

# ***Local Professional Development Committee (LPDC) and Individualized Professional Development Plan (IPDP) 2015-2016 Information***

## **INTRODUCTION**

In 1996, Ohio's General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDC). Such committees were to be established in every school district by September 1998. The purpose of the committee is to review the course work and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of licenses have been met. Based on the Local Professional Development Committee's review, the Ohio Department of Education will continue to issue teaching licenses, and the licenses will be valid across the state.

In 2004, former Gov. Bob Taft signed Senate Bill 2, which placed in law many of the recommendations made by the Governor's Commission on Teaching Success in the areas of standards, teacher preparation, recruitment and retention and professional development.

Prior to S.B. 2, the State Board of Education used the Ohio Teacher Education and Licensure Advisory Commission (OCTELAC) to provide advice and counsel on matters regarding teacher education and licensure.

Under S.B. 2, OTELAC was replaced by an Educator Standards Board (ESB) that is charged with bringing standards-based reform to the educator level by defining standards for teachers and principals at all stages of their careers.

The State Board of Education adopted the new teacher, principal and professional development standards in October 20015 that requires the development of standards that connect what teacher and principals should know and be able to do with expectations that have been set for students.

### **Educator Responsibilities:**

- It is the educator's responsibility as a certified/licensed employee to monitor the expiration date(s) of license(s). You can log on to ODE's website to check this if you are unsure. This is not the responsibility of the HR department. Failure to monitor and comply with the guidelines set forth by ODE, may prevent you from attaining needed renewals.
- The employee will be responsible for maintaining a copy of the signed IPDP and all other materials that comprise their IPDP Portfolio.
- **No credit for professional development will be recognized until the IPDP is submitted and approved.** This plan should be submitted within six months from the issue date of the last certificate/license issuance.
- Each time the license is renewed, the educator will need a new IPDP to guide professional development toward the next renewal.
- Individuals wishing to amend their IPDP goals and/or activities should submit a request for amendment to the LPDC as soon as possible. The committee will then consider approval of the amendment request. Amendments must be completed at a minimum of one year prior to the license renewal.

- Activities related to the revised IPDP will not be recognized unless occurring after the approval date. Exceptions may be made on an individual basis if highly unusual circumstances apply.
- Individuals shall meet all timelines as established by the LPDC for submission of IPDP proposals, materials, documents, etc.
- Individuals shall respond to the requests of the LPDC, for information, clarifications and/or other activities related to their IPDP.
- Individuals shall provide the HR office with a copy of their IPDP. The HR department will, in turn, send the IPDP to the LPDC.

### **IPDP Directions:**

An IPDP must be written:

- Once you have received an initial license
  - Once you renew an existing license
  - When transferring from another district (IPDP will be transferred to Springboro documents)
1. Complete IPDP Cover Page including Personal Information and Certification/Licensure Information.
  2. Outline your plan by listing your professional goals, connections to district/building goals and how your plan will improve student achievement, your professional skills and the quality of Springboro Community Schools. **Your goals need to be clearly related to your area of licensure.**
  3. Make a copy of your IPDP and turn the original into Mindy Tischler in the Human Resource Office.
  4. You will receive confirmation of approval or additional information needed for approval from the Human Resource Office.
  5. Once the IPDP is approved, you may begin to accumulate hours through college course work or CEU activities. You will need to fill out the log of activities as you begin this work. **All course work and CEU activity must be within the time line of your current IPDP.**

### **Approval to Renew:**

1. Submit your activity log to Mindy Tischler in HR.
2. Submit any documents needed – original transcripts and/or CEU activity verification (see CEU activity guidelines).
3. Submit new IPDP to begin the next cycle. Remember you cannot begin to accumulate hours until you renew your license and a new IPDP is approved by the committee.
4. **All items must be submitted to the HUMAN RESOURCE DEPARTMENT by 4:00 the day before the scheduled LPDC meeting.**

## Meeting Dates:

**All meetings will start at 4:00 in the Central Office Conference Room**

Wednesday, September 9, 2015

Wednesday, October 14, 2015

Wednesday, November 11, 2015

Wednesday, December 16, 2015

Wednesday, January 13, 2016

Wednesday, February 10, 2016

Wednesday, March 9, 2016

Wednesday, April 13, 2016

Wednesday, May 11, 2016

Wednesday, June 1, 2106

\*\*\*\*It is highly recommended not to wait to submit materials until the final meeting. If you know you will be waiting on transcripts, please contact your building rep prior to the May meeting to let them know.

