



Old Fort LPDC

Local Professional Development Committee

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Table of Contents

Frequently Asked Questions	3-4
ODE/Educator Responsibilities.	5
Reciprocity (transferring your IPDP).....	5
Appeal Process.....	5-6
LPDC Duties.....	6
LPDC By-Laws.....	7-8
Renewing On-Line.....	9
Activity Verification Form (Group 3 and 4 Activities).....	10
Group Activity Guidelines.....	11-12



Questions that are frequently asked to the LPDC

1. What is an IPDP?

An IPDP (Individual Professional Development Plan) is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to teaching classes under your current license.

2. How often should you rewrite an IPDP?

You should update your IPDP every time you renew your license. If you still like the goals on your IPDP, you do not have to rewrite your IPDP. However, if you have changed teaching assignments or have a new goal for your future classes (getting your Master's Degree or changing your focus) then you should rewrite your IPDP to reflect those new goals.

3. What are the requirements to renew a license?

In order to renew a license, the requirement is the completion of either of the following or a combination of the following:

1. Six semester hours of course
2. Eighteen Continuing Education Units (CEU's)
3. 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license that you hold. The activities must be consistent with goals for your IPDP.

4. How do you convert your clock hours and semester hours to CEU's?

One clock hour of activity equals 0.1 CEU. One semester hours of college credit equals 3 CEU's

5. How often should you submit activities for approval?

Most of the time activities only need to be submitted when you actually apply for your license. However, if you are uncertain that a class would fall under your IPDP or you plan on getting clock hours for one of the group activities, you should submit your plan/class to the LPDC for pre-approval.

6. How do I submit my classes to the LPDC?

Place *COPIES* of your coursework in a LPDC members' mailbox. It DOES NOT have to be a formal transcript. However, the paper must have your name, date, course title, place class was taken, and the final grade that was received for the class/course.

7. Do you have to get your FBI/BCII done every five years?

Yes! You should get them redone BEFORE you send in your application for a license to the *state*. The state only requires you to get your BCII done. HOWEVER, our Board of Education requires us to get both the FBI/BCII completed every five years.

8. How much will a license cost?'

The five year license will cost \$200. If you have any additional licenses, they are \$20 each after the initial \$200.

9. When can I apply for my new license?

The earliest you can apply is January of the year your license is up (if the LPDC has already approved off of your coursework). The latest is the last day of the school year (in May) of your licensed year.

ODE LPDC Responsibility

- Educate and assist all ODE certificated / licensed educators.
- Know and communicate the goals of the Ohio Department of Education.
- Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal.
- Approve educators' coursework and other professional development activities to meet the certification / licensure renewal standards.
- Establish and abide by the procedures, criteria and timelines of the LPDC.
- Register the LPDC with the Ohio Department of Education annually.
- Submit LPDC signature verification to the Ohio Department of Education annually.
- Operate under the Open Meetings Act (Sunshine Act) and the Public Records Act.

EDUCATOR'S RESPONSIBILITY

- It is the responsibility of the licensed ODE staff member to monitor the expiration date(s) of certificates / licenses.
- Choose coursework and other professional development activities that reflect the principles, mission and goals of the agency, center, office and individual.
- Equivalent Other Activities (EOA) must be completed in accordance with the goals of the approved IPDP and must be pre-approved. Coursework and traditional workshops / seminars do not need to be preapproved, but must meet the licensure standards and the IPDP goals. Coursework or professional development activities completed prior to the approval of the IPDP will not be accepted.
- It is the responsibility of the educator to fully complete the goals of the IPDP in a timely manner as stated in the proposal. If modifications to the activity / project or the IPDP itself are to be made, these modifications should be submitted for approval to the LPDC chairperson at least one week before the next regularly scheduled LPDC meeting.
- Follow the procedures, criteria and timelines of the LPDC.
- Maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP, coursework and other professional development activities.
- PLEASE HAVE ALL PAPERWORK IN TO THE COMMITTEE BY THE END OF THE SCHOOL YEAR.

RECIPROCITY

The ODE LPDC shall accept outside LPDC approved professional development credits for any staff member hired by ODE from a local school district or agency as fulfilling all necessary requirements of the ODE renewal process. Work already completed and approved in the previous position shall be honored. Remaining work shall be acquired using the guidelines of the ODE LPDC with resubmission of and IPDP to be completed within the 180 day probation period.

If you were hired by the agency from a school entity with and LPDC, you need to have your former LPDC complete their "Approval Verification Form for Educators Leaving a LPDC" form. This form will outline the work you have completed and support the reciprocity agreement between LPDC's.

