



IRC Professional Development Cadre Application

(Due March 1st)

Illinois Reading Council Professional Development (IRCPD) is a cadre of highly-qualified educators and professional learning providers available for full or half day on-site professional learning. IRCPD's goal is to assist clients in reaching all of their educational goals. Thank you for your interest in becoming a member of the cadre.

Application Criteria:

- Applicant must submit the following documents
 - Completed Application Form
 - Current One-page Resume
- Cadre member must:
 - be a member of Illinois Reading Council.
 - have classroom experience.
 - be an experienced professional development provider.

If you wish to become a member of the IRCPD cadre, please complete and submit the form below.

- mail: Illinois Reading Council, 203 Landmark Drive, Suite B, Normal, IL, 61761.
- email: ircpd@illinoisreadingcouncil.org
- fax: 309-454-3512

Application Deadline: March 1st

Questions: pd@illinoisreadingcouncil.org

Name: _____

HomeAddress: _____

City: _____ State: _____ Zip: _____

E-mail: _____

HomePhone: _____ BusinessPhone: _____ Fax: _____

CurrentTitle/Position: _____

School/District/Agency: _____

Work Address: _____

Please list an IRC member and their contact information as a reference:

In the space below, please include any additional work experience applicable to being a cadre member. IRCPD provides tailored professional learning based on the client's specific needs and not specific presentations. The following information allows IRCPD Team Leaders to match a speaker with a client's requests. Please list any and all audience preferences, areas of expertise, and programs you are qualified to support. Attach a separate sheet if necessary.

Audience Preference (Choose circle appropriate): PreK-K 1-3 4-5 6-8 9-12 Adults

Endorsements/Areas of Expertise (ex: early childhood, ELL, gifted, disciplinary literacy, library/media, technology)

Specific Programs (ex. Daily Five, Title 1, Kagan, Words Their Way)

Please list the three most recent conferences/professional learning sessions you have presented/facilitated including a brief explanation of the conference session or description of the workshop.

1. Conference/Client: _____
Presentation Title/ Workshop Topic: _____
Date(s): _____
Conference Contact: _____
2. Conference/Client: _____
Presentation Title/ Workshop Topic: _____
Date(s): _____
Conference Contact: _____
3. Conference/Client: _____
Presentation Title/ Workshop Topic: _____
Date(s): _____
Conference Contact: _____

Please check box to indicate that you have read and accept the IRCPD Protocol.

Speaker Signature _____ Date _____

IRCPD Protocol

STEP 1: Client contacts IRCPD

- IRC Office sends professional development inquiry to IRCPD Team Leaders for review.
- The client's Designated Team Leader (D.T.L) is determined.
- D.T.L. makes contact with client to discuss detailed information regarding client's professional learning wants and needs. Workshop dates and times are confirmed.
- D.T.L. establishes whether client or IRC will provide official PD hours for the event.

STEP 2: Assignment of Cadre Member

- Team Leaders match the appropriate cadre member for the workshop using *Best Fit Criteria*.
 - grade-level request
 - topic expertise
 - event location
 - cadre member availability
- D.T.L. contacts cadre member to check on availability for preferred workshop date(s).
- In the event the cadre member is not available on the dates requested by the client, the D.T.L. will 1) try to reschedule the workshop or 2) secure another qualified IRCPD cadre member.

STEP 3: Contracting for Designated Professional Development

Client

- D.T.L. sends an informal PD Proposal to IRC Office containing the agreed upon workshop details and assigned cadre member's name.
- A **Record #** is assigned to workshop by IRC office; **Record #** will be used in project's file and in communication with cadre member.
- IRC Office sends a formal Contract Agreement to client for approval and signature.
- IRC sends client an invoice for the workshop one week prior to event.

Cadre Member

- IRC Office sends the cadre member a Contract Agreement listing the details of the contracted workshop(s), IRCPD Workshop Evaluation, and reimbursement forms.
- The Agreement provides the **Record #** assigned to the workshop. The cadre member must use the **Record #** on all correspondence with IRC regarding the contracted workshop.
- The cadre member makes personal contact with the client for the purpose of discussing specific details regarding the workshop and participant needs.

STEP 4: After Workshop Completion

- The cadre member will complete and submit the following to IRC:
 - timesheet for payment of services
 - expense report and itemized receipts for reimbursement
 - workshop evaluations
- The cadre member is responsible for making copies of all submitted paperwork for their records.

IRCPD Fee Schedule

A flat fee will be charged. The fee allocations are as follows:

- 1 day fee-6 hours: \$1,500 (\$1,000 for presenter; \$500 for IRC)
- ½ day fee-3 hours: \$750 (\$500 for presenter; \$250 for IRC)
- No hourly fee is available.
- Travel expenses and mileage are paid by IRC in accordance with reimbursement guidelines.

Mileage Reimbursement

- Mileage is not reimbursed for any commitment within a 50 mile radius of the cadre member's home. After an initial 100 miles round trip, mileage is reimbursed at the IRC customary rate of \$.25 per mile.

Hotels/Meals Reimbursement

- Contracted One-Day Session
 - Hotel fees are reimbursed for locations over 75 miles – one way. Only one night's stay is reimbursed. This will allow the cadre member to arrive the night prior to the event for an early morning start. **
- Contracted Two or More Day Sessions in Succession
 - Hotel fees are reimbursed for jobs over 75 miles –one way. Hotel fees are limited to the evening prior to the event and any night between sessions. **

*(**In the case of an emergency or inclement weather, an additional night's stay may be permitted pending IRC approval.)*

- Meal expenses are not to exceed \$25 per day for workshops more than two full days in length.
- Itemized receipts must be presented for reimbursement using the IRCPD Travel Reimbursement form. Charge card receipts will not be accepted as proof of expenses. Alcoholic beverages will not be reimbursed.