



LPDC/IPDP

Greene County ESC

*LPDC--Local Professional Development Committee &
IPDP—Individual Professional Development Plan (guidance)*

2023-24

The GCESC LPDC will meet on the following dates:

September 13, 2023

November 15, 2023

January 17, 2024

March 13, 2024

May 15, 2024

Greene County Educational Service Center
360 E. Enon Road
Yellow Springs, Ohio 45387
PH 937 767 1303
FAX 937 767 1025

New Staff: Teachers, School Psychologists and School Administrators:
Please be sure to have your IPDP approved at the first LPDC meeting of the school year.

Table of Contents

Introduction	3
Dates for LPDC meetings	3
Who must work with LPDC?	3
Renewing your current license	3-5
Bylaws	6-9
Reciprocity List	10-11
Forms	12
• GCESC Continuing Education Chart/Options & Limitations	
• ODE Professional Development Conversion Chart	
• GCESC Individual Professional Development Plan Form (IPDP) and SAMPLE IPDP TEMPLATE	
• GCESC Alternate Activity Form	
• GCESC Contact Hour Approval Form	
• Educator Evidence of Completion Forms (2)— <i>Summary and Documentation List Forms</i>	
• ODE Verification Form for Educators Leaving an Ohio LPDC	
• ODE Verification Form for Consistently High Performing Teachers	

All of the forms are available online on the GCESC website.

RENEW a LICENSE through ODE:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>

FOR MORE INFORMATION ON LPDCs and IPDPs, go to ODE web address:

www.education.ohio.gov

Introduction

Educators: *It is each employee's responsibility to keep your licensure up to date. While the GCESC will help support you, the upkeep of your professional license(s) ultimately lies with you. Please check your dates on license to ensure you are submitting your appropriate documentation for licensure renewal in a timely fashion.*

This document is for educators who must submit plans to the Local Professional Development Committee and must submit documentation of coursework/contact hours for license renewal. Topics covered:

- Who must work with the LPDC and when should I write and a plan (IPDP)?
- How do I renew my current license?
- What do I need to know about college coursework, contact hours, CEUs and documentation?
- What do I need to know about *Individual Professional Development Plans* (IPDPs)?

IMPORTANT ADVICE! Keep an IPDP/LPDC binder with all documentation—IPDPS, transcripts, coursework, certificates. This way, it is all in one place so you can easily find it and retrieve it when you need it.

The GCESC LPDC does the following:

- Approves contact hours or CEUS for workshops and other eligible activities offered by GCESC;
- Approves contact hours or CEUS offered by other agencies through reciprocity;
- Approves hours submitted from educators who need to renew licenses.
- Approves coursework on an individual basis for credit offered by agencies not included on reciprocity list;
- Approves IPDPs for GCESC educators; and
- Approves Alternate Activity Plans for GCESC educators.

The GCESC LPDC develops forms as appropriate and procedures necessary to carry out these activities. LPDC operates under a set of Bylaws approved by GCESC Governing Board. Additional information about LPDCs is contained in the resource guide on Ohio Department of Education website.

WHO needs to work with the LPDC?

Educators in Ohio who are employed by school districts, both public and private, and who will be renewing a 5-year license must work with the LPDC. At GCESC, this includes administrators, school psychologists, preschool teachers, intervention specialists, general educators, and APE teachers and others as determined by the Ohio Department of Education (ODE) or by law. (*Resident Educators do not work with LPDC until they have received their first 5-year Professional License.*) Substitute teachers who are employed by GCESC and who are practicing on standard teaching licenses may work with GCESC LPDC to renew their licenses. Substitute teachers who are practicing on short term or long-term substitute licenses will continue to work with HR to renew credentials and do not work with LPDC. **If you are unsure of the process, check with HR personnel.**

When should an IPDP be approved?

All educators who are teachers, school psychologists, educational administrators should have an Individual Professional Development Plan (IPDP) on file with the GCESC LPDC. Resident Educators do not write an IPDP.

- All Educators new to the GCESC should submit an IPDP at the first LPDC meeting of the year—typically in September. If they worked in another district or ESC, the educator should submit the IPDP from that school along with the new IPDP for GCESC.
- Employees who have just submitted a License Renewal to the LPDC should develop an IPDP before taking any further coursework.
- Employees who are renewing a 5-year Professional license must update IPDP at least every 5 years.
- Employees who wish to pursue Alternate Activities should complete plan *prior* to holding activity if the activity does not automatically qualify for approval.

