

# IBEA CPDU Procedures for Affiliate Events

For events OUTSIDE the IBEA Fall Conference

## TO GIVE CPDU CREDITS AT YOUR LOCAL AFFILIATE MEETINGS THROUGH THE IBEA PROVIDER NUMBER FOLLOW THESE STEPS:

1. **Complete the Affiliate Call for Presenters form** in this packet (**pages 1 and 2**) and send to IBEA at least four weeks prior to your affiliate event for pre-approval to receive PD credits from IBEA. After approval, you will be sent two ISBE forms to give attendees:

**77-21A Evaluation for Workshop, Conference, Seminar, Etc.**

*This form is to be given to each attendee seeking PD credit.*

*Collect the completed form and then hand the attendee:*

**77-21B Evidence of Completion for Professional Development**

*Attendees keep this form for their records.*

2. **The length of the presentation** must be a minimum of one hour. This only includes the presentation and/or tour. It does not include other parts of your program such as a business meeting and/or travel time to a tour.
3. **Keep a list of all persons that received** professional development credits for your event and a **copy of your program**.
4. **Use the IBEA Affiliate Event Evaluation Form (page 4)** in this packet and have all participants complete this form immediately following the program.
5. **Send the following forms to IBEA no later than one week following your activity:**
  - a. *a copy of the **list of attendees** and your **program information***
  - b. *a copy of the **completed ISBE evaluation forms (77-21A)***
  - c. *completed IBEA Affiliate Event Evaluation Forms*

**Send all materials listed above:**

- IBEA Executive Director, Gary Hutchinson: [ibea@ibea.org](mailto:ibea@ibea.org)

All post event materials should be submitted to IBEA within one week of your affiliate event. IBEA has to submit a summary of all of this on a special form to the state and then keep your material on file for seven years in order for your PD credits to count.



# Affiliate Call for Presentations

To be used for affiliate events outside of the IBEA Conference

Complete this form and send to IBEA at least four weeks prior to your affiliate event for pre-approval to receive CPDU credits from IBEA. After approval, you will be given the IBEA approval number to give to your event attendees on the appropriate ISBE form.

Please Mark YOUR Affiliate									
<input type="checkbox"/> CABEA	<input type="checkbox"/> CBEA	<input type="checkbox"/> CIBEA	<input type="checkbox"/> EIBEA	<input type="checkbox"/> MIBEA	<input type="checkbox"/> NIBEA	<input type="checkbox"/> PABEA	<input type="checkbox"/> SIBEA	<input type="checkbox"/> SWABEA	<input type="checkbox"/> WIABEA
<b>Date of Your Event:</b>									
<b>Location of Your Event:</b>									
<b>Length of presentation:</b>									
Type of Session – Check all that apply									
<input type="checkbox"/> Hands on Computer	<input type="checkbox"/> Demonstration/Lecture	<input type="checkbox"/> Tour	<input type="checkbox"/> Roundtable/Forum/Discussion						

Select At Least One Item In Each Column <i>(Needed for New CPDU Requirements)</i>	
Professional Development Outcome (Select at least one item that best fits presentation objective and topic)	Standards (You must select the standards that are aligned to the content of the presentation)
<input type="checkbox"/> Increase knowledge and skills of school and district leaders who guide continuous professional development <input type="checkbox"/> Will lead to improved learning of students <input type="checkbox"/> Address the organization of adults into learning communities, the goals of which are aligned to those of the school and district <input type="checkbox"/> Deepen participants' content knowledge in one or more subject areas <input type="checkbox"/> Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards <input type="checkbox"/> Prepare participants to appropriately use various types of classroom assessments <input type="checkbox"/> Use learning strategies appropriate to the intended goals <input type="checkbox"/> Provide participants with the knowledge and skills to collaborate <input type="checkbox"/> Prepare participants to apply research to decision-making	National Standards for Professional Learning: (see descriptions on page 3 of this packet) <input type="checkbox"/> Learning Communities <input type="checkbox"/> Leadership <input type="checkbox"/> Resources <input type="checkbox"/> Data <input type="checkbox"/> Learning Designs <input type="checkbox"/> Implementation <input type="checkbox"/> Outcomes  See the link below for descriptions of standards <a href="http://learningforward.org/standards/leadership">http://learningforward.org/standards/leadership</a> OR Please list below the Illinois Learning Standard that your presentation addresses. The standards can be found at: <a href="http://www.isbe.state.il.us/ils/">http://www.isbe.state.il.us/ils/</a>

