

Evergreen Local Schools

Local Professional Development Committee
(LPDC)

Revised/Updated 5/3/2023

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What are Local Professional Development Committees (LPDCs)?

LPDCs are groups sanctioned by the State to review coursework and professional development activities proposed and completed by educators to determine if state certification and licensure requirements have been met.

What are LPDC responsibilities?

LPDCs are responsible for reviewing and approving Individual Professional Development Plans (IPDPs), coursework and other professional development activities that educators propose to complete for the purpose of license renewal.

Who serves on the Local Professional Development Committee?

The committee consists of three teachers (elected by the EEA) and two administrators (appointed by the superintendent). Teachers will serve a two year term.

Who must work through an LPDC?

All teaching, non-teaching and associate personnel (including interpreters and treasurers) who:

- hold a certificate, a professional or an associate 5-year license, **and**
- are employed full- or part-time in the school, school district, agency or institution the LPDC represents, **and**
- who wish to fulfill the license renewal requirements.

What is an Individual Professional Development Plan (IPDP)?

An IPDP is a document prepared by individual educators as a record of personal professional development goals and as a document of their achievement.

When do I write a new IPDP after license renewal?

To ensure that all appropriate professional development activities may be considered to meet renewal requirements, the IPDP should be written and submitted to the LPDC for approval as soon as possible after the issuance of the current license to be renewed.

See ODE website for other frequently asked questions.

Standards and Guidelines

Governance

- A. The purpose of the committee is to review and approve IPDPs and coursework and other professional development activities completed by educators within the district for license renewal.
- B. Committee will consist of three teachers elected by the EEA and two administrators appointed by the superintendent.
- C. Committee members will serve a two-year contract term. Members may serve multiple terms if elected.
- D. Any member appointed to fill a vacancy shall hold office until the end of that term.
- E. The chairperson will be determined through a selection process.
 - a. Application
 - b. Interview - existing LPDC members, assistant superintendent/superintendent, EEA president
- F. No release time shall be granted for the work of the committee, but Professional days may be requested. Teachers on the committee will apply for hourly rate compensation per EEA contract for hours spent on committee work.
- G. If any member does not fulfill the responsibilities of the committee, he/she may be released by a majority vote of the LPDC committee members.

Responsibilities

Chairperson - Conduct LPDC meetings and sign all LPDC documents.
Communicate information to members of the LPDC and educators.
Represent the LPDC at meetings deemed appropriate by the committee.
Maintain minutes of actions taken during LPDC meetings.
Maintain LPDC files and correspondence.

Committee Members - Attend scheduled meetings.
Review and approve submissions to the committee.
Determine LPDC changes in policy when needed.
Discuss and collaborate with staff on LPDC matters.

Evergreen Local School District

Local Professional Development Committee Policies and Procedures

Every employee of Evergreen Local Schools who holds an Ohio professional license must have an approved Individual Professional Development Plan on file. Hard copies of IPDPs are available in each building. Examples of professional development goals are included on the form. An additional goal possibility list reference is included on page 14.

Coursework/CEU's/workshops, and/or equivalent activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements **may** be approved in advance by the Evergreen Local Professional Development committee. This advanced pre-approval is recommended for activities that do not seem to relate to an educator's current job assignment or to affirm the verification needed for the activity to count towards renewal. Coursework/CEU's must be from accredited providers. **Official, original transcripts/etranscripts** must be submitted for renewal.

To submit license renewal applications use the OHID account from ODE and select the CORE. Required fingerprinting may be done in Evergreen's Board Office, which will be sent to ODE. Payment will be required upon submitting the renewal application. ODE will contact the Evergreen LPDC for approval of professional development activity requirements being met. Important to note - the ODE application will request the LPDC point of contact which can be searched by name (Evergreen LPDC) or IRN 008498.

Previously employed new hires who hold an Ohio Professional License and who have had coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Evergreen LPDC when accompanied by supportive documentation from prior employer.

