

KENT CITY SCHOOLS

LPDC HANDBOOK

**Revised
November 2007**

Kent City Schools

Local Professional Development Committee By-Laws

Local Professional Development Committees (LPDC) are established as authorized in Senate Bill 230, effective Fall, 1998.

Article I. Name, Scope, and Number of Committees

Section 1.

Kent City Schools' Local Professional Development Committee is hereby established as the name of the entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.

Article II. Aims and Purposes

Section 1.

The purpose of the *Kent City Schools' Local Professional Development Committee* is to review coursework and other professional development activities completed by educators within the district for renewal of certificates/licenses. Substitute teachers within the district will review/upgrade certificates/licenses through the Ohio Department of Education.

In the discharge of its duties, the committee will:

- A. Foster the norm of continuous improvement
- B. Promote the alignment of professional growth with individual, student, building and district needs and goals
- C. Promote best practices that are based on research
- D. Emphasize increased student learning and achievement as a professional development priority
- E. Support the inquiry into and the study of teaching and learning
- F. Validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

Article III. Membership, Qualifications, Training, Compensation

Section 1.

The *Kent City Schools' Local Professional Development Committee* shall consist of a maximum of five (5) members. Three of the members shall be teachers who shall be elected by the district bargaining unit via a slate of candidates and ratified by the membership and shall be representative of elementary (PreK-5),

middle school (6-8), and high school (9-12) levels. The remaining members must be a building principal and an administrator from the district office and/or building level who shall be selected or appointed by district office administration. Each teacher who is a committee member must have a minimum of three (3) years experience within the district. Each *Kent City Schools' Local Professional Development Committee* member shall participate in professional development designed to prepare them for their role(s) as members of the district's Local Professional Development Committee. Training may include information about Senate Bill 230 requirements, a by-laws review, Individual Professional Development Plan (IPDP) guidelines, team building, decision-making, and roles and responsibilities. All committee members shall be compensated for their service as LPDC committee members through release time (a maximum of three days) and/or substitute rate stipends per negotiated agreement.

Section 2.

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw by notifying the chair(s) in writing. No reasons need be given.

Committee vacancies among teacher members shall be addressed by the bargaining unit who shall replace members as necessary. The vacancy shall be filled by a teacher representative at the grade level where the vacancy exists (PreK-5, 6-8, 9-12). Similarly, administrative member vacancies shall be addressed by the district administrative office. Replacements of vacated positions will complete the remainder of the given term.

Article IV. Roles and Terms of Office

The *Kent City Schools' Local Professional Development Committee* shall consist of the following roles and corresponding terms of office:

Chair: The Chair shall be elected by a majority vote, conducted via written ballot, of the committee members themselves. Anyone interested in serving as Chair may self-nominate. Co-Chairs are an option. Chair(s) shall be elected for a one-year term. A term shall run from September to September, beginning September 1, 1998.

Recorder: The Recorder shall be appointed by the Chair for a one-year term. A term shall run from September to September, beginning September 1, 1998.

The remaining members of the committee shall serve staggered three-year terms. A term shall be from September to September with no more than two of the remaining members new to the committee at any one time. Committee members may be re-elected to the positions they hold.

LPDC MEMBERSHIP CYCLE

Members	1998-99 Plan	1999-00 Implement	2000-01 1	2001-02 2	2002-03 3	2003-04 4	2004-05 5	2005-06 6	2006-07 7	2007-08 8
BLDG ADM	✓	✓	✓	✓	NEW	✓	✓	✓	NEW	✓
DISRICT ADM	✓	✓	✓	✓	✓	NEW	✓	✓	✓	NEW
M.S TCHR	✓	✓	✓	NEW	✓	✓	✓	NEW	✓	✓
ELEM. TCHR	✓	✓	✓	✓	NEW	✓	✓	✓	NEW	✓
H.S. TCHR	✓	✓	✓	✓	✓	NEW	✓	✓	✓	NEW

Members	2008-09 9	2009-10 10	2010-11 11	2011-12 12	2012-13 13	2013-14 14	2014-15 15	2015-16 16
BLDG ADM	✓	✓	NEW	✓	✓	✓	NEW	✓
DISRICT ADM	✓	✓	✓	NEW	✓	✓	✓	NEW
M.S TCHR	✓	NEW	✓	✓	✓	NEW	✓	✓
ELEM. TCHR	✓	✓	NEW	✓	✓	✓	NEW	✓
H.S. TCHR	✓	✓	✓	NEW	✓	✓	✓	NEW

Article V. Duties

The duties of the chair, recorder, and other LPDC committee members, shall be as follows:

Section 1.

