

Daniel L. Goodwin College of Education

**Office of the Dean**  
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## **GOODWIN COLLEGE OF EDUCATION CPDU: CLOCK HOURS of PROFESSIONAL DEVELOPMENT ACTIVITIES POLICY**

### **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) (1), 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 to the Associate Dean:
  - Six Weeks Before the Activity:
    - An agenda for that activity. This agenda should include dates & times of the activity, content, method of instruction, method of evaluation, and other information specific to the program.
    - A completed Professional Development Provider Activity Summary Form (73-58)
    - A completed an Internal Notice of Professional Development
  - Two Weeks After the Activity:
    - Attendance Sheets
    - Evaluations Sheets from each participant (Form 77-21A)
    - NEIU Internal Evaluation for workshop, conference, seminar, etc.

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- C. The Associate Dean of the Goodwin College of Education will review the materials presented for final approval. The contact person will receive an email notification with the final determination.
- D. All documents must be submitted to the Associate Dean of Education at [gcoe@neiu.edu](mailto:gcoe@neiu.edu) with attention to Associate Dean.
- E. According to the Illinois State School Code, Activities designed for promotional or commercial purposes, for entertainments or for inspiration or motivation do not count as professional development.

**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.