Appeal Procedures

IPDPs and/or proposals which are denied may be resubmitted with modification before being appealed. Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

- Step 1: The educator shall first discuss the concern with the district LPDC Chairperson/committee member.
- Step 2: If, after Step 1, the educator wishes to appeal, the educator shall submit a written request for an appeal meeting to the LPDC within ten (10) working days of the date of the receipt of the non-approved documentation that is the subject of appeal.
- Step 3: Within ten (10) working days of the receipt of the written request for an appeal meeting, the LPDC shall schedule the appeal meeting. The appeal meeting shall take place within (30) days of the date of appeal notification. The LPDC shall notify the educator in writing of the time, date, and place of the meeting.

The appeals committee shall consist of the following: one member appointed by the LPDC, one member appointed by the educator, and one member mutually agreed upon by both the LPDC and the educator.

The educator shall be notified in writing of the decision within seven (7) days of the meeting, and the decision shall be by majority vote.

Quality Professional Development Purpose

The Evergreen LPDC by-laws encourage the licensed individual to engage in a variety of professional development activities during the valid period of the licensure. In general, the activities should meet two criteria:

1. They should represent **professional development** related to the current job assignment. Courses for personal growth, e.g. calligraphy, fitness center, real estate, or rug-weaving, would not fulfill the intent of the rule. Courses to enhance your job assignment (i.e. bilingual or technology skills) or coursework to qualify for an additional license would be considered aligned.
2. The activities should represent **development**. The activity should provide **training to improve** the teaching skills, collaboration, rapport, and school/district/state initiatives.

Professional development is an on-going, job related process to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

Staff development builds upon shared purpose, a climate of collegiality, continuous growth, and working conditions which are conducive to individual and organizational development.

Requirements for Currently Expiring Licenses copied from ODE website January 2023:

EDUCATORS CURRENTLY EMPLOYED IN AN OHIO SCHOOL, DISTRICT OR EDUCATIONAL SERVICE CENTER

Educators currently employed in an Ohio public school or district, chartered non-public school, community school or educational service center (ESC) are responsible for the design of an Individual Professional Development Plan (IPDP), subject to the approval of the Local Professional Development Committee (LPDC). The IPDP should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional educator standards adopted by the State Board of Education.

In accordance with the approved plan, the educator must complete:

- **Six semester hours of coursework related to classroom teaching or area of licensure;**
or
- **18 continuing education units (CEUs) (180 contact hours); or**

- **Other equivalent activities related to classroom teaching or the area of licensure as approved by the Local Professional Development Committee 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.

Educators must complete all renewal coursework and submit their renewal application prior to October 1 of the expiration year of the license to be renewed, or the renewal requirement increases to nine semester hours.

Evergreen Local Professional Development Committee

Equivalent Activity Policy

Renewal may be earned by:

1. Coursework
2. CEUs
3. Equivalent activities
4. A combination of all of the above

Equivalent activities will be eligible for renewal credit if they are aligned to the approved IPDP, resulting in a tangible project such as, but not limited to, lesson plans or curriculum ideology implemented from a book summary, article, training module, pilot project, or peer/classroom observation.

Eligible equivalent activities must be completed after approval of an IPDP.

Regular duties of your current job assignment.

Conversion of Equivalent Activity clock hours/CEUs/Coursework

1 clock hour = 0.1 CEU

10 clock hours = 1 CEU

1 semester hour = 3 CEUs

Examples of Continuing Education Unit Options begin on the next page. Pre-approval by the LPDC is recommended for any coursework or professional development that may not seem to align to the IPDP.

Example: Course title "Clowns" - This course encompassed test stress and anxiety reducing methods that wasn't apparent from the course title.

Continuing Education Unit Activity Options

All activities must reflect the goals of the approved IPDP.

