

Professional Clock Hour Approval Request Form



You may apply to receive professional clock hours for professional learning activities you have attended (in and outside of Illinois). In order to receive full credit, you must complete this application form, attach relevant evidence of attendance, and submit a \$10 processing fee to The PROE Center, 10112 West Dubois Road, Edwards, IL 61528. Requests may take up to 30 days to be processed/professional clock hours delivered. Evidence of Completion forms (professional clock hours) will be sent to the email address listed below, please be sure to write/type email address clearly.

Applications and payment should be mailed to The PROE Center, 10112 West Dubois Road, Edwards, IL 61528, Attention: Cindy Dollman (Director of Professional Learning).

Teacher's Name:	Teacher's School District:
Teacher's Street Address:	Teacher's City, State & Zip Code:
Teacher's e-mail:	Teacher's Phone:

Course Summary

Activity Title:	Presenter's Name:	
Date of Activity:	Location of Activity:	
Start Time:	End Time:	Total Time: (do not including lunch time or breaks)
Description of Professional Development Activity:		

Please attach any relevant evidence that provides evidence of the workshop content, such as an agenda, handouts, copy of the powerpoint, etc.

In order for professional learning activities to be awarded professional clock hours, the Illinois State Board of Education requires that those activities align with certain requirements. For the following section, please place a check mark next to the most appropriate option. In the box provided, please provide a rational of how the professional learning activity exhibited the option you checked. Applications without thorough rationales cannot be approved.

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Select the **National Professional Learning Standard(s)** addressed in this professional activity: (check all that apply)

- This activity made use of Learning Communities committed to continuous improvement, collect responsibility, and goal alignment.
- This activity shared Resources to increase educator knowledge base.
- This activity shared Learning Designs to improve knowledge of theories, research, and models of human learning to achieve its intended outcomes.
- This activity focused on Leadership that develops capacity, advocates, and creates support systems for professional learning.
- This activity focused on using Data from a variety of sources to plan, assess, and evaluate professional learning.
- This activity focused on sustained Implementation of procedures and practices to promote long-term change.

Explain **how** this activity aligned to the selected standard(s):

In order to earn professional clock hours, professional development must align with one of the following:

- Increase the knowledge and skills of school and district leaders who guide continuous professional development
- Will lead to improved learning standards
- Addressed the organization of adults into learning communities whose goals are aligned with those of the school and district
- Deepen educator's content knowledge in one or more content (subject) areas
- Provide educators with researched-based instructional strategies to assist students in meeting rigorous academic standards
- Prepare educators to appropriately use various types of classroom assessments
- Use learning strategies appropriate to the intended goals
- Provide educators with the knowledge and skills to collaborate
- Prepare educators to apply research to decision-making

Provide a rationale of **how** this professional development led to the chosen outcomes:

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Select which state learning standards were addressed:

- Professional Development Standards
- Illinois Content Area Learning Standards
- Professional Educator Standards
- Illinois Professional Leader Standards
- Other _____

Indicate how the selected standards met the following qualifications:

- Activities are of a type that will engage participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social emotional achievement, or well-being
- Professional development aligns to the licensee's performance
- Outcomes for the activities relate to student growth or district improvement
- Activities align to state-approved standards for professional learning
- This activity was higher education coursework

This event created/will create the following impact:

- Educator and student growth regarding content knowledge, skills, or both
- Educator and student social emotional growth
- Or district and school improvement

Please sign and date:

Provide a rationale that explains how this event aligned to the state learning standard(s) you selected:

Explain the data that will be collected & the process used for determining the impact you selected: