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Approved Provider Sub-Contractor Introduction Letter

Thank you for contacting South Cook Intermediate Service Center regarding providing professional development CPDUs for Illinois educators.

Beginning July 1, 2014, new statutory requirements became effective for the renewal of Professional Educator Licenses (105 ILCS 5/21 B-45G). Those entities specified in statute as "approved professional development providers" include Regional Office of Education and Intermediate Service Centers. All other entities that do not meet the criteria to become a State-approved provider and wish to provide professional development services may do so in collaboration with any of the approved providers, under that entity's approval.

At South Cook Intermediate Service Center, we take our role as a provider of professional development seriously. We expect that South Cook approved providers will present outstanding professional development activities for our educators and conduct them in a professional manner, holding the activities for the full session as indicated on the notification document, and adhering to the topic and participant outcomes as defined in the course outline.

Please review the provider application carefully. Requirements for approved professional development have changed and are much more rigorous and detailed than in the past. A list of acceptable activities was purposely not established in law to allow for flexibility of PD activities. The responsibility for PD activities is being transferred from the educators to the providers. In other words, if an approved provider offers an activity, the educator will receive credit. If, in the audit of providers, it is determined that the activities are not appropriate, the provider will face consequences, but the educator will not lose the credit awarded. This is a new paradigm. The important thing is that any activities being offered must align to the [Learning Forward Standards](#) and State standards ([Illinois Administrative Code, Section I. Appendix D State Goals for Learning](#)).

If you choose to pursue becoming a provider with South Cook Intermediate Service Center, please submit an application to South Cook ISC, 253 West Joe Orr Road, Chicago Heights, IL 60411 to Wendy Withers' attention. Include two reference letters with your application.

When you submit your provider application, it will be reviewed and you will be notified by an ISC staff member and a telephone or face to face interview will be scheduled. After the interview is completed, you will be notified as to whether you have been approved as a South Cook ISC professional development provider.

Other procedures are defined on the enclosed document. If you have any questions, please contact Wendy Withers wwithers@s-cook.org or 708-754-6600.



**South Cook Intermediate Service Center #4
Professional Development Provider Application**

SUBMIT THIS FORM, A NARRATIVE RESPONSE AND TWO LETTERS OF RECOMMENDATION TO THE ADDRESS ABOVE Beginning July 1, 2014, new statutory requirements became effective for the renewal of Professional Educator Licenses (105 ILCS 51218-45) (9). Those entities specified in statute as "approved professional development providers" include 1) the Illinois State Board of Education; 2) Regional Offices of Education and intermediate Service Centers; 3) regionally accredited institutions of higher education that offer Illinois-approved educator preparation programs; and 4) Illinois public school districts, charter schools, and joint educational programs that provide career and technical education or special education services.

Other organizations that wish to become State-approved professional development providers in Illinois must represent A) school administrators, B) principals, C) school business officials, D) teachers, E) school boards, F) school districts, G) parents, or H) school service personnel.

All other entities that do not meet the criteria to become a State-approved provider and wish to provide professional development services may do so in collaboration with any of the approved providers, under that entity's approval. The South Cook Intermediate Service Center #4 is one of those entities.

Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document for your organization and submit an electronic copy to SCISC.

Date _____

Provider/ Organization Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

E-mail _____

Description of Agency Company Individual Organization

Website _____

Contact Person Information (if provider is not an individual)

Name _____

Phone _____

E-mail _____

As an approved professional development provider, I confirm that this organization will do all of the following:

- (1) Align professional development activities to the State-approved national standards for professional learning promulgated by Learning Forward, posted at <http://learningforward.org/standards-for-professional-learning>;
- (2) Meet the professional development criteria for Illinois licensure renewal;
- (3) Produce a rationale for each activity that explains how it aligns to State standards (Illinois Administrative Code, Section 1, Appendix D State Goals for Learning) <http://www.isbe.net/rules/archive/pdfs//oneark.pdf> and identify the assessment for determining the expected impact on student learning improvement;
- (4) Submit to South Cook ISC documentation for completion of activities:
 - A. Copy of the participant sign-in sheets
 - B. South Cook ISC Activity Approval Summary Form (73-58)
 - C. A check for \$10 per participant. *(This cost must be included in your original participant fees)*

South Cook ISC will provide an online link for the required evaluation form (77-21A) and once the participant(s) complete the evaluation, the evidence of completion form (77-21B) will become available. This link will be available for 14 days after the completion of the course.