Option	Maximum CEUs	Activity Verification	Criteria																					
College coursework	No Maximum CEU Value <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Sem.</th> <th>Qtr Hr.</th> <th>CEU</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9</td> <td>18</td> </tr> <tr> <td>5</td> <td>7.5</td> <td>15</td> </tr> <tr> <td>4</td> <td>6</td> <td>12</td> </tr> <tr> <td>3</td> <td>4.5</td> <td>9</td> </tr> <tr> <td>2</td> <td>3</td> <td>6</td> </tr> <tr> <td>1</td> <td>1.5</td> <td>3</td> </tr> </tbody> </table>	Sem.	Qtr Hr.	CEU	6	9	18	5	7.5	15	4	6	12	3	4.5	9	2	3	6	1	1.5	3	Official Transcripts	Must be taken through an accredited educational institution and achieve a grade of 'C' or better, or 'P' if a pass or fail course.
Sem.	Qtr Hr.	CEU																						
6	9	18																						
5	7.5	15																						
4	6	12																						
3	4.5	9																						
2	3	6																						
1	1.5	3																						
Professional Conference, Workshop, Clinic, Seminar *clinics must disclose different impacts on teaching, coaching, admin. strategies each year in order to be eligible	No Maximum CEU Value 1 clock hour for every hour attended.	Certificate of completed hours OR Documentation form signed by the presenter or sponsor and a summary of change /improvement to be implemented	Must include only times spent in portions of the program that directly contribute to the participant's knowledge, competence, performance, or effectiveness in education.																					
Extracurricular Clinic, Seminar, Workshop, adjudicated events, Etc. *clinics must disclose different learning/impact on your teaching/ coaching/admin strategies each year to be eligible	1.0 CEU per year CEU Value 1 clock hour for every hour spent in workshops excluding breaks and meals	Certificate of completed hours OR Documentation form signed by the presenter or sponsor and a summary of how the experience will improve/change your teaching, coaching or job performance	Must include only times spent in portions of the program that directly contribute to the participant's knowledge, competence, performance, or effectiveness in education. Professional days may be used to attend state athletic tournaments, but no LPDC credit will be given.																					

Option	Maximum CEUs	Activity verification	Criteria
Peer Observation or Classroom Visitation	5.0 CEUs (50 clock hours) per renewal cycle	Activity Documentation form signed by building principal and a summary of visit	Visitation to examine facility and/or observe innovative instruction.
Externship	5.0 CEUs (50 clock hours) per renewal cycle	Activity Documentation form and a summary	Visitation to examine facility and/or witness application of topics in the world of business.
Cooperative Teacher for a student teacher	2 - 4 CEUs per student teacher and renewal cycle	Documentation form or letter from college/university of student teacher	Supervision of practicing in the classroom setting of educator, guidance, or administrator.
Cooperative Teacher for a methods student	1 - 2 CEUs per methods student and renewal cycle	Documentation form or letter from college/university of student teacher	Mentoring and supervision of practicing in the classroom setting
Mentorship of Mentee	3.0 CEUs per renewal cycle	Activity documentation form signed by building principal	Mentoring of a Resident Educator
Educational Book Reading	1.0 CEU per book and renewal cycle	Summary of the book and detailed lesson plan to be implemented that can be shared with peers.	Must be a book from the field of the educational community.
Educational Journal Article Reading	1.0 CEUs per renewal cycle (0.2 CEU per article)	Summary of the book and detailed lesson plan to be implemented that can be shared with peers.	Must be a journal from the field of the educational community.

Option	Maximum CEUs	Activity verification	Criteria
Video/Audio Review	1.0 CEU per renewal cycle (0.2 CEU per review)	Summary of the video/audio and detailed lesson plan to be implemented that can be shared with peers.	Must be a video/audio from the field of the educational community.
Presentation to Peers	1.0 CEU per renewal cycle Local Presentation: 2 hours for each 1 hour of presentation length. State/National Conference presentation: 5 hours for each 1 hour of presentation length.	Activity documentation form and agenda of the presentation with date, location, and topic.	Preparation and presentation for the first time only .
Publication of Original Work in an Educational Journal	2.5 CEUs per renewal cycle (0.5 CEU per publication of work)	Copy of the published article.	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 journal.