Educators should use the IPDP form as a guide for writing it and meet qualitative guidelines established by LPDC:

- The appropriateness of the professional development goals and objectives;
- The appropriateness of the professional development activities;
- The appropriateness of the methods used to document completion of the activities;
- The plan must meet license renewal requirements established by ODE and Ohio Legislature.

Renewing Licenses

The GCESC LPDC has established a procedure for renewing a 5-year Professional License.

1. Employee submits documentation of coursework, contact hours, certificates, CEUs earned after last license was issued. *Please include a cover sheet listing in descending or ascending order all of the coursework, certificates/contact hours, and/or CEUs you have taken since your last license. This should be **typed** and all of the corresponding documentation should be included in the same order. A form for this is in the FORMS section.*
2. Include your most recent IPDP with your documentation.
3. Submit documentation at least five days prior to the next scheduled meeting of the LPDC.
4. LPDC will review all information/forms/documentation **at the next scheduled meeting.**
5. LPDC approves or rejects the application or puts terms for completion.
6. LPDC secretary notifies employees of action taken by LPDC within five work days of meeting.
7. All ODE license applications are completed **online.**

Submission Deadlines for Licenses Expiring June 30th

Licenses expire June 30th. Individuals may not work with expired credentials.

1. All requirements (coursework, contact hours, CEUs and other documents.) must be completed and submitted to LPDC prior to the last scheduled meeting (MAY) of school year.
2. Educators cannot work, be employed, or get paid if credentials are expired.
3. After the LPDC has approved the submitted work and has verified that all requirements have been fulfilled, LPDC will notify educator that s/he may continue to the online ODE license renewal. (Minutes/records are kept for each LPDC meeting. These minutes serve as verification of the approval/rejection status.)
4. ODE's application process is ONLINE: <http://education.ohio.gov/Topics/Teaching/Educator-Licensure>

Additional Information on LICENSE Renewal

- Employees are responsible for renewing licenses prior to expiration. *GCESC may provide a reminder as a courtesy, but employees should not be dependent on this.*
- Employees are responsible for keeping records of contact hour/CEU certificates. You may submit copies of certificates to be filed in personnel file, and you should keep your documentation in your own binder/file.
- If an employee has an approved IPDP that is **current** and renews his/her license prior to the June 30th expiration of license, then that employee may continue to earn and use contact hours obtained after the date of approval date of the LPDC for his/her license renewal.
- If the LPDC does not approve an application for license renewal, there are steps in the Bylaws that employees may take to appeal the decision.
- A Professional License is valid for five (5) years.

Contact Hours or CEUs: How can Contact Hours be earned?

- By participating in LPDC-approved events provided by GCESC;
- By participating in events offered by providers other than GCESC listed on the reciprocity list;
- By participating in events offered by providers other than GCESC who are not pre-approved on the reciprocity list, but for whom approval has been granted by the LPDC;
- By participating in events planned by GCESC employees individually--such alternative or equivalent activities must be **pre-approved** by the LPDC if not approved by a Supervisor, Director, or the Superintendent. *LPDC policy sets limits on the number of CEUs/contract hours that will be recognized for certain types of activities. Please be sure to get approval in advance if you need a certain number of hours. (See chart for details.)*

Contact Hours Offered by GCESC:

GCESC is a provider of Professional Development (PD) activities. Activities that are provided by GCESC are eligible for contact hours from LPDC. Workshops, seminars, trainings, and even staff meetings that are held for the purpose of PD, are eligible for contact hour approval.

There are several important points to know about contact hours.

- There is no charge for Certificates of Participation/Contact Hours.
- Certificates of Participation do not need to be converted to CEUs for approval.

Contact Hours Offered by Providers other than GCESC

Employees may earn credit for participation in educational activities provided by various professional organizations, colleges, universities, ODE, other ESCs, and other entities approved by LPDC and listed on Reciprocity List.

- Employees need not seek prior approval from LPDC before participating in activities provided by agencies approved on Reciprocity List;
- Employees must obtain a Certificate of Attendance from the event's provider indicating date of attendance and number of contact hours earned;
- Employees are responsible for keeping their own records of credit earned.

Contact Hours Offered by Providers other than GCESC

(No Pre-Approval on Reciprocity List but approval has been granted by the LPDC.)

Employees may wish to participate in educational activities provided by agencies outside of GCESC and not included on the Reciprocity List. For such activities, the policy of the LPDC is that:

- Employees must obtain approval from their direct supervisor or LPDC *prior* to participation in the activity;
- Employees must maintain records of such credit, (GCESC, as a courtesy, will keep copies in the employee's file if submitted);
- Verification of participation must be provided in order to have credit applied toward license renewal.

