

# Administrator Certificate Renewal for Illinois Public School Administrators

## Documentation for Administrator Continuing Professional Development Activities

ACTIVITY	RECOMMENDED DOCUMENTATION
1. Completed college course	grade slip or transcript (originals or copies)
2. Taught college course	appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course
3. Participated in regional conference	proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
4. Presented at regional conference	conference brochure/flyer indicating administrator was a presenter
5. Participated in state conference	proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
6. Presented at state conference	conference brochure/flyer indicating administrator was a presenter
7. Participated in national conference	proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
8. Presented at national conference	conference brochure/flyer indicating administrator was a presenter
9. Participated in workshop	proof of workshop registration or participation (issued by workshop provider) and workshop brochure/flyer/agenda
10. Presented at workshop	workshop brochure/flyer/agenda indicating administrator was a presenter
11. Participated in seminar	proof of seminar registration or participation (issued by seminar provider) and seminar brochure/flyer
12. Presented at seminar	seminar brochure/flyer indicating administrator was a presenter
13. Participated in symposium	proof of symposium registration or participation (issued by symposium provider) and symposium brochure/flyer
14. Presented at symposium	symposium brochure/flyer indicating administrator was a presenter
15. Participated in institute	proof of institute registration or participation (issued by institute provider) and institute brochure/flyer
16. Presented at institute	institute brochure/flyer indicating administrator was a presenter
17. Provided mentoring to administrator	proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log showing dates and times of mentoring
18. Received formal mentoring as administrator	proof that the district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring
19. Conducted independent study/research/project	report showing outline of study/research/project which includes the following; 1) brief description (minimum of two paragraphs), 2) list of all related references (research, studies, etc.), and 3) log showing dates and times of work
20. Read, wrote or listened to professional book	report which includes the following; 1) title of book, 2) author's name, 3) dates and times of reading/listening/writing, & 4) brief description of content (at least four sentences)
21. Read, wrote or listened to professional journal	report which includes the following; 1) title of journal, 2) title of article, 3) author's name, 4) dates and times of reading/listening/writing, and 5) brief description of content (at least four sentences)