

**Southern Illinois University Carbondale**  
**Professional Development (PD) & Continuing Education Unit (CEU)**  
**Application**

1. Name of activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_

Location of activity: \_\_\_\_\_

Sponsoring unit(s) for activity: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person validating participants: \_\_\_\_\_

2. Describe the activity.

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3. Explain the intended impact on student learning or well-being. List specific learning outcomes.

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4. Method of Delivery: (Please check all that apply and, if any “other” indicate what.)

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| _____ Lecture/Discussion            | _____ On-line chat and discussion    |
| _____ Web pages with course content | _____ Web forum (bulletin/web board) |
| _____ E-mail                        | _____ Other computer software        |
| _____ Dedicated newsgroup           | _____ Streaming media                |
| _____ Toll-free telephone line      | _____ Document/application sharing   |
| _____ Real time audio/video         | _____ Other: _____                   |

5. If self-paced, time limit for completion: \_\_\_\_\_ Weeks \_\_\_\_\_ Months

6. **For Professional Development hours ONLY:**

Write a statement showing the **relationship** between the content of the PD activity, specific relevant standard(s), and at least **one** of the following criteria established for PD activities:

- Engages 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; **or**
- Aligns to the licensee’s performance (evaluation); **or**
- Includes outcomes that relate to student growth or district improvement; **or**
- Aligns to State-approved standards; **or**
- Are college courses.

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Identify any of the following criteria that apply to this PD activity:

- Increases the knowledge and skills of school and district leaders who guide continuous professional development; or
- Improves the learning of students; or
- Deepens educator’s content knowledge; or
- Uses learning strategies appropriate to the intended goals; or
- Organizes adults into learning communities whose goals are aligned with those of the school and district; or
- Provides educators with research-based instructional strategies to assist students in meeting rigorous academic standards; or
- Prepares educators to appropriately use various types of classroom assessments; or
- Provides educators with the knowledge and skills to collaborate; or
- Prepared educators to apply research to decision-making.

Identify the professional development standards to which the PD activity aligns:

- Learning Communities- committed to continuous improvement, collective responsibility, and goal alignment.
- Leadership- skillful leaders who develop capacity, advocate, and create support systems for professional learning.
- Resources- requires prioritizing, monitoring, and coordinating resources for educator learning.
- Data- uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
- Learning Designs- integrates theories, research, and models of human learning to achieve its intended outcomes.
- Implementation- applies research on change and sustains support for implementation of professional learning for long-term change.
- Outcomes- aligns its outcomes with educator performance and student curriculum standards.

7. Criteria for Determining Satisfactory Completion in Awarding CEUs:

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**\*Please attach supporting materials (i.e. conference program, outline, etc.)**

*For Office Use Only:*

**All requirements have been met and approval is hereby recommended:**

\_\_\_\_\_  
Conference Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor's Representative (if applicable)

\_\_\_\_\_  
Date

**Approval granted for \_\_\_\_\_ Professional Development units or \_\_\_\_\_ Continuing Education units.**

\_\_\_\_\_  
Assistant Director, Conference and Scheduling Services

\_\_\_\_\_  
Date