confidentiality, a record of attendance would be sufficient
S.	Participating in work / learn programs or internships	5 CPDUs per semester for 1-10 contact hours (or 2.5 CPDUs per quarter for five or fewer contact hours) 8 CPDUs per semester for 11-20 contact hours (or 4 CPDUs per quarter for 5.5 through 10 contact hours) 11CPDUs per semester for 21 or more contact hours (or 5.5 CPDUs per quarter for more than 10 contact hours)	<ul style="list-style-type: none"> A letter signed from the employer or other entity verifying the nature of the program or internship and stating the length and frequency of the certificate-holder's direct contact with other individuals from whose knowledge or experience he or she was to benefit
T.	Developing a portfolio of student and certificate-holders work	15 CPDUs	<ul style="list-style-type: none"> Samples of at least three student's work that responds to the specified assignment A written analysis prepared by the certificate

			<p>hold that describes:</p> <ul style="list-style-type: none"> * the assignment responding to goal(s) * the instructional strategies * what the student' work reveals * the successful of the assignment <p><i>See Rules for more details.</i></p>
U.	Participating in curriculum development or assessment activities at the school, school district, regional office of education, State, or national level	<p>8 CPDUs per semester for 5 or fewer meetings (or 4 CPDUs per quarter for 3 meetings)</p> <p>11 CPDUs per semester for 6 or more meetings (or 5.5 CPDUs per quarter for more than 3 meetings)</p>	<ul style="list-style-type: none"> • Membership list and meeting summaries showing the certificate-holder's presence and participation • The product of the group's work such as a curriculum guide or new assessment
V.	Participation in team or department leadership in a school or school district	5 CPDUs per semester of service	<ul style="list-style-type: none"> • A job description or other documentation created by the district or the administrator that is specific in terms of responsibilities to be carried out <p><i>See Rules for more details.</i></p>
W.	Participating on external or internal school or school district review teams	<p>15 CPDUs for an external quality review visit for a service on a program review panel, or for service on an institutional review team, provided that each of these types of activities shall be credited no more than once per semester.</p> <p>8 CPDUs per semester of service on a school's internal quality review team (or 4 CPDUs per quarter)</p>	<ul style="list-style-type: none"> • Documentation of the individual's assignment by State Board staff (for an external review team, program review panel, or institutional review team) OR • Documentation of the individuals assignment by the school district administrator (for an internal review team) • Statement signed by the team's chair or convenor verifying the certificate-holder's participation for the duration of the process.
X.	Publishing educational articles, columns, or books relevant to the certificate area being renewed	<p>40 CPDUs for writing a book that is technical or research-based</p> <p>20 CPDUs for writing a book of any other type</p> <p>15 CPDUs for writing one or more chapters of a book</p> <p>8 CPDUs for writing a column published at the statewide level</p>	<ul style="list-style-type: none"> • A copy of each item published showing date of publication & publisher • Artistic work or other creative endeavor such as a development of a curriculum unit show proof of copyright

		5 CPDUs for writing a column published at the local level * multiple authors split CPDUs as they agree	
Y.	Participating in non-strike related professional association or labor organization service or activities related to professional development	8 CPDUs per semester for attending 3-5 meetings 11 CPDUs per semester for attending 6 or more meetings	<ul style="list-style-type: none"> • A written description of the position or activity • A copy of the product if activity includes preparing a tangible product
Z.	Other	CPDUS available for activities not listed in sections A through Y based on written evidence <i>See Rules for more details.</i>	<ul style="list-style-type: none"> • Description of activity & its purpose, intensity, duration & outcome • Discusses how activity relates to improvement of the certificate-holder's knowledge & skills • Describe which of sections A through Y activity most resembles • Proposes a number of CPDUs that is commensurate with the value of the assigned activity

Source: State Board of Education Rules, Title 23: Education and Cultural Resources, Subtitle A: Education, Chapter 1: State Board of Education, Subchapter b: Personnel, Part 25: Certification, Subpart D: School Service Personnel, Section 25.275 Renewal of the School Student Personnel Certificate.

Appendix A

A person who holds one of the following active licenses with the State of Illinois:

- 1.) Licensed Clinical Professional Counselor (LCPC)
- 2.) Licensed Professional Counselor (LPC)
- 3.) Licensed Clinical Social Worker (LCSW)
- 4.) Licensed Social Worker (LSW)
- 5.) Licensed Speech-Language Pathologist

OR

A person who holds one of the following active national certifications:

- 1.) Nationally Certified School Psychologist (NCSP)
- 2.) National Certified School Nurse (NCSN)
- 3.) National Certified Counselor (NCC)
- 4.) National Certified School Counselor (NCSC)
- 5.) Certificate of Clinical Competence from the American Speech-Language Hearing Association