The Chair(s) shall:

- A. Preside at all *Kent City Schools' Local Professional Development* meetings.
- B. Establish schedule of meetings and set agendas in collaboration with the LPDC committee membership.
- C. Ensure adherence to the Individual Professional Development Plan review processes and procedures.
- D. Serve as appeals process contact and liaison.
- E. Serve as a reviewer of individual professional development plans for certification/license renewal

Section 2.

The Recorder shall:

- A. Keep accurate minutes of all Kent City Schools' Local Professional Development Committee meetings.
- B. Have minutes typed and sent to LPDC members and educators whose plans have been reviewed.
- C. Serve as staff information contact person.
- D. Be responsible for all necessary correspondence.
- E. Keep committee records up to date and keep a mailing list of all committee members.
- F. Serve as a reviewer of individual professional development plans for certification/license renewal.

Section 3.

The remaining LPDC committee members shall:

- A. Elect one of their members by voice vote to act in the absence of the chair(s).
- B. Serve as staff information contact person.
- C. Serve as a reviewer of individual professional development plans for certificate/license renewal.

Article VI. Meetings

Section 1.

Kent City Schools' Local Professional Development Committee members shall determine frequency, time, and place of meeting within the following parameters:

- A. The annual schedule of LPDC meeting dates will be established by the LPDC by September 15 of each year. This schedule will be published for all educators in the district.
- B. The number of release day meetings in any one year shall not exceed three (3) in number. The three release days are exclusive of any days which may be used for professional growth specific to LPDC member roles/duties/needs.
- C. Attendance at any meeting scheduled in the summer or after school hours shall be compensated according to the daily substitute teacher rate.

Article VII. IPDP Submission, Decision-Making and Appeals Processes

Section 1.

All new IPDPs must be submitted to the LPDC chairperson. All certificates and/or licenses that are up for renewal must submit an IPDP before activities will be counted for renewal. Courses taken while a certificate/license renewal is being processed by the Ohio Department of Education can count toward an IPDP if ultimately approved by the LPDC. The IPDP must be submitted and approved within 60 days after the date on the certificate/license.

Any decisions to approve or reject a submitted IPDP for certification/license renewal purposes must receive a two-thirds (2/3) vote of the full committee. Notification of committee action on IPDPs shall occur by returning original IPDPs to the certificated staff member with the LPDC's disposition marked on the IPDP. IT IS THE RESPONSIBILITY OF EACH STAFF MEMBER TO MAINTAIN HIS OWN COPY OF THE COMPLETED/APPROVED IPDP. THE LPDC WILL NOT KEEP COPIES OF COMPLETED IPDPs.

Educators up for renewal can contact any LPDC member for assistance prior to development and submission of their IPDP for review. If the IPDP is rejected, the individual shall be notified of the reasons for rejection. Educators whose plans have been rejected must complete one of the following:

- (a) submit a revised plan within ten (10) working days of the initial rejection notification.
- (b) secure and submit more detailed supportive materials to substantiate the legitimacy of their original plan.
- (c) contact the LPDC Chairs(s) for appeals process information.

Section 2.

Appeals to the decisions of the Kent City Schools' Local Professional Development

Committee may be made by contacting the Chair(s) and requesting an appeals packet containing explanations and procedures regarding the appeals process. The appeals process is as follows:

- (a) meeting with LPDC
- (b) meeting with Summit County LPDC

Section 3.

An approved IPDP may be amended by completing a new IPDP, attaching it to the copy of the already approved IPDP, and sending it to the LPDC chairperson. Any decisions to approve or reject an amended IPDP must receive a two-thirds (2/3) vote of the full committee. Notification of committee action on amended

IPDPs shall occur by returning amended IPDPs to the certificated staff member with the LPDC's disposition marked on the amended IPDP.

Section 4.

Only hours taken after the submission of an IPDP that is ultimately approved can be counted towards renewal of a license/certificate, with the following exception: courses taken while a certificate/license renewal is being processed by the Ohio Department of Education can count toward an IPDP if ultimately approved by the LPDC. It is the responsibility of the license/certificate holder to ensure the hours he/she takes for recertification/relicensure meets the goals and strategies listed on the IPDP. It is also the responsibility of the license holder to keep all records and evidence of completing said hours.

Section 5.

When the time comes for an educator to renew his/her license, he/she must send a completed license renewal form, a check payable to Ohio TEC, a copy of the approved IPDP, and all documentation of hours completed (e.g., certificates, logs, transcripts, etc.) to the LPDC chair. Any decisions to approve or reject a license/certificate renewal application must receive a two-thirds (2/3) vote of the full committee. CEU's, contact hours and graduate hours taken for renewal MUST meet the goals and strategies listed in the approved IPDP.

