**Section 25.860 Reporting by and Audits of Providers**

Each provider listed under Section 25.855(b) or approved under Section 25.855(c) is subject to the requirements of this Section.

a) During an audit, each provider shall submit to the State Board a list of the subcontractors used in the previous 12 months for professional development activities for which credit was provided in accordance with this Subpart. For each subcontractor, the provider shall submit the name, date, and summary of each activity provided, and the outcomes anticipated.

b) Each provider shall submit to the State Board, as part of its audit, any data and other information that responds to the requirements of Section 21B-45(j)(2) of the Code. The following materials must be provided for each selected activity by the timelines specified in subsection (c):

1) Attendance rosters, including educator name and IEIN;

2) Evaluation for Workshop, Conference, Seminar form data;

3) Approved Professional Development Provider Activity Summary form;

4) Approved Provider Report;

5) Additional documentation deemed necessary by the State Board.

c) An audit of each provider shall be conducted at least once every five years in accordance with Section 21B-45(j)(3) of the Code. ROEs and intermediate service centers shall conduct audits of school districts and cooperatives within their regions. Data and information from the audits, as well as collected pursuant to subsections (a) and (b), shall be used to determine if the provider has met the requirements of Section 21B-45 of the Code and this Subpart.

1) In the event that a determination is made that applicable standards have not been met, the State Board may withdraw approval for one or more types of activities or of the provider.

2) A licensee may not receive credit for any professional development activity that is designed for entertainment, promotional, or commercial purposes; that is solely inspirational or motivational; or that addresses purposes other than those listed in Section 25.855(d)(3), and the State Board may disapprove any activity found to be of this nature.

A) When an activity is disapproved under this subsection (c), the provider may continue to offer the activity but shall not provide to any participants the standard form referred to in Section 25.865 and shall immediately revise all relevant notices and advertisements to indicate the nature of the activity. The provider shall be required to state in each notice or advertisement that the activity generates no credit applicable to license renewal. Individuals who complete the activity once it is accurately described shall not claim credit for it.

B) Individuals who have completed an activity that is later disapproved under this subsection (c) shall not be penalized with respect to professional development credit accrued for that activity.

3) Each provider being audited under this Subpart J shall submit a list of all professional development activities, including date of occurrence, that were offered within the last 12 months. The State Board shall select a sample of activities for the audit.

4) Each provider being audited under this Subpart J shall submit requested documentation to the State Board within four weeks after the request is made.

5) State Board staff may attend an activity at any time with one day's advance notice and ask to speak with participants, speakers, or activity organizers.

6) All documentation must be submitted in a format specified by the State Board.

7) The State Board will audit the ROEs and intermediate service center to review the data and information collected.

(Source: Amended at 48 Ill. Reg. 7729, effective May 9, 2024)