

# **Loudonville-Perrysville Exempted Village Schools**



## **Local Professional Development Committee Handbook**

### **Standards and Guidelines for Renewal of Teaching Certificates/Licenses**

*Revised May 2018*

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## **MISSION STATEMENT**

The LP-LPDC was established to guide professional development leading to continued licensure for all educators. We want to create a climate that encourages and supports staff development and the implementation of new ideas, through personal and professional growth, that will identify the promise in each student, value each student for his/her ability, nurture each student's potential, and increase student achievement.

The LP-LPDC will support the district and building mission statements and continuous improvement plans.

NOTE: All forms pertaining to IPDP and CEUs are available on the school district web site.

### **Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act**

*Note: Legal counsel for the Ohio Department of Education has indicated that since there is no specific exemption in law, LPDCs must operate under the Open Meetings Act (Sunshine Law). LPDCs may choose to follow its local Board of Education's policies and procedures on meetings and personnel records and review or may wish to seek advice concerning these laws from local counsel. Chartered nonpublic schools are exempt from the Open Meetings Act.*

A full update of the Ohio Open Meetings Act and the Public Records Act is available from the Ohio Attorney General's Office. A summary of the Open meetings Act (Sunshine Law) is available at the Ohio Schools Boards Association Web site.

## INTRODUCTION

The Professional or Associate License Renewal Law (SB 230; ORC 3301-24-08) effective September 1998 changed the credential renewal process for all Ohio teachers. The intent of the law was to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law established a local licensure board and expanded the definition of acceptable credits toward license/certificate renewal, making it possible to receive credit for professional development activities that were designed and conducted within the working, collegial environment of the school and district.

### 1.0 THE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The Loudonville-Perrysville School District Local Professional Development Committee (LPDC) operating under the requirements of SB 230 and policies established by the Loudonville-Perrysville Board of Education, must review all certificate/license renewal applications for all certificated employees. This includes reviewing semester hours, Continuing Education Units (CEUs), and "other approved activities" that are submitted for credit toward license renewal. The LPDC bases recommendations for license/certificate renewal on a teacher's Individual Professional Development Plan's (IPDP), compliance with the guidelines of the law, and the Loudonville-Perrysville School District Standards for Continuous Improvement.

The Loudonville-Perrysville School District will maintain one LPDC having a district-wide scope. The LPDC will have seven members: 3 members appointed by the Superintendent, and 4 teachers (members of the bargaining unit and selected by the president of the Loudonville-Perrysville Education Association). Membership of the LPDC is identified using the procedure outlined in the negotiated agreement and state statute. Initial terms of bargaining unit members shall be two members appointed for terms of three years and two members appointed for a term of two years. Non-bargaining unit members will be appointed by the Superintendent, with two LPDC members appointed for a term of three years and one member appointed for a term of two years.

Vacancies shall be filled in the manner of original appointment. The LPDC shall be appointed no later than the effective date of the new Contract.

The LPDC shall meet as determined necessary by the LPDC. Additional meetings may be convened by a quorum of its membership. All meetings of the LPDC shall be public meetings. All records of the LPDC shall be public.

The membership of the LPDC will elect a chairperson from its membership and other officers as the committee deems necessary. A quorum of the LPDC consists of no less than three members appointed by the Association and two members appointed by the Superintendent. A record of each meeting's proceedings shall be maintained and stored in the Board of Education Office. Access to such records will be subject to current policies and procedures of the Loudonville-Perrysville Board of Education regarding personnel records. The chairperson will preside over each meeting to complete an agenda that will include:

- Review of submitted Individual Professional Development Plans
- Review of completed IPDPs for certificate/license renewal
- Review of CEU requests
- Review Proposals for "other approved activities" for CEU credit
- Any other procedures deemed necessary, including but not limited to review of procedures, appeals, etc.

LPDC members shall review all in advance of meeting dates. Each request must have 5/7 or (4/5) agreement to be approved. LPDC members shall not review his/her own IPDP. They shall abstain from the review and voting, in which case a quorum will consist of four of the remaining six members.