Article VIII. Reciprocity

The Kent City Schools Local Professional Development Committee shall review all outside district-approved IPDPs for any educator hired by the Kent City Schools Board of Education from another district. Hours already accumulated in the district of previous employment shall be honored if previously approved by that district's LPDC. Modifications/revisions may be made if necessary regarding the remaining portion of the IPDP yet to be completed.

Individuals hired by the district who are currently working on their IPDP must submit a copy of that plan for review upon being officially hired by the Board.

Article IX. Amending the By-Laws

Section 1.

The Kent City Schools LPDC shall meet periodically each year to review the by-laws and recommend changes. The Superintendent and the President of the Kent Education Association may make recommendations to the LPDC chairperson regarding changes in the by-laws.

Section 2.

The committee shall vote on amendments. A two-thirds (2/3) vote of the full committee will prevail.

Section 3.

The Kent City Schools Board of Education and the Kent Education Association will receive copies of recommended amendments for final approval.

Section 4.

No part of these by-laws will conflict with anything contained in the Master Agreement.

Section 5.

By-laws may be amended as necessary by mutual agreement of the KEA President and the Superintendent.

Drafted: March, 1998
Reviewed: March, 1998 by the Kent City Schools' LPDC
Reviewed: October, 2007 by Kent City Schools' LPDC

_____ by the KEA _____
Date KEA President

Acted On: _____ by the Board of Education _____
Date Superintendent

IPDP (Individual Professional Development Plan) Template

Certification/Licensure Information

Name:	Date Plan Submitted:
Position:	Building:
Certificate or License 1: Area(s) of Certificate or License 1:	Issuance Date:
Certificate or License 2: Area(s) of Certificate or License 2:	Issuance Date:
	Year License or Certificate Expires:

Instructions

Send this completed form to the ASSISTANT SUPERINTENDENT'S SECRETARY prior to taking hours for renewal. It will be forwarded to the LPDC for their approval. The plan may be submitted via email.

UNTIL JANUARY 30, 2008, YOU MAY USE THE ISSUANCE DATE OF THE LICENSE TO BE RENEWED AS THE SUBMISSION DATE.

1. **Goals.** Tell what you hope to learn or achieve through your plan. For example, increase my knowledge of curriculum/instruction/technology, work towards an administrative license, etc. These should be broad.
2. **Strategies.** Tell how you will meet your goals. For example, I will attend professional conferences, seminars, or classes through accredited universities. These should be broad. As a general rule, strategies are things for which you receive a certificate of completion or an official transcript.
3. **Alternative Activities (optional).** If you are going to have alternative activities, list what those will be and the hours you expect to receive for them. For example, working on curriculum committees, reviewing books for a publisher, etc. As a general rule, Alternative Activities are self-directed and rarely have a certificate of completion or a transcript. Rather, they require you to keep a log of your activities and the time spent on each. **ATTACHED TO THIS SHEET IS A LIST OF QUALIFYING ALTERNATIVE ACTIVITIES AND THE MAXIMUM HOURS YOU MAY USE FOR RENEWAL. ALSO ATTACHED IS AN HOUR/CEU/CONTACT HOUR CONVERSION CHART.**
4. Upon approval, you will receive a signed copy of your approved IPDP. When it comes time to renew your license, you will need to submit your renewal application, your approved IPDP and verification that you followed the goals/strategies of your IPDP (transcripts, certificates, etc.)

IT IS YOUR RESPONSIBILITY TO ENSURE THAT HOURS YOU TAKE FOR RENEWAL MEET YOUR GOALS AND STRATEGIES. IT IS YOUR RESPONSIBILITY TO KEEP DOCUMENTATION OF COMPLETED HOURS. IT IS YOUR RESPONSIBILITY TO KNOW HOW MANY HOURS/CEUs YOU NEED TO RENEW YOUR LICENSE.

1. Your Goals

2. Your Strategies

3. Alternative Activities (If Applicable)

Alternative Activity #1:

Requested Hours:

Alternative Activity #2:

Requested Hours:

Alternative Activity #3:

Requested Hours:

Alternative Activity #4:

Requested Hours:

FOR LPDC USE ONLY

Plan Approved. Hours taken after submission date will be counted towards renewal.

Plan Disapproved for the reasons listed below. Please contact an LPDC member for assistance in modifying your plan.