Option	Maximum CEUs	Activity verification	Criteria
National Board Certification	9.0 CEUs per renewal cycle of completed evaluation	Valid copy of the certification	Must be in the area of job assignment.
Master Teacher Designation Master Teacher Renewal	18 CEUs for first renewal after receiving designation 9 CEUs per renewal cycle	Valid copy of certificate	Notification of intent to pursue to Master Teacher Committee.
Educational Travel	2.5 CEUs per renewal cycle (0.5 CEU per traveled date)	Summary of the educational value of the trip or detailed lesson plan showing application of travel experiences in the lesson.	Must enhance an individual's work in the profession or specialization.
Curriculum	3.0 CEUs (30 clock hours) per renewal cycle	Activity documentation form signed by committee chair.	Must be service on formal committee organized by local, state, or national educational agencies or organizations.
Study Groups Pre-approval by LPDC recommended.	3.0 CEUs (30 clock hours) per renewal cycle	Activity verification form signed by building principal and a summary of group's discussion of the topic.	Groups formed to read and respond to educational issues. Must be supported and verified by a district administrator.

Option	Maximum CEUs	Activity verification	Criteria																												
Grant Writing	3.0 CEUs (30 clock hours) per renewal cycle	Activity verification form signed by supporting administrator and a copy of the completed grant.	Hours not dependent on awarding of grants.																												
Professional Committee Work	3.0 CEUs (30 clock hours) per renewal cycle	Activity verification form signed by committee chair.	Must serve on a formal committee organized by local, state, or national educational agencies or organizations.																												
Teaching a College or Adult Education Course	No Maximum CEU Value <table border="1" data-bbox="511 976 795 1249"> <thead> <tr> <th>Sem.</th> <th>Qtr</th> <th>Hr.</th> <th>CEU</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9</td> <td></td> <td>18</td> </tr> <tr> <td>5</td> <td>7.5</td> <td></td> <td>15</td> </tr> <tr> <td>4</td> <td>6</td> <td></td> <td>12</td> </tr> <tr> <td>3</td> <td>4.5</td> <td></td> <td>9</td> </tr> <tr> <td>2</td> <td>3</td> <td></td> <td>6</td> </tr> <tr> <td>1</td> <td>1.5</td> <td></td> <td>3</td> </tr> </tbody> </table>	Sem.	Qtr	Hr.	CEU	6	9		18	5	7.5		15	4	6		12	3	4.5		9	2	3		6	1	1.5		3	Proof of college/university employment	Must be a contracted employee of a college/university
Sem.	Qtr	Hr.	CEU																												
6	9		18																												
5	7.5		15																												
4	6		12																												
3	4.5		9																												
2	3		6																												
1	1.5		3																												
Educational Projects	Unlimited (maximum of 1.0 CEU per project)	Activity verification form AND a sample of completed project	Development and implementation of: <ul style="list-style-type: none"> -interdisciplinary unit -new instructional techniques -classroom inclusion techniques -school improvement initiatives 																												

**Evergreen LPDC goal possibilities aligned with the State Teacher Standards
For IPDP writing**

1. Become familiar with community resources in order to use them in the classroom.
2. Develop strategies to improve the learning environment for all students.
3. Become familiar and increase technology use in the classroom.
4. Expand strategies for working with students with special needs.
5. Acquire knowledge to establish rapport with students of various cultures and backgrounds.
6. Increase understanding of age appropriate and developmental characteristics of students.
7. Implementation of teaching models that result in high student achievement.
8. Obtain skills of working with parents, colleagues, support staff, and supervisors.
9. Implement ways to promote positive student behavior.
10. Develop new instructional techniques.
11. Learn and apply new ways of evaluating student learning as tied to instruction.
12. Implement classroom inclusion techniques.
13. Keep up to date with district, state and federal educational policies and/or laws.
14. Develop awareness of what students will need to know in the future and help students to anticipate the future.

LPDC Background Information

Senate Bill 230

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

Ohio Revised Code Section 3319.22

This section outlines the requirements in law for LPDCs.

Public School Districts with Collective Bargaining Units

Local Professional Development Committees shall be established in accordance with any collective bargaining agreement in effect in the district that includes provisions for such committees.

