

FAQ on License Renewal (updated September 15, 2017)

1. **FORMS:** Two forms must be completed once you finish any professional development (PD) activity: the Evaluation form and the Evidence of Completion form. If not given by the presenter, they can be found on the district webpage underneath Human Resources. Go to Human Resources and there is a drop down that says staff/subs/retirees. Then you go to CPDU (to be referred to as PD hours in this document) information and forms.

District Activity: evaluation forms to ASC (Board Office)

Building Activity: evaluation forms to building principals

2. **EVIDENCE:** Keep any evidence from your professional development activity with your Evidence of Completion form. Evidence includes any information received from the activity (ex. sign-in sheets, agendas, handouts, etc.).
3. **TIMELINE:** The professional development activity has to be entered into ELIS no later than 60 days after completion of activity. If not entered, it may not count.
4. **PD HOURS: HOUR FOR HOUR** (committees, mentoring, workshops, etc.)
Ex. if your committee meets for 1 hour, 9 times, that equals 9 PD hours.

Mentoring: mentor turns in hours at the end of the 1 year; mentee turns in hours at the end of 2 years.

Curriculum Piloting: list Mattoon CUSD#2 as a provider and list the subject area on the form.

5. **PROVIDERS:**
 - A. Mattoon CUSD #2 is the provider for any professional development that is completed in our district.
 - B. EIU is the provider for practicum students and student teachers. EIU has it as hour for hour but has not yet updated it this year. The LPDC Committee will get you information as we are updated.
6. **WHAT DOES NOT COUNT:** These items DO NOT count toward Professional Development (PD) hours:
 - Open House**
 - Staff Meetings**
 - Coaching**
 - GCN Videos**
 - Any activity that is part of professional responsibilities in the MEA contract**
7. **KEEPING TRACK:** On the school district website there is an excel sheet that you can download. It is a calculation sheet that will help you to keep track of your PD hours. The license renewal form is on there also.
8. **RENEWALS:** Anyone who renews after 2018 will have to complete at least 120 PD hours. If you are currently in mid-cycle and have your Master's degree or have National Board Certification, you only need 80 PD hours. If you have two Master's degrees, you only need 40 PD hours. **Once you start your new cycle, all educators, no matter what your degree status is, will have to complete 120 PD hours per cycle.**
9. **ADMINISTRATOR ENDORSEMENT:** Starting with your new cycle, anyone with the administrative endorsement will need to complete 1 administrative academy within the cycle to maintain that endorsement. The Regional Office of Education (ROE) will enter it into ELIS.
10. **FEES:** Must be paid after April 1 of the renewal year. This fee must be paid online with a credit or debit card.
11. **DISCLAIMER:** *Re-licensing procedure and policies are constantly changing. LPDC members will do their best to keep you informed of these changes.*

Contact Beth Preston at the ROE with any questions not addressed above at 217-348-0151.