Reason for disapproval:

Signature of LPDC Chairperson: _____ Date: _____

LPDC Members: Joan Hogrefe, Jack Amrhein, Regina Heimann, Jeremy Garver-Hughes, and Joe Clark

QUALIFYING ALTERNATIVE ACTIVITIES

Alternative Activity	Contact Hours	Verification	Criteria
1. Cooperating Teacher or Administrator	1.0 CEU per half college semester student teaching, 1.5 CEU per full college semester student teaching. Maximum of 3.0 CEUs in this area per license cycle.	Detailed activity log plus university contract or certificate.	Must be a supervisor of a student teacher/intern..
2. Mentoring	1.5 CEUs per school year. Maximum of 3.0 CEUs (or 1.0 semester hour) in this area per license cycle.	Detailed activity log.	Must be the assigned mentor of a teacher, administrator, or specialist participating in the district's Entry Year Program.
3. Grant writing	Maximum of 6.0 CEUs (or 2.0 semester hours) in this area per license cycle.	Documented clock hours in planning and preparation (1 clock hour = 0.1 CEU). Copy of grant application.	Grant must be submitted to funding source, however, CEUs not dependent on awarding of grant. Activities promoted by grant must support the district mission and goals.
4. National Board of Professional Teaching Standards Certification	Maximum of 9.0 CEUs (or 3.0 semester hours) in this area per license cycle for candidate completing process and submitting portfolio.	Valid copy of the National Certificate or copy of submitted portfolio for candidate not receiving certificate. Resubmission requires an activity log.	Must be in the area of the individual's assignment.
5. Professional Committee Work, such as: <ul style="list-style-type: none"> • Curriculum development • School improving team • District level committees • School/Community partnership initiatives 	2.0 CEUs maximum per committee. Maximum of 6.0 CEUs (or 2.0 semester hours) in this area per license cycle.	Certificate of completion. Documentation of final product. Copy of minutes verifying attendance or signature of committee chair. Documented clock hours and detailed activity log of committee work. (1 clock hour = 0.1 CEU).	Must be service on a formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.
6. Professional Presentation, such as: <ul style="list-style-type: none"> • District/County level staff development • State/National level conference 	Maximum of 3.0 CEUs in this area per license cycle.	Documentation log of preparation time (1 clock hour = 0.1 CEU), presentation outline, and/or program flyer.	Applies to initial presentation, not subsequent presentations of the same/similar material. Minimum of 60 minutes of presentation time.
7. Publication of original work	6.0 CEUs for book, 3.0 CEUs for a multi-page article in a professional journal or magazine or a chapter in a book. Maximum of 6.0 CEUs in this area per license cycle.	Copy of publication.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
8. Self-directed educational development. (inquiry, action research, in-depth study over time, educational travel)	Maximum of 3.0 CEUs (or 1.0 semester hours) in this area per license cycle. Only 1.0 CEU per license cycle for educational travel.	Detailed activity log (1 clock hour = 0.1 CEU).	Must enhance individual's work in the profession or contribute to teacher's area of specialization.

HISTORY OF TEACHER EDUCATION AND LICENSURE STANDARDS

In 1992, the State Board of Education established a thirty-four member Standards Review Committee, broadly representative of the education and lay communities, to consider needed revisions to develop a new system of teacher licensure that would be both performance-based and grounded in the knowledge and skills necessary for effective practice.

Two years later, the Standards Review Committee and the Ohio Teacher Education and Certification Advisory Commission finalized their work and submitted recommended standards to the State Board of Education. The State Board accepted the standards in principle by resolution in July 1994, and sought needed legislative changes from the General Assembly, enacted in Senate Bill 230.

After receiving written and oral public testimony on the proposed teacher standards, the board passed a resolution to adopt the standards in October 1996. The General Assembly passed a concurrent resolution of approval of the standards in November 1996. The legislative adoption of the resolution established the effective date of January 1, 1998, for Chapter 3301-24 or the Administrative Code (Teacher Education and Licensure Standards).

These new standards ensure that only those teachers who can perform the work will do the work. The standards emphasize performance -- from the time a teacher enters the classroom throughout his or her career. The ultimate benefit of this new direction is a better education for Ohio's students.

These standards increase the rigor in the teaching profession because they

1. *Strengthen Ohio's teacher preparation programs.* Colleges and universities will improve their teacher preparation programs by developing programs focused on what teachers should know and be able to do.
2. *Require successful performance of beginning teachers.* The Entry Year Program will provide direct assistance to Ohio's beginning teachers via mentors, who will offer the support necessary to successfully transition into "real world," full-time classroom challenges. Teachers must pass performance-based assessments to qualify for a five-year professional license.
3. *Achieve higher standards through licensure.* Licenses will be given in the broad categories of early, middle, and adolescent to young adult education -- with other licenses for multi-age, intervention specialist, vocational education, pupil personnel, and administration.

