

Allen County Educational Service Center

Local Professional Development Committee



Educators Package

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September 1998

Revised January 2014

Table of Contents

2.....	Certification, Licensure, and the LPDC
3.....	Local Professional Development Committee: <i>By-Laws for Operation</i>
6.....	How to Renew a Currently Valid Five-Year Professional or Associate License
7.....	Requirements for Transitioning or Renewing Certificates/Licenses
8.....	Requirements to Renew a Currently Valid Two Year Provisional License
8.....	Requirements to Renew an Expired Five-Year Professional or Associate License
9.....	Requirements to Advance from Two-Year Provisional License to Five-Year Professional License
10.....	Individual Professional Development Plan: <i>Guidelines for Submission to the LPDC</i>
11.....	Individual Professional Development Plan: <i>Directions for Preparation at the Beginning of a Renewal Cycle</i>
12.....	Individual Professional Development Plan: <i>Directions for Post-review & License Renewal</i>
13.....	Individual Professional Development Plan: <i>Goals Identification Guide – Notes</i>
14.....	Individual Professional Development Plan: <i>Goals Identification Guide</i>
16.....	Pre-Approved Professional Development – Notes
18.....	Professional Development Group Activity Guidelines
22.....	Criteria for Awarding CEU's for Equivalent Activities
23.....	Approved Professional Development Providers
25.....	FAQ's
27.....	Individual Professional Development Plan Proposal
28.....	Activity Verification Log
29.....	Pre-approval Form
30.....	Conversion Chart

Certification, Licensure, and the LPDC

Senate Bill 230, approved by the Ohio Legislature and the State Board of Education in 1996, became effective for Ohio Educators on January 1, 1998 (for students entering university programs leading to licensure) and September 1, 1998 (for other applicable rules).

In outline form, the new rules will:

Eliminate “certificates” and replace them with “licenses.”

- Permanent certificates will remain for an educator’s career; no permanent licenses will be issued.
- Licenses issued will either be “provisional” (for entry year educators, who must pass a performance assessment to advance), or “professional” (the only license granted under the new rules, which lasts for 5 years, and is renewed with the appropriate professional development throughout an educator’s career.
- Professional development linked to an educator’s area of licensure, the needs of students, and the goals of the school district are required.
- A building Local Professional Development Committee (LPDC), comprised of a majority of classroom teachers and operating under provisions approved by law, your Board of Education, and teachers’ representative group, is required to review and approve an Individual Professional Development Plan (IPDP) submitted by an educator that identifies his/her professional development goals.
- That LPDC will likewise review and must approve coursework and locally issued CEUs that an educator wishes to use towards license renewal.
- The plan is required for those educators who will pursue locally approved CEUs or are moving into licensure.
- Only renewals of existing licenses go through your building LPDC process. Licenses in new areas and endorsements to existing licenses should contact the Personnel Director or check the ODE website for guidance.
- Educators holding an 8-year professional certificate should study the transition to licensure information very carefully, and particularly the deadline dates for expiration and for conversion of certificates. It is strongly recommended that you complete your upgrade paperwork twelve weeks prior to the deadline, which will impact your coursework and CEU deadlines.

Local Professional Development Committee: *By-Laws for Operation*

Article I. Name, Scope, and Number of Committees

The Allen County Educational Service Center Local Professional Development Committee is hereby established as the name of the entity required by Ohio Revised Code #3319.22. The 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

The purpose of the District Local Professional Development Committee is to review course work and other professional development activities completed by educators within the district and used for the renewal of licenses. The approval of the LPDC is required and noted on the Ohio Department of Education prescribed form at the initiation of the license renewal process. The LPDC does not issue licenses. That authority is solely reserved for the Ohio Department of Education.

In the discharge of its duties, the committee will:

- a.) Foster a standard of continuous improvement within the school district;
- b.) Promote the alignment of professional growth with individual and district need and goals;
- c.) Emphasize increased student learning and achievement and the maximization of each educator's potential as professional development priorities.

Article III. Membership, Qualifications, Compensation

The Local Professional development Committee shall consist of five (5) members.

A majority of members shall be teachers (this is prescribed within law) who shall be selected by nomination and election. Teacher membership shall be representative of teachers, speech pathologists, and school psychologists. Administrative membership shall include one member nominated and elected from the composition of supervisors and other administrators. One member shall be appointed by the Superintendent.

Each committee member must have a minimum of three (3) years of professional experience.

Committee members shall be compensated through release time for contracted work days and stipends will be gained for up to two (2) non-contract days.

Article IV. Terms of Office and Rules

The District of the LPDC shall consist of the following terms of office and roles:

- 1.) Terms of office shall be three (3) years for all elected members.
- 2.) The length of service of the member appointed by the Superintendent shall be at the Superintendent's discretion.
- 3.) The Chairperson shall be elected by majority vote of the LPDC. The Chairperson shall be elected for a one-year term, with the "term" to run from July 1 to June 30.

