

**Eastern Illinois University**  
**Professional Development Institute**  
**Program Proposal Request Form**  
**CDPH Professional Development Requested**

**Name:**

**Address:**

**Email:**

**Department:**

**Proposed Name of Event:**

**Number of Professional Development Hours Requesting (Contact Hours):**

**Brief Description of Event (Draft Brochure of Event if available):**

**Outcome(s) for the Professional Development from approved ISBE list (Mark 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 research-based instructional strategies to assist students in meeting rigorous academic standards;
- prepare educators to appropriately use various types 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.

**Type of Professional Development from approved ISBE list (Mark all that apply):**

- 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;
- Align to the licensee's performance (evaluation);
- Include outcomes that relate to student growth or district improvement;
- Align to State-approved standards;

**Rationale--Describe how this event aligns with the approved ISBE Outcomes and Type of Professional Development identified above (add pages if needed)** Breakout sessions and keynote address will address the broad conference theme and will be aligned with the ISBE outcomes and type of professional development identified above. All presenter names and brief summary of presenter qualifications on the topic. A statement should include any/all college/university faculty and/or state P-12 classroom teachers who are connected with the event.

### **Presenter Qualification**

A presenter must meet two of the following three criteria:

- (1) Hold an advanced degree in subject matter;
- (2) Have at least 3-5 years field-experience/real-life experience in subject matter;
- (3) Have presented on subject matter through prior professional development outside of EIU.

Finally, the presenter must be EIU faculty, or a faculty designee, and considered a “leader in the field” / “expert in the field” on subject matter.

Requestor: \_\_\_\_\_  
                                Printed Name  Signature  Date

Date Approved by COTE: \_\_\_\_\_

This form must be completed and approved by the Council on Teacher Education **prior to advertising** that any event will be offering Continuing Professional Development Hours to educators through EIU. Completed forms should be returned to the Council on Teacher Education, EIU College Education, 1420 Buzzard Hall.