4. *Intensify professional development.* With a renewable, five-year license system the state will no longer award permanent certificates. To renew a license, a teacher must develop a professional development plan that is then approved by a local professional development committee. Coursework, continuing education units, or other equivalent activities related to the license areas or to classroom teaching will also be required -- as well as a master's degree or 30 semester hours of graduate credit to renew a license the second time or after 10 years. The requirement of a master's degree or thirty semester hours pertains to any individual who is admitted to a licensure program at an approved college or university after July 1, 1998, and to any individual who is admitted to a licensure program prior to January 1, 1998, and who completes said program after July 1, 2002.

Believing that higher standards are needed for both schools and educators in order to provide an excellent education for every student, the State Board of Education established the legal guidelines for teacher education and licensure in Ohio that are described in the Teacher Education and Licensure Standards publication.

Ohio Department of Education
March 1997

SUMMARY OF SENATE BILL 230

In 1996, Ohio's General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDCs). Such committees are to be established in every school district and chartered nonpublic school by September 1998. The purpose of the committees is to review the coursework and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of certificates or licenses have been met.

Based on the Local Professional Development Committee's review, the Ohio Department of Education will continue to issue teaching certificates and licenses, and the certificates and licenses will be valid across the state. Review by the district's Local Professional Development Committee does not mean the educator will be qualified to work only in that district; the certificate or license will be valid in any district in Ohio.

RENEWAL OF LICENSES

Provisional (2 Year)

- Required for initial entry upon completion of approved teacher education program, may used for substitute teaching.
- 3 hours to renew (6-9 hours if lapsed);
- Successful completion of entry-year program and assessment process.

Professional (5 Year) (first)

- 6 semester hours or 18 CEUs or 180 contact hours or any combination thereof approved by LPDC

Professional (5 Year) (second)

- Approved IPDP
- M.A. or 30 semester hours of graduate credit;
- If M.A. already obtained: 6 semester hours or 18 CEUs or 180 contact hours or any combination thereof approved by LPDC
- Those who held certificates under previous standards are exempted from the M.A. or 30-semester hour requirement for second renewal, but still need the 6 hours, 18 CEUs, or 180 contact hours of equivalent activities approved by the LPDC.

Professional (5 Year) (third and after)

- Approved IPDP
- 6 semester hours or 18 CEUs or 180 contact hours or any combination thereof approved by LPDC

RESPONSIBILITIES OF THE EDUCATOR

Educators who are working under provisional (4-year) certificates, professional (8 year) certificates, or professional (5-year) licenses are responsible for meeting the requirements for renewal of those certificates or licenses. Educators who are scheduled to renew their certificates after January 1, 1999, must work with their Local Professional Development Committees to complete the renewal process.

Local Professional Development Committees will develop procedures for reviewing professional development. However, each educator has the responsibility to (1) develop and implement his or her Individual Professional Development Plan, (2) document his or her professional development and maintain a record of such work, and (3) follow renewal procedures and timelines. This responsibility requires the individual educator to take responsibility for his or her own growth by creating a plan and engaging in relevant professional development.

Educators wishing to renew a 4-year certificate after January 1, 1999, must

- Meet with 1987 Standards for renewing a 4-year certificate
- Work with the LPDC for approval of Continuing Education Units
- Work through the LPDC for verification that the requirements in the 1987 Standards have been met
- Submit the renewal application to the LPDC for verification signature; LPDC submits to the Ohio Department of Education

Note: 4-year certificates may be renewed until September 2, 2002.

Educators wishing to renew an 8-year certificate after January 1, 1999, must

- Meet the 1987 Standards for renewing an 8-year certificate
- Work through the LPDC for approval of Continuing Education Units
- Work through the LPDC for verification that the requirements in the 1987 Standards have been met
- Submit the renewal application to the LPDC for verification signature; LPDC submits to the Ohio Department of Education

Note: 8-year certificates may be renewed until September 2, 2006.

Educators wishing to convert to or renew a 5-year license must

- Complete an Individual Professional Development Plan (IPDP) and obtain approval for the plan from the LPDC
- Work with the LPDC for approval of Continuing Education Units and equivalent activities

- Work through the LPDC for verification that the requirements in the 1998 Standards have been met
- Submit the application to the LPDC for verifying signature; LPDC submits to the Ohio Department of Education

Educators wishing to upgrade their certificates from provisional (4-year) to professional (8-year), or from professional to permanent should apply directly to the Ohio Department of Education. Local Professional Development Committees will not be involved in the upgrading of certificates under the 1987 Standards.