The membership of the LPDC will agree to conduct all LPDC business so as to:

- impartially and consistently apply the Standards and Guidelines
- maintain confidentiality
- communicate as a group or through the chairperson
- maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDPs

## 2.0 THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Starting August 1, 2018, IPDP for licenses renewed prior to September 1<sup>st</sup> must be submitted by September 15, 2018. Starting November 1, 2018, IPDPs must be submitted within fourteen calendar days after issue date of initial/renewed license.

- Employees who do NOT need an IPDP are those *teachers who are in the resident educator program or those with a permanent license.*
- Employees who DO need an IPDP are those *teachers who possess a five year license.*

**VERY IMPORTANT: Teachers/staff members who do not have their IPDP submitted and approved by the LPDC within the time deadline listed above, will not be eligible to receive any further CEU credit OR university/college credit approved by the LPDC until such time that the IPDP is received and approved by the LPDC. Ineligible CEU credit will not be retroactive (approved by LPDC: 9/28/99) (Senate Bill 230) The LPDC cannot consider/accept CEUs or semester credit if it is not related to the teacher's certification/professional development as outlined in his/her IPDP.**

### Approved IPDPs and Certificate/License Renewal

Those teachers employed by Loudonville-Perrysville Schools who possess a five year license will maintain a self-developed Individual Professional Development Plan (IPDP) that describes activities that align their personal professional growth objectives with district, building, and student learning goals. This plan must be submitted for review to the LPDC. The IPDP may contain semester credits, CEUs, and/or "other approved activities." All activity submissions are completed online either in advance of the activity, or following the activity (accompanied by the appropriate verification document including a transcript for semester credits). Teachers are strongly urged to keep copies of their CEUs for their personal records.

All license renewals are submitted online through the employee's SAFE account. With appropriate verification of completion, a representative from the LPDC will e-sign the employee's online application for final submission to the Ohio Department of Education.

Applications for license renewal may be submitted any time after November 1<sup>st</sup> of the year prior to expiration of the license. It is the educator's responsibility to send a copy of their license (initial/renewal) to the superintendent's office

### The L-P LPDC IRN # is 013703

You must archive your IPDP at the time of renewal. After you receive your new license, then you can create your new IPDP. Do NOT submit any activities for the new plan before the old plan is archived (otherwise, the activities will not link to the appropriate plan) or the new plan is approved.

**NEW for 2018-19 and beyond:** Teachers may choose whether to receive CEU hours **OR** a stipend for committee work or supplemental contracts (i.e. BLT, DLT, Mentors, coaching...)

Ways to renew the 5-year license renewal cycle: Accumulate 6 semester hours or 18 CEUs, or a combination of semester hours and CEUs. See table below.

**CEU Conversion Table**

.1 CEU	=	1 Clock Hour, not to include breaks		
1 CEU	=	10 Clock Hours		
3 CEU's	=	30 Clock Hours	=	1 Semester Hour
6 CEU's	=	60 Clock Hours	=	2 Semester Hours
9 CEU's	=	90 Clock Hours	=	3 Semester Hours
12 CEU's	=	120 Clock Hours	=	4 Semester Hours
15 CEU's	=	150 Clock Hours	=	5 Semester Hours
18 CEU's	=	180 Clock Hours	=	6 Semester Hours

**CEU hours can only be used for license renewal. Only college credit semester hours can be used for salary increases.**

**IPDP Goals/Recommendations**

The IPDP must have at least three goals related to student learning. "In what way(s) will student learning be improved as a result of this professional development activity?"

The IPDP goals must align with building and district staff development goals

The IPDP must include proposed evaluation criteria for assessing the success of the plan's objectives

**Unapproved IPDPs**

The IPDP will be reviewed at the monthly LPDC meeting. If the IPDP is **not** approved, the reasons for denial will be forwarded by the LPDC to the applicant and the plan will be marked "Pending." The plan **must** **be** modified and resubmitted. If it **is** approved, the teacher will receive a confirmation email.

**IPDP Appeals Process**

Written appeals shall be submitted to the LPDC chairperson within 20 days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.

An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than five (5) days before that regularly scheduled LPDC meeting.

Upon further consideration, the LPDC will provide written notification of the appeal decision within five days of the regularly scheduled meeting.

If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three-person mediation team chosen as follows: one person selected by the applicant (may not be related to the applicant), one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License and be employed by the Loudonville-Perrysville School District.

In the case of an administrator appeal, the process is the same as the above with the exception that the third person is selected by the superintendent.

