

Procedures for Applying for Professional Development Hours for Supervision of Social Work Interns

1. Non-licensed Field Supervisors can apply for professional development hours after they have hosted a Social Work intern in a school-based Field Placement for 600 hours across two semesters. *Field Supervisors can earn sixty (60) PD hours once every five years.* The Field Supervisor will email Eileen Trnka (etrnka@aurora.edu) to request professional development hours and will include the following required documents:
 - [ISBE Evaluation Form 77-21A](#)
 - One page reflection to include statements and documentation, as available, about skills and growth/development that occurred in relation to the [Illinois State Board of Education Standards for the School Social Worker](#) by identifying the development of:
 - Collaboration skills or strategies used by the Field Supervisor and ways this will improve the local learning communities;
 - Mentoring skills developed over the course of the field experience and the impact these skills will have on future mentor experiences;
 - Co-teaching strategies used and the successes and/or challenges encountered – If possible, provide documentation of how the strategies improved student learning.

Reflections should cite the [Illinois State Board of Education Standards for the School Social Worker](#) that were addressed throughout the Field Experience.

2. The request for PD hours, one-page reflection, and ISBE form 77-21A must be submitted within thirty (30) days after the final date of the completion of the Field Placement. The documents must be returned to Eileen Trnka (etrnka@aurora.edu)
3. Once the paperwork is received, the University will issue the Evidence of Completion Form 77-21B for the professional development hours.