Employee-Planned Professional Development

Employees may wish to earn contact hours for activities they plan for their program or departments with Director/Supervisor/Superintendent approval. Such activities might include study groups, grade level curriculum development activities, or other educational activities.

LPDC policy indicates the following:

Employees must seek approval from the LPDC *prior* to commencing the activity; (if a Director of a program plans the activity with/for staff, then that qualifies as getting approval.) LPDC policy is that the provider of the activity obtains approval from the LPDC *before the event is held unless it has been pre-approved by a Supervisor, Director or Superintendent of the GCESC.*

- Employees must document successful completion of the activity;
- Planned alternate activities must meet qualitative guidelines established by LPDC, including appropriateness of goals/objectives, appropriateness of activities, adequacy of methods of documentation;
- Employees who wish to pursue such activities must have an **approved IPDP** on file.

Employee-planned Activity must meet the qualitative guidelines established by LPDC: Documentation turned into the LPDC for contact hour approval should have the approval of employee's Director or Supervisor or the Superintendent.

The provider of the event must assume several responsibilities:

- Provider is responsible for verifying/documenting successful completion of activity by each participant.
- Provider is responsible for seeing that each participant has certificate of attendance.
- Provider is responsible for evaluating activity and involving participants in evaluation.

Greene County Educational Service Center
Local Professional Development Committee (LPDC)

Bylaws

Article 1. Governance

Section 1: Philosophy and Mission

The GCESC believes that effective professional development:

- Results in improved student learning;
- Balances individual priorities with the needs of the district, school and students;
- Extends beyond traditional course work and workshops to meaningful job-embedded activities;
- Allows educators to connect their learning to the contexts of their teaching;
- Requires educators to be responsible for their own professional development and ensure educator quality;
- Support a clearly articulated vision for students;
- Focuses on license renewal as a by-product, not as a purpose.

The mission of the GCESC Local Professional Development Committee is to maintain high standards for the processes and procedures by which professional credentials are renewed and to align professional development with the continuous improvement of GCESC.

Section 2: Purpose

The specific purposes of GCESC LPDC are to develop standards, procedures, guidelines, criteria, and an approval process for Individual Professional Development Plans (IPDPs) for employees . . .

- Working under a Provisional License and in process of upgrading to a Prof. License, or
- Working under a 5-year Professional License that will be renewed.

Section 3: Committee Appointment

The teacher/school psychologist members of GCESC LPDC will be elected by majority vote of teachers and school personnel in GCESC. **Teacher will be defined as staff contracted to teach under a teacher’s job description and paid a teacher’s salary or employed as a school psychologist.**

The Superintendent/designee will ask teachers to self-nominate themselves for membership on LPDC. An open election will be held on a day designated by the Superintendent, but prior to the first meeting of the LPDC in the newly elected member’s term of office. Teachers will vote anonymously and will sign a voter registration form to indicate they have exercised their voting right. *(In the event of extenuating circumstances that do not allow for an in-person vote, technology may be used. Emails from voters may count as “voter registration”. The votes will still be anonymous – no employees except for the Secretary and/or Superintendent will see the votes. Other types of technology may also be utilized if available.)*

The principal member of the committee will be *Director of the Learning Center* or *Director of the Academy of Greene County*. The Superintendent will appoint the 5th member of the committee who will be an administrator employed by the ESC.

Section 4: Terms of Office

Appointments will be for three-year terms. There are no limits on the number of terms a teacher member may serve. The principal/director and administrator will be appointed annually and may continue to serve on the committee annually.

Terms of membership will be from August 1-July 31. New members will be elected in the month of May if possible as terms expire. (Newly elected members may attend scheduled meetings as an observer until their term of office begins in August.)

Section 5: Unfulfilled Terms

Should a teacher position on the committee be vacated due to resignation, retirement, or for any other reason, teachers will elect a replacement to fulfill the remainder of the term. The Superintendent will appoint replacements to fill vacancies in the principal or staff development administrator positions if vacancies occur.

Section 6: Committee Roles

The members of the GCESC LPDC will elect two officers: Chairperson and Recorder. The chairperson will be responsible for conducting LPDC meetings, communicating information to the member of the LPDC, representing the LPDC at appropriate meetings, and signing all appropriate records of the LPDC. The recorder position may be delegated to the Executive Administrative Assistant who will be responsible for maintaining the records of the LPDC, notifying applicants of the status of actions related to IPDP approval, CEU/contact hour approval, or licensure renewal. *If the recorder is the Executive Administrative Assistant, then that person acts as secretary only and does not vote or sign in the proceedings.*

License upgrades are handled by ODE not the LPDC.

