

**LOCAL PROFESSIONAL DEVELOPMENT  
COMMITTEE**



Bylaws

Forms

Charts

Reference Lists

JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER  
BUCKEYE LOCAL SCHOOL DISTRICT  
EDISON LOCAL SCHOOL DISTRICT  
INDIAN CREEK LOCAL SCHOOL DISTRICT  
HARRISON HILLS CITY SCHOOL DISTRICT  
TORONTO CITY SCHOOL DISTRICT

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**BY-LAWS  
OF  
THE JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER CONSORTIUM  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**Jefferson County Educational Service Center  
2023 Sunset Boulevard  
Steubenville, Ohio 43952  
(740) 283-3347**

**Preface**

Along with the *Teacher Education and Licensure Standards* and passage of Senate Bill 230, ORC 3319.22 authorizes establishment of Local Professional Development Committees (LPDCs). This enactment enables Ohio to connect professional growth of educators directly to the transition to or the renewal of professional licenses.

**Article I. Operational Foundations - Philosophy and Purpose**

**Section A. Vision/Mission Statements**

1. Vision

The vision of the Jefferson County Educational Service Center Consortium LPDC is to implement Ohio's Standards for Professional Development that provide educators freedom to shape their individual professional development which best suits their needs.

2. Mission

The mission of the Jefferson County Educational Service Center Consortium LPDC is to implement the NSDC Standards for Professional Development and the seven principles of quality professional development. The consortium is committed to assisting individual educators and educational leaders as they work together to create high-quality professional development plans, teams, and systems.

**Section B. Statement of Authority**

1. **Senate Bill 230**

In 1996, the Ohio General Assembly passed Senate Bill 230 authorizing the establishment of Local Professional Development Committees (LPDCs). This legislation signaled a major change in Ohio's approach to the development of its teaching force—it placed the responsibility for professional development in the hands of educators themselves.

- While the Ohio Department of Education still issues all licenses, educators employed in Ohio public schools, or chartered nonpublic schools, and seeking to fulfill license renewal requirements must develop Individual Professional Development Plans (IPDPs) for course work, continuing education activities, or equivalent other

activities. The plans must be based on needs of educators, their students, schools, and districts.

- To review and approve IPDPs, public school districts and chartered nonpublic schools in Ohio now have LPDCs consisting of at least three classroom teachers, one principal, and one other district employee appointed by the superintendent. LPDCs can have additional members, but the majority must be teachers.

## **2. ORC 3319.22**

ORC 3319.22 sets forth rules establishing standards and requirements for educator licenses and local professional development committees to regulate continuing education.

## **3. Board of Education Resolutions**

Boards of education of participating districts and the Jefferson County Governing Board adopted identical resolutions approving the consortium LPDC and authorizing participation.

### **Section C. Identification of Those to be Served**

The Jefferson County Educational Service Center Consortium LPDC serves all certificated/licensed employees in the Buckeye Local, Edison Local, Indian Creek Local, Harrison Hills City, and Toronto City School Districts as well as the Jefferson County Educational Service Center.

### **Section D. Belief Statements/Standards for Professional Development**

#### **1. Belief Statements**

- We believe the primary responsibility for educators' professional development lies with educators.
- We believe high quality professional development will change the work, the roles, and the relationships that exist in schools.
- We believe high quality professional development will require new levels and types of support from the educational system.
- We believe high quality professional development will modify and improve teaching and increase learning.

#### **2. Ohio Standards for Professional Development**

The Ohio Standards for Professional Development define effective professional development as an ongoing, systematic process, linked to the daily practice of educators and based on data-driven needs. They guide organizations and individuals in selection of high quality professional development to meet their varied educational needs.

The six Standards, which can be found in an August, 2008 publication from the Ohio Department of Education titled Organizing for High Quality Professional Development are:

- **Standard 1**

High quality professional development (HQPD) is a purposeful, structured and continuous process that occurs over time.

- **Standard 2**  
High quality professional development (HQPD) is informed by multiple sources of data.
- **Standard 3**  
High quality professional development (HQPD) is collaborative.
- **Standard 4**  
High quality professional development (HQPD) includes varied learning experiences that accommodate individual educators' knowledge and skills.
- **Standard 5**  
High quality professional development (HQPD) is evaluated by its short- and long-term impact on professional practice and achievement of all students.
- **Standard 6**  
High quality professional development (HQPD) results in the acquisition, enhancement or refinement of skills and knowledge.

### 3. The National Staff Development Council's Standards for Professional Development

- The revised *National Staff Development Council's Standards for Staff Development* are a landmark contribution to raising the performance levels of students. One of the strengths of the standards is that they are rooted in the belief that it is not only educators who should benefit from high quality professional development but also students.
- This is a radical shift in how most educators think about staff development. Much professional development educators currently experience is only tenuously linked to increasing student achievement. Those responsible for conceiving, planning, and implementing staff development often do so with good intentions, but devote more attention to the activity than to how it will benefit students.
- Certainly professional development can be about giving educators a "shot in the arm," inspiring and focusing them to carry out their responsibilities with renewed commitment. However, this function does not substantively address the need of students to learn how to read and comprehend well, or understand higher order mathematical concepts.
- *NSDC's Standards for Staff Development* start from the premise that the primary purpose of staff development should be to help educators develop the insights, knowledge, and skills they need to become effective classroom and school leaders, better able to increase student learning.
- The standards are a sophisticated analysis of what it takes to bring high quality professional development to fruition. While underscoring the importance of content—the "what" of staff development—the standards also emphasize the process, the "how" conditions under which educators can get the most out of their adult learning experiences. But the standards go even further. They point out that the context in which staff development occurs is all-important.
- School boards and superintendents have to provide the leadership necessary for professional development to become a strategic and budgetary priority. Principals have to provide the time and structure for high quality staff development to become an integral part of their schools' operations, not merely periodic events.
- NSDC Standards for building **context**