As educators transfer to the new teaching license, they will become subject to the 1998 *Teacher Education and Licensure Standards*. Under the new licensure standards, educators must

- Develop an Individual Professional Development Plan
- Base the IPDP on the needs of the district, the school, the educator, and the students
- Submit the IPDP to the LPDC for approval prior to completion of the plan's activities
- Maintain their own records and document that the activities within the IPDP have been completed

FAQ's

If a teacher with a four-year provisional certificate wants to convert to licensure, does he/she apply for a provisional or professional license?

Teachers converting from a provisional certificate to a license will receive a five-year professional license. A two-year provisional license is only issued upon graduation from college.

Once a teacher holds a professional license, would this make the teacher automatically eligible for tenure if he/she has been in the district three of the last five years?

The requirements for tenure are specified in law and will remain the same:

1. The teacher must hold a professional or permanent certificate or professional license.
2. The teacher must either hold a masters degree or have completed 30 semester hours of coursework.
3. The teacher must have taught at least three years of the last five in the district.

Since the coursework/masters degree requirement is in law, teachers will need to continue to meet the requirement to be eligible for a continuing contract.

How will administrative certification renewal be determined?

Administrators will work through the LPDC for renewal of certificates/licenses. Two LPDC teacher members will abstain from the discussion of administrative renewals so the remaining committee is made up of a majority of administrators.

Will I still be able to use my years of experience to reduce my renewal requirements?

Experience may be counted only if you are exercising your one time renewal under the 1987 standards. Licensure does not allow credit for experience.

Under what circumstances will an educator apply directly to the Ohio Department of Education rather than through an LPDC?

- If you are not currently employed or are working in an institution without an LPDC
- If you are upgrading a certificate to a professional or permanent under the 1987 Standards
- If you applying for a new certificate or license, or are adding areas
- If you are renewing substitute, temporary, or one-year vocational certificates or licenses

How do I renew my ODE certificate/license if I hold a license through another professional board?

If you hold the following ODE certificates/licenses you do not renew through an LPDC:

- School social workers
- School audiologists
- Speech-language pathologists
- School nurses
- Physical therapists
- Occupational therapists
- PT assistants, and
- OT assistants

You must maintain your licensure through your respective board and send your application directly to ODE, with a copy of your professional license, to renew ODE certificates/licenses.

What is an Individual Professional Development Plan (IPDP)?

An IPDP identifies your goals for learning. The IPDP development process enables you to reflect upon your practice and to take responsibility for your continued professional development. Such an opportunity allows you to take responsibility for your own growth by creating a plan and engaging in relevant professional development. The LPDC will have a format for the IPDP to be used by educators in your district, school, or consortium and a process for the approval of such plans. You are responsible for keeping your own professional development plans and maintaining documentation that the goals and related activities outlined in the plan have been completed.

Does every educator need a Professional Development Plan -- even if he/she holds a permanent certificate?

Since the requirement for professional development plans applies only to educators who will be renewing a certificate or license, the Department of Education will not require a professional development plan for educators working under permanent certificates.

Do educators who move between districts have to resubmit professional development plans in the new district?

This is dependent upon the Local Professional Development Committee's By-Laws of the individual school district. If you are applying for a position in another district, this is a question you should ask them.

Coursework aligned solely with the classroom teaching assignment may be too narrow a focus. Shouldn't professional development plans be flexible to allow for professional growth and learning in new areas?

The professional development plan is to be based on the needs of the district, the school, the students, and the educator. It must be related to classroom teaching and/or the area of licensure on the certificate or license to be renewed.

Do I have to have an Individual Professional Development Plan (IPDP)?

If you are employed full time in an Ohio chartered school and are:

- exercising a grace renewal of a certificate under the 1987 standards, but are requesting LPDC approval for “equivalent activities” to meet your renewal requirements, or
- transitioning to a five-year professional license, or
- renewing a five-year professional license

you must submit an IPDP to your LPDC for approval and then complete your plan before your certificate or license expires.

Do I have to develop an IPDP for each certificate or license I hold?

A plan can be developed that addresses more than one area of certification/licensure. The plan must address the district goals, building goals, and student needs within the context of areas of certification/licensure, classroom teaching, and individual needs. Professional development activities can be applied to more than one of the areas of certification/licensure if the activities align with stated IPDP goals in an approved plan and the activities have taken place since the last renewal of the certificate or license to which they are being applied for renewal.

What are equivalent activities?

