

ILLINOIS ADMINISTRATOR ACADEMY DEVELOPMENT FEES

Regional Offices of Education and Intermediate Service Centers are record-keeping entities for the Illinois State Board of Education with respect to the Illinois Administrator's Academy.

Responsibilities include the following:

- scheduling and recording academies in their regions,
- reporting credit earned to ISBE for the participant's ECS electronic file for compliance purposes.
- responsibility to assist in the development of academies when a potential professional development provider requests such help from an ROE.

Any assistance to providers, school districts and others will be charged at the rate of \$75 per hour with a three hour minimum to be paid to the DuPage ROE **prior to service** beginning. This fee will be assessed for the following activities:

- developing academy concepts by phone or other means,
- providing feedback (written and verbal) on draft copies of proposal templates,
- re-writing proposals to match ISBE requirements.

The DuPage ROE will enter academy proposals as presented if the potential provider does not want to access the ROE development services prior to submission to ISBE for approval. Once submitted, if ISBE requests modifications, then ROE work on the modifications will be charged at the hourly rate.

NOTE: Only ISBE can approve an academy proposal. The ROEs and ISCs are available to assist potential providers in proposal development and suggestions for improvement.