

**St. Clair County  
Regional Office of Education**

**Professional Development Approval Request Form Instructions**

1. Please complete the attached approval request form (one for each activity).
2. Return to our office with \$10 (per activity).
3. Please include any supporting documentation about the merits of the professional development activity (description, flyer, syllabus, course catalogue).
4. To ensure the proper approval is given prior to the beginning the activity, please submit 30 days prior to the beginning of the class/workshop (late or post-activity approvals cannot be guaranteed).
5. Once you have been notified of approval, we will need supporting documentation within 30 days after you completed the activity showing proof of attendance and any other documentation from the workshop (power point, agenda, notes, etc.). We will keep this documentation on file.
6. You must also complete a state evaluation form for the activity and submit to our office [http://isbe.net/licensure/pdf/77-21A\\_evaluation.pdf](http://isbe.net/licensure/pdf/77-21A_evaluation.pdf)
7. After submitting the documentation and evaluation form, our office will issue you your evidence of completion form.
8. Please enter that credit into your ELIS account as soon as possible.

Please call (618) 825-3900 with any questions.