LPDC does do the following:

- Approve license renewals for employees renewing a 5-yr Prof. Licenses
- Approve license renewals for Pre-kindergarten associates, education paraprofessionals, and interpreters/hearing impaired who are renewing 5-year Associates License (under 1998 Standards).
- Maintain standards for and approve professional development programs for Continuing Education Unit credit and award CEUs or contact hours to program participants.
- Maintain standards for and approve alternative activities for professional development activities used for licensure renewals.
- Establish a process for educators who wish to appeal any decision of the LPDC.
- Operate under the Opening Meetings Act. (Sunshine Law).

Section 7: Jurisdiction

The GCESC LPDC will operate within the guidelines set forth in the ODE Teacher Education and Licensure Standards, Administrative Code, Chapter 3301-24. All employees of GCESC will fall under the jurisdiction of LPDC except physical therapists, school social workers, audiologists, speech-language pathologists, school nurses, occupational therapists, physical therapy assistants, and occupational therapy assistants and others as determined by ODE.

Article 2. Structure

Section 1: Membership

The GCESC LPDC will have five members. Three who are teachers, one who is a principal, and one other member who is an employee of GCESC. All committee members must be employed by GCESC during terms of office and must be appropriately licensed. *The Recorder/Secretary role may be delegated to an Administrative Assistant who would not be a voting member of the LPDC.*

Section 2: Meetings

The GCESC LPDC will meet at least quarterly during the school year. Additional meetings may be scheduled as needed, and meetings may be canceled if no requests are pending.

LPDC will establish its yearly calendar in May/June of each year for each ensuing year of operation.

Section 3: Contact Hours

The members of the LPDC will be able to earn contact hours for their time on the committee.

Article 3. Operational Procedures

Section 1: Quorum A quorum of the committee shall be considered two teachers and one administrator when voting on actions related to non-administrative matters.

At the request of any administrator, the makeup of the committee can be adjusted so that administrators are in the majority by reducing the size of the committee to three: two administrators and one teacher. In this event, a quorum will be considered two administrators and one teacher. The teacher member of the committee for this purpose will be the teacher with the most seniority on LPDC.

Section 2: Timelines and Procedures

Submission of requests to LPDC must be **5 working days prior** to the scheduled meeting date of the committee in order to be heard by the committee at the subsequent meeting.

Applicants will be notified of committee decisions within **5 working days** of LPDC meeting. **Notification will be by email** unless the employee has requested an alternate method.

Section 3: Standards of Course Work and Alternative Activities

LPDC will establish standards and procedures for contact hours and for alternative activities for Professional Development. They will approve providers and award hours to participants.

Contact hours/credit may be given for, but not limited to:

- Curriculum committee work
- Research or action research
- Serving as a mentor teacher
- Peer coaching
- Student-teacher supervision
- Professional writing/publishing
- School-community partnership activities
- Teacher-initiated projects
- Visitations to other schools
- Preparing and presenting at conferences and workshops
- Preparation of portfolios such as those for National Board Certification
- Teacher network participation
- Coaching, shadowing, externships
- Online educational modules/trainings

The LPDC will develop criteria both for CEU/contact hour program approval (for providers and sponsors) as well as successful completion of PD activities by participants; credit will not be given for seat-time alone.

Section 4: Standards for the Individual Professional Development Plan

The Individual Professional Development Plan (IPDP) will be based upon the needs of the individual with consideration given to the needs of GCESC as a whole and the district or department to which the individual is assigned. LPDC will establish standards, forms, and procedures by which IPDPs will be approved.

Section 5: Documentation for Certificate or Licensure Renewal

The candidate submitting a request for the renewal of license will provide LPDC with a portfolio of evidence which may include, but is not limited to, college or university transcripts, Certificates, evidence of successful completion of alternative professional development activities, and copies of current certificates or licenses.

The candidate who is submitting for a license or renewal of the Professional or Associate License will provide the committee with a portfolio of evidence that may include all of the above and a copy of the approved IPDP.

Section 6: Criteria for Approval

Licensure renewals will be approved if the portfolio of evidence substantiates that the activities, if required, are successfully completed. The educator may use *Ohio Standards for the Teaching Profession* and other related

information from the Ohio Department of Education as a guide to help inform their work. If evidence is missing or incomplete, LPDC will notify candidate. Additional evidence can be submitted or existing evidence clarified.

Section 7: Appeals

A candidate, who has been denied approval of an IPDP or renewal of a license, may appeal the decision of the LPDC one time. In the event of an appeal, the decision will be revisited by an appeal committee consisting of three persons: one person selected by the aggrieved party, a second person selected by the LPDC, and a third person agreed upon by both parties. The decision of the Appeals Committee will be final.