## Presentation Proposal Information

1. **SESSION TITLE:**  
**NAME OF SPEAKER(S):**  
**SCHOOL/ORGANIZATION:**  
**POSITION/TITLE:**  
**ADDRESS:**  
**PHONE:**  
**FAX: N/A**

3. **DESCRIPTION OF SESSION:**

This session will

4. **WRITE A STATEMENT** showing the relationship between the content of the PD activity, specific relevant standard(s) (see page 3 of this packet for standards), and at least one of the following criteria established for PD activities:
  - Engages 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; or
  - Aligns to the licensee's performance (evaluation); or
  - Includes outcomes that relate to student growth or district improvement; or
  - Aligns to State-approved standards; or
  - Are college courses.

Your Statement:

5. **EXPLAIN THE INTENDED IMPACT** on student learning or well-being

One form must be filled out for each affiliate event and submitted at least four weeks before the event.

Send this form to both the IBEA Executive Director, Gary Hutchinson: [ibea@ibea.org](mailto:ibea@ibea.org)

National Standards for Professional Learning Descriptions:

- **Learning Communities** - committed to continuous improvement, collective responsibility, and goal alignment.
- **Leadership** - skillful leaders who develop capacity, advocate, and create support systems for professional learning.
- **Resources** - requires prioritizing, monitoring, and coordinating resources for educator learning.
- **Data** - uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
- **Learning Designs** - integrates theories, research, and models of human learning to achieve its intended outcomes.
- **Implementation** - applies research on change and sustains support for implementation of professional learning for long term change.
- **Outcomes** - aligns its outcomes with educator performance and student curriculum standards.

# IBEA Affiliate Event Evaluation Form

Name of Affiliate: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Topic of Event/Presentation: \_\_\_\_\_

Please evaluate the session using 1 to 5; with 1 being Poor and 5 being Excellent.

<b>Organization:</b>	1	2	3	4	5
<b>Content:</b>	1	2	3	4	5
<b>Delivery:</b>	1	2	3	4	5

<b>Select At Least One Item In Each Column (Needed for New CPDU Requirements)</b>	
<b><u>Professional Development Outcome</u></b> (Select at least one item that best fits presentation objective and topic)	<b><u>National Standards for Professional Learning</u></b> (Select the standards that are aligned to the content of the presentation)
<input type="checkbox"/> Increase knowledge and skills of school and district leaders who guide continuous professional development  <input type="checkbox"/> Will lead to improved learning of students  <input type="checkbox"/> Address the organization of adults into learning communities, the goals of which are aligned to those of the school and district  <input type="checkbox"/> Deepen participants' content knowledge in one or more subject areas  <input type="checkbox"/> Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards  <input type="checkbox"/> Prepare participants to appropriately use various types of classroom assessments  <input type="checkbox"/> Use learning strategies appropriate to the intended goals  <input type="checkbox"/> Provide participants with the knowledge and skills to collaborate  <input type="checkbox"/> Prepare participants to apply research to decision-making	Professional learning that increases educator effectiveness and results for all students... <input type="checkbox"/> <b>Learning Communities</b> —occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment. <input type="checkbox"/> <b>Leadership</b> —requires skillful leaders who develop capacity, advocate, and create support systems for professional learning. <input type="checkbox"/> <b>Resources</b> —requires prioritizing, monitoring, and coordinating resources for educator learning. <input type="checkbox"/> <b>Data</b> —uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning. <input type="checkbox"/> <b>Learning Designs</b> —integrates theories, research, and models of human learning to achieve its intended outcomes. <input type="checkbox"/> <b>Implementation</b> —applies research on change and sustains support for implementation of professional learning for long-term change. <input type="checkbox"/> <b>Outcomes</b> —aligns its outcomes with educator performance and student curriculum standards.

<b>I would recommend this <u>speaker</u> to others: Yes No</b>	<b>I would recommend this <u>topic</u> to others: Yes No</b>
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(Place additional comments on back of this form)

All event participants need to complete this form immediately following the program. The completed evaluations will need to be collected and turned in to IBEA within one week of the event.