The duties of the Chairperson shall include:

- a.) Preside at all LPDC meetings;
 - b.) Establish a meeting calendar, call all meetings, and set all agendas;
 - c.) Ensure that LPDC and IPDP processes and procedures are followed;
 - d.) Serve as the appeals process contact and liaison;
 - e.) Serve as one of the LPDC reviewers of district educator professional development plans use for license renewals;
 - f.) Sign the necessary cover sheet for license renewals as required by the Ohio Department of Education.
- 4.) The Secretary/Recorder shall be a member of the district's secretarial staff and shall be designated by the Superintendent.
 - 5.) The remaining committee members in addition to the Chairperson will:
 - a.) Elect one of their members by voice vote to act in the absence of the Chair;
 - b.) Serve as staff information contact persons;
 - c.) Serve as reviewers to district educator professional development plans for license renewals;
 - d.) Suggest necessary professional growth needs for committee members.

Article V. Meetings

The District Local Professional development Committee members shall determine the time and place of meetings. Effective June 1, 2008, up to four (4) meetings will be held every year.

Article VI. IPDP Guidelines, Decision-Making, and Appeals

Educators who have permanent certificates do not need to provide an IPDP for that area of certification, but must submit the prescribed form and documentation.

Educators who are working toward licensure will complete the IPDP on the prescribed forms and in the prescribed manner. When the IPDP is reviewed by the LPDC and approved, the educator may work toward the completion of identified goals throughout the duration of the IPDP. **The educator shall maintain a log of professional growth activities for verification by the LPDC.** The educator shall seek approval for any change in the IPDP prior to implementing the change. It is likewise the responsibility of the educator to maintain a personal record of all locally approved CEU's and university transcripts.

If the IPDP or an educator's professional development activities are rejected by the LPDC, the educator shall be given a copy of the IPDP Review Criteria with the reasons for the rejection clearly indicated. Educators may then submit a revised plan to the LPDC within ten (10) days of the initial rejection notice. The educator may request a conference with the LPDC to discuss any such concerns. The request will be honored within forty (40) days of the rejection of the IPDP. A response will be made by the LPDC within thirty (30) days.

In the event that the Local Professional Development Committee does not approve the educator's completed professional development activities, the educator may contact the LPDC Chairperson for direction concerning the initiation of the appeals process.

The appeals process shall include the following:

- 1.) The educator shall meet with the LPDC to review the decision.
- 2.) If lack of approval still exists, the educator may request the formation of a three-person appeals' panel, which shall consist of:
 - a.) 1 licensed educator selected by the educator;
 - b.) 1 licensed educator selected by the LPDC;
 - c.) 1 licensed educator mutually agreed upon by the educator and the LPDC.
- 3.) This appeals' panel is the final step in local resolution to the appeal. The Ohio Department of Education, as the administrative agency of the Ohio State Board of Education, is the issuing authority for educator certificates and licenses.

How to Renew a Currently Valid Five-Year Professional or Associate License

(1) Requirements for the **first** renewal of a **professional** or **associate** license:

If Currently Employed in an Ohio School/District

For individuals currently employed in a school, school district, or an agency or institution registered with the Ohio Department of Education that has established Local Professional Development Committee (LPDC):

Each educator is responsible for the design of an Individual Professional Development Plan (IPDP) based on the needs of the educator, the students, the school and the school district, subject to approval of the LPDC. In accordance with the approved plan, **the educator must complete six semester hours or nine quarter hours of coursework related to classroom teaching and/or the area of licensure; or 18 continuing education units (CEUs) (180 contact hours)** or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed. Coursework, CEUs or other equivalent activities may be combined.

If Not Currently Employed in an Ohio School/District

For individuals **not** currently employed in a school, district or agency with a Local Professional Development Committee: Completion of six semester hours, or nine quarter hours, of coursework relevant to classroom teaching and/or an area of licensure since the issuance of the license to be renewed.

(2) Requirements for the **second** renewal of a professional **teacher** license: Completion of a master's degree, or 30 semester hours of graduate credit, in classroom teaching and/or the area of licensure, with a minimum of six semester hours, 18 CEUs or equivalent activities completed during the second renewal cycle.

NOTE: The requirement of a master's degree or 30 semester hours shall pertain 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.

*Requirement for the **second** renewal of an **associate** license:* Completion of the same requirements as specified for the **first** renewal of the professional or associate license. There is no additional degree requirement.

*Requirement for the **second** renewal of the professional **vocational** license initially issued on the basis of a high school diploma:* Completion of an associate degree or the equivalent in the area of specialization or a baccalaureate degree in classroom teaching and/or the area of specialization.

(3) Requirement for maintenance of the license **after** the **second** renewal of the professional or associate license: Completion of the same requirements as specified for the **first** renewal of the professional or associate license

Requirements for Transitioning or Renewing Certificates/Licenses

Requirements for the transition of a currently expiring certificate

- Completion of the equivalent of six semester hours of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.
- Educators employed in the schools of Ohio must complete an approved Individual Professional Plan (IPDP), and meet all transition requirements through the Local Professional Development Committee (LPDC).