Aggrieved parties may appeal the decision to the Ohio Department of Education who will determine if the process set forth by the GCESC LPDC has been followed.

Article 4. Reciprocity

Section 1: Employees hired from other districts

The LPDC will honor an approved IPDP from any district in Ohio when educators or administrators from that district are employed by the GCESC.

Section 2: CEUs/Contact Hours from other entities

The LPDC will honor all college/university course work from institutions that are approved by the Ohio Department of Education for teacher preparation programs. Coursework from other institutions may be approved by the LPDC on an individual basis.

The LPDC will honor contact hours from all school districts and agencies in Ohio including all ESCs, SSTs, regional PD centers, Career/Vocational Centers, as well as other agencies included on the LPDC's approved Reciprocity List. *CEUs from other agencies or institutions not on the Reciprocity List may be approved by LPDC on an individual basis. LPDC will develop Reciprocity List that will be reviewed annually.*

Article 5. Reflection and Revision

Section 1: Self-assessment

The LPDC will establish a procedure to continually evaluate the effectiveness of the group's work and establish procedures to redesign or revise forms, procedures, standards, criteria, or timelines *as needed*.

Section 2: Notification of Changes

Changes made to the LPDC Bylaws by the Governing Board of the GCESC must be communicated to employees within 30 days of the anniversary date upon which the current structure was established, if the structure is to be modified.

Reciprocity List:

Professional Organizations

ASCD and OASCD

AESA

BASA

IASCE and OASCE

IRA

NAESP and Ohio Affiliate

NASSP and Ohio Affiliate

NAEYC

NAGC and OAGC

NASA

NCSS and Ohio Affiliate

NCTM and OCTM

NCTE and OCTELA

NMSA

NSTA and SECO

NSDC and SDCO

NSPRA and Ohio Affiliate

OAAE

OAC

OASCBO

OEA

OECN Sites including MVECA

OELMA

OESCA

OSBA and NSBA

OHSAA

OSSA

OVA

PDK (All Chapters and National)

Autism Society of America

Ohio Government

Ohio Department of Education (ODE)

SSTs

ALL ESCs including Greene County Educational Service Center

Battelle for Kids (BFK)

Ohio for School for Blind/Ohio School for Deaf

OCAI

RPDCs including WRPDC

School Net and Officer of Information, Learning and Technology

State Support Teams (or equivalents)

Educational Television Associates including SOITA/ThinkTV

All Pre-Kindergarten Associate Certification Institutions

www.learnersedge.com: LPDC, per May 2022 meeting, will approve this site's PD.

Institutions in Ohio Approved for Teacher Education (LPDC will consider others colleges/universities if they are credentialed/approved by ODE.)

University of Akron
Antioch College
Antioch Midwest
Ashland University
Baldwin Wallace College
Bluffton College
Bowling Green State University
Capital University
Case Western University
Cedarville University
Central State University
University of Cincinnati
Cleveland State University
University of Dayton
Defiance University
University of Findlay
Franciscan University of Steubenville
Heidelberg College
Hiram College
John Carroll University
Kent State University
Lake Erie College
Lourdes College
Malone College
Marietta College
Miami University
Mount St. Joseph College
Mount Union College
Mt. Vernon Nazarene
Muskingum College
North Carolina University
Notre Dame College
Oberlin College
Ohio Dominican College
Ohio Northern University
The Ohio State University
Ohio University
Ohio Wesleyan University
Otterbein College
Rio Grande University
Shawnee State University
Ursuline College
Walsh University
Wilmington College
Wittenberg University
Wooster, College of
Wright State University
Xavier University
Youngstown State University

FORMS SECTION

Some forms may be changed/added/deleted if Ohio Department of Education are updated.

- GCESC CHART Contact Hours, Semester Hours, CEUs:
Options & Limitations
- ODE Professional Development Conversion Chart
- IPDP Application Form and Sample IPDP Template
- Alternate Activity Form
- Educator Evidence of Completion Forms
- ODE Educators Leaving an Ohio LPDC Verification Form
- ODE Verification Form for Consistently High Performing Teachers

This chart is a summary of avenues employees may earn credit/contact hours for license renewal and gives the number of hours that may be earned in any particular category/activity.

OPTION	VALUE	MAXIMUM HRS	CRITERIA	VERIFICATION
National Board for Professional Teaching Standards Certification Program Form: IPDP or AAPAP	6 to 18 CEUS (60 to 180 contact hours)	6 CEUs for candidates completing the process but not getting the NBPTS Certificate 18 CEUs for NBPTS Certificate (180 contact hours)	Must be in subject area of educator's assignment. Certification completed or participation as a candidate must be verified by expiration date of license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Publication of original work: book, journal article, software, research, curriculum unit Form: IPDP or AAPAP or approval from Supervisor	Variable depending on the product	60 contact hours	Production of a tangible product that enhances teaching and learning.	Documentation must include a copy of book, article, software, package, report, reflection on learning
Grant Writing Form: IPDP or AAPAP or approval from Supervisor, Director, or Superintendent	Contact Hours	60 contact hours	Copy of Grant Proposal	Must include a copy of grant proposal, documentation of clock hours for planning and preparation, reflection on learning.
College/ University <ul style="list-style-type: none"> • course for credit • seminar for credit 	Semester hours	Unlimited hours	Coursework must be in educ. content area related to individual assignment or IPDP goals.	Official transcript or original grade report
Prof. Dev. Presenters may turn in up to twice the number of hours for presenting a workshop. Subsequent presentations on same	Contact Hours	60 contact hours	May be used two times teaching the same course each license cycle	Documentation must include the course announcement and course syllabus

topic--will receive for the number of hours presented. <ul style="list-style-type: none"> teaching a course teaching a seminar teaching an adult vocational or technical course professional presentation Form: IPDP or AAPAP				
Professional Staff Mtgs Form: Supervisor approval form/doc	Contact Hours	40 contact hours	Purpose of meeting must be primarily prof. development.	Provider submits: Agenda, Sign-In Sheet or certificate

ONLINE LEARNING OPTIONS for educators such as SimpleK12, PublicSchoolWorks, FIP modules, OCALI modules, etc.	Contact Hours	60 contact hours. More may be approved if PD was mandatory or otherwise approved by LPDC, Supv/Dir. or GCESC.	The PD must pertain to the educator's field/in line with IPDP goals.	Certificates/transcripts from vendor(s)
Crayons to Classroom Volunteer Work	Contact Hours	15 contact hour per year/75 contact hours per 5 year license cycle.	Formal letter from Crayons to Classrooms approved rep. stating hours for year.	Documentation of hours served from agency.
Curriculum Development Product Form: IPDP or AAPAP or Supervisor approval	Variable depending on the product	60 contact hours	Production of a tangible product that enhances teaching & learning.	Documentation must include actual materials, description of activities, units, plans, etc.
Professional Committee/Curriculum Development Committee Work Form: IPDP or Supervisor approval	May vary	40 contact hours	Must be serving on formal committee organized by agency or org.	Committee chair documents active participation and provides certificate with contact hours.
Lead Prof. Study Group PLC—Prof. Learning Community	Contact Hours	30 contact hours	Subject area-related- area of specialization or an area related	Reflective journal, action plan, report, video, curriculum development

Form: IPDP or AAPAP or approval from Supervisor			to improving student achievement.	
Prof. Conference-Prof. Workshop Form: IPDP or Supervisor approval	Contact hours	Depends on length of the conference— must have supervisor approval to attend. Unlimited hours for professional conferences and workshops	May include only time spent in those portions of conference program that contribute to participant's knowledge, competence, performance or effectiveness.	Conference program/agenda and a report or plan, which addresses your IPDP goals/certificate. Certificate with hours noted.
Cooperative Teacher for Student Teachers Cooperative Teacher for Field Experiences Form: IPDP or Supervisor approval	Contact Hours	Up to 80 contact hours may be earned during one 5-year license cycle.	Official Assignment approved by immediate supervisor	Must have documentation from University with information showing experience/hours. <i>(Please note: the hours from university may not match hours actually approved by LPDC.)</i>
Peer Coaching/Mentoring Form: IPDP or AAPAP	Contact Hours	60 contact hours (may be flexible depending on assignment.) <i>Both educators may be eligible if approved.</i>	May be formal mentoring program or a supervisor-approved coaching program.	Reflective journal of observations/work. Authorization and contact hour approval by direct supervisor.
Action-Research Project Form: IPDP or AAPAP	Contact Hours	6 or depends on the actual project/time	Project should have prior approval of LPDC.	Copy of final product or report of the project/reflection of learning.

Other areas that will be considered by the LPDC for earning contact hours:

- Assessment for ODE-required tests for content areas or other specific areas.
- Leading or facilitating professional development seminar for your department/program
- Action research or project development
- Other professional activities that correlate with job assignment/professional career goals in education.

All of the above will be considered for hours with appropriate documentation/certificates and approval from your supervisor or the chair or the specific committee or program.