## LICENSURE REQUIREMENTS FOR RENEWAL: 6 semester hours or 18 CEUs or combination

Equivalent Credit:

1 semester hour = 3 CEUs

1 quarter hour = 2 CEUs

1 Professional Development Contact Hour = .1 CEUs

10 Professional Development Contact Hours = 1 CEU

## License Renewal Online procedures

- A) <http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Licensure/Additional-Information/My-Educator-Profile/Core-User-Manual-5-28-2014.pdf.aspx>
- B) Make sure you have a SAFE account to proceed. <https://safe.ode.state.oh.us/portal/signup/signup>  
(When you sign up for this, it could take 2-5 days for the account to be activated. If you have a SAFE account, and you go to see your credentials, you might get a message saying something like “an account already exists for this social security number”. This just means that your SAFE account it not tied to your credentials and you need to contact them at the number below.)
- C) Once you have an account, you will **log in** using your name and password.
- D) Go to **ODE.CORE**
- E) **My Educator Profile**
- F) **My Applications**
- G) **My Credentials**
- H) Go through questions
- I) LPDC IRN # is 013708

- J) When finished with page, click tab at bottom that says **SAVE APPLICATION AND NEXT**.
- K) If you add Springboro Schools on work experience, the IRN # is 050427
- L) When you get to the background check, you will be able to see the dates that you had been fingerprinted. If you need an updated background check (need completed every 5 years), please contact me by email to set an appointment so that I can do that for you.
- M) When finished with page, click tab at bottom that says **SAVE APPLICATION AND NEXT**.
- N) After you go through the appropriate steps/payment, you need to **submit the application**.
- O) Next page is to submit payment. There should be a **green dollar sign**. **Check the box**.
- P) At the top right hand side of page above the green dollar sign, click the tab to **Select and Pay \$200**.
- Q) Look at total amount and **click Next**. Then **click Next for Payment**. **Choose payment method**. Be sure to **submit**.
- R) After you submit this, we get an email to review and e-sign. **We will not sign/approve the application until your required documents have been submitted to LPDC for review and approval**.
- S) **Finally, don't forget to submit a new IPDP for approval.**

## Resources

- T) [www.springboro.org](http://www.springboro.org); Departments; Human Resources; scroll to bottom and find IPDP and/or LPDC and click on link
- U) <http://education.ohio.gov/>
- V) The number you can call at ODE for licensing assistance is (614) 466-3593.  
For SAFE account questions, the number is (877) 644-6338 option 3.

**Educators must keep an IPDP folder with a copy of your IPDP, along with the attached information. Keep all your CEUs, transcripts, and other documents together and submit to LPDC when you renew.**

**Suggestions for Writing Goals:**

Goals focus on learning not performance. Goals should reflect a balance of the needs of the educator, students, school and district. Good goal statements depend on having the right verb to indicate the learning that will happen in your professional development. See suggestions below for writing your professional goals:

<b>Intentions</b>	<b>Areas of Focus</b>	<b>Rationale/Purpose</b>	<b>Activities</b>
<ul style="list-style-type: none"> <li>• acquire</li> <li>• analyze</li> <li>• apply research</li> <li>• be able to</li> <li>• become familiar with</li> <li>• become knowledgeable</li> <li>• become proficient</li> <li>• demonstrate</li> <li>• design/develop</li> <li>• enhance my understanding of</li> <li>• examine</li> <li>• implement</li> <li>• incorporate</li> <li>• learn about</li> <li>• learn how to obtain skills in</li> <li>• promote</li> <li>• research</li> <li>• study</li> <li>• take part in</li> </ul>	<ul style="list-style-type: none"> <li>• multiple strategies</li> <li>• ways to develop students' thinking skills</li> <li>• ways of working with special needs</li> <li>• meet needs of diverse populations</li> <li>• strategies to manage groups of students</li> <li>• use of technology in the classroom</li> <li>• develop new instructional techniques</li> <li>• develop effective communication with students</li> <li>• engage students in learning</li> <li>• working with colleagues and staff</li> <li>• new ways to evaluate student performance</li> <li>• interpret student test</li> </ul>	<p><i>In order to:</i></p> <ul style="list-style-type: none"> <li>• share knowledge with colleagues</li> <li>• deepen understanding in (subject area)</li> <li>• improve classroom discipline</li> <li>• update policies and procedures</li> <li>• modify curriculum</li> <li>• implement/apply/demonstrate</li> <li>• contribute to the teaching profession</li> <li>• incorporate into lesson plans</li> <li>• improve student learning</li> <li>• contribute to school and district</li> </ul>	<ul style="list-style-type: none"> <li>• taking college courses working on Master's Degree</li> <li>• attending workshops/conferences</li> <li>• mentoring</li> <li>• curriculum development</li> <li>• serving on professional committee</li> <li>• research and publishing</li> <li>• professional presentation</li> <li>• teaching a college course</li> <li>• cooperating teacher for student teacher.</li> </ul>

**Goal Examples:**

<b>Intention to Engage in Learning</b>	<b>An area of Focus for the Learning</b>	<b>Include Rationale/Purpose</b>	<b>Add Activities</b>
I will acquire	multiple strategies	to improve classroom discipline	by participating in a building-level book study
I will investigate	interdisciplinary strategies	to incorporate more connections between core subjects in my classroom	by participating in Distance Learning Course of Interdisciplinary Education
I will enhance my abilities in teaching	special needs students	to improve student learning	by attending ASCD Differentiated Conference
I will enhance my abilities in teaching	in both interpreting and using data	to appropriately adjust instruction to enhance student learning	by participating in online training on value added

**Newly Hired:**

Individuals coming from an agency that did not have an LPDC must begin the IPDP process early. Previous college credit hours can only be approved for the period of time from the issuance of the certificate/license to the hire date. After the hire date, a member must have an approved IPDP in place.

**Reciprocity:**

Licensed individuals hire by the Springboro Community Schools from another school district or agency should submit a new IPDP and all materials previously approved by the outside district or agency to Springboro. The Verification When Leaving LPDC form will need to be filled out.

All materials should be submitted within ninety (90) days of the start of employment. Activities previously approved and completed, or in process, prior to employment in Springboro shall be accepted. No new additional professional development credits can be earned until the new IPDP has been approved by the LPDC.

**Job Changes with District:**

Any licensed person hired by Springboro who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change.

## **Committee Members**

Ann Finnie, Clearcreek Elementary

Nicole Ockerman, Five Points Elementary

Teresa Sciarretta, Dennis Elementary

Jennifer Kneeland-Janco, Dennis Elementary

Deb Covey, Springboro Intermediate School

Linda Gillum, Springboro Junior High School

Elaine Pottenger, Springboro High School

Carol Evans, SEA Executive Representative

Lee Vincent, Administrative Representative

Jen Johnson, Chairperson





Springboro Community City Schools  
Individual Professional Development Plan

Name \_\_\_\_\_ Date \_\_\_\_\_

Plan duration: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

**List your personal/professional goals for this plan:**

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

**List district/building goals for this plan:**

- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_

**Proposed Activities To Complete IPDP**

You may participate in any of the professional development activities listed on the CEU Activity Guidelines Form to meet the requirement for renewing your certificate/license. Please be aware that some approved CEU activities have credit limits.

If you select Educational Project, Self-directed Educational Development or Externship activities from the approved list, you **MUST** submit a summary of your proposal to the LPDC for prior approval. **All other CEU activities from the list are pre-approved.**

**How will the components of your plan improve student achievement, your professional skills and/or the quality of the Springboro Community Schools?**

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Signature of Educator \_\_\_\_\_

***Please keep a file of your CEUs, transcripts and other documents to submit to the LPDC for license renewal.***

**SPRINGBORO COMMUNITY SCHOOLS  
CEU ACTIVITY VERIFICATION FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Type of activity (e.g. workshop, seminar, committee work, etc.) \_\_\_\_\_

Title of activity (e.g. workshop title, name of committee, etc.) \_\_\_\_\_

Name of provider, if applicable (e.g. workshop presenter, agency, etc.) \_\_\_\_\_

Date(s) of activity \_\_\_\_\_

Actual number of contact hours\* \_\_\_\_\_

Location of activity \_\_\_\_\_

Briefly describe how this professional development activity has helped you improve as an educator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educator's signature \_\_\_\_\_

Activity provider's signature, if applicable \_\_\_\_\_

Please attach documentation of your participation in this professional development activity to this form and retain for your Professional Development Portfolio. Documentation must consist of a receipt, registration form, certificate of attendance, or provider's signature on this form.

\*Contact hours are defined as the number of hours actually engaged in professional development activities excluding lunch, break time, etc.

10 Contact Hours = 1 Continuing Education Unit (CEU)

**Springboro Community Schools**  
**Local Professional Development Committee**  
**Non-Traditional Continuing Education Units: Request for Pre-Approval**

Name \_\_\_\_\_

Building \_\_\_\_\_

Complete this form if you are seeking locally approved CEU credit for peer observation, professional presentations, educational projects, self-directed educational development, externships, or other nontraditional CEU activities.

1. Describe the proposed CEU activity. (Please refer to the district's CEU Activity Guidelines.)

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2. Estimate the number of contact hours that you will devote to this activity.

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3. Secure the signatures of your principal or supervisor and department chair, team leader, or colleague who can verify your estimate of contact hours and that this activity is consistent with building and district goals and objectives.

Administrator Signature \_\_\_\_\_ Title \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Title \_\_\_\_\_

4. How will this activity improve student achievement, your professional skills, and the quality of our school district? How will you share your learning with colleagues? (Please use additional space as necessary.)

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5. Attach any additional information that might help the LPDC understand your request for CEU credit for these non-traditional activities.

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

LPDC Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Number of Contact Hours/CEU's Approved \_\_\_\_\_



**SCCS Local Professional Development Committee**  
**CEU Activity Guidelines (Must be on IPDP to use towards licensure)**

Activity	Maximum CEU's per license cycle	CEU Value	Verification (Need 1)	Description / Criteria
In District Professional Development	No limit	1 contact hour = 0.1 CEU	Certificate of Attendance, Meeting Agenda, KIOSK record, email record	This includes waiver days, early release and days that the district provided professional development during the school day.
University Courses	No limit	1 semester hour = 3 CEU's	University transcript	Coursework must be related to IPDP goals and from an accredited university. Must be taken for credit with a C or better or a P in a
Workshops, Seminars, and Conferences	18	1 contact hour = 0.1 CEU	CEU Certificate or Certificate	Only time devoted to IPDP goal related activities; must be conducted by professional organizations or other entitles.
Mentoring	12	3 CEU's per school year	Log of hours to include conferences and	Mentoring a teacher through district formal program.
Curriculum Development/Course of Study	12	1 contact hour = 0.1 CEU	KIOSK record, email record, agenda, final copy of work	Internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement.
Professional Committee	12	1 contact hour = 0.1 CEU	Agenda, KIOSK Certificate or Activity Verification Form.	Building or district wide committees that are involved in creating short and long term plans for the building/district, completing research or data collection to assist in planning, implementation of such plans
Grant Writing	6	1 contact hour = 0.1 CEU	Copy of grant submission	Not dependent on award of grant. Planning and preparation only, not for management of grant.
Publication	12	3 CEU's per publication	Copy of publication	Must contribute to the education profession or a field of study and be commercially published.
National Board of Professional Teaching Standards	12	12 apply/accepted 6 apply/not accepted	National Board Certificate or documentation for candidate <u>not completing</u>	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate/license. Must be related to IPDP goals.
Professional Vocational Board Certification	6	1 contact hour = 0.1 CEU	Certification of Completion	Time in coursework / clinics for test preparation purposes only.
Cooperating Teacher for Practicum Student	6	3 CEUs/semester 3 CEUs/quarter	Formal letter from the University	Assignments arranged by University and SCCS administration
Cooperating Teacher for a Student Teacher	12	6 CEU's per semester 4 CEU's per quarter	Formal Letter from the University.	Assignment arranged by a University and SCCS administration.
Cooperating Teacher for a Practicum Student/Teacher Academy Student	3	1 contact hour = 0.1 CEU	Formal Letter from the University or Career Center.	Assignment arranged by a University and SCCS administration.
Teaching a College Course, adult vocational or technical course	12	6 CEU's per semester 4 CEU's per quarter	Course description and course syllabus	Applies to courses for credit/grade