Requirements for the transition of a certificate that has lapsed for UP TO FIVE YEARS

- Completion of nine semester hours (13.5 quarter hours) of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.

Requirements for the transition of a certificate that has lapsed for MORE THAN FIVE YEARS

- Completion of 12 semester hours (18 quarter hours) of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.

NOTE: Transition of the following certificates may be obtained by an individual who evidences a currently valid license issued by the respective Ohio licensure board.

- School audiologist
- School nurse
- School social worker
- Occupational therapist
- School speech-language pathologist
- Physical therapist

Requirements to Renew a Currently Valid Two-Year Provisional License

Requirement for renewal of a currently valid provisional TEACHER license:

Completion of three (3) semester hours of coursework relevant to classroom teaching and/or the area of specialization since the issuance of the license to be renewed.

EXCEPT: Failure to complete the entry year requirements for teachers successfully after the second attempt will result in the loss of the provisional license until such time as the candidate completes additional coursework, supervised field experiences and/or clinical experiences as designated by a college or university approved for educator preparation, and is recommended by such college or university.

Does not require LPDC involvement.

Requirements to Renew an Expired Five-Year Professional or Associate License

The requirement for the renewal of a professional or associate license that has lapsed for **up to** five years is:

- Completion of nine semester hours (13.5 quarter hours) of coursework relevant to classroom teaching and/or the area of the license to be renewed.

The requirement for the renewal of a professional or associate license that has lapsed for **more than** five years is:

- Completion of 12 semester hours (18 quarter hours) of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed, and upon the recommendation of the dean or head of Teacher Education at an institution approved to prepare teachers.

Requirements to Advance from Two-Year Provisional License to Five-Year Professional License

Under Administrative Code Rule 3301-24-04, the following requirements must be met to advance from a two-year provisional license to a five-year professional teaching license:

1. Pass the Praxis III assessment
2. Successfully complete an Entry Year program

Those who hold Early Childhood (Pre-K through 3), Middle Childhood (4-9) and Intervention Specialist (K-12) licenses are also required to evidence a minimum of 12 semester hours in the teaching of reading, including at least one separate three semester-hour course in the teaching of phonics.

To verify a successful Praxis III assessment, the consultants in the Office of Educator Licensure have access to a database listing of all applicants who have attempted the Praxis III assessment as reported by the area coordinators. The information is accessed by entering the applicant's social security number or license number.

The materials needed to advance from a two- year provisional license to a five-year professional teaching license are:

- Application for a new five-year professional license
- \$200 fee
- Official transcript evidencing 12 semester hours in the teaching of reading including a three semester-hour course in phonics (This can be a part of the teacher preparation program.) **Required only for the Early Childhood, Middle Childhood and Intervention Specialist licenses.*

Individual Professional Development Plan: *Guidelines for Submission to the LPDC*

- Employees who have expiring licenses or are converting an 8 year certificate to a license must have their credentials reviewed and approved by the LPDC prior to submission of the renewal to the ODE.
- Only the approved forms are permissible for completion and submission of requirements.
- An IPDP must be on file before any coursework or LPDC-approved CEUs can be accepted.
- Any submitted paperwork deemed unreadable by the LPDC will be returned to the educator without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.
- Reviewed IPDPs and CEU request forms are to be returned to the educator within five (5) days of the LPDC review meeting. IPDPs which are denied may be resubmitted with modification(s), or the educator may request reconsideration by the LPDC, or engage in the appeals' process as appropriate.
- The LPDC shall keep all IPDP reviews, evaluations and discussions in meetings confidential. No IPDP shall be used as an example without written permission of the party involved.
- Coursework must be from ODE accredited providers. Locally approved CEUs must be delivered by a provider on the LPDC approved list or approved by the LPDC in advance.
- All CEU certificates from workshops provided by schools in the district must be signed by the workshop coordinator.
- Credit hours and CEUs used for the renewal of a license or conversion of an 8 year certificate to a license must have been earned during the life of the certificate or license to be renewed.
- Previously employed new hires to a district who hold an 8 year professional certificate or license issued by the ODE and who have coursework and activities approved by their prior LPDC during their current renewal cycle shall have said coursework and activities approved by the building LPDC.