A sample "Approval Verification Form for Educators Leaving a LPDC" is available in Appendix A.

APPEAL PROCESS

The requirement for a process that allows an educator to appeal the decision of a Local Professional Development Committee is found in Ohio Revised Code as well as in Ohio's Teacher Education and Licensure Standards. While the mandate is clear, the determination of how this process will be implemented at the local level is left to each LPDC.

The ODE LPDC has adopted the following appeal process:

1. Reconsideration
 - a. If an educator disagrees with a LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.
 - b. The educator must provide written notice of the intent to appeal to the LPDC at least one week prior to a LPDC meeting (see Appendix B). This notice shall be sent to the LPDC chairperson (see Appendix C).
 - c. The educator will attend the next regularly scheduled LPDC meeting and discuss the LPDC decision.
 - d. The LPDC will vote on reconsideration and notify the educator in writing of the LPDC decision within five working days.
2. Third party review.
 - a. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, the educator must provide a written request to the LPDC for a third party review panel. The educator must provide written notice of the request for a third party review to the LPDC at least one week prior to the LPDC meeting (see Appendix B). This notice shall be sent to the LPDC chairperson (see Appendix C).
 - b. The panel members will be identified at the next LPDC meeting and the panel will review the LPDC decision within 30 days. The panel will consist of:
 - One licensed educator selected by the LPDC
 - One licensed educator selected by the educator
 - One licensed educator agreed upon by the above two.

These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it.

- c. The educator will be notified in writing of the third party review panel decision within five working days.

LPDC DUTIES

- Set standards for professional growth for all licensed employees of the Old Fort School District.
- Accept and approve Individual Professional Development Plans (IPDP).
- Monitor the educator's attainment of his/her IDPD.
- Continually review summary information regarding activities, workshops, and coursework identified as necessary for individuals to complete their individual professional development plans and to assist in the identification of the district trends and needs.
- Granting prior approval and final approval for professional development activities and/or credit hours for relicensing credit.
- Provide a link between individual educator needs for staff development and district plans for staff development. (assign appropriate contact hours for staff development)
- Determine a recommendation regarding relicensing.

Local Professional Development Committee By-Laws

Adopted July 25, 2002 (revised June 20, 2007)

Vision Statement: The vision of the ODE Local Professional Development Committee (LPDC) is to be a model LPDC grounded in quality professional development principles, systems thinking, and best practice in aligned processes.

Mission Statement: The mission of the ODE LPDC is to ensure educator quality by providing a direct link between high standards of quality professional development, continuous improvement and continuing educator licensure.

Purpose: The purpose of the ODE LPDC is to create the standards, policies, and procedures for educator growth through professional development to ensure that educators stay highly qualified in their field, resulting in continuing licensure.

Membership: The LPDC will be comprised of five members – representative of each of the Centers. The membership will include a representative mix of staff that: (a) hold a certificate/license; (b) occupy administrative and consultant positions; (c) occupy classified and unclassified positions; and (d) reflect cultural, ethnic and gender diversity.

Terms: According to our Master Agreement (OFLEA)

Vacancies shall be filled in the manner of the original appointment and will complete the term of the appointment. All terms are based on a fiscal year appointment (July 1- June 30).

Roles and Terms of Office: A chairperson, vice-chairperson and secretary shall be elected by members of the LPDC. The term of office shall be one year in length.

The Chair shall:

- Preside over all LPDC meetings.
- Call all meetings and set agenda in collaboration with membership.
- Ensure adherence to the IPDP review process and procedures.
- Suggest necessary professional growth for the LPDC committee.

The Vice-Chair shall:

- Fulfill the duties of the Chair at any meeting the Chair is unable to attend.
- Fulfill the duties of committee member when not serving as Chair.

The Secretary shall:

- Record and provide minutes of all meetings
- Fulfill the duties of committee member

Committee Members shall:

- Elect a member by voice vote to act in the absence of the Chair and Vice Chair.
- Serve as staff information contact person,
- Participate fully as review panel for the IPDP.
- Suggest and work with individuals as necessary to ensure professional growth of colleagues. Suggest necessary professional growth for the LPDC committee.

Meetings and Policies: The LPDC shall meet at least quarterly and at such times when five or more members may determine the need for a meeting.

A quorum of the LPDC shall consist of no less than three members.

The “reorganization” meeting for each year shall be the June meeting. The LPDC calendar shall be established for the year at this time. The chairperson and vice-chair person shall also be selected at this time.

All meetings of the LPDC shall be public meetings and shall be held during the regular business day.

