



Empowering
Lives
Through
Literacy

Professional Learning & Development

Current IRC PL&D Consulting Services Protocol

STEP 1: Client contacts IRC PL&D Consulting Services

- IRC Office sends any professional development inquiries to the IRC PL&D Chair for review.
- The IRC PL&D Chair contacts client to discuss detailed information regarding client's professional learning wants and needs. Workshop dates and times are confirmed.
- IRC PL&D Chair establishes whether client or IRC will provide official PD clock hours for the event.

STEP 2: Assignment of Consultant

- The IRC PL&D Chair matches the appropriate consultant for the workshop based on location and qualifications of the consultant.
- The IRC PL&D Chair contacts the consultant to check on availability for client's workshop date(s).
- In the event the consultant is not available on the dates requested by the client, the IRC PL&D Chair will 1) try to reschedule the workshop or 2) secure another qualified IRCPD consultant.

STEP 3: Contracting for Designated Professional Development

Client

- IRC PL&D Chair sends an informal PD proposal to IRC Office containing the agreed upon workshop details and assigned consultant to the conference/workshop.
- A **Record #** is assigned to workshop by IRC Office; **Record #** will be used in project's file and in communication with the consultant.
- IRC Office sends a formal Contract Agreement to client for approval and signature.
- IRC Office sends client an invoice for the workshop one week prior to event.

Consultant

- IRC Office sends the consultant a Contract Agreement listing the details of the contracted workshop(s), IRC PL&D Workshop Evaluation, and reimbursement forms.
- The Agreement provides the **Record #** assigned to the workshop. The consultant must use the **Record #** on all correspondence with IRC regarding the contracted workshop.
- The consultant 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 consultant will complete and submit the following to IRC:
 - timesheet for payment of services
 - expense report and itemized receipts for reimbursement
 - workshop evaluations
- The consultant is responsible for making copies of all submitted paperwork for their records.



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IRC PL&D Fee Schedule

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

- Full day fee – 6 hours: \$2,000 (\$1,050 for presenter; \$950 for IRC)
- Half day fee – 3 hours: \$1,250 (\$550 for presenter; \$700 for IRC)
- No hourly fee is available.
- Travel expenses and mileage is paid by IRC in accordance with the below reimbursement guidelines.

Mileage Reimbursement

- Mileage reimbursement is provided when an IRC PL&D Consultant travels more than 35-mile (70 miles round trip). Mileage is reimbursed at the current IRS Standard Mileage Rate.

Hotels/Meals Reimbursement

- Contracted One-Day Session
 - Hotel fees are reimbursed for a full day in-service for locations that exceed 70 miles – one way or for an in-service with an early morning start time. Only one night's stay is reimbursed. This will allow the consultant to arrive the night prior to the event with an early morning start. The hotel fee must not exceed the State limit in accordance with [Illinois Department of Management Services Structure](#). For locations where limited accommodations are available in the vicinity of the in-service, considerations may be made.
- Contracted Two or More Day Sessions in Succession
 - Hotel fees are reimbursed for jobs over 70 miles – one way. Hotel fees are limited to the evening prior to the event and the evening between sessions. In the case of an emergency or inclement weather, an additional night's stay may be permitted pending IRC approval.
- Meal expenses will be reimbursed in accordance with [Illinois Department of Management Services Structure](#). (Breakfast, Lunch, Dinner when appropriate.)
- Itemized receipts must be presented for reimbursement using the IRC PL&D Travel Reimbursement form. Charge card receipts will not be accepted as proof of expenses. Alcoholic beverages will not be reimbursed.