Professional Development Conversion Chart

Hours Required for Renewing or Aligning a Five-Year Professional or Associate License

This is only for use with your Local Professional Development Committee (LPDC). The LPDC must approve all CEUs and/or contact hours.

To renew or align a Five-Year Professional or Associate License in the state of Ohio, you must earn the equivalent of six semester hours of coursework related to classroom teaching and/or the area of licensure.

Six semester hours equal 18 continuing education units (CEUs), 180 contact hours, or a combination thereof. The coursework (or professional development) must be completed after the ISSUE DATE of your expiring credential(s) and after the APPROVAL DATE of your Individual Professional Development Plan (IPDP).

Typically, 1 CEU equals 10 contact hours, 3 CEUs equal 1 semester hour and 30 contact hours equal 1 semester hour.

Semester Hour(s)	Quarter Hour(s)	CEU(s)	Contact Hour(s)
6 =	9 =	18 =	180
5 =	7.5 =	15 =	150
4 =	6 =	12 =	120
3 =	4.5 =	9 =	90
2 =	3 =	6 =	60
1 =	1.5 =	3 =	30
Space intentionally left blank	Space intentionally left blank	1 =	10

(Professional Development Conversion Chart)

GCESC LPDC

Individual Professional Development Plan (IPDP)

Name:
Position:
Location:

<input type="checkbox"/> New Plan	Beginning Date: (5 year span)
<input type="checkbox"/> Revised Plan	Ending Date:

Plan is to meet the requirements for: <input type="checkbox"/> License Renewal or ___ New License
Current License Number(s):
Current License Expiration Date(s):

Statement of Long-Term Professional Development Goal: <i>What will I be doing professionally in five years? Please be specific on Career Goal/Educational Goals.</i>
In five years, I plan to . . .

How will I develop myself to achieve my professional goal? See LPDC booklet for ideas. List all the types of coursework and professional development you will use. Activities may include traditional coursework, as well as workshops, conferences, curriculum or other committee work, and alternative activities planned and implemented by candidate.

Explain how your activity/activities will lead to Improved student achievement:

Documentation of your work

Document (Check all applicable artifacts that could apply.)

- College Transcripts
- CEUs
- PDU Certificates
- Ohio Department of Education Certificates/Contact hours
- Artifacts from Approved Alternative or Equivalent Activities
- Certificates of Attendance
- Other (please list)

When turning in your coursework, contact hours, CEUs, alternative activities, etc., please submit your transcripts, certificates, and other documentation **with a COVER SHEET** that lists all of the work in either ascending or descending order. Please be sure to **tabulate** your hours and list them on your cover sheet. **Forms** for your submission may be used. They can be found in the **FORMS** section of the LPDC booklet.

Applicant's Signature and Date
Please sign before submitting to the LPDC.

LPDC Approval and Date
(Two signatures of LPDC members needed on this line.)

GCESC LPDC

Individual Professional Development Plan (IPDP)

Name: <i>Sample Template IpdP</i>
Position: Intervention Specialist
Location—GCESC/District and Building GCESC/LC

xx <input type="checkbox"/> New Plan	Beginning Date: (5 year span) May 2015
<input type="checkbox"/> Revised Plan	Ending Date: June 30, 2020
License ID #: OH1234567X	License Expiration date: (Put expiration dates for all licenses.) June 30, 2020

Plan is to meet the requirements for:

XX License Renewal

Statement of Long-Term Professional Development Goal:
What will I be doing professionally in five years? Please be specific on Career Goal/Educational Goals.

I plan to continue in my current role as an Intervention Specialist at the GCESC and possibly investigate growing my capacity in this position or others at the GCESC. I wish to develop myself further by keeping up with best practices in working with students with behavioral issues and emotional/social issues. I will stay current on items having to do with writing appropriate IEPs, Progress Reports, and reports for ETRS. I also plan to obtain my Master's/Principal License during the next five years.

How will I develop myself to achieve my professional goal? See LPDC booklet for ideas.

I will continue to take coursework, workshops, and other professional development that will allow me to stay current in the field of special education as it pertains to students with emotional needs and in special education as a whole. I will continue to develop my leadership skills, as well. I will take trainings that are required for my positions so that I can implement my duties with the highest degree of fidelity.

Please list for your planned activities:

- College/university coursework and workshops related to my current role
- Courses having to do with IEP writing, IEP Anywhere
- Trainings on Trauma, Behavior, FBAs, BIPs and related items
- Assessment courses
- Emerging Leaders Academy through SST10
- ESC professional development – at GCESC as well as other ESCs
- Publicschoolworks trainings
- Master's level classes in Educ. Leadership/Principal
- Regional professional development offerings

Activities may include traditional coursework & CEUs, as well as workshops, conferences, curriculum committee work, & alternative activities planned & implemented by candidate.

