

Instructions to Receive PD at Regional Meeting

Failure to follow these instructions Will result in no credit

Check list for Regional Chair to return to IL ASBO to receive credit for meeting (see detail below):

- IL ASBO Professional Development Activity Form (PDAF) either 2 or 4 page
- ISBE Provider Activity summary Form 73-58
- Pre-populated Sign in/Sign out sheet returned via email to Holly Wallace within 5 days of event

Attendee's responsibility to receive credit (see detail below):

- Attendee MUST register on the IL ASBO Website for the meeting – no registration no credit
- Attendee MUST sign in and sign out at the meeting – no signature no credit
- Attendee MUST be a member of IL ASBO
- Attendee MUST fill out the ISBE survey and submit to receive the Evidence of Completion form (EOC).

The details:

1. The Regional Chair must fill out and complete 2 submissions forms: IL ASBO PD Activity Form and the ISBE Activity Form. These should be returned to Holly Wallace hwallace@iasbo.org one week prior to meeting. Submission forms received 24 hours before the meeting or after the meeting date may not receive credit.
You have your choice forms for the IL ASBO PD Activity Form. You can use the 2 page form without the standards or if you need guidance choosing standards you can use the IL ASBO PD Activity Form with Standards.
 - a. The first form to fill out is the IL ASBO PDAF (Professional Development Activity Form). This form includes information the IL ASBO needs to process your meeting credits. The PDAF without standards form is on the IL ASBO Website/PD & Events/Regional Organizations/click on Information for Reg. Chairs on awarding credit/additional resources-way at the bottom. The PDAF with standards is second from left on same page. This 4 page form will give the chair guidance in filling out the ISBE PAS form 73-58, in regards to standards.
 - b. It is the chairs choice which IL ASBO form to return – either the 2 page or 4 page submission, but one of the two is required.
 - c. The second form is the ISBE PAS Form 73-58 is on the IL ASBO Website/PD & Events/Regional Organizations/click on Information for Reg. Chairs on awarding credit/additional resources-way at the bottom. Use your IL ASBO PD Activity Form as a guide to fill this form out.
 - d. In the boxes, the following information should be:
 - NAME OF APPROVED PROVIDER- Illinois ASBO
 - REGION COUNTY DISTRICT, TYPE CODE – 16-019-026P-00 (this number is on the Webpage)
 - NAME OF PROVIDER – leave blank
 - NAME OF ACTIVITY – please use the Session Title from IL ASBO PDAF – not the Regional name
 - DATE OF ACTIVITY – date of actual meeting
 - LOCATION OF ACTIVITY – town/city name of meeting
 - DESCRIBE THE ACTIVITY – please use the Seminar Blurb from the IL ASBO PDAF

BOXES 2, 3, 4 & 5- please use the IL Learning Standards, either from the PDAF with Standards or the Standards are available on the Webpage. Please be very specific, and name the Standards exactly as they appear so there is no question which Standards you are referring to. You must tie the standards to at least one of the bullets listed under question 2 on the form. Box 3 must be answered in complete sentences or a paragraph describing the intended impact on student learning or well-being. ISBE uses this form during their audit, if you do not state your case in both box 2 & 3, they may choose to decline your submission when they audit Illinois ASBO.

BOXES 6, 7 & 8 – will be maintained by IL ASBO

2. The day before your scheduled meeting, Holly Wallace will send you a pre-populated sign in sheet. This sign in sheet is taken from the registration on the IL ASBO Website. It will only include individuals registered for the meeting, and are IL ASBO members.
 - a. If an individual is not on the pre-populated list they can write themselves in BUT it is their responsibility to go to the IL ASBO Website and register for the meeting within 24 hours (by Monday for Friday meetings). If an individual signs in and does not register (or is not an IL ASBO member) they WILL NOT receive credit.
 - b. If for some reason you do not receive a pre-populated list from Holly Wallace or IL ASBO staff, by noon, the day before your meeting, please try and contact her to receive one. If that does not come to pass you may use your own sign in/sign out sheet. Please be aware that if the attendees are not registered, they will not receive credit. If we cannot read their name, they will not receive credit, so please stress they print their name legibly. If Holly Wallace has sent you a sign in/sign out sheet by noon the day before, and you return a different one there may be a significant delay in receiving credits.
 - c. All attendees are required to sign in and out. Failure to do both may result in no credit.
3. Within 2 days after your meeting the sign in/sign out sheet is emailed to Holly Wallace hwallace@iasbo.org
4. Within 5 days of the sign in/sign out received by Holly Wallace, a survey will be sent to all individuals that registered for the event, sign in and out, and are an IL ASBO member. On completing the survey they will receive a link for their Evidence of Completion.
5. All Attendees that complete their 4 steps (see Attendee Responsibility) will be granted credit within 30 days.