Through the development of IPDPs, you will have far greater flexibility in selecting the types of professional development activities that are meaningful to you. Where the previous system recognized only formal coursework or workshops approved for Continuing Education Units (CEUs), the new structure will allow for a far greater range of professional development activities. For example, the following activities could be incorporated into an IPDP, and could be approved by the LPDC:

- Cooperating Teacher or Administrator
- Mentoring
- Grant writing
- National Board of Professional Teaching Standards Certification
- Professional Committee Work
- Professional Presentation
- Publication of original work
- Self-directed educational development

Along with the increased flexibility in the types of professional development activities that are accepted, there is also increased emphasis on the relevance of professional development activities. IPDPs must be based on your needs as well as the needs of your district, school, and students, and be approved by the LPDC. Each professional development activity that is completed must be clearly related to the area of licensure and/or classroom teaching.

Your LPDC cannot grant credit for equivalent activities you have participated in prior to September 1, 1998, and prior to the approval of an IPDP.

If another school district holds a workshop and grants CEU credit (or the equivalent) during the year and an educator from a neighboring district participates, will he/she receive “credit” as well toward certification?

Yes, educators employed in other districts will be eligible for credit if the employee’s LPDC has approved the workshop and the provider.

Can 0.1, 0.2, and 0.3 credit now be given? (Are we released from the 0.4 CEU credit?)

Yes, Local Professional Development Committees will be able to determine the minimum for CEU credit. There will no longer be a statewide minimum since the Ohio Department of Education (ODE) will not be approving CEU programs.

Will the state database for CEUs still exist with records maintained locally?

The Ohio Department of Education will maintain records of the CEUs that are earned by educators through June 30, 1998. An educator will not lose any of the ODE-approved CEUs he or she has earned. A record of these CEUs may be accessed through the Department of Education’s web site (www.ode.ohio.gov). The Ohio Department of Education will not maintain records after June 30, 1998. After that date, each individual is responsible for maintaining his/her own records of attendance.

Recognized Professional Development Providers

The Local Professional Development Committees of the Summit County LPDC partner districts have created a list of “Recognized Providers” of professional development. In addition, the Local Professional Development Committees of Portage County have established a list of Recognized Providers. These two groups are combined in the following list. These providers are recognized by the LPDCs as organizations that support continuing professional development of educators, consider the delivery of quality professional development as part of their missions, and continually seek to be responsive to the needs of educators, their districts, building and students.

All educators must seek the approval of their LPDC before engaging in professional growth activities that they may wish to use for certificate/license renewal.

- Access to Independence
- Akron Area Superintendent Association
- American Association of School Administrators (AASA)
- American Federation of Teachers (AFT)
- American Red Cross
- American Speech Language and Hearing Association
- American Vocational Association (AVA)
- Association for Supervision and Curriculum Development (ASCD)
- Association of School Business Officials
- Auditor of the State of Ohio
- Barberton City Schools
- Buckeye Association of School Administrators (BASA)
- Channels 45/49 Workshops
- Coleman Professional Services
- Copley-Fairlawn City Schools
- Council of Exceptional Children (CEC) and related organizations
- Coventry Local Schools
- Cuyahoga Falls City Schools
- East Regional Professional Development Center (ERPDC) and related organizations
- Educator’s Employing District’s Professional Development Activities
- E-tech Ohio
- Five County Treasurers Association
- Government Finance Officer’s Association
- Green Local Schools
- Head Start
- Hudson Local Schools
- INFOHIO

- International Reading Association
- Kent City Schools
- Manchester Local Schools
- Maplewood Area Joint Vocational School
- Mid-Eastern Special Education Regional Resource Center (MEOSERRC) and related organizations
- Mogadore Local Schools
- National Association of School Psychologists
- National Council of Teachers of English (NCTE) and related organizations
- National Council of Teachers of Mathematics (NCTM) and related organizations
- National Council of Teachers of Science (NCTS) and related organizations
- National Council of Teachers of Social Studies (NCTSS) and related organizations
- National Education Association (NEA)
- North Central Association of Colleges and Schools (NCA)
- North Central Regional Educational Laboratory (NCREL) and related organizations
- Northeastern Ohio Educational Association (NEOEA)
- Northeastern Ohio Instructional Media Center (NEOIMC) and related organizations
- Northeastern Ohio Library Association (NEOLA)
- Northeastern Ohio Management Information Network (NEOMIN) and related organizations
- Norton City Schools
- Ohio Approved Certification/Licensure Colleges and Universities
- Ohio Approved Programs from Other States
- Ohio Association of Elementary School Administrators (OAESA) and related organizations
- Ohio Association of Gifted Children (OAGC)
- Ohio Association of Pupil Service Administrators
- Ohio Association of School Business Officials (OASBO) and related organizations
- Ohio Association of School Personnel Administrators (OASPA) and related organizations
- Ohio Association of Secondary School Administrators (OASSA)
- Ohio Board of Regents
- Ohio Council of Teachers of English and Language Arts (OCTELA) and related organizations
- Ohio Department of Education (ODE)
- Ohio Department of Natural Resources
- Ohio Education Association (OEA)
- Ohio Educational Library Media Association (OELMA)
- Ohio Federation of Teachers (OFT)
- Ohio Music Educators' Association
- Ohio Public Facilities Maintenance Association (OPFMA)
- Ohio Regional Professional Development Centers (RPDC's)
- Ohio School Boards Association (OSBA)