If the collective bargaining agreement does not specify a different method for the selection of teacher members of the committee, the exclusive representative of the district's teachers shall select the teacher

members and shall designate replacement members in the case of vacancies of teacher members, unless the collective bargaining agreement specifies otherwise.

Administrators

In May 1998, the General Assembly added a language specific to administrators. Amended Substitute House Bill 770 provides Administrators the option of a peer review at the request of an administrative member of the LPDC. Am. Sub. H.B. 770 states: *Whenever an administrator's coursework plan is being discussed or voted upon, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.*

The Ohio Department of Education will

- Provide forms such as “Leaving an LPDC” and maintain a file of authorized LPDC signatures
- Issue all licenses, certificates, and permits
- Provide assistance to LPDCs as needed
- Cover, charge, and process the cost of licensure fees as required by law
- Evaluate and process Resident Educator licensure, substitute licensure, permits, and the first 5 year professional license for an educator

Responsibilities of the Educator

- Educators are responsible for creating an IPDP
- Selecting and engaging in professional development activities aligned to the IPDP
- Providing verification of professional development activities
- Keeping track of continuing education units required for licensure renewal
- Submitting professional development verification to the LPDC
- Completing renewal applications online with ODE

**Local Professional Development Committee (LPDC)
Evergreen Local Schools
Individual Professional Development Plan (IPDP)**

Name: _____

Position _____ Date _____

Issuance date of current license _____ . I understand that this growth plan will expire upon the renewal of this license or the expiration of license, whichever is first.

Check at least two (2) goals you plan to target.

Administrative/ Research/ Professional Responsibility

- | | |
|---|--|
| ___ educational theory/philosophy | ___ managing people |
| ___ time management | ___ professional responsibility |
| ___ collaboration - colleagues, parents,
administration, community | ___ keep up to date with district, state,
and federal policies and laws |
| ___ administrative/managerial skills | ___ district, school or classroom based research |

Teaching Areas

- | | |
|--|---|
| ___ teaching methods | ___ critical thinking skills |
| ___ inclusion/ special needs students | ___ technology |
| ___ cultural awareness & diversity | ___ community resources |
| ___ learning environment | ___ developing positive self concept in students |
| ___ student achievement | ___ helping students to anticipate the future |
| ___ subject area skills
of students | ___ understanding age/developmental characteristics |
| ___ evaluation techniques | ___ interdisciplinary units |
| ___ differentiated learning | ___ identifying various student needs |

Explain your plan to integrate your new knowledge into your job assignment on the back of this page or attach a separate page.

Consider including the Ohio Standards for the Teaching Profession or Ohio Standards for Principals in your explanation.

Ohio Standards for Principals

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.
2. Principals support the implementation of high-quality standards based instruction that results in higher levels of achievement for all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.

Teaching Profession for Ohio Standards

1. Teachers understand student learning and development and respect the diversity of the students they teach.
2. Teachers know and understand the content area for which they have instructional responsibility.
3. Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual student.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.
7. Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

Goal expectation explanation:

Approved by the LPDC _____ Date _____
Chairperson signature

Professional Development Pre-approval Activity Form

Name: _____ Date: _____

Position: _____

This application will be reviewed for approval or disapproval at the next LPDC meeting. Please attach any supporting documentation, i.e. brochure, syllabus, agenda pertaining to this activity.

Proposed area of study: _____

Date of activity: _____

Clock hours/CEU's requested: _____

How will this benefit your job assignment/student achievement? _____

Please indicate type of study:

- _____ Workshops, Institutes, Courses, Conferences
- _____ On the Job Activities
- _____ Self Instruction (ie. book, audio/video tape, etc.)
- _____ Staff Problem Solving/Learning Groups
- _____ Supervisory/Evaluation Processes

Approved: _____ for _____ Clock hours/CEU's (circle one)

Verification type needed for this activity is _____.

Disapproved _____

LPDC Chair signature

Date: _____

Professional Development Tracking Form for License Renewal

Name: _____

Activity	Clock Hours earned	CEU's earned	Semester hours

*Make sure you have an approved IPDP on file with the LPDC and the activities apply to the goals you have made.