

**LPDC**  
 YES  
 NO



**ASSURANCE OF COMPLETION OF PROFESSIONAL DEVELOPMENT FOR RENEWAL OF STANDARD/MASTER CERTIFICATES**

NAME (Last - First - Middle - Maiden)	ILLINOIS CERTIFICATE NUMBER
HOME ADDRESS (Street Number, City, State, Zip Code)	PHONE (Area Code) Home
	PHONE (Area Code) Work

SCHOOL AND DISTRICT WHERE YOU TAUGHT THE LAST YEAR OF CERTIFICATE'S VALIDITY (If you did not teach the last year, enter NA.)

<b>CERTIFICATE TYPE AND STATUS:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Exempt  <b>TOTAL</b>	<input type="checkbox"/> Standard Teaching <input type="checkbox"/> Master Teaching  _____ Semesters Active _____ Semesters Active _____ Semesters Exempt _____ Semesters Exempt  _____ (Must equal 10)      _____ (Must equal 20)
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**If you have been exempt for the certificate's entire validity period, go to the Assurance Statement, sign and date.**  
**NOTE:** Corey H. requirements do not apply to any of the activities below except CPDUs/CEUs. Regular education teachers using CPDUs or CEUs for all or part of their professional development must have 20% (50% for special education teachers) applicable to teaching students in the least restrictive environment. Use Purpose E to show applicable activities.

**PROFESSIONAL DEVELOPMENT OPTION** (select one)  
 To meet certification requirements, I have completed the following professional development activity:

1. <input type="checkbox"/> Advanced education-related degree from an accredited institution, earned during this validity period.	NAME OF COLLEGE OR UNIVERSITY	STATE	DEGREE	DATE RECEIVED
2. <input type="checkbox"/> 8 semester hours of college coursework in education-related program of which 2 semester hours address Purpose A.	COURSES	NAME OF COLLEGE OR UNIVERSITY		STATE
3. <input type="checkbox"/> Subsequent Illinois certificate or endorsement.	CERTIFICATE OR ENDORSEMENT			DATE COMPLETED
4. <input type="checkbox"/> Requirements for becoming "highly qualified" in another teaching area.				DATE COMPLETED
5. <input type="checkbox"/> National Board for Professional Teaching Standards Certification Process.				DATE →
6. Four semester hours of graduate-level coursework approved for this purpose in one of the following:				
a. <input type="checkbox"/> Assessment of teaching performance	COURSE(S)	APPROVED PROVIDER		DATE COMPLETED
b. <input type="checkbox"/> National Board for Professional Teaching Standards certification preparation	COURSE(S)	APPROVED PROVIDER		DATE COMPLETED
7. <input type="checkbox"/> Continuing Professional Development Units (CPDUs) or Continuing Education Units (CEUs). One CEU = 5 CPDUs. See list on back of this page.				

**Applicants who knowingly alter or misrepresent their qualifications in order to renew a certificate shall be denied its renewal and may be subject to the suspension or revocation of all previously held certificates.**

**ASSURANCE STATEMENTS**

*I do hereby affirm under penalty of perjury that the information provided is true, correct, and complete. The evidence of completion for the professional development activity or activities will be available upon request.*

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**LIST OF CPDU/CEU ACTIVITIES**

Complete this chart if you checked number 7 as a Professional Development Option.) *Add pages as needed.*

CPDU/CEU ACTIVITY	PROVIDER (if applicable)	PURPOSE Check all that apply.					CPDUs
		A	B	C	D	E	

CPDUs Required \_\_\_\_\_

Purpose E CPDUs Required \_\_\_\_\_

Total CPDUs \_\_\_\_\_

**LPDC RECOMMENDATION**

(To be completed by the chair of the LPDC if applicable)

- Recommended for renewal of certificate(s).
- Recommended for nonrenewal of certificate(s) for the following reason(s):
  - Activity is not related to one of the purposes.
  - Number of credits claimed does not meet the requirement.
  - Provider is not approved by ISBE.
  - Activity does not conform to the definition.

\_\_\_\_\_  
*Signature of LPDC Chair*

\_\_\_\_\_  
*Date*

**REGIONAL SUPERINTENDENT'S RECOMMENDATION**

- Recommended for renewal of certificate(s).
- Recommended for nonrenewal of certificate(s) for the following reason(s):
  - Activity is not related to one of the purposes.
  - Number of credits claimed does not meet the requirement.
  - Provider is not approved by ISBE.
  - Activity does not conform to the definition.

