

**FOREST HILLS**

**LPDC**

**HANDBOOK**

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**Purpose of LPDC**

The purpose of the local professional development committee is two-fold: to foster and encourage professional staff development and to review course work and other professional development activities completed by educators within the Forest Hills Local School District for renewal of certificates or licenses.

**Background**

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

**Professional Development Definition**

Professional development is an ongoing, job related training process which affects knowledge, attitudes and practices and is related to district, building, student, and individual goals and needs. Effective professional development promotes both personal and professional growth for all educators and occurs through a variety of structures and models.

**Responsibilities of the Local Professional Development Committee**

As indicated in statute and in Standards, Local Professional Development Committees are responsible for reviewing and approving course work and other professional development activities that educators propose to complete for the purpose of license renewal. To carry out this responsibility, LPDCs need to

- \* Establish operating procedures for the submission and review of Individual Professional Development Plans (IPDPS) by educators in the district or school.
- \* Clearly establish the criteria by which the LPDC will review educators' IPDPS.

- \* Consistently abide by the established operating procedures and criteria of the LPDC when reviewing educators' IPDPs.
- \* Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- \* Ensure that educators' course work and other professional development activities meet the standards for renewal of certificates or licenses.
- \* Keep records of the LPDCs decisions regarding educators' IPDPs.

- \* Operate under the Open Meetings Act (Sunshine Law)

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

- \* Establish a local appeal process for educators who wish to appeal the decision of the LPDC.
- \* Develop procedures for accepting traditional continuing education activities taken after June 30, 1998, and prior to the establishment of a LPDC (no later than September 1, 1998.)

\*Note: LPDCs do not have the authority to retroactively approve "other educational activities" completed prior to the establishment of the committee.

## **Responsibilities of the Educator**

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

Local Professional Development Committees will develop procedures for reviewing professional development. However, each educator will have the opportunity and responsibility to (1) develop and implement his or her Individual Professional Development Plan (if working toward licensure), (2) document his or her professional development and maintain a record of such work, and (3) follow renewal procedures and timelines. Such an

opportunity allows the individual educator to take responsibility for his or her own growth by creating a plan and engaging in relevant professional development.

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

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

It will be the sole responsibilities of the educator to:

- A. Maintain a record of all course work, all approved LPDC Contact Hours, Ohio Department of Education CEUs prior to July 1, 1998 and other activities as listed in Appendix "A". This may take the form of transcripts, certificates of completion and/or other documentation verifying progress of their plan. Submit documentation to the committee for mid-term renewal one month prior to review date.
- B. Know the dates for certificate/license renewal and/or upgrade.
- C. Notify LPDC of any needed changes in their IPDP (i.e. change of position or status).
- D. It is the responsibility of the educator to convert quarter hours to semester hours. One quarter hour equals two thirds of a semester hour or twenty contact hours.

## **Individual Professional Development Plan (IPDP)**

(Use the IPDP form - see appendix "E")

### *Definition*

Each educator renewing or converting to a license must complete an IPDP which describes activities that align their personal professional growth objectives with district, building and student learning goals. This form must be submitted five years prior to the issuance of a

license. This timeline may differ for those converting from certificates to a license in which case the timeline would be either 4 years or 8 years depending on the length of the certificate.

The individual plan will include:

- A. Goals and objectives describing the purpose and the impact of the plan.
- B. A plan detailing course work and/or contact hours (CH) for other activities to be completed for licensure.
- C. Evidence of completion of these activities and their relation to attainment of district goals or student achievement.

One of the major responsibilities of the Local Professional Development Committee is to review educators' Individual Professional Development Plans and ensure that the identified goals and strategies are relevant to the needs of the district, the school, the students, and the educator. Such decisions will be based on the district's locally defined criteria. The LPDC Committee will send a "feedback" form to each person submitting an IPDP either approving the plan or making recommendations/suggestions for revision. (Feedback form - appendix "F")

The requirement for professional development plans applies only to educators who will be renewing or converting to a 5 year license.

### *Purpose*

Through the development of Individual Professional Development Plans, educators will have far greater flexibility in selecting the types of professional development activities that are meaningful to them. Where the previous system recognized only formal course work or workshops approved for Ohio Department of Education Continuing Education Units (CEUs), the new structure will allow for far greater range of professional development activities.

