



ROE #3

APPROVED PROVIDER TRAINING FILE CHECKLIST



Title of PD Activity: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

Staff Member(s) on Site: \_\_\_\_\_

For a training file to be complete, the following steps need to be taken:

|   | Initial when<br>complete |
|---|--------------------------|
| Workshop flyer/registration form in file  | _____                    |
| Completed evaluation forms  | _____                    |
| Evidence of completion form (master) in file  | _____                    |
| Sign In/Sign Out sheet in file  | _____                    |
| IEIN Numbers on file  | _____                    |
| Training outline/handouts from presenter in file  | _____                    |
| Proof of standards alignment for PD hours in file   | _____                    |
| ISBE Form 73-58 in file and completed   | _____                    |
| <a href="https://www.isbe.net/Documents/73-58-approved-pd-provider-activity-summary.pdf#search=Professional%20development">https://www.isbe.net/Documents/73-58-approved-pd-provider-activity-summary.pdf#search=Professional%20development</a> | _____                    |

Additional Notes:

File reviewed and closed (when complete):

Signature

Date

\_\_\_\_\_ ROE 3 initials