Indicate how your activity/activities will lead to improved student achievement.

By staying current on all areas of special education and issues with behavior, social and emotional supports for the students I teach, I will be better at providing them with support they need so they can grow both socially and academically. My coursework for my Principal's license will also enable to grow to be a stronger educator so I can be even better in my teacher role.

Documentation of your work

Document (check all applicable artifacts that could apply)

- xx College Transcripts
- xx CEU
- xx PDU Certificates
- xx Ohio Department of Education CEU's
- xx Artifacts from Approved Alternative or Equivalent Activities
- xx Certificates of Attendance
- xx Other (please list)

When turning in your coursework, contact hours, CEUs, alternative activities, etc., please submit your transcripts, certificates, and other documentation with a **COVER SHEET** that lists all of the work in either ascending or descending order. Please be sure to tabulate your hours and list them on your cover sheet.

Applicant's Signature and Date

LPDC Approval and Date
(Two signatures of LPDC needed on this line.)

GCESC LPDC
Alternative Activities/Project Approval Plan

Name:
Position and Location:
Do you have an approved IPDP on file? If not, you must have one approved prior to completing this form.

Plan Summary:

What are your objectives for this activity?

What are the activities in which you will engage?

How will you grow professionally from this project?

Has this project or activity been approved by your immediate supervisor?
 If yes, please have him/her sign here _____

Printed Name _____

Position _____

Date _____

If no, please explain why this approval is not necessary for this project.

How will you document successful completion of the project?

Will you have an advisor on this project and what will be his/her role?

Applicant's Signature	Date
LPDC Prior Approval Signature	Date
LPDC Final Approval Signature	Date
Number of Hours approved by LPDC _____	Comments:

Greene County Educational Service Center



Professional Development Committee

Educator Evidence of Completion

Printed Name of Educator: _____

Date Application Submitted to LPDC: _____

I verify that the professional development activities listed on the attached page have been completed since the issue date of my expiring license and I have completed the goals as outlined on my approved Independent Professional Development Plan. I am qualified to submit my application for licensure to the GCESC Local Professional Development Committee and the Ohio Department of Education.

Describe how your professional development activities have supported the completion of your IPDP goals (how did it apply?):

Date of online application at the Ohio Department of Education: _____

Signature of Educator

Date

Signature of LPDC Chairperson

LPDC Review Date





Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form

Educator Name

Educator State ID

The above named educator had an approved Individual Professional Development Plan (IPDP) and met renewal requirements in accordance with that IPDP as listed below from to .

Number of college/university semester hours completed	<input type="text"/>
Number of college/university quarter hours completed	<input type="text"/>
Number of LPDC approved professional development CEUs	<input type="text"/>
Number of LPDC approved contact hours	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	The educator meets the State Board of Education's definition of consistently high-performing teacher.

LPDC Coordinator/Designee Signature

Date

Please print:

Name of LPDC Coordinator/Designee	<input type="text"/>
School/District Name	<input type="text"/>
LPDC IRN	<input type="text"/>
Name of LPDC	<input type="text"/>
LPDC Chairperson Name	<input type="text"/>
LPDC Chairperson Phone Number	<input type="text"/>
LPDC Chairperson Email	<input type="text"/>

The educator must submit this completed form with his/her online application. Please be sure all required information is correct. An incomplete form and/or incorrectly completed form will not be accepted, and a new form will be required.

Verification Form for Consistently High Performing Teachers

Teachers who meet the State Board of Education definition of consistently high-performing teacher as outlined below are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Name:	State ID:
Submission Date:	
Building/Assignment:	
Type of Certificate/License:	
Issue Date:	
Expiration Date:	

Initial Eligibility Requirements:

Must meet both of the following criteria:

- Hold at least a five-year professional teaching license; AND
- Receive the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years during the current licensure cycle; AND

School Year	1 st	2 nd	3 rd	4 th	5 th
Final Summative Rating					

Final Eligibility Requirements:

Must also meet at least one of the following additional criteria for at least three of the last five years during the current licensure cycle:

- Hold a valid Senior or Lead Professional Educator License;
- Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at district, regional, state or higher education level;
- Served in a leadership role for a national or state professional academic education organization;
- Served on a state-level committee supporting education; or
- Received state or national educational recognition or award.

Certification that the eligibility criteria have been met:

Superintendent or Designee Signature _____ Date _____