\_\_\_\_\_  
*Signature of Regional Superintendent or designee*

\_\_\_\_\_  
*Date*

**RIGHT TO APPEAL A RECOMMENDATION FOR NONRENEWAL**

Within **14 days** of receiving a recommendation for nonrenewal from an LPDC, you may appeal to the Regional Professional Development Review Committee (RPDRC) by sending ISBE Form 77-17 "Appeal to the RPDRC" to your Regional Office of Education.

## INSTRUCTIONS FOR COMPLETING FORM 73-98

1. Indicate whether your school/district is served by an LPDC (Local Professional Development Committee). Enter your certificate number and other identifying information.
2. Indicate the type of certificate and the semesters active or exempt. **If you have been exempt for the entire validity period, skip to the Assurance Statement, sign and date it.**
3. Check the type of professional development completed and provide information requested.
4. If you earned CPDUs/CEUs as all or part of your activities, list each activity; the approved provider, if applicable; the purpose it met; and the number of CPDUs earned on the back of the form.
5. Sign and date the form and submit it to your LPDC, if applicable. If not, submit it along with the Certificate Registration Form (ISBE 73-10) and the fees to your Regional Office of Education.

### Creditable CPDU Activities

For definitions, CPDUs earned and evidence, see [www.isbe.net](http://www.isbe.net) or CeRTS.

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| 1. Collaborative planning and professional improvement teams                                     | 15. Action research and inquiry projects   |
| 2. Peer review and peer coaching   | 16. Observing programs or teaching in schools, business or industry                                  |
| 3. Mentor, recipient or remediating teacher  | 17. Travel ( <b>requires prior approval of LPDC or Regional Superintendent</b> )                     |
| 4. Site-based management or decision-making teams, boards or task forces                         | 18. Study groups   |
| 5. Coordinating community resources  | 19. Statewide education-related committee  |
| 6. Facilitating parent education programs  | 20. Work-learn programs or internships   |
| 7. Business, school or community partnerships  | 21. Portfolio of student and teacher work  |
| 8. Supervising a student teacher   | 22. Curriculum development or assessment activities  |
| 9. College coursework  | 23. Team or department leadership  |
| 10. Teaching college courses   | 24. External/internal school or district review teams  |
| 11. Workshops, seminars, conferences, institutes, symposia ( <b>require approved providers</b> ) | 25. Publishing education articles, columns or books  |
| 12. Presenting at workshops, seminars, conferences.  | 26. Non-strike related professional association or union service related to professional development |
| 13. Training as external reviewers   | 27. "Other" activities aligned to one of the above activities  |
| 14. Training as reviewers of university teacher preparation programs                             |  |

### CPDU Credit Calculator

Calculate the total CPDUs required by entering the number of semesters you taught full-time and/or part-time (if applicable). Multiply by 12 for full-time and 6 for part-time teaching. (For Master Certificates, multiply by 6 and 3, respectively.) Add the result. Use Total CPDUs to calculate the Purpose E requirement and, if appropriate, the reduction for advanced degrees and Master Certificates. If you taught regular education and special education, calculate Purpose E requirements according to time spent in each. Teachers employed as special education teachers for any part of the day are considered special education teachers for Purpose E. Enter the Total CPDUs for Renewal and Purpose E requirements on page 2 of the form where indicated.

### CPDUs REQUIRED

\_\_\_ semesters full-time X 12 = \_\_\_ CPDUs

\_\_\_ semesters part-time X 6 = \_\_\_ CPDUs (Part-time is less than 50% of the school day or semester.)

**TOTAL CPDUs** \_\_\_ (Use TOTAL to calculate Purpose E and Reduction (if applicable).)

### Purpose E (Special Education Requirement)

\_\_\_ Semesters Teaching Regular Education: Total CPDUs \_\_\_ X .20 = \_\_\_ CPDUs

\_\_\_ Semesters Teaching Special Education: Total CPDUs \_\_\_ X .50 = \_\_\_ CPDUs

### Reduction for Advanced Degree/Master Certificate (earned prior to this registration cycle)

These reductions apply to anyone who applies for renewal on or after July 1, 2004.

Master's Degree : Total CPDUs \_\_\_ X .67 = \_\_\_ CPDUs Required for Renewal

Multiple Master's Degrees or Educational Specialist or Doctorate or Master Certificate:

Total CPDUs \_\_\_ X .33 = \_\_\_ CPDUs Required for Renewal