Peer Observation	2	1 contact hour = 0.1 CEU	Observation notes and record of follow up conference	Not part of mentoring program. Applies to observer and teacher.
Professional Presentation/Seminar	2	1 contact hour = 0.1 CEU	Copy of presentation	Applies to the first presentation of a topic each license cycle.
Educational Project	6	1 contact hour = 0.1 CEU	Production of tangible product	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only. Requires pre-approval by the LPDC.
RTI Coach	9	3 CEU's per school year	Agenda/Schedule, KIOSK Certification, Activity Verification Form	Hours to include coaching meetings and presentations with teachers.
Self-Directed Educational Research/Study Group	3	1 contact hour = 0.1 CEU	Reflective journal or copy of shared information	Must enhance individual's working in the profession or contribute to the educator's area of specialization. Requires pre-approval by the LPDC.
Professional Reading	3	1 contact hour = 0.1 CEU	Reflective journal or copy of shared information	Must be aligned to IPDP goals and enhance the individuals in the profession or contribution to the area of specialization. Requires pre-approval by the LPDC.
Educational Travel	3	1 contact hour = 0.1 CEU	Reflective journal or copy of shared information	Must be aligned to IPDP goals and enhance the individuals in the profession or contribution to the area of specialization. Requires pre-approval by the LPDC.
Externship	6	1 contact hour = 0.1 CEU	Verification from employer	Must enhance individual's working the profession or contribute to the educator's area of specialization. Requires pre-approval by the LPDC.
Business/Industry Partnerships	6	1 contact hour = 0.1 CEU	Verification of participation from principal or business	Creating opportunities to partner with business and industry to improve the resources and knowledge base to insure students and schools are all they can be.

\*notes:

All professional development activities must relate to IPDP goals.

Educators are encouraged to use a variety of activities to meet their CEU requirements

Educators are responsible for maintaining portfolios and/or other documentation

**18 CEU's (the equivalent of 6 semester hours or 180 contact hours) are required for license renewal**

<b>Semester</b>	<b>Quarter</b>	<b>CEU</b>	<b>Contact Hour</b>
1/3	.5	1	10.0
2/3	1.0	2	20.0
1	1.5	3	30.0
1 1/3	2.0	4	40.0
1 2/3	2.5	5	50.0
2	3.0	6	60.0
2 1/3	3.5	7	70.0
2 2/3	4.0	8	80.0
3	4.5	9	90.0
3 1/3	5.0	10	100.0
3 2/3	5.5	11	110.0
4	6.0	12	120.0
4 1/3	6.5	13	130.0
4 2/3	7.0	14	140.0
5	7.5	15	150.0
5 1/3	8.0	16	160.0
5 2/3	8.5	17	170.0
6	9.0	18	180.0