### **3.0 CONTINUING EDUCATION UNITS (CEUs)**

In addition to IPDP review, the LPDC has the responsibility of approving professional development contact hours for L-P CEUs. When a *certified employee* attends a professional development activity, s/he will receive a "certificate of attendance" at the conclusion of the activity (see "Certificates Section" later in this booklet). An educator needs to submit this "certificate of attendance" through their "Activity Credit" request online. Preapproval for organized, professional development activities in which the participant receives a certificate of attendance is not necessary. The activity, however, must relate to the participant's IPDP as written in order to receive LPDC approval.

The L-P LPDC is also responsible for assigning Continuing Education Units (CEUs) to proposed seminars, workshops; professional activities, etc.. and/or "other approved activities". Proposed activities must be submitted to the LPDC in advance (see "Forms Section" later in this booklet).

The LPDC will meet monthly to:

- A. approve professional development certificates of attendance submitted by personnel, and
- B. receive proposals for preapproved CEU activities and assign the number of CEU credits each activity is worth.
  1. CEU endorsement for preapproved activities will be based upon:
    - The information submitted to the LPDC in a CEU proposal prepared by building or district staff development committees, curriculum committees, ad hoc committees, or outside agencies.
    - Prior reciprocity agreements with other agencies.
    - Individual educators may propose preapproved CEU credit for activities not included in the descriptions above by submitting documentation describing the activity provider, content, and contact time (i.e.: flyer, course catalog, etc..)

#### **Acceptable CEU Credit**

Due to the increased credit requirements to renew a license, *certified employees* should be sure to take advantage of every opportunity to earn CEUs. However, please keep in mind that CEU stands for "Continuing Education Unit." CEUs are earned for participating in professional development activities.

#### **Some Examples of Allowable Activities:**

- meeting with teachers after school to review a proposed district textbook adoption
- attending an educational meeting or seminar
- serving on a curriculum committee

- teaching a new grade level for the first time (example, being switched from 2nd grade to 3rd grade, when you have never taught 3rd grade before; CEU credit is given to the teacher to compensate for his/her additional preparation time required)
- Supervising a Student Teacher for a semester (CEU credit is issued in addition to any compensation received from the University)
- attending a CPR or Heimlich class
- in-service days provided by the school district

**Some Examples of NON-allowable Activities:**

- time served on a supplemental contract, such as Student Council Advisor
- preparation time putting together parent handbooks for supplemental learning activities for your students
- attending a coaching clinic, unless specific areas pertain to your licensure
- attending a professional workshop unrelated to your teaching field, your IPDP, or district Continuous Improvement Plan or building School Improvement Plan
- grading student papers on the weekend/evenings
- school staff meetings and parent-teacher conferences
- attending extra-curricular events

CEUs may be earned by a teacher if the activity is related to his/her teaching responsibilities as outlined in their IPDP (Individual Professional Development Plan). For example, a 4th grade teacher will certainly be approved by the LPDC for CEUs for attending a workshop titled, "Integrating Newspapers Into Elementary Social Studies Curriculum." S/he probably will not be approved for CEUs for attending a workshop titled, "The Creative Use of Holiday Bulletin Boards In Your Classroom".

Also, some CEU credit may be approved for one teacher but not another. For example, a workshop titled, "Safe and Creative Playground Games" may be approved for CEUs for the Physical Education Teacher, but may not be approved for a classroom teacher. The key question the LPDC Committee will ask is, "Is the workshop or activity related to the teacher's IPDP as written for his/her professional growth?"

**Procedures**

When a teacher attends an organized, professional workshop or other professional activity which supports his/her IPDP, s/he should receive an "Activity Certificate" that states "return to your LPDC committee for approval and issuance of CEU credit." Teachers should complete an activity request online through their IPDP account and attach the certificate as the verification document. The activity request will be approved or denied at the next scheduled LPDC meeting. Each teacher is strongly encouraged to keep CEU documentation in their personal file for future verification purposes. It is the teacher's responsibility to verify all CEU credit in case of a record disagreement.

**4.0 OTHER APPROVED ACTIVITIES**

"Other Approved Activities" category exists to encourage initiative, exploration, and professional leadership. In keeping with this, CEU amounts should be proposed accordingly. In general, 1 CEU equals 10 hours of activity.