The LPDC shall act only by resolution voted upon by the LPDC and recorded in its minutes. The minutes of the LPDC will be maintained in accordance with State and Department records retention policies.

The Office of Educator Quality shall be responsible for the dissemination of meeting announcements and will be the repository of minutes and records for the LPDC.

Minutes from LPDC meetings shall be available upon request through the Office of Educator Quality.

No action of the LPDC shall bind the Department in any manner that may affect bargaining unit terms and conditions of employment.

Amending the By-Laws: Amendments shall be voted on by a roll call vote. A simple majority of members present and voting will prevail.

You will apply or renew license online:

Here's how:

- 1) Go to the Ohio Department of Education website.
- 2) Click on the box at the top of the screen that says "Teachers"
- 3) Click on "Apply for a License" or "Renew my license"
- 4) Use your SAFE account to log-in to fill out the application on the computer.
 - a) If you don't have a SAFE account- create one
- 5) Once you fill it out-send it to an approved e-signer
- 6) It is then sent to the state!

Old Fort Local Schools
Professional Development Committee
Activity Verification Form-Group 3 and 4 Activities

Name _____ Building _____

Type of Activity _____

Check One: Group 3 _____ Group 4 _____

Educator's Signature _____ Date _____

Complete this box for preapproval of Group 4 activities only. Describe the impact this activity will have on your professional development how it helps your professional development goals.

LPDC Preapproval _____ Date _____

<u>Date</u>	<u>Hours.</u>	<u>Description of Activities</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Hours _____

(Complete new form for each activity)

Old Fort Local Professional Development Committee
Group Activity Guidelines

Group	Activity	Maximum CEU's	CEU value	Verification	Criteria
1	Local requirements	No limit	1 clock hour= 0.1 CEU	Signature of superintendent or building principal	Must meet local district in service expectations and be related to PDP goals
2	College courses	No limit	1 semester hour= 3 CEU's 1 quarter hour=2 CEU's	Transcript or official grade report	Must be related to PDP goals
2	Workshops	No limit	1 clock hour= 0.1 CEU	CEU certificate or certificate of attendance	Only time spent in PDP goal related activities
3	Mentoring	No limit	1 clock hour= 0.1 CEU	Activity verification form	Mentor of teacher or administrator in entry year program
3	Curriculum development	No limit	1 clock hour= 0.1 CEU	Activity verification form	Service on local, county, state or national formal committee
3	Professional committee	No limit	1 clock hour= 0.1 CEU	Activity verification form	Service on local, county, state or national formal committee
3	Grant writing	No limit	1 clock hour= 0.1 CEU	Activity verification form	Not dependent on award of grant. Planning and preparation only, not for management of grant
3	Teaching portfolio	1 CEU per license cycle	1 CEU	Activity verification form and portfolio	Must satisfy licensed renewal standards
4	Publication	No limit	6-18 CEU's for a book 3 CEU's for an article	Activity verification form and a copy of the publication	Must contribute to the education profession and be commercially published. CEU's awarded upon the discretion of the LPDC
4	Peer observation	1 CEU per license year	1 clock hour- 0.1 CEU	Activity verification form	Not part of mentoring program
4	National board of professional teaching standards	18 CEU's per license cycle	18 CEU's for completion or 6 CEU's for participation without completion	National board certificate, or activity form for participation only	Must be related to PDP goals
4	Professional vocational board certification	6 CEU's per license cycle	1 clock hour= 0.1 CEU	Certificate of completion	Time in coursework/clinics for test preparation purposes only
4	Cooperating teacher for student teacher	6 CEU's per license cycle	1.5 CEU's per semester 1.0 CEU per quarter	Activity verification form	
4	Cooperating teacher for a practicum teacher	3 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity verification form	
4	Teaching a college course	6 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity verification form	
4	Professional presentation	1.0 CEU per license year	1 clock hour = 0.1 CEU	Activity verification form	Applies to the first presentation of a topic each license cycle.

4	Educational project	No limit	1 clock hour = 0.1 CEU	Activity verification form	Must apply educational skills and knowledge toward development of a project. Hours for planning and preparation only
4	Self-directed educational development	3 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity verification form	May include professional reading, research, and educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization
4	Externship	6 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity verification form	Must enhance individual's work in the profession or contribute to educator's specialization

9/98

Note: 6 semester hours / 18 CEU's / 180 clock hours are required for license renewal / initial issuance.

Pre-approval is strongly recommended for all Group 4 activities.

Substitute teachers may choose from all activities or follow the NCOESC guidelines.