

Daniel L. Goodwin College of Education

**Office of the Dean**Lech Walesa Hall, Room 4044  
5500 North St. Louis Avenue  
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## **GOODWIN COLLEGE OF EDUCATION CPDU: CLOCK HOURS of PROFESSIONAL DEVELOPMENT ACTIVITIES POLICY AND PROCEDURES**

### **1. OVERVIEW**

As part of our mission, Northeastern Illinois University's Goodwin College of Education offers CPDU Clock Hours of Professional Development Activities for teachers. We are an approved provider by the Illinois State Board of Education.

### **2. DEFINITION**

CPDU Clock Hours of Professional Development Activities is used as a measurement in continuing professional development to award credit for participating in a broad range of activities, including action research, staff development programs, curriculum design, mentoring, supervision of a student teacher, workshops and seminars, etc. CPDU Clock Hours of Professional Development Activities are generated by workshops, seminars and conferences earned shall equal one clock hour of professional development activities.

### **3. PROCEDURE FOR THE DEVELOPMENT OF CPDU CLOCK HOURS of PROFESSIONAL DEVELOPMENT ACTIVITIES:**

- A. One CPDU earned by the participating teacher shall equal one clock hour of professional development activities. According to the IL School Code (21B -45 (e)
  - (l) Each licensee shall complete a total of 120 hours of professional development per 5-year renewal cycle in order to renew the license.
- B. Faculty or third-party organizations, who would like to offer CPDU Clock Hours of Professional Development Activities, must submit an email request to

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the Associate Dean of the Goodwin College of Education: [A-Lopez@neiu.edu](mailto:A-Lopez@neiu.edu), [gcoe-cpdu@neiu.edu](mailto:gcoe-cpdu@neiu.edu) before submitting any form to make sure the activity proposed would qualify for CPDUs.

- C. According to the Illinois State School Code, Activities designed for promotional or commercial purposes, for entertainment, or inspiration or motivation **do not** count as professional development.
- D. **Kindly follow these instructions to request and submit CPDU's:**

**STEP #1**Six Weeks Before the Activity

- Complete the form included on this website: <https://www.neiu.edu/continuing-professional-development-units-cpdu>
- Complete the Professional Development Provider Activity Summary Form (73-58).
- Provide an agenda for the activity. This agenda should include dates & times of the activity, content, method of instruction, method of evaluation, Professional Development Hours (PD Hours) and other information specific to the program.
- Complete the Internal Notice of Professional Development (Please also attach an agenda)

After the activity**STEP #2**

- Go back to the link provided on the NEIU website in Step 1 and upload the documents listed in Steps 2 to 4.
- Each participant attending your seminar **must** complete a sign-in sheet (Attendance sheet). If your professional development is virtual, each participant can sign in on a shared Google "sign in" sheet.

**STEP #3**

- After the professional development activity has concluded, each participant **must** complete an evaluation sheet (Form 77-21A) and;
- Each participant **must** complete the NEIU internal evaluation
- Each participant **must** record their professional development hours (CPDU's) in

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ELIS Evidence of Completion for Professional Development form 77-21B

- **Please carefully read the important ISBE instructions on the Evidence of Completion for Professional Development document form 77-21B**
- The approved provider's representative that is facilitating the workshop must sign and date each Evidence of Completion for Professional Development form 77-21B before each participant submits to ISBE via their ELIS account If you are meeting in person to facilitate professional development activities, please indicate how you will adhere to Covid 19 safety precautions. Please specify this on your agenda by indicating an explanation of how you're planning to meet the guidelines:  
<https://www.neiu.edu/about/coronavirus-response>
- If you are not meeting in person, there is no need to indicate this information on your agenda. Please specify on your agenda that your professional development activity will commence virtually.

#### 4. COST

If applicable, please state the cost paid by participants. Attach budget information.

#### 5. RECORD KEEPING

The Goodwin College of Education, Dean's Office will maintain the records for CDPU Clock Hours of Professional Development Activities.

#### 6. EVIDENCE OF COMPLETION FOR PROFESSIONAL DEVELOPMENT

The Contact Person for this professional development will sign ISBE Form 77-21B as the provider's representative. As representative of the provider, this person will collect daily attendance including the name, date, and time of the activity, event, workshop, conference, etc. Include, IEINs, arrival and departure time in order to determine how many PD hours to grant the educator. For online, webinars, or other individualized activities, provider's representatives must create a way to track the number of hours educators actually spend working on an activity.

#### 7. RECORDING PROFESSIONAL DEVELOPMENT HOURS (CPDUS) IN

**ELIS** Please, follow the instruction from ISBE included in the following link: \_

<https://www.isbe.net/Documents/Educator-How-to-Enter-Professional-Development-Manually.pdf>

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