Proposals for "other approved activities" for CEU credit by an individual should be submitted prior to the LPDC meeting date preceding the activity for which approval is sought. Activities started or completed

without prior LPDC approval may risk not being approved. **See chart appendix.**

**This is not an exclusive list. Additional suggestions may be made through the IPDP.**

## **5.0 NEW EMPLOYEES AND RECIPROCITY**

LPDCs are a state-wide, collegial effort to support and maintain a quality teaching force. This includes working together to ensure that an educator is not penalized by the system. The Loudonville-Perrysville LPDC will honor all CEUs and IPDPs which were developed or authorized by any other Ohio school district LPDC under the following conditions:

Upon employment in the Loudonville-Perrysville School District, all newly employed certified employees who have previously developed an IPDP in another/previous school district and/or received CEUs from another/previous LPDC must submit a request for transfer of his/her IPDP and CEUs approved from the previous LPDC/school district. The Exiting an LPDC Form must be accompanied with a valid copy of his/her current IPDP, and valid copies or other documentation of earned CEUs from the previous LPDC/school district.



## LPEVSD: Equivalent Activities Options

**ANY ACTIVITY THAT DOES NOT FALL INTO THIS CHART NEEDS TO BE PRE-APPROVED OR IT RUNS THE RISK OF NOT BEING APPROVED.**

Options	Maximum Credit	Contact Hours Value	Verification	Criteria
College coursework	Unlimited	1 sem. hour = 30 Contact Hours 1 quarter hr = 20 Contact Hours	Official transcripts	<p>Must be taken through an accredited college or other approved post-secondary educational institution.</p> <p>Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course.</p> <p>Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students.</p>
Professional conference, workshop, institute, academy, or in-service	Unlimited	1 clock hour = 0.1 CEU	Certificate of Attendance	<p>Certificate of Attendance for activity must include attendee's name, workshop objective, date and number of contact hours, and signature of official from sponsoring organization</p> <p>Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.</p> <p>Must enhance educator's work in the profession or contribute to educator's specialization</p>
Grant writing	30 contact hours per license cycle	1 clock hour = 0.1 CEU	Activity documentation log and copy of grant application	<p>Contact hours not dependent on awarding of grant</p> <p>Documented clock hours in planning and preparation.</p> <p>Information about the grant you will be writing, how it will be implemented in our district's educational program. Must be signed by immediate supervisor</p>
Self-directed educational development (professional reading, research, educational travel)	1 CEU per license cycle	1 clock hour = 0.1 CEU	activity documentation log	Must enhance individual's work in the profession or contribute to teacher's area of specialization.
Professional presentation	Maximum 60 contact hours per license cycle	1 clock hour = 0.1 CEU	Activity documentation log	<p>Applies to <b>first</b> presentation for each license cycle</p> <p>Provide a copy of the agenda, handouts and evaluation instrument that will be used, if there is one.</p>



## LPEVSD: Equivalent Activities Options

**ANY ACTIVITY THAT DOES NOT FALL INTO THIS CHART NEEDS TO BE PRE-APPROVED OR IT RUNS THE RISK OF NOT BEING APPROVED.**

Options	Maximum Credit	Contact Hours Value	Verification	Criteria
Curriculum development	30 contact hours per license cycle	1 clock hour = 0.1 CEU	Activity documentation log and copy of curriculum approval	Must be service on formal committee organized by local, state, national or international education agency or organization
Professional committees	3 CEUs per license cycle	1 clock hour = 0.1 CEU	Activity documentation log	<p>Must be service on formal committee organized by local, state, national, or international education agency or organization</p> <p>Must contribute to the education profession or add to the body of knowledge in the individual's specific field.</p> <p>Documented clock hours of committee work.</p> <p><b>NEW 2018-19 AND BEYOND: Teacher may either receive a stipend <u>OR</u> CEUs.</b></p>
National Board of Professional Teaching Standards Certification	Maximum of 180 contact hours per license cycle	Final contact hour credit to be determined by LPDC	Valid copy of certificate or activity documentation log for candidate not completing certificate.	<p>Must be in the subject area assigned</p> <p>National Board Certificate must be completed (or) participation as candidate must be verified by the expiration date of the Ohio certificate/license</p> <p>Log must accompany certification document</p>
Mentoring	60 contact hours per license cycle	1 clock hour = 0.1 CEU	Activity documentation log	<p>Provide monthly outline listing proposed topics of conversation. Must be signed by immediate supervisor.</p> <p><b>NEW 2018-19 AND BEYOND: Teacher may either receive a stipend <u>OR</u> CEUs.</b></p>
Cooperating Teacher for Student Teacher or Administrative Internship	Maximum 60 contact hours (PDUs) per license cycle	Full year = 30 contact hours Half year = 15 contact hours	Activity documentation log successful completion of contract	<p>Provide a copy of university document regarding placement with you for your student teacher or administrative intern</p> <p>List university, name of person and location of assignment Indicate if this was for a semester</p> <p>Starting and stopping dates, Number of contact hours requested</p> <p>Must be signed by immediate supervisor</p>