Along with increased flexibility in the types of professional development activities that are accepted, there is also an increased emphasis on the relevance of professional development activities. Individual Professional Development Plans must be based on the needs of the district, the school, the students, and the educator. **Each professional development activity that is completed must be clearly related to the goals and objectives of the approved Individual Professional Development Plan (IPDP).**

See Forest Hills Options - Appendix "A"

An Individual Professional Development Plan identifies an educator's goals for learning. The IPDP development process enables educators to reflect upon their practice and to take responsibility for their continued professional development. Each Local Professional Development Committee should develop a format for the Individual Professional Development Plan to be used by educators in the district, school, or consortium. Educators are

responsible for keeping their own professional development plans and maintaining documentation that the activities outlined in the plan have been completed.

### *Suggested Components for an Individual Professional Development Plan*

When designing an Individual Professional Development Plan, an educator may consider the following components:

#### *Identify Goals*

- \* How can data be used to develop IPDP goals?
- \* Do the goals have a specific focus (e.g., improved skills in a specific teaching area, improved knowledge in pedagogy and practice in a specific teaching area).
- \* Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or strategic initiatives?
- \* Do the goals relate to the certificate/licensure area/areas being renewed?
- \* Do the goals reflect current research regarding quality professional development and educator practice?
- \* Do the goals reflect new learning and increased personal responsibility?
- \* Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?
- \* Do the goals reflect a balance between personal and professional goals?

#### *Determine Strategies*

- \* Does the school district offer a professional development program/process that can meet some or all of the goals?
- \* Are there other professional development providers such as Educational Service Centers, Regional Professional Development Centers, Special Education Regional Resource Centers, professional associations, colleges and universities, etc., which offer programs that align with the IPDP goals?
- \* Are there other activities that are not requirements of the position held, which lead to professional growth such as internships or externships, action research, study groups, professional service, research, and/or publications?
- \* What ongoing support is available?

#### *Accountability*

- \* Is the professional development experience meaningful?
- \* Can I measure progress toward the achievement of my goals?
- \* How will I know when my goals have been achieved?
- \* How will I document my progress using evidence beyond certificates of attendance such as the development of portfolios, documentation of

presentations, a reflective journal, copies of committee work, critiques of conferences and workshops, samples of student work, videotapes, logs, copies of articles, and other documents?

\* Can I effectively communicate my plan to the LPDC?

See IPDP example - Appendix "H"

### *Reciprocity*

Hours already accumulated in the district of previous employment shall be honored. LPDCs are a 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. In the spirit of collegiality, it is recommended that when an educator takes employment in a new district, the former district will provide verification of the IPDP approval, including course work and continuing education that is completed and accepted. The educator may wish to share a professional portfolio and discuss the transfer of his/her ongoing IPDP when seeking employment. Educators hired by the Forest Hills School District Board of Education from another district shall file a revised IPDP if they are in the transition to a license phase of renewal. All cases are subject to committee review.

See form - Appendix "B"

### *IPDP Completion/Decision Making Process*

The following are the steps the LPDC will take when reviewing an individual's professional development plan.

- A. Individual Professional Development Plans will be submitted to the committee by November 1 in the first year after the issuance of a licensure or certificate beginning in 1998.
- B. Committee will review the plan.
  1. If approved the committee will notify the individual of the approval following the next regularly scheduled LPDC meeting.
  2. If not approved, a written feedback of the concerns and options will be provided to the applicant within seven calendar days of the LPDC meeting at which the decision was made. The applicant must resubmit their plan with revisions.
  3. If the plan is approved on the second attempt, the individual will be notified.
  4. If the plan has gone through a second modification and is still not approved, the individual may make further adjustments or go through the appeals process. This process is described below.
- C. The committee will assign each plan participant their mid-point review date.
- D. Mid-point reviews will be conducted. Applicants will be notified when adjustments and modifications are necessary.

- E. Plans may be altered as needed and revisions submitted to the committee for approval.

An Individual Professional Development Plan and licensure decision must be approved by three-fifths (3/5) of the committee.

#### *Mid-Term Review*

There will be a mid-term review by the LPDC to check for progress, needed changes and/or additions which may be necessary to achieve the educator's overall goal. The LPDC realizes that an educator's position, goals and/or focus may change during the renewal process. The committee will review changes as needed. Flexibility will be assured through this review process.

In the year of renewal educators will submit final IPDP documentation of plan completion for review by the LPDC no later than March 1. The LPDC will review plans and grant licenses on an individual basis. Renewal will be based upon the rigor of the plan, its relation to district goals and student achievement, guidelines set forward by the LPDC and/or completion of state requirements.

#### *Appeals Process*

When an educator's license renewal is rejected by the LPDC after its second revision, the educator has the right to appeal the decision of the LPDC.

The appeals panel will be comprised of licensed/certificated educators:

- One chosen by applicant
- One who is not an LPDC member but chosen by the LPDC
- One who is chosen by mutual consent of the two licensed/certificated educators identified by the applicant and the LPDC

When filing an appeal, the following procedure will be followed:

1. Notification of intent to appeal must be filed with the LPDC chairperson within ten (10) calendar days of the decision in question.
2. The LPDC will select its representative within five (5) working days of the appeal notification date.
3. The appealing educator will select their representative within five (5) working days of the appeal notification date.
4. The third member of the appeal committee will be chosen within five (5) working days of the identification of the other two educators.

After the appeal panel is in place, the chairperson will provide all panel members necessary information and/or background information to assist in the appeals process.

The appeals panel will meet with the applicant within ten (10) working days after the committee is in place to review the plan in question. A majority vote will determine the outcome of the appeal.

#### *Application to Ohio Department of Education*

Certification/license applications will be sent to the Ohio Department of Education when applicants have successfully completed approved course work, contact hours, or other activities required by the LPDC.

### **Renewing a Provisional or Professional Certificate**

After September 1, 1998, all educators holding a provisional (4-year) certificate may renew that certificate one time prior to September 2, 2002, by meeting the 1987 Standards. Likewise, educators holding a professional (8-year) certificate may renew that certificate one time prior to September 2, 2006, by meeting the 1987 Standards.

The establishment of LPDCs changes the process educators undergo to renew their certificates, but it does not change the requirements specified in the 1987 Standards. When reviewing educators' requests for renewal under the 1987 Standards, the LPDC must evaluate according to the requirements in the 1987 *Teacher Education and Certification Standards*.

#### **Required documentation for certificate/license renewal. If applicable:**

- a) college/university transcript
- b) State-approved CEU(s) earned prior to June 30, 1998 - available on state computer/website ([www.ode.state.oh.us](http://www.ode.state.oh.us)). Only state approved CEU(s) count prior to July 1, 1998.
- c) LPDC-approved CH hours (inservice contact hours) must be documented on the form you will find in Appendix "C" of your LPDC handbook.
- d) Local Professional Development Committee - Contact hours Inservice after July 1, 1998, must be documented using the form in Appendix "C" of the LPDC handbook. The form must be signed by the principal or other district administrator providing or approving the inservice.

In-District Inservice - School year all day inservice, early dismissal, delayed start, after school, Saturday and summer inservice is to be documented using the form in Appendix "C". Get your principal or other administrator to provide you the form then get it signed by them.

Out-of-District Inservice - Request must be approved in advance by your principal's signature and signed by that out-of-district provider at the inservice using the form in Appendix "C" of your LPDC handbook. Regional and National Conventions or Association meetings usually have a series of mini-workshops.

Conferences and Association Meetings - The LPDC has established that Regional and National conventions or Association meetings will be granted CH(s) if approved in advance as follows:

1 and 2 day sessions = total of 5 contact hours

3 or more day sessions = total of 10 contact hours

- e) All documentation required to support an application for certificate/license renewal is the sole responsibility of each staff member. The LPDC cannot and will not approve an application that is not supported by proper documentation, i.e., transcripts, state computer CEU(s) or LPDC signed CH hours (Appendix "C").

The requirement for renewal of a 2-year provisional license is three semester hours.

The requirements for renewal of an 8-year professional certificate are

Completion of twelve (12) semester hours of college course work which shall be at the graduate level for individuals with certification requiring a master's degree, or completion of thirty-six (36) Continuing Education Units (CEUs) or 360 contact hours since the issuance of the latest renewal. The requirements may be reduced by one semester hour, three CEUs, or 30 Contact Hours for each year of successful experience under the certificate to be renewed.

## **Certificate/License Renewal Process**

### Certificate

- a) Complete Division of Certification application (blue) and submit it to the Forest Hills School District Human Resources administrator with documentation outlined above. Also complete forms identified in item (b) below and submit it with your application for renewal. Sign the application. Human Resources will sign to verify experience.
- b) Complete and sign the certificate renewal form in Appendix "G" of your LPDC handbook. The LPDC will sign the form to verify accuracy of information and that you are an employee of the district.

### License

- c) Complete the form in Appendix "G" of your LPDC handbook if you are applying for a license.
  - 1) Documentation of IPDP activities (Appendix "G").
  - 2) (Individual Professional Development Plan) Submit to LPDC (Human Resources) as soon as you know you are going to reapply for a license or in the fall of the first year of your last certificate.

d) The Division of Certification/Licensure recommends that renewal applications be processed as soon after January 1st as meets each applicant's individual circumstances.

*After the Grace Renewal Has Been Issued*

After educators have exercised their grace renewal under the 1987 Standards, they must begin to work with the LPDC to develop an approved Individual Professional Development Plan. Persons with 4-year provisional certificates will have four years to complete the requirements to transition to a five-year professional license. Persons with 8-year professional certificates will have eight years to complete the requirements to transition to a five-year professional license.

**Continued employment**

You must have a valid teaching certificate on file at all times to be eligible for continued employment and compensation. Don't arrive for work in August and say "my transcript will be arriving in a few days or a few weeks." You must have a certificate/license to teach. A promise that a transcript is coming or a certificate is coming will be insufficient for continued employment. Protect your job by getting the requirements completed early. Get the valid certificate on file. You will not be allowed to perform your professional duties without a valid certificate. Without a valid certificate your employment will have to be terminated.

*Renewals of Other Certificates, Licenses, and Permits*

Renewals of 4-year provisional certificates, 8-year professional certificates, and 5-year licenses, for educators employed in Ohio schools at the time of application, are submitted through the LPDC. All other certificates, licenses, and permits are submitted to the Ohio Department of Education for evaluation and issuance and do not require the approval of an LPDC. This would include certificates such as temporary certificates, educational aide permits, adult education, one-year vocational, initial certificates/licenses, and applications to add teaching fields to existing certificates or licenses.

**Upgrades of Certificates**

LPDCs will not be involved in upgrading certificates. Educators will be permitted to upgrade an 8-year professional certificate to a permanent certificate until September 1, 2003. This upgrade will be handled entirely by the Ohio Department of Education under the 1987 Standards. Applications for certificate upgrades must be processed to the Ohio Department of Education through the Forest Hills School District Human Resources Department.

Conversion to Permanent

5 years experience under 8 year certificate plus 12 semester hours (graduate credit) earned since issuance of the original professional certificate and have a master's degree. The conversion to a permanent certificate is only available until September 1, 2003.

### TRANSITION FROM CERTIFICATION TO LICENSURE

<p>September 1, 1998 Effective date of new standards</p>	<p>September 2, 2002 Last date 4-year provisional certificates will be issued or renewed</p>	<p style="text-align: center;">Key Dates</p> <p>September 1, 2003 Last date permanent certificates will be issued</p>	<p>September 2, 2006 Last date 8-year provisional certificates certificates will be renewed</p>
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*If you hold a provisional  
certificate prior to  
September 1, 1998, you can...*

*If you hold a professional  
certificate prior to  
September 1, 1998, you can...*

*If you hold a permanent  
certificate you can. . .*

Renew once after  
September 1,  
1998, under  
the current  
standards

Upgrade to a  
professional  
8-year  
certificate  
under the

Renew once after  
September 1,  
1998, under  
the current  
standards

Upgrade to a  
permanent  
certificate  
under the  
current

Continue working under  
the permanent certificate  
the rest of your career

until September 2,2002.	current standards until September 2, 2002.	until September 2, 2006.	standards until September 1, 2003.
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Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements	Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements	Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements*	Then work under the permanent certificate for the rest of your career
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Continue on a 5-year renewal cycle for the rest of your career.	Continue on a 5-year renewal cycle for the rest of your career.	Continue on a 5-year renewal cycle for the rest of your career.
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Note: The requirement of a master's degree or thirty 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.

For example, if an 8-year professional certificate is renewed in 2006, it will be valid until 2014, and then would be converted to a 5-year professional license.

## **Transition to a License**

Educators may elect to make the transition to the 5-year license at the time their certificate expires in 1998 or thereafter, or they may choose to renew once, after September 2, 1998, under the 1987 Standards. After the grace renewal under the 1987 Standards, educators will then be required to transfer to a license when the certificate expires.

When making the transition to the 5-year license, educators must meet the requirements in the new *Teacher Education and Licensure Standards*. That is, they must complete an Individual Professional Development Plan, have the plan approved by the Local Professional Development Committee, and meet the professional development requirements listed below:

- \* Six semester hours of college course work or 180 Contact Hours
- \* Course work and contact hours (CH), with one semester hour equaling 30 contact hours
- \* Course work and professional development requirements may not be reduced by the number of years of work experience

- \* Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to CHs

### *Transition Dates and Deadlines*

The holder of a professional certificate prior to September 1, 1998, may

- \* Renew once after September 1, 1998, under the 1987 Standards until September 2, 2006, then change to the 5-year license when that certificate expires by meeting the new license renewal requirements.

The holder of a permanent certificate does not need to renew.

### **Standards for Renewing a License**

Requirements for renewing licensure are outlined in ORC3301-24-08. These include six (6) semester hours, one hundred eighty (180) contact hours of other activities approved by the LPDC. All educators renewing/converting to a license are required to submit a professional development plan (IPDP) to their LPDC. Professional development plans must be submitted to the LPDC and follow all guidelines established by the LPDC.

A contact hour (CH) is defined as one clock hour in a professional development program as defined by the local professional development committee.

The Ohio Department of Education will no longer approve CEU providers or grant CEU credit after June 30, 1998.

The Ohio Department of Education will maintain records of the CEUs that are earned by educators through June 30, 1998. An educator will not lose any of the ODE-approved CEUs he or she has earned. A record of these CEUs may be accessed through the Department of Education's web site ([www.ode.state.oh.us](http://www.ode.state.oh.us)). This has become a function of the LPDC. The LPDC will count 30 clock hours as the equivalent of 1 semester hour credit.

"Other" professional development activities that adhere to the guidelines set forth by the LPDC can be used for the renewal of a license. These activities are not specific in nature but must relate to district goals and/or professional growth.

Types of Licenses and Requirements for Renewal Under the New Licensure Standards (after 9/1/98)

Provisional (2-year) - Upon completion of approved teacher education program, graduates are given a provisional license, which may be used for substitute teaching and requires three (3)

hours to renew (6-9 hours if lapsed). The teacher must successfully complete an entry-year program and assessment process to be granted a Professional License.

Professional (5-year) [first] - Educator must successfully earn six (6) semester hours or 180 contact hours or other LPDC-approved educational activities.

Professional (5-year)[second] - During his/her second Professional License, an educator must earn an MA or 30 semester hours of graduate credit; if MA already obtained - six (6) semester hours or 180 contact hours of other LPDC-approved educational activities. (Those who held certificates under previous standards are exempted from the M.E. or 30 semester hour requirement for second renewal, but still need the six (6) hours or 180 contact hours of equivalent activities).

## **Substitutes**

Substitute licenses will be issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan and do not work through the Local Professional Development Committee.

Substitute teachers who hold standard 4-year provisional certificates, 8-year professional certificates, or 5-year licenses may request to work through their district's LPDC, or may apply directly to the Ohio Department of Education following the procedures outlined below for educators who are not employed in schools. When applying to the Ohio Department of Education candidates for substitute certificates must apply through the Forest Hills School District Human Resources Department.

LPDCs may choose to include substitute teachers who are employed in the district and who hold standard Ohio teaching certificates. Otherwise, substitute teachers renew with course work through the Ohio Department of Education.

## **Individuals Who Are Not Employed in Schools**

Individuals who are not employed in Ohio schools at the time their certificate or license expires must apply directly to the Ohio Department of Education for renewal. Since there would be no Local Professional Development Committee to review the "other professional development activities", educators in this situation will be able to count only course work toward the renewal requirements.

### *Individuals Employed in Other Educational Entities*

Efforts are underway to permit other educational entities such as Boards of Mental Retardation and Developmental Disabilities, Special Education Regional Resource Centers, colleges and universities, etc., to establish Local Professional Development Committees. If such

authorization is granted by the legislature, employees of such agencies will be able to work through the LPDC process.

### *Educators Who Are Licensed by Other Professional Boards*

Under the 1998 Standards, physical therapists, school social workers, audiologists, speech-language pathologists, school nurses, and occupational therapists are required to maintain licensure through the other professional board in that area. In order to renew Department of Education licenses, these educators must maintain their other board license. By doing so, they meet all Department of Education renewal requirements and therefore do not need to work through the LPDC. These individuals will renew by submitting a renewal application with proof of current professional license to the Department of Education.

### **Questions and Answers:**

*Q. How does an educator accomplish his/her "one-time" renewal under the 1987 Standards as allowed by the new Teacher Education and Licensure Standards?*

A. An educator working in a school district or any other institution with a local Professional Development Committee (LPDC) will work through the LPDC. The educator will submit transcripts of college course work and/or CHs for verification by the LPDC in the quantity required by the 1987 Standards. The LPDC will provide written verification that the educator has met the 1987 requirements. The application is then forwarded to the Ohio Department of Education for the certificate renewal.

*Q. Will Ohio Department of Education CEUs previously earned still count?*

A. Yes, if the CEUs were earned during the effective date of the certificate(s) being renewed.

*Q. How will an educator transition to or renew his/her license under the new Teacher Education and Licensure Standards?*

A. As soon as the educator has applied for his/her "one-time" renewal under the 1987 Standards, he/she will begin working toward the new licensure standards. An educator working in a school district or any other institution with a LPDC will work through the LPDC. Following the procedures of the LPDC, the educator will submit an Individual Professional Development Plan for approval. Verification of final LPDC approval of the educator's professional development work is required before the Ohio Department of Education will issue a renewal license.

*Q. Does every educator need to develop an IPDP even if he/she holds a permanent certificate?*

A. The new 1998 Standards only require that those educators who wish to fulfill the license renewal requirements must complete an IPDP. This does not include educators renewing certificates for their final time under the 1987 Standards or educators working under permanent certificates since permanent certificates do not require renewal or conversion to licensure. Any such requirement at the local level would be a condition of employment rather than a condition of maintaining certification or licensure.

*Q. What are the requirements for an Individual Professional Development Plan?*

A. An educator in a school district or any other institution with an LPDC who wishes to renew his/her license will formulate a written plan for his/her professional development for the 5-year license period. The plan must reflect the needs of the district, school, students, and educator. The plan must be completed and approved in accordance with the procedures and criteria established by the LPDC.

*Q. If an educator moves between districts within the state, will he/she have to develop a new IPDP in the new district?*

A. It is expected that upon verification of IPDP approval by the LPDC in the previous school district (including course work, CHs, and other equivalent activities that have been completed and accepted) the new school district will honor this work. Upon employment, the educator will need to complete an IPDP under the procedures and criteria of the new LPDC for approval of any remaining work needed before license renewal.

*Q. Under what circumstances will an educator apply directly to the Ohio Department of Education rather through a LPDC?*

- A. \*
- \* Educators wishing to upgrade a certificate under the 1987 Standards will apply directly to the Ohio Department of Education (ODE). Apply through Forest Hills School District Human Resources Department.
  - \* New certificates/licenses or the addition of new areas (endorsements) will also be handled directly by ODE.
  - \* Educators who are not currently employed or who are working in an institution without an LPDC will apply directly to ODE. This means their only option to meet professional development requirements will be ODE approved CEUs (taken through June 30, 1998) and/or college course work.
  - \* Substitutes working under a substitute certificate need to apply directly to the ODE. Substitutes with regular certificates/licenses may apply directly to ODE or they may get permission from a LPDC in one of the school districts in which they work to go through the LPDC process. Apply through Forest Hills School District Human Resources Department.
  - \* Educators who are licensed by other professional boards as specified in Ohio Administrative Code 3301-24-08(H).

*Q. How does conversion from certification to licensure affect eligibility for tenure?*

A. Teachers converting from a provisional certificate to a license will receive a five-year professional license. The requirements for tenure are specified in law and will remain the same:

- \* The teacher must hold a professional, permanent, or life certificate or license.

- \* The teacher must either hold a masters degree or have completed 30 semester hours of course work.

- \* The teacher must have taught at least three years of the last five in the district.

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

*Q. How will ODE assure that all educators are treated fairly?*

A. Committees will be required to follow state law, state standards, and additional guidelines they may have set for themselves. They will not be permitted to deviate from these policies on an arbitrary or case-by-case basis. If any educator feels he/she has been treated unfairly, a local appeal process will be available for that individual.

*Q. What about teachers who move to a state with reciprocity?*

A. The same interstate agreement will continue to hold. Teachers will be able to transfer their license or certificate to another state within the same parameters that currently exist. When it comes time for them to renew their credential from the other state, they will need to meet that state's renewal requirements.

*Q. How is a LPDC established?*

A. A LPDC is established in accordance with the regulations in Ohio Revised Code 3319.22. Once established, the LPDC members will work with the other educators in the district to develop a Plan of Operation. Care should be taken initially to spend adequate time discussing the vision and purpose of the LPDC before settling on procedures, criteria, and forms. Since each school district is unique, each Plan of Operation will vary to fit the unique needs of the educators and the district.

*Q. How will LPDCs be funded?*

A. School districts began receiving Local Professional Development Block Grant money in 1996. In the new biennium (1997-99) block grant funding will be extended to chartered non-public schools in addition to school districts. A portion of these monies will be earmarked to cover the expenses related to operating the LPDCs.

*Q. If a school district with an exclusive bargaining union joins a consortium, does the consortium LPDC fall under the rules for district with no collective bargaining units? the bargaining*

A. No, the consortium will need to follow the guidelines for districts with collective bargaining units.

*Q. If a consortium included different bargaining agents [eg. an OEA local, an independent (unaffiliated) local, and/or an OFT local], which one is the exclusive bargaining agent?*

A. All of the various locals would need to work together to jointly and individually undertake the responsibilities outlined for the bargaining unit.

*Q. What are the requirements for educators to serve on an LPDC?*

A. Ohio Revised Code 3319.22 specifies that a LPDC must have at least 5 members. If a collective bargaining unit doesn't specify otherwise, the Board of Education establishes the exact number, but at least a majority of the members must be teachers. For the purpose of LPDCs, a teacher is someone who is working under a teaching certificate and employed under a teaching contract. If there is no exclusive representative, the teacher members are elected in accordance with 3319.22. If there is a bargaining agent, the exclusive representative (teachers association or union) selects the teacher members in accordance with their own procedures.

# APPENDICES

**RECIPROcity**

**Approval Verification Form for Educators Leaving the LPDC**

This verifies that the attached Individual Professional Development Plan was approved on \_\_\_\_\_, and that \_\_\_\_\_ has  
(date) (name of educator)  
completed \_\_\_\_\_ college/university semester hours and  
(no. of hours)  
\_\_\_\_\_ local contact hours toward the completion of this plan.  
(no. of hours)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name of Authorized Signature)

7550 Forest Road  
Cincinnati OH 45255

LPDC Contact Person: Human Resources Administrator  
Phone Number: (513) 231-3600

Appendix "C"

Teachers may receive contact hours credit for attending workshop/seminars provided by an educational institution or a workshop/seminar approved by the district (on or off school time).

## FOREST HILLS SCHOOL DISTRICT APPLICATION FOR CONTACT HOURS

Activities for which contact hours are awarded by the Local Professional Development Committee must meet the standards adopted by the LPDC, district and building goals, and it should relate to your area of certification and/or individual professional development plan. All credit will be granted in terms of hours. No partial hour credit will be given. Example: A workshop running one hour and 45 minutes will count as one hour as well as a workshop running one hour and 15 minutes.

Name \_\_\_\_\_ Building \_\_\_\_\_ Date of Activity \_\_\_\_\_

### IN DISTRICT ACTIVITY

Describe the LPDC option activity, workshop, inservice, or conference for which you wish to receive credit.

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\_\_\_\_\_ Number of contact hours

\_\_\_\_\_  
Provider/Principal Signature

### OUT OF DISTRICT ACTIVITY (Must be pre-approved by building administrator)

Describe the activity, workshop, or inservice for which you wish to receive credit

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\_\_\_\_\_ Number of contact hours

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Provider Signature

Date \_\_\_\_\_

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THIS IS THE **ONLY** RECORD OF THESE HOURS. THIS DOCUMENT MUST BE SUBMITTED TO LPDC WITH APPLICATION FOR RENEWAL OF CERTIFICATE/LICENSURE. \_\_\_\_\_

Appendix "D"

**FOREST HILLS SCHOOL DISTRICT  
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN  
RENEWAL DOCUMENTATION RECORD**

Name \_\_\_\_\_ Building \_\_\_\_\_

Purpose: It is the purpose of district professional development committee to provide high-quality on-going training programs, with intensive follow-up and support for staff members to improve their knowledge and skills in order to promote student learning and development.

Requirements: As outlined in the district Professional Development Committee handbook, each staff member must complete certain requirements for renewal of their teaching certificate or license. These requirements include up to 6 semester hours of course work, or 180 contact hours, or other equivalent activities. **The purpose of this form is to offer a framework for planning the college courses, workshops, inservice, or other activities each staff member will use in the renewal of their certificate/license. In addition, educators can use this form to keep a record of credits or contact hours awarded by the LPDC as they work toward completion of their IPDP. Spaces for recording dates of your interim and final reviews are also included.**

The handbook gives complete details on what is required for an IPDP. If the activity/workshop is not presented by the district, it must be pre-approved by the principal for contact hour credit.

Activity	Contact Hours Requested	Contact Hours Awarded	Completion Date
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Date of Interim Review \_\_\_\_\_

Date of Final Review \_\_\_\_\_

Appendix "E"

FOREST HILLS SCHOOL DISTRICT  
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Required of all staff whose next renewal will be a license

Date \_\_\_\_\_

Name: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Certificate(s)/License(s) held and renewal dates \_\_\_\_\_

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Professional Profile:

(degrees, areas of certification, years taught [level and subject] awards received)

Goals/Objectives:

Plan:

Documentation/Fulfillment:

Interim Plan Review (Committee use only)

Appendix "F"

**Forest Hills School District  
Professional Development Plan**

Name \_\_\_\_\_ School \_\_\_\_\_

Professional Development Plan Approved

Revisions required. Please see notes below and return to the LPDC

Midpoint Review



LPDC Verifying Signature \_\_\_\_\_ DATE: \_\_\_\_\_

(This verifies that the information stated on this form is correct and that the named educator is an employee of the district(s) or schools the LPDC serves)

Applicant's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Appendix "H"

FOREST HILLS SCHOOL DISTRICT  
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Required of all staff whose next renewal will be a license

Date September 27, 1999

Name: Jane Doe Current Assignment: Teacher/Tutor

Certificate(s)/License(s) held and renewal dates Elementary K-8, Special Education LD/DH

Both were just renewed June of 1999 and are for 4 years.

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Professional Profile:

(degrees, areas of certification, years taught [level and subject] awards received)

*Degree in elementary and special education from University of Dayton in 1979.*

*Certified in Elementary K-8 and Special Education - Learning Disabilities and Developmentally Handicapped. Expires June 30, 2003.*

*Years taught - 1979-80 - Jefferson Twp Schools - Dayton, OH 7th/8th grade LD  
1980-84 - Guardian Angels School - Cincinnati, OH 3-5 grade multi-age  
first 2 years, 4th grade math and science last 2 years  
1987 - present - Forest Hills Schools - LD Tutor; 1995-present -  
Educational Evaluator*

*Awards - member of team for special education staff - district representative at SERRC in  
May, 1998.*

Goals/Objectives:

*Goal 1 - To improve skills and knowledge for working with Learning Disabled and at-risk  
students so they can be more successful.*

*Goal 2 - To improve my skills in classroom management and technology.*

*Goal 3 - Work toward a Master's Degree in Educational Leadership through  
Wright State University .*

Plan:

1. *Attend inservice programs offered through Forest Hills School District to help me with LD/at-risk or ADD students, current trends in education or the district or other areas that sound as if they would improve my teaching.*
2. *Attend delay start programs that would do the above.*
3. *Attend workshops/seminars outside the district to help my knowledge or improve my teaching. Ex. Kings Local - Wright State, SERRC, or through fliers received in the building.*
4. *Work toward Masters Degree.*

Documentation/Fulfillment:

*Keep applications for contact hours for all inservices, delay starts, outside workshops or seminars attended. Keep record of university hours obtained and get transcripts.*

Interim Plan Review (Committee use only)

## **A RESOLUTION**

**WHEREAS**, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

**WHEREAS**, each local professional development committee will determine whether course work that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

**WHEREAS**, the Forest Hills Local School District Board of Education's Collective Bargaining Agreement with the teachers' association does not specify or dictate the establishment of the local professional development committee.

**NOW, THEREFORE, IT IS RESOLVED** by the Forest Hills Local School District Board of Education that a local professional development committee shall be established pursuant to Ohio Revised Code 3319.22 in accordance with the following:

### **SECTION I**

The Local Professional Development Committee (LPDC) shall have a district level scope.

### **SECTION II**

The Local Professional Development Committee (LPDC) shall consist of three (3) teachers and two (2) administrators for a total of five (5) members.

### **SECTION III**

The executive bargaining representative shall have discretion in choosing the three (3) teacher members to serve on the Local Professional Development Committee.

### **SECTION IV**

The superintendent will designate the two (2) administrative Human Resources to serve on the Local Professional Development Committee.

### **SECTION V**

Local Professional Development Committee members will serve for a three (3) year term provided they remain employed by the Board.

### **SECTION VI**

Teaching vacancies shall be filled by designation of the exclusive bargaining representative. The superintendent shall appoint members to fill administrative vacancies.

**SECTION VII**

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

**SECTION VIII**

The committee will promulgate bylaws, procedures and policies to be recommended for adoption by the Board of Education. Such procedures must include an appeals process.

**SECTION IX**

Minutes shall be kept at each meeting with reports to the Board on a quarterly basis.

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*Board President*

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*Board Treasurer*

## NOTES

# APPENDICES