Individual Professional Development Plan:
Directions for Preparation at the Beginning of a Renewal Cycle

- 1 The educator should identify the certificate/license data exactly as it appears on the certificate/license.
- 2 Complete a copy of your certification/license history, printed from the ODE's Web Page (Address: <http://www.ode.state.oh.us>) .
- 3 If the educator possesses a license, or is moving into licensure, he/she must complete the IPDP, relating both university hours and locally approved CEUs to professional growth goals. The goals should relate to the license being renewed.
- 4 Everyone should select and clarify a goal or goals that will be meaningful to the educator, students, the school, or the school district. If one chooses a goal or goals from the Approved Goals List, he/she is assured that the LPDC will approve. Educators are not restricted to this list, however, and are encouraged to pursue any appropriate goals with pre-approval of the LPDC.
- 5 An educator should identify the goal(s) to be pursued during the life of your license, the activities in which you will engage to help you achieve those goals, and if your activities involve any professional development providers, identify who or what those potential providers will be.
- 6 Your LPDC will want to insure that the professional development provider is recognized for quality. Educators must gain approval by the LPDC for providers who do not appear on this list prior to involvement.
- 7 A companion for the professional development plan is the educator's "Activity Verification Log", which must be completed upon submission to the LPDC committee for awarding hours or CEUs.

Individual Professional Development Plan: *Directions for Post-review & License Renewal*

- 1 Insure that you have completed the activities affirmed on the original Professional Development Plan.
- 2 Submit official transcripts or grade reports and/or original CEU certificates to your LPDC.
- 3 Your LPDC will notify you if everything is in order and that your IPDP and renewal credentials have been approved. If your credentials are not approved, you will be asked to supply additional information and/or given reasons for the lack of approval.
- 4 Complete the appropriate Ohio Department of Education renewal application form, which is available from your LPDC or online at the ODE website. <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDefaultPage.aspx?page=1> or <http://www.ode.state.oh.us> and choose: "Teaching in Ohio" from the menu. Make sure that each section is completed and includes the signature of your LPDC Chair or designee. A mistake on this renewal application form is a critical issue in delaying your application approval by the Ohio Department of Education, who maintains final authority for the issuance of certificates/licenses. **This must be completed and submitted to Carol Schiffer no later than February 1st.**
- 5 Attach a check, made payable to Ohio T.E.C., for the appropriate amount. Check the attached ODE Application Form for that amount.
- 6 Take the completed application form and payment to Carol Schiffer, at the Allen County Educational Service Center's main office.
- 7 If you are in doubt at any point in any of these steps, please contact one of the members of your LPDC for clarification.

Individual Professional Development Plan: *Goals Identification Guide - Notes*

- 1 This Goals Identification Guide is provided to assist educators in identifying goals that may help to maximize your professional potential to yourself, your students, your school and your district. It is a guide, and is not intended to be inclusive. You are encouraged to develop goals that reflect those needs that will help you, your students, and/or your school district to succeed.
- 2 As quality goals, what appears here have been determined to be appropriate goals for the educators and as such, are “pre-approved”. This means that educators, in completing their professional development plans, can plan their growth and activities with the confidence that the LPDC will support their efforts.
- 3 The educator who is transitioning to or renewing a license should remember that the selection of a goal or goals must be applicable to the specific area of licensure. This does not mean that a goal or goals would not apply to more than one area of licensure.
- 4 Your LPDC has been careful to recognize the above caution, and have identified the goals on this pre-approved list as potentially applicable to multiple certificates/licenses if they are appropriate and validated by the educator in the appropriate manner.
- 5 The Allen County ESC Governing Board has an approved mission statement and goals. The educator should work to incorporate these goals into his/ her professional development plan.
- 6 Remember that the identification of a goal or goals as part of a career-long professional growth plan is appropriate for all educators, whether they hold a permanent or other certificate or license. As a matter of law and of the provisions of the licensure standards, the creation of a goal as a part of the educator’s professional development plan is required of certificated educators who will pursue local CEU credit, and of all licensed educators.

Individual Professional Development Plan:

Goals Identification Guide

1. Content Knowledge:

- 1.1. To learn how to apply technologies as effective content tools.
- 1.2. To enhance professional knowledge (psychologists, speech therapists, treasurers, etc.)
- 1.3. To increase teaching area knowledge (Elementary Art, English, Mathematics, etc.)
- 1.4. To develop teaching/learning units which promote student knowledge in my discipline.
- 1.5. To work with colleagues in ways which help to integrate my discipline within the school.

2. Professional Ethic:

- 2.1. To learn and/or demonstrate understanding and use of educational theory/philosophy.
- 2.2. To learn more about the communities which our schools serve.
- 2.3. To learn and apply new ways of improving race, ethnic, gender, cultural, socioeconomic status relations among students/faculty/community.
- 2.4. To gain knowledge of where and how to acquire information to assist my job responsibilities.
- 2.5. To add additional area(s) of certification/licensure to my credentials.
- 2.6. To seek an advanced degree.
- 2.7. To maintain current knowledge of local/county/state/national educational policies and issues.

3. Assessment & Evaluation Skills:

- 3.1. To learn how to apply technologies as effective assessment tools.
- 3.2. To learn how to apply assessment data to instruction.
- 3.3. To learn how to construct effective evaluation instruments.
- 3.4. To learn how to expand the number and types of assessment tools.
- 3.5. To learn how to interpret test scores.
- 3.6. To learn how to better teach test-taking skills.
- 3.7. To learn more about state and/or standardized testing purposes and creation.