I understand that South Cook ISC Executive Director will review the annual data collected to determine if my organization has met the criteria and should continue to be an approved provider or if further action should be taken.

Signature and Title of Person Responsible for Professional Development

Date

Signature and Title of Head of Organization

Date

1) What minimum qualifications and experience are required for your organization's presenters?

2) For each PD activity, your organization must a) identify the specific State learning standards to be addressed, b) provide a rationale that clearly explains how the activity aligns to those standards, and c) identify the process for determining the expected effect on student learning or school improvement that will result from the skills and knowledge the licensee is expected to acquire from the activity. Explain the policies and procedures you will implement in order to ensure the aforementioned.

3) How will your organization develop PD activities that align to the Standards for Professional Learning (2011) promulgated by Learning Forward, 504 South Locust Street, Oxford OH 45056 and posted at [Standards for Professional Learning](#)

4) What procedures will your organization use to ensure original documentation is maintained for a period of at least seven years?

5) Describe the expected effect the professional development activities offered will have on educators and student growth in regards to one or more of the following: a) content knowledge or skills, or both; b) educator and student social and emotional growth; c) alignment to district or school improvement plans.

6) List the professional development activities that will be offered by your organization within the two calendar years beginning January 1, 2015 and ending December 31, 2016. For each activity identify a) the name of the event; b) target audience; c) a rationale explaining how the activity aligns to the Standards for Professional Learning; d) the expected effect on student learning or school improvement; e) the expected impact on student growth in regards to content knowledge or skills, educator and student social and emotional growth, or alignment to district or school improvement plans.

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

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

In addition to the narrative in #7 above, create a chart like the example that follows for the activities planned.

Standards for Professional Learning (Learning Forward)

1. Learning Communities: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
2. Leadership: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.
3. Resources: Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.
4. Data: Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
5. Learning Designs: Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.
6. Implementation: Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long-term change.
7. Outcomes: Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

NAME OF ACTIVITY	INTENDED AUDIENCE	LEARNING FORWARD STANDARD(s)	STATE LEARNING STANDARDS' ADDRESSED	THE EXPECTED EFFECT ON STUDENT LEARNING OR SCHOOL IMPROVEMENT
Response to Intervention Workshop	Teachers	1- Learning Communities	Students will demonstrate procedures for communicating in positive ways, resolving differences, and preventing conflict	Expected outcomes: reduced referrals for special education and/or behavioral services provided outside the regular classroom; increased supports provided in the regular education setting.
In-service Training on Improving Reading Instruction	Elementary Teachers and Building Administrators to Grade 6	7 - Outcomes	Students will read with sufficient accuracy and fluency to support comprehension.	A measurable improvement in accuracy of reading content and oral reading skills should result from implementing the new reading program.

NAME OF ACTIVITY	INTENDED AUDIENCE	LEARNING FORWARD STANDARD(s)	STATE LEARNING STANDARDS' ADDRESSED	THE EXPECTED EFFECT ON STUDENT LEARNING OR SCHOOL IMPROVEMENT

Use additional pages if needed.

*ILLINOIS LEARNING STANDARDS: SECTION1. APPENDIX D: <http://www.isbe.net/rules/archive/pdfs/oneark.pdf>

*ELA COMMON CORE LEARNING STANDARDS: http://www.isbe.net/common_core/pls/level1/pdf/ela-standards.pdf

*MATHEMATICES COMMON CORE LEARNING STANDARDS: http://www.isbe.net/common_core/pls/level1/pdf/math-standards.pdf