- Ohio School Psychologists Association
- Ohio School Supervisors' Association (OSSA)
- Ohio Speech Language and Hearing Association
- Ohio State Board of Education
- Ohio State Department of Education
- Ohio Vocational Association (OVA)
- OSU Extension Office
- Phi Delta Kappa
- Portage Children's Center
- Portage County Council of Health and Social Agencies
- Portage County Educational Service Center (PCESC)
- Portage County Health Department
- Portage County MRDD
- Portage County School Districts Local Professional Development Activities
- Robinson Memorial Hospital
- Springfield Local Schools
- Stark/Portage Area Regional Computer Consortium (SPARCC)
- Stow-Munroe Falls City Schools
- Summit County Educational Service Center (SCESC)
- Summit County Treasurers Association
- Tallmadge City Schools
- Townhall II
- Treasurer of the State of Ohio
- United States Department of Education (USDOE)
- Woodridge Local Schools

PROFESSIONAL DEVELOPMENT STANDARDS

Professional development is required for continued licensure for all educators. To be of high quality, professional development is guided by the learning needs of all students, includes accepted theory on the learning needs of educators and incorporates a planned progression for improvement on a continuing basis. A professional development plan that fulfills the licensure renewal requirements is based on the needs of the educator, the students, the school, and the school district in which the educator is currently employed. An educator wishing to renew a professional or associate license must receive the approval of his or her Local Professional Development Committee for and Individual Professional Development Plan that includes the following requirements to be completed during the five-year period following the issuance of the license to be renewed:

- (1) Six semester hours of coursework related to classroom teaching and/or the area of licensure; or
- (2) Eighteen continuing education units (one hundred and eighty contact hours) or equivalent activities related to classroom teaching and/or the area of licensure as approved by the Local Professional Development Committee of the employing school or school district.
- (3) Coursework or continuing education units or other equivalent activities may be combined.

The second renewal of the professional teacher license shall require the completion of a master's degree, or thirty semester hours of graduate credit, in classroom teaching and/or an area of licensure. A minimum of six semester hours, eighteen continuing education units or equivalent activities shall be completed during the second renewal cycle. The requirement of a master's degree or thirty semester hours of graduate credit shall pertain to any individual who is admitted to a licensure program at an approved college or university after the effective date of this rule and who completes said program after July 1, 2002.

The sections listed below are based on the areas that the State of Ohio considers when evaluating entry year teachers. The Local Professional Development Committee will also use these criteria for license (certificate) renewal. All professional development requirements related to classroom teaching and/or area of licensure, including semester hours, continuing education units or other equivalent activities, must be focused on at least one of the following areas when establishing goals for Individualized Professional Development Plans:

- (a) Subject Matter: Increase the knowledge of subject matter to create effective learning experiences for students.
- (b) Student Learning: Increase the understanding of how students learn and develop to create opportunities for student academic development that may include intervention strategies.
- (c) Diversity of Learners: Increase the knowledge of the differences in how students learn and how to apply techniques to accommodate such diversity.
- (d) Planning Instruction: Improve planning of instruction based on knowledge of subject, students, and curriculum goals and models.
- (e) Instructional Strategies: Improve the design and implementation of instruction that encourages each student to develop critical-thinking, problem-solving, and decision-making skills.
- (f) Learning Environment: Improve the learning environment by encouraging active, engaged learning, positive interaction and self-motivation for all students.
- (g) Communication: Increase the understanding and use of a variety of communication skills including verbal and nonverbal techniques, technology, and media to increase effectiveness.
- (h) Assessment:: Improve the use of formal and informal assessment strategies to evaluate student progress.
- (i) Reflective Practice: Analyze past experience and pursue individualized growth opportunities to improve professional performance for increased student learning.
- (j) Student Support: Increase knowledge of how to work with parents, family members, school colleagues, and community members to support student learning and development.
- (k) Legal Responsibilities: Increase the knowledge of legal responsibilities as it pertains to teaching and its impact on teachers, students, and school districts.