4. Instructional Methodology:

- 4.1. To learn how to apply technologies as effective teaching and learning tools.
- 4.2. To learn how to improve student reading skills.
- 4.3. To learn how to integrate higher-order thinking skills.
- 4.4. To learn how to facilitate students to teach themselves and others (cooperative learning, etc.)
- 4.5. To learn how to teach students to solve problems via a variety of tools and knowledge.
- 4.6. To learn how to teach across many disciplines.
- 4.7. To learn teaching methods promoting increased student achievement.
- 4.8. To gain knowledge of how to adapt instruction to the individual needs of all students.
- 4.9. To learn how to challenge students to meet and exceed expectations, especially for students from poverty, students with disabilities, and students who are gifted or talented.

5. Communication Skills:

- 5.1. To learn how to apply technologies as effective communications tools.
- 5.2. To present to various publics.
- 5.3. To enhance speaking skills (students, parents, peers, others).
- 5.4. To enhance writing skills (students, parents, peers, others).
- 5.5. To improve non-verbal communications skills.
- 5.6. To discover ways to increase parental involvement in parent-teacher conferences.

6. Interpersonal Skills:

- 6.1. To learn how to apply technologies as effective interpersonal tools.
- 6.2. To learn how to coach others to achieve and succeed.
- 6.3. To learn how to coordinate or direct the efforts of others.
- 6.4. To learn how to encourage the involvement of others.
- 6.5. To learn how to facilitate groups (students, peers, others) to accomplish established goals.
- 6.6. To learn how to motivate self and others.

7. Management & Administrative Skills:

- 7.1. To learn how to apply technologies as effective management tools.
- 7.2. To learn how to apply available resources to school improvement.
- 7.3. To learn how to collect data to use in planning and problem solving.
- 7.4. To learn how to create conditions and environment for productive performance.
- 7.5. To learn how to establish vision that encourages performance of self and others.
- 7.6. To learn planning and organizational skills which improve self and others.

8. Skills to Meet the Needs of Special Students:

- 8.1. To learn how to apply technologies as effective intervention tools.
- 8.2. To learn how to adapt instruction to all skills levels.
- 8.3. To learn how to increase my awareness of special needs students.
- 8.4. To learn how to sensitize all students to the needs of individuals.
- 8.5. To understand social/emotional needs of students and others.

9. School District and/or Building Specific Goals:

- 9.1. To learn how to apply technologies as effective teaching, learning, and productivity tools.
- 9.2. To improve attendance.
- 9.3. To ensure instructional accountability.
- 9.4. To increase parental involvement.
- 9.5. To increase student achievement on state tests.

Pre-Approved Professional Development Activities – Notes

- 1 Among the most exciting features in licensure standards is the opportunity for an educator to be innovative and creative in designing professional development that is personal and intimate to his/her professional assignment, classroom, building, district, and students.
- 2 On the following pages is a list of activities which are considered legitimate learning experiences by your Education Service Center and the LPDC, if they help educators to accomplish the goals of their Individual Professional Development Plan. Educators may choose pre-approved activities without pre-approval of their LPDC and know that the LPDC will sanction the efforts. Educators must, however, document their efforts in the Activity Verification Log, supply verification by supervisor of their time investment in some circumstances, and follow other guidelines as identified herein.
- 3 All educators are encouraged to be creative and innovative beyond this list, and to anticipate that the end result of the activity should be a product that enhances the educator's skills and knowledge, improves school districts, and ultimately helps students to achieve. Please remember that strategies/activities not included in the pre-approved activities must be pre-approved by the LPDC so that any questions about their legitimacy to your plan can be answered long before the date for your license renewal.
- 4 The LPDC, through provisions of Senate Bill 230, has the authority to grant local CEU credit to activities such as those published here, or others which are presented to and approved by the building LPDC. The actual amount of the CEU is verified by the guidelines and in conjunction with the LPDC.
- 5 The educator is responsible for his/her own plan and for selecting and pursuing activities which assist him/her in reaching the goals identified in the plan. Documenting time commitment, keeping records, and producing documentation that can be reviewed by the building LPDC is the responsibility of each educator.

- 6 Educators should be aware that the LPDC may identify a maximum number of locally approved CEUs that can be attached to any single activity during a license renewal period. The intent of the LPDC is to insure that the educator is maximizing the learning opportunities available to him/her.
- 7 Recommended maximum CEUs granted during renewal cycles are identified following each of the activities in the list which follows.
- 8 If an educator chooses to pursue an activity which does not appear on the approved list, he/she must gain the approval of the LPDC prior to initiating the activity. The LPDC will determine what, if any, maximum CEUs shall apply for the activity during the renewal cycle.

NOTE: Unlike former rules under certificates, licenses have no reduction of university coursework hours or CEUs because of experience; thus the 5 year renewal cycle assumes a total of 18 CEUs required for renewal or 6 semester hours or 9 quarter hours.