## LPEVSD: Equivalent Activities Options

**ANY ACTIVITY THAT DOES NOT FALL INTO THIS CHART NEEDS TO BE PRE-APPROVED OR IT RUNS THE RISK OF NOT BEING APPROVED.**

Options	Maximum Credit	Contact Hours Value	Verification	Criteria
Teaching a college course/ adult vocational or technical course	60 contact hours per license cycle	30 contact hours per semester course	Activity documentation log course syllabus	Must be used for the first time teaching the course each license cycle
Publication of original work	180 Contact Hours per license cycle	180 Contact Hours for book  60 Contact Hours for article in a professional journal or magazine	Copy of publication or documentation and activity documentation log	Must contribute to the education profession or add to the body of knowledge in the individual's specific field.  Must be a commercially published book or article.
Teaching portfolio	10 hours/per year of licensing cycle  5 CEUs per license cycle	1 clock hour = 0.1 CEU	Completed portfolio	Must complete the following sequence:  1. Establish professional goals as they relate to any one of the Professional development standards 2. Develop an action plan that includes activities/strategies, timeline, and resources needed to accomplish the goals 3. Collect and select artifacts and evidences to support fulfillment of goals 4. Select and meet with a "critical friend" and the LPDC to reflect on progress and receive feedback.
Peer Coaching	1 CEU per licensing cycle	1 clock hour = 0.1 CEU	Activity documentation log	Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference.





**APPLICATION FOR PRE-APPROVAL OF CEU CREDIT  
OR  
APPLICATION FOR SEMESTER CREDIT  
Loudonville-Perrysville Exempted Village Schools**

- \* *Member must have an approved IPDP on file.*
- \*\* *A copy of the IPDP must be submitted with each application.*
- \*\*\* *Member must get pre-approval for other approved professional development activities and must get pre-approval for Continuing Education Units that have not been endorsed by the LPDC.*

Name of Applicant \_\_\_\_\_

**FILL OUT SECTION THAT APPLIES TO TYPE OF WORK:**

Section 1 – *Semester Hour*: Coursework for semester hours must meet the Standards and Guidelines for Professional Development Coursework must be taken at an accredited college or university. A transcript will be submitted to LPDC upon completion of course.

Name of Course \_\_\_\_\_

Name of College or University \_\_\_\_\_

Number of Hours \_\_\_\_\_ Date of Application \_\_\_\_\_

Section 2 – *Continuing Education Units (CEU's)* – 10 contacts hours = 1 CEU  
CEU activities must meet the Standards and Guidelines for Professional Development.  
CEU activities must pre-approved by the LPDC and specific procedures for acceptance by LPDC must be followed.

Name of CEU

Activity \_\_\_\_\_

Name of Organization, Institution, or Company Providing CEU Activity:

\_\_\_\_\_

Number of contact hours \_\_\_\_\_ Date of Pre -approval \_\_\_\_\_ Initial \_\_\_\_\_

Date of Final Application \_\_\_\_\_



Loudonville-Perrysville School District  
LPDC  
Acceptance of Responsibility

This form must be signed and returned to the Superintendent's office within one week of receiving the LPDC Handbook.

I have read and understand the guidelines and requirements set forth in the Loudonville-Perrysville LPDC Handbook. I understand the renewal of my teaching license is solely my responsibility, as a professional educator. It is also my responsibility to send a copy of my license(s) (initial/renewal) to the Superintendent's office.

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Date