IATE Event Checklist for issuance of CPDU’s to Teachers

IATE is an approved provider for Continuing Education Credits for Illinois teachers. If you are hosting an IATE sponsored event, please use this checklist to ensure all documentation and record keeping is done correctly. Failure to maintain complete records could result in the revocation of CPDU’s for that event, or IATE’s provider status.

**Please use the following information when filling out the ISBE forms:**

**Name of Approved Provider:** National Council of Tchrs of Eng dba Illinois Association of Teachers of English

**Name of Provider:** Illinois Association of Teachers of English

**Region, County, District, Type Code:** 651082070510000

\_\_\_\_\_ 1. ISBE form 73-58 ([Approved Professional Development Provider Activity Summary](http://www.isbe.net/licensure/pdf/73-58-approved-pd-provider-activity-summary.pdf)) must be completed for the event. For help in completing this form, you may contact Jan Neuleib, Executive Secretary, or refer to the guidelines at the following links:

* Illinois teaching standards <http://www.isbe.net/profprep/CASCDvr/htmls/pcstandardrules.htm>
* Learning Forward Professional Development Standards <http://learningforward.org/>

\_\_\_\_\_ 2. Maintain an attendance roster that includes:

* Name of Event;
* Participant Names and IEIN;
* Beginning and Ending dates of event;
* Beginning and Ending times of event;
* Number of CPDU’s awarded.

\_\_\_\_\_ 3. ISBE form 77-21A Evaluation form must be distributed to participants and collected for records. <http://www.isbe.net/licensure/pdf/77-21A_evaluation.pdf>

\_\_\_\_\_ 4. ISBE form 77-21B Evidence of Completion form must be filled out by IATE and distributed to participants for their records. Jan Neuleib, Executive Secretary, will be the person responsible for signature on this document, so make sure you get it to her with plenty of time! <http://www.isbe.net/licensure/pdf/77-21B_evidence_completion.pdf>

\_\_\_\_\_ 5. Upon completion of the event, items above should be sent to Maegan Gaddis, either electronically (mdgaddi@ilstu.edu) or physically:

Maegan Gaddis

Illinois State University

IATE Office Manager

Campus Box 4240

Normal, IL 61790

These records are to be kept for six (6) years for auditing purposes. Again, failure to complete the steps above could void the CPDU’s that were issued, or revoke or provider status. Feel free to contact Jan (jneuleib@ilstu.edu) or Maegan (mdgaddi@ilstu.edu), with any questions you might have.