Professional Development Group Activities

1. **Business/Industry Partnerships – Group 4**

Creating opportunities to partner with business and industry to improve the resources and knowledge base to insure that students and schools are all that they can be.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) and/or supervisor of time investment.
- Supply any documentation to the LPDC for review and final approval.

2. **Community Service and/or Development – Group 4**

Opportunities to become involved in the improvement of the school community that improves the environment for learning within the district.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

3. **Continuous Improvement Planning, Site-Based Planning, Strategic Planning – Group 3**

Involvement in creating short and long-range plan for the district, completing research or data collection to assist in planning, implementation of such plans, etc.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

4. **Curriculum Revision Projects – Group 3**

Internal district efforts, consortium projects, county-wide collaborations, projects that directly impact district and educator improvement, etc.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

5. **Data Acquisition and Application – Group 3**

To apply existing and created data to analyze and improve the effective performance of the educator and the success of student and district goals.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

6. District Short Cycle Assessments/Other District Professional Development – Group 3

Internal district efforts, consortium projects, or county-wide collaborations that directly impact district and educator improvements, etc.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

7. Educational Service Center Activities – Group 2

Steering committees, task committees, related research and activities, training, internships, etc.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

8. Individual Inquiry – Group 4

Investigation, research and involvement that enables the educator to pursue an area of interest that will enhance performance and benefit his/her students, district, community, etc.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

9. Local Professional Development Committee Service – Group 3

Service as a member of an LPDC is considered legitimate growth and learning for the educator, and by the nature of the service will improve teaching and learning within the school district.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

10. Mentoring – Group 3

Either as a part of the formal Entry Year Program, as supervision of student teachers, or by choice or assignment to aide a colleague or special project as an advisor.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

11. National Board Certification – Group 4

If successfully completed, the educator's study and research to lead toward certification by the National Board of Teacher Certification)

- **Maximum CEUs granted per 5-year license cycle: 18**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

12. Opening Day In-services – Group 1

- **Maximum CEUs granted per 5-year license cycle: 3**
- Document on the Activity Verification Log.
- Gain verification signature(s) of principal.
- Supply product(s) to the LPDC for review and final approval.

13. Presentation – Group 3

Opportunities to present to various publics which in itself create learning and growth for the educator and acquisition of skills which improve teaching and learning within the classroom, building, and district.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

14. Professional Associations - Group 4

Service in office, steering committees, task committees, related research and activities, etc., to verify skills and knowledge that will benefit his/her classroom, students, building, district, etc.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

15. Program Creation – Group 4

Innovative creation of new programs, activities, etc., that is shown to benefit the educator's assignment, students, building, district.

- **Maximum CEUs granted per 5-year license cycle: 9**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

16. Published Research or Other Writing – Group 4

Opportunities for the educator to not only learn from the research and creation, but to communicate this growth and development to others.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

17. State Support Team 6 – Group 3

Steering committees, task committees, related research, activities, etc.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

18. Research-Based Project - Group 4

Grant applications, teaching area research, opportunities to connect educational research to real improvement.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

19. Technology Applications and Projects – Group 3

Within the classroom and district, effective management issues, etc.)

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

20. University Credit Learning – Group 2

Universities that are recognized by the Ohio Department Education as certificate or license grantees, whether in-State or out-of-State, are approved providers if the learning goals of the program help to complete the educator's IPDP, etc.

- **Typically, these are credit hours, not CEUs: No Limit**
- During license renewal, the LPDC will approve hours.
- No limit on university hours approval.
- Transcripts are official verification of completion.

21. University Teaching – Group 2

The educator demonstrates the learning of new skills and knowledge that helps him/her achieve PDP goals, benefit the building and district, and help students learn and achieve.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

22. Venture Capital Projects – Group 3

Steering committees, task committees, related research and activities, etc.

- **Maximum CEUs granted per 5-year license cycle: 6**
- Document on the Activity Verification Log.
- Gain verification signature(s) of colleague(s) of time investment.
- Supply any product(s) to the LPDC for review and final approval.

Criteria for Awarding CEUs for Equivalent Activities

Category One: Acquiring/Building Knowledge

Earn 2-3 CEUs

To receive CEUs at this level, the activity must meet some of the following:

- Identifies New Learning
- Uses Research
- Utilizes Data
- Incorporates Reflection
- Aligns with IPDP Goals
- Relates to Area of Licensure
- Planned and Purposeful

Category Two: Extending Knowledge through Application or Experimentation

Earn 4 – 6 CEUs.

To receive CEUs at this level, the activity must meet the Category One criteria and some of the following:

- Extends Over Time
- Expands Knowledge
- Monitors Impact of Professional Development
- Extends Previous Learning
- Shares Learning with Agency/Center/Office and/or Cohort Group
- Job-Embedded
- Collaborative Learning Activity
- Enhances Capacity for Data Collection and Analysis
- Uses Reflective Journaling
- Includes Application or Experimentation in the Job Setting

Category Three: Integrating Knowledge from Application

Earn 7-18 CEUs

To receive credit, the activity must meet the Category One and Two criteria and some of the following:

- Designed to Improve Specific Work
- Involves a Collaborative Approach to Problem Solving
- Shares Learning Beyond School
- Incorporates Feedback from an External Source
- Designed to Develop Leadership Skills
- Systematic
- Incorporates Data Collection, Analysis and Use of the Analysis
- Adds to Understanding of Research
- Includes Application of Research and New Practice
- Is Ongoing

Approved Professional Development Providers

The Allen County Educational Service Center LPDC has created the following list of approved providers of professional development, which indicates a recognition by the LPDC that these institutions and organizations support the continuing professional development of educators, consider the delivery of quality professional development as part of their mission, and continually seek to be responsive to the individual needs of educators. This list is not inclusive. Educators should seek professional development from providers who are committed to their needs and who have the expertise and skills to train and educate. All Allen County Educational Service Center educators are encouraged to discuss with their LPDC any providers who do not appear on this list prior to engaging in professional growth activities which they may wish to use for license renewal.

This list will be updated, as necessary:

- Allen County Educational Service Center (ACESC) - www.noacsc.org/allen/ac
- American Association of School Administrators (AASA) - www.aasa.org
- American Federation of Teachers (AFT) - www.aft.org
- American Speech and Hearing Association (ASHA) - www.asha.org
- Any accredited College or University
- Any Chartered Ohio School District or ESC
- Apollo Career Center - www.apollocareercenter.com
- Association for Supervision and Curriculum Development (ASCD) - www.ascd.org
- Association of School Business Officials (ASBO) - www.asbointl.org
- Auditor of the State of Ohio - www.auditor.state.oh.us
- ACESS LPDC Professional Development Activities and In-services
- Battelle for Kids - www.battelleforkids.org
- Buckeye Association of School Administrators (BASA) - www.basa-ohio.org
- Bureau of Education Research (BER) - www.ber.org
- Government Finance Officer's Association (GFOA) - www.gfoa.org
- Information Network for Ohio Schools (INFOhio) - www.infohio.org
- National Association of School Psychologists (NASP) - www.nasponline.org
- National Business Education Association (NBEA) - www.nbea.org
- National Council of Teachers of English (NCTE) - www.ncte.org
- National Council of Teachers of Mathematics (NCTM) - www.nctm.org
- National Education Association (NEA) - www.nea.org/index.html
- National Science Teachers' Association (NSTA) - www.nsta.org
- North Central Association-Commission of Accreditation and School Improvement (NCA) - www.ncacasi.org

- Northwestern Ohio Education Association (NWOEA) - www.nwoea.org
- Northwestern Ohio Educational Technology (NWOET) - www.nwoet.org
- Northwest Ohio School Psychologist Association (NWOSPA) - www.ospaonline.org/regionals/nwospa.htm
- Ohio Art Education Association (OAEA) - www.oaea.org
- Ohio Association for Gifted Children (OAGC) - www.oagc.com
- Ohio Association for the Education of Young Children (OAEYC) - www.oaeyc.org
- Ohio Association of Elementary School Administrators (OAESA) - www.oaesa.org
- Ohio Association of School Business Officials (OASBO) - www.oasbo-ohio.org
- Ohio Association of School Personnel Administrators & Ohio Association for Employment in Education (OaspaOaee) - www.oaspa-oaee.org
- Ohio Association of Secondary School Administrators (OASSA) - www.oassa.org
- Ohio Approved Licensure Colleges and Universities
- Ohio Approved Programs from Other States
- Ohio Board of Regents - <http://regents.ohio.gov>
- Ohio Council of Teachers of English Language Arts (OCTELA) - www.octela.org
- Ohio Department of Education (ODE) - www.ode.state.oh.us
- Ohio Education Association (OEA) - www.ohea.org
- Ohio Educational Library Media Association (OELMA) - www.oelma.org
- Ohio Education Service Center Association (OESCA) - www.odsca.org
- Ohio Federation of Teachers, AFT, AFL-CIO (AFT) - <http://oh.aft.org>
- Ohio School Boards Association (OSBA) - www.osba-ohio.org
- Ohio School Psychologist Association (OSPA) - www.ospaonline.org
- Ohio Speech and Hearing Association (OSHA) - www.ohioslha.org
- School Study Council of Ohio (SSCO) - www.scco.org
- State Support Team Region 6 (SST6) - www.sst6.org
- Treasurer of the State of Ohio - www.ohiotreasurer.org
- United States Department of Education - www.ed.gov

FAQ'S

1. What is an Individual Professional Development Plan (IPDP)?

An IPDP is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal and converting from a certificate to a license.

2. Who must have an IPDP?

An IPDP must be completed by any educator prior to renewing a license and for converting a certificate to a license.

3. What is the Local Professional Development Committee?

This is a group of Allen County Educational Service Center educators who will be reviewing and approving each educator's IPDP. Final approval of the Local Professional Development Committee is required prior to issuance of your professional educator license.

4. Who serves on the Local Professional Development Committee?

Five educators from the Allen County Educational Service Center. The committee consists of three teachers selected by the Allen County Educational Service Center and two administrators selected/appointed by the Superintendent.

5. When can you convert to a license?

Existing certificates can be converted to licenses beginning with certificates that expire in June, 1998. If you choose to convert to a license at this time, you must meet the new license renewal requirements of 180 clock hours (18 CEUs) over the life of the certificate you are converting. If you choose not to convert to a license at this time, you may renew your certificate one more time after 1998 using the old requirements. When the renewed certificate expires, you must meet the new license renewal requirements in order to receive your license.

6. What are the requirements to renew and convert to a license?

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

- a. Six semester hours of coursework
- b. Eighteen Continuing Education Units (CEUs)
- c. 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license/certificate you are renewing/converting. The activities must be consistent with your school district or building improvement plan, goal, or mission statement, and relate to your current work assignment.

7. Can you combine semester hours, CEUs and clock hours?

Yes. However, we are asking all Allen County Educational Service Center educators to convert their activities into CEUs as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your paperwork for the Local Professional Development Committee, we are asking that you convert your semester hours and clock hours to CEUs.

8. How do you convert your clock hours and semester hours to CEUs?

For details, refer to Group Activity Guidelines and look under the column CEU value. Generally, one clock hour of activity equals 0.1 CEU. One semester hour of college credit equals 3 CEUs; one quarter hour equals 2 CEUs.

9. When must your IPDP be started/completed?

Your IPDP must be completed and submitted to the Local Professional Development Committee prior to February 1st of the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The timeline for completion of IPDP activities is the duration of your certificate/license.

- 10. How often should you submit your activities for approval?**
Documentation of activities may be submitted to Carol upon completion. Group 4 activities must be preapproved. These preapproved activities must be approved prior to the commencing of the activity.
- 11. How many IPDPs must you have?**
Educators will have one IPDP. Many educators hold multiple certificates, however, each educator will have just one IPDP. Ultimately, each educator will have just one license.
- 12. What if your work assignment changes?**
If there is a significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 180 clock hour requirement.
- 13. How many licenses can I have?**
Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire and are converted to a license, each area listed on your old certificate will be added to your existing license.
- 14. How much will the license cost?**
The five year license will cost \$60. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$10 fee each time areas are added to your license.
- 15. What about substitute teachers?**
Substitute teachers have two options. Option One is to use the six semester hour requirement and apply for renewal directly to the State Department of Education, as they have done in the past. Option Two is to participate in the Local Professional Development Committee just as any other educator in the county.
- 16. What licensure/certification services does the LPDC not provide?**
The LPDC does not upgrade provisional certificates to professional certificates, upgrade professional certificates to permanent certificates, renew or approve temporary certificates, licenses or validations, or add new areas to a certificate or license.

The LPDC does not renew certificates or license for substitute teachers who use six semester hours of college credit to renew a license and apply directly to the Ohio Department of Education.

The LPDC does not renew the certificates or licenses of *some* Ohio Department of Education certificate holders who *also hold* licenses from their respective State of Ohio licensing boards (i.e. School audiologists, School social workers, School speech-language pathologists, School nurses).

**ALLEN COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN PROPOSAL**

Initial Proposal: _____
 Revised Proposal: _____
 Please keep a personal copy of this document.

SECTION I

Submission Date: _____
 Educator's Name: _____
 Home Address: _____
 Home Phone: _____
 Check One: ☐ Initial Proposal ☐ Revised Proposal ☐ Work Phone: _____
 Social Security No: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Check Here if a Substitute Teacher _____

SECTION II

I AM APPLYING FOR A: ☐ License ☐ Certificate Renewal/Upgrade

List Your Certificate(s) or License Number	CHECK ONE		Area	Issued Date	Expiration Date
	Prov.	Prof. / Perm. / License			

SECTION III

List your professional development goals (use numbers from goal sheet):

Briefly explain how these goals related to the ACLESC, your school district and/or school building goals:

SECTION IV

Proposed Plan Completion Date (must be prior to certificate expiration date):

Educator's Signature: _____ Date: _____ LPDC Signature: _____ Date: _____

Submit plan to: Local Professional Development Committee, Allen County Educational Service Center, 1920 Slattown Road, Lima, OH 45801
 Page 1

ACTIVITY VERIFICATION LOG

TO BE COMPLETED BY INDIVIDUAL

NAME _____ ASSIGNMENT _____

[illegible]

**ALLEN COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
PREAPPROVAL FORM - GROUP 4 ACTIVITIES**

Name _____

Type of Activity _____

Estimated Number of CEU's

Educator's Signature: _____ Date: _____

Complete this form for any activities that require preapproval. Describe the impact this activity will have on your professional development and how it helps to meet your professional development goals.

LPDC Preapproval _____ Date _____