



Regional Office of Education

Mason-Tazewell-Woodford Counties

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PD Providers – Recommendations

Can I issue activity hours for it?

- Use this as a guide and for each activity.
 - [PD Activity Guidelines for Renewal](#)

What evidence does the recipient need to count if audited? They need either...

- [Evidence of Completion form 77-21B OR](#)
- Transcript from IL college or university with an ISBE approved teacher prep program
 - District can issue 77-21B for coursework from another college/university

Districts are providers so they can issue 77-21B for things folks do outside of the district if you warrant that it is good PD.

What a district should do for each activity they provide...

- ISBE Evaluation 77-21A from each recipient – either paper/pencil or electronic version mirroring the ISBE form (ex. Google Form)
- Summary of responses for each item on 77-21A
- Sign-in sheet for groups
- Regular, ongoing related PD events (groups) should keep date and activity log
- You can lump regular, ongoing related PD events together and issue one 77-21B but don't forget the ISBE evaluation 77-21A
- [ISBE Year-End Approved Provider Report](#) (June)