

**LOCAL  
PROFESSIONAL  
DEVELOPMENT  
COMMITTEE**

**(LPDC)**

# CLPDC

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# **What is an IPDP?**

**An IPDP (Individual Professional Development Plan) is a plan for professional development. This plan should include your goals for the duration of your license. Suggested class or workshop topics should be included that will help meet these goals. Teachers must use the Ohio Standards for the Teaching Profession when developing goals.**

# Purpose of an IPDP

- **To improve performance in current work assignments, acquire or sharpen professional competencies and prepare the employee for positions of changing or greater responsibilities.**
- **To provide a connection between educators' professional goals and the needs of students and school districts.**
- **To provide an opportunity for reflection, planning and growth for the educators and the school districts.**
- **To provide a clearer focus on improving student learning as a goal of professional development.**
- **To provide a framework for initiating, planning, and facilitating an educator's professional development.**

# **Educator's Responsibilities in the IPDP Process**

## **Each educator must:**

- **Develop his/her IPDP**
- **Base the IPDP on his/her own needs and the needs of the students, the school, and the district**
- **Submit the IPDP to the LPDC for approval prior to completion of the plan's activities**
- **Document and keep records of the professional development work and activities**
- **Submit documentation of work/activities completed to the LPDC prior to license expiration and renewal deadline**

# **IPDP Components & Goals**

- **What are your professional development goals?**
- **How do your IPDP goals relate to subject area content, instructional practices, and/or student learning?**
- **Do your goals reflect a balance of the needs of the educator, students, school, and district?**
- **Do goals reflect new learning and growth, not just time and effort?**
- **How will you evaluate success of your plan's objectives?**
- **Are your goals clearly and simply written?**









# Continental Local Individual Professional Development Plan / Goal Sheet

<b>Name:</b>	<b>Submission Date:</b>
<b>Building/Assignment:</b>	
<b>Type of Certificate/License:</b>	
<b>Area of Licensure:</b>	
<b>Issue Date:</b>	<b>Effective Date:</b>
	<b>Expiration Date:</b>
<b>Plan Type</b> Select one: <input type="checkbox"/> Initial Proposal <input type="checkbox"/> Revised Proposal <input type="checkbox"/> Amended Proposal	
<b>IPDP Effective Date:</b> <i>From</i> _____ <i>to</i> _____	
<b>Renewal Cycle</b> Select one: <input type="checkbox"/> Transitioning from some alternate license <input type="checkbox"/> 1 <sup>st</sup> renewal of 5-year license <input type="checkbox"/> 2 <sup>nd</sup> renewal of 5-year license <input type="checkbox"/> 3 <sup>rd</sup> + renewal of 5-year license	
<b>Goals</b> List up to 3 goals for your professional development learning. (See sample goal below.)	
<b>Sample Goal:</b> <i>I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.</i>	
<b>Goal 1</b>	
<b>Goal 2</b>	
<b>Goal 3</b>	

**Educator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved as written**  
**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## LPDC Step-by-Step IPDP Approval Process

1	2	3	4
 <p>Approval of Goals</p>	 <p>Pre-approval of PD</p> <p><i>* if required by LPDC</i></p>	 <p>Evaluation of Approved PD</p>	 <p>Review for License Renewal</p>
<p>Approve educator's IPDP goals.</p> 	<p>Review educator's submissions for preapproval of PD activity.</p> 	<p>Review educator's evaluations of &amp; reflections on approved PD activities. Enter on matrix document.</p> 	<p>Complete final evaluation to assure that all six PD standards are addressed.</p> 



**Think of it as a PROCESS rather than a plan.**





Approval Verification Form For Educators Leaving a LPDC

This verifies that the following educator had an approved Individual Professional Development Plan and that

\_\_\_\_\_ (print - name of educator) \_\_\_\_\_ (Educator ID) \_\_\_\_\_ (birthdate)

has completed the following credits toward completion of the plan since \_\_\_\_\_ (date)

\_\_\_\_\_ college/university semester hours

\_\_\_\_\_ college/university quarter hours

\_\_\_\_\_ LPDC approved professional development activities (CEUs)

\_\_\_\_\_ (authorized signature) \_\_\_\_\_ (school/district IRN) \_\_\_\_\_ (date)

Please print:

Name of Authorized Signer \_\_\_\_\_

Name of School/District \_\_\_\_\_

LPDC IRN \_\_\_\_\_

Name of LPDC \_\_\_\_\_

LPDC chairperson \_\_\_\_\_

LPDC address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson phone number \_\_\_\_\_

Chairperson email address \_\_\_\_\_

Mail to: Office of Educator Licensure 25 South Front Street, Mail Stop 105, Columbus, Oh 43215-4183 Telephone 614-466-3593

# LPDC Frequently Asked Questions

## **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.

## **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.

## **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.

## **How do I apply for licensure renewal?**

Once an LPDC approves a completed IPDP for license renewal, the individual completes the form for license renewal through his or her SAFE account.