- Learning Communities
- Leadership
- Resources
- NSDC Standards for selecting a **process**
  - Data-Driven
  - Evaluation
  - Research-Based
  - Design
  - Learning
  - Collaboration
- NSDC Standards for determining **content**
  - Equity
  - Quality Teaching
  - Family Involvement

**Section E. Statements of Responsibility for LPDC**

As indicated in ORC 3319.22 and in the *Teacher Education and Licensure Standards*, LPDCs are responsible for reviewing and approving course work and other professional development activities educators propose to complete for license renewal. To carry out this responsibility, LPDCs will:

- Establish operating procedures for the submission and review of IPDPs,
- Establish clear criteria by which the LPDC will review IPDPs,
- Abide consistently by established operating procedures and criteria of the LPDC when reviewing educators’ IPDPs,
- Develop an IPDP format for educators to use as they renew licenses,
- Ensure that educators’ course work and other professional development activities meet the standards for transition to or renewal of licenses,
- Keep records of LPDC decisions regarding IPDPs,
- Operate under the Open Meetings Act (Sunshine Law), and
- Establish a local appeal process for educators who wish to appeal decisions of the LPDC.
- Every 3-5 years, review and revise the By-Laws using a committee consisting of one representative from each district and representatives from JCESC.

**Section F. Statements of Responsibility for Educators**

Educators working under a professional 8-year certificate or a professional 5-year license are responsible for meeting requirements for transition to or renewal of these licenses.

LPDCs will develop procedures for reviewing professional development. However, educators will have both opportunity and responsibility for (1) developing and implementing IPDPs, (2) documenting professional development and maintaining records of such work, and (3) following renewal procedures and timelines. Such opportunities allow educators to assume responsibility for their own growth by creating plans and engaging in relevant professional development.

**1. Educators wishing to transition to or renew a 5-year license must**

- Complete an IPDP and obtain LPDC approval for the plan
- Work with the LPDC for approval of Continuing Education Units (CEUs) and Equivalent Other Activities (EOAs)
- Work through the LPDC for verification that requirements in the 1998 Standards have been met
- Submit the renewal application along with a newly completed IPDP to the district superintendent’s office. The superintendent will forward the application to the LPDC

**Section G. Statements of Relationships with State and Other Local Initiatives or Functions (e.g., Legal Counsel, CIP, Professional Development Committee)**

1. The Jefferson County Educational Service Center Consortium LPDC is committed to building and maintaining a strong connection to and participation in local, state, and national initiatives and research findings that support improving the quality of educational practices and systems.
2. State and Local Professional Development Mandates will be implemented according to both the letter and the spirit of the mandate. The LPDC will rely on legal counsel for clarification as needs arise.

**Article II. Operational Foundations - Strategic Planning**

**Section A. Process and Timelines for Long Range Planning**

Long range planning shall be an ongoing informal process involving all LPDC members and a formal process involving a planning committee appointed by the LPDC Executive Committee.

**Section B. Establishment of Long Range Goals and Measures**

Long range goals and measures based on the NSDC Standards, the Ohio Standards for Professional Development, student achievement data, district CIPs, and Ohio Report Card data shall be approved by a majority of the total LPDC membership in attendance at the voting meeting.

**Section C. Process and Timelines for Annual Planning**

Annual planning shall be an ongoing informal process involving all LPDC members and a formal process involving a planning committee appointed by the LPDC Executive Committee.

**Section D. Establishment of Annual Goals and Measures**

Annual goals and measures based on the NSDC Standards, the Ohio Standards for Professional Development, student achievement data, district CIPs, and Ohio Report Card data shall be approved by a majority of the total LPDC membership in attendance at the voting meeting.

**Section E. Process for Seeking Educator Needs and Suggestions**

Educator needs and suggestions shall be sought through informal feedback to LPDC members, IPDP content, and periodic needs assessments as determined by the LPDC executive committee.

**Section F. Process for Establishing Data Needs and Collection**

Establishing data needs and collection shall be based on annual and long range goals, student achievement data, report card results, and district CIPs and then approved by the total LPDC membership in attendance at the voting meeting.

**Article III. Operational Foundations-Reflection/Revision**

**Section A. Process and Timelines for Annual Evaluation of LPDC's Work**

The Jefferson County ESC Consortium LPDC recognizes the necessity of evaluation and assessment as processes for organizational improvement. Validation of the need for improvement may be generated from self-assessment efforts as well as from customer satisfaction feedback gathered from annual assessment data.

**Section B. Process and Timelines for Annual Assessment of Educators' Level of Satisfaction**

The Jefferson County ESC Consortium LPDC may annually, in April, seek responses from all educators in the consortium to monitor levels of satisfaction of the LPDC work and to gather and utilize data for improvement.

**Section C. Process and Timelines for Annual Self-Assessment by LPDC**

The Jefferson County ESC Consortium LPDC may annually, in April, seek responses from all members of the LPDC to monitor the LPDC work and to gather and utilize data for improvement.

**Section D. Process for Seeking and Using Suggestions from Educators**

The Jefferson County ESC Consortium LPDC may annually, in May, gather responses from LPDC members regarding perceived levels of organizational effectiveness and suggestions for improvement.

**Section E. Process for Revising LPDC's Plan of Operation (changes noted with revision dates)**

The Jefferson County ESC Consortium LPDC may annually, in July, revise The LPDCs Plan of Operation utilizing data collected from customer assessment and suggestions, LPDC self-assessment and suggestