**Section 25.865 Awarding of Credit for Activities with Providers**

The State Board shall develop the requirements for standard forms that shall be used by approved providers. These forms shall serve two purposes: evaluation of the activity by the licensee and evidence of completion for the licensee with respect to the activity. The State Board shall make available information about the required format and contents of these forms so that providers may generate them for their own use.

a) This form shall be provided to each participant who completes the activity, who shall maintain it as evidence of completion of the professional development activity. In the case of a conference, workshop, or other event having more than one session, the sessions in whole shall be considered an "activity" for purposes of this Section. The providers shall maintain sign-in sheets for each activity.

b) The provider shall complete the standard form to indicate the title, time, date, location, nature of the event and clock hours of credit earned (i.e., in increments of a quarter hour). Alternately, a provider may accept an official transcript in place of the standard form as evidence of completion of coursework at a regionally accredited institution of higher education that is not approved under Section 25.855.

c) If the licensee's records are audited pursuant to Section 21B-45(j) of the Code and Section 25.860 of this Part, credit for professional development activities claimed shall be affirmed only when the standard form is presented.

d) In the case of higher education coursework, an official transcript shall be maintained as evidence of completion in lieu of the form specified in subsection (a).

(Source: Amended at 45 Ill. Reg. 7269, effective June 3, 2021)