



ROE #3

APPROVED PROVIDER TRAINING FILE CHECKLIST



Title of PD Activity: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

Staff Member(s) on Site: \_\_\_\_\_

For a training file to be complete, the following steps need to be taken:

	Initial when complete
Workshop flyer/registration form in file	_____
Completed evaluation forms	_____
Evidence of completion form (sample) in file	_____
Sign In/Sign Out sheet in file	_____
Training outline/handouts from presenter in file	_____
Bio/Resume/Contact information on presenter in file	_____
Proof of standards alignment for PD hours in file	_____

Additional Notes:

File reviewed and closed (when complete):

Signature

Date

\_\_\_\_\_ ROE 3 initials



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Title of PD Activity: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

Hours/Minutes of PD Activity: \_\_\_\_\_

Description of activity:

Indicate from the following which National Professional Learning Standard this PD aligns to (check all that apply):

- This activity made use of **Learning Communities** committed to continuous improvement, collective 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 using **Outcomes** that increases educator effectiveness and results for all students.
- This activity focused on **Leadership** that develops capacity, advocates, and create 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.

\_\_\_\_\_ ROE 3 initials



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Indicate to which of the following your Professional Development aligns: (check all that apply):

Increase the knowledge and skills of school and district leaders who guide continuous professional development.

Improve the learning of students.

\_\_\_ Organize adults into learning communities whose goals are aligned with those of the school and district.

Deepen educator's content knowledge.

Provide educators with researched-based instructional strategies to assist students in meeting rigorous academic standards.

Prepare educators to appropriately use various type 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.

Indicate which of the following state learning standards are addressed by this professional development activity:

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 or 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:

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

\_\_\_ This activity was for higher education coursework.

Provide 1) a written rationale that explains how this PD activity aligns to state standard(s) and 2) identify the expected impact on student learning or school improvement:

\_\_\_\_\_ ROE 3 initials