

CPDU FLOW CHART

Workshop is designed – Faculty member(s) design a conference, workshop, institute, seminar or symposium to be offered by Illinois State University for non-University Credit.

Before the event - Faculty member completes “*Notice of Professional Development*” Form **and** “*Cover Sheet*” form to secure departmental approval to offer a conference, workshop, institute, seminar or symposium for non-University credit.

These two forms are to be sent to Conference Services at least seven days before event date.

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At the event – faculty member has participants sign in and out on *Workshop Roster* or similar document which includes legible name, address and email of participant. Faculty member also distributes and collects the *ISBE Evaluation forms*. Faculty member needs to collect or make arrangements for the CPDU processing fee of \$10 per participant.

After the event – faculty member sends the roster, evaluations and payment to Conference Services. Conference Services will send Evidence of Completion form to participants within four weeks of completion of activity (unless otherwise specified by event organizers). Conference Services maintains attendance rosters for not less than five years.

The following forms are available on the Illinois State University website: Notice of Professional Development, Cover Sheet, ISBE Evaluation sheet, and Workshop Roster.

If you have any questions about the process, please contact Conference Services at 309/438-2160.

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