



# Illinois Federation of Teachers Union Leadership Institute: Administrator Academy Teachers Evaluator Retraining ISBE #AA1801 or #AA3000

## Virtual Retraining Dates

2024-2025

**AA1801 - November 16**

8 a.m. – 4:30 p.m.

**AA3000 - February 22**

8 a.m. – 4:30 p.m.

## Register Today!

Registration fee of \$75  
per session includes  
training materials and  
assessment

Space is limited to  
25 participants

## Registration form

We cannot accept late  
registrations. No exceptions!

Presented  
in partnership with  
West 40 Intermediate  
Service Center



Illinois Federation of Teachers  
A Union of Professionals

Contact us at  
[btwillie@ift-aft.org](mailto:btwillie@ift-aft.org)  
with questions

IFT has expanded its Teacher Evaluator Administrator Academy program to offer state approved retraining courses for qualified teacher evaluators. This program is part of our Union Leadership Institute and supports unions in their role on their locally bargained appeals process.

## RETRAINING REQUIREMENTS

Individuals who have successfully completed the state’s initial evaluator course *Illinois Performance Evaluation – Teacher Evaluation Training (AA 2001)* became qualified evaluators of teachers. To remain qualified as an Illinois evaluator of teachers, you will need to complete retraining requirements.

**Upon passing the state initial evaluator course, an individual becomes a qualified evaluator through the end of their next license cycle after the license cycle in which they completed the initial training.** To remain qualified, an individual must complete retraining prior to June 30 of the last year of their next license cycle to retain the evaluator qualification. Retraining is also required in every subsequent license renewal cycle.

The IFT has created an [online calculator](#) to help determine in which license cycle a person should first take state retraining courses. Illinois requires evaluators successfully complete two evaluator retraining courses (professional practice and student growth) in the licensure cycle relevant to the individual.

These trainings qualify for Professional Development credit or Administrator Academy credit. Evidence will be provided for teacher evaluator credential.

## RE-TRAINING COURSES and DATES

Gathering Evidence During Observations and Conferencing Using the Danielson Model (Retraining/AA1801)	Using Student Growth Data in Professional Evaluations (Retraining/AA3000)
November 16, 2024 ■ 8 a.m. - 4:30 p.m.	February 22, 2025 ■ 8 a.m. - 4:30 p.m.
This one-day course focuses on increasing inter-rater reliability and controlling bias when collecting, aligning, and rating evidence and conducting post-observation conferences. Upon successful completion, the educator will have satisfied the requirement for retraining in the area of Professional Practice. This AA must be paired with AA3000 to fulfill the entire retraining requirements.	This one-day course focuses on the use of assessments and measurement models in determining student growth attributable to individual educators. Upon successful completion, the educator will have satisfied the requirement for retraining in the area of Student Growth. This AA must be paired with one of the AAs focused on Professional Practice (AA1801) for the population you evaluate to fulfill the entire retraining requirements.

### SPECIAL CONSIDERATIONS FOR THESE COURSES

- These courses require a G-mail email address. If necessary, please obtain one prior to registration. Participants should provide this G-mail address on completed registration forms. Participants should check their G-mail inbox to ensure that all pre-course communications and materials are received.
- Participants should have a wi-fi enabled digital device (laptop computer preferred) with a charger. The screen and keyboard should be comfortable for entering answers to essay questions.
- Participants must attend the full day of each course in its entirety and submit all required Application/Dissemination materials. Participants who fail to meet these conditions will not be credentialed, will not receive credit, will be unable to transfer to another session and will not be refunded for registration fees.
- Unlike the state’s initial evaluator course *Illinois Performance Evaluation – Teacher Evaluation Training (AA 2001)*, these retraining courses do not require individuals to successfully complete an assessment at the conclusion of the training. Instead, submission of Application/Dissemination materials is required.
- See this [ISBE document](#) for additional information about the state teacher evaluator training program.



Scan for the [IFT's online calculator](#) to help you determine when to take these two courses.

### REGISTRATION DEADLINES

Completed registration forms must be submitted by the dates noted below. Participants will receive registration confirmation 5 days prior to their training date via their Google G-mail account. We cannot accept late registrations for these courses.

<p><b>Gathering Evidence During Observations and Conferencing Using the Danielson Model (Retraining/AA1801)</b> November 16, 2024 ■ 8 a.m. - 4:30 p.m.</p>	<p><b>Using Student Growth Data in Professional Evaluations (Retraining/AA3000)</b> February 22, 2025 ■ 8 a.m. - 4:30 p.m.</p>
<p><b>Register by Thursday, November 7, 2024</b> <i>Cancelation and refund requests must be received via email by November 11, 2024</i></p>	<p><b>Register by Thursday, February 13, 2025</b> <i>Cancelation and refund requests must be received via email by February 17, 2025</i></p>

All changes or cancelations must be received in writing to [btwillie@ift-aft.org](mailto:btwillie@ift-aft.org). Requests for refunds that are received less than five days prior to the training date are subject to vendor terms. Participants who do not cancel their registration and who are not in attendance are responsible for full payment.

**[Click here to register online today!](#)**