Renew a License

Renewing 5 year licenses

SAFE Sign-Up - Everyone needs a SAFE Account

## **What is an Educator Profile and SAFE account?**

The My Educator Profile tool allows users to apply for new and renewal licenses online. The process also provides a secure environment for educators to update their demographic data and pay licensure fees online using a credit card.

## **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 license to be renewed.

## **What are the requirements for licensure renewal?**

To qualify for licensure renewal, the educator must complete one or a combination of the following:

- Six (6) semester hours of coursework related to classroom teaching or the area of licensure.
- Eighteen (18) continuing education units (CEUs) which represent 180 contact hours of professional development OR engagement in equivalent other activities (EOAs) related to classroom teaching or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed.

# Local Professional Development Committee Appeal Process

The requirement for a process that allows an educator to appeal the decision of a Local Professional Development Committee (LPDC) is found in Ohio Revised Code as well as in Ohio's Teacher Education and Licensure Standards.

While the mandate is clear, the determination of how this process will be implemented at the local level is left to each LPDC. The ODE Local Professional Development Committee has adopted the following appeal process:

## 1. Reconsideration

- a. If an educator disagrees with an LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss his or her case.
- b. The educator must provide written notice of the intent to appeal to the LPDC Chairperson at least one week prior to an LPDC meeting.
- c. The educator will attend the next regularly scheduled LPDC meeting and discuss the LPDC decision.
- d. The LPDC will vote on reconsideration and notify the educator in writing of the LPDC decision within five working days.

## 2. Third party review

- a. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, the educator must provide a written request to the LPDC Chairperson for a third party review panel at least one week prior to the LPDC meeting.
- b. The panel members will be identified at the next LPDC meeting and the panel will review the LPDC decision within 30 days. The panel will consist of the following individuals from ODE staff:
  - i. one licensed educator selected by the LPDC;
  - ii. one licensed educator selected by the educator; and
  - iii. one licensed educator agreed upon by both the LPDC and the educator.These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it.
- c. The educator will be notified in writing of the third party review panel decision within five working days.

# Responsibilities of the Local Professional Development Committee

Local Professional Development Committees 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.

To fulfill their responsibilities, LPDCs need to:

## **Be informed:**

- Know the district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or Strategic Plan;
- Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal;
- Ensure that educators' coursework and other professional development activities meet the standards for renewal of licenses;

## **Educate and assist all members:**

- Orient new members to the licensure standards and the operating principles, timelines and processes of the LPDC;
- Align to the Ohio Professional Development Standards (available on this page) and
- Promote High Quality Professional Development (HQPD) as defined by the Ohio Professional Development Standards (See the Professional Development Standards) and Organizing for High Quality Professional.

## **Establish and abide by operating procedures:**

- Develop an IPDP format for use by educators;
- Follow criteria established by ODE for evaluation of educators' IPDPs;
- Establish operating procedures and timelines for the submission and review of an IPDP, coursework and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEUs) based on educators' contact hours;
- Use the form "Verification Form for Educators Leaving the LPDC" available on this page, and
- Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.

# Responsibilities of the Local Professional Development Committee

## **Communicate clearly and maintain records:**

- Establish communication procedures to keep all constituents up-to-date on LPDC matters;
- Communicate to all constituents in a regular and systematic way;
- Keep records of LPDC matters according to statute; and
- Encourage educators to maintain their own records as well.

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

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

A full and current update of the Ohio Open Meetings Act and Public Records Act is available at the Ohio Attorney General's Office:  
<http://www.ohioattorneygeneral.gov/yellowbook>

# Responsibilities of the Educator

## **Responsibilities of the Educator Be informed:**

- Meet licensure requirements in a timely manner, including the submittal of the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate Ohio Educator Standards (available on this page), and
- Know district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or the district's Strategic Plan.

## **Abide by LPDC operating procedures:**

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license;
- Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal;
- professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.

## **Maintain records:**

- Keep records of all licensure and LPDC transactions including
- the LPDC review and approval/request for revision of an IPDP
- transcripts for coursework
- required documentation for equivalent other activities (EOAs) Senior Professional/Lead

## **Professional Educator Licensure:**

- Keep current master teacher information and/or National Board certification on file.

# APPENDIX A:

## Ohio Revised Code Section 3319.22

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 committees, 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 a different method of selecting such replacements.

If the collective bargaining agreement does not specify a different structure for the committees, the Board of Education of the school district shall establish:

- The structure, including the number of committees and the number of teacher,
- administrative and other members on each committee;
- The specific administrative members to be part of each committee;
- Whether the scope of the committees will be district level, building level, or by the type
- of grade or age levels for which educator certificates/licenses are designated;
- The lengths of terms of members;
- The procedure for filling vacancies on the committees;
- The frequency, time and place of meetings;
- A procedure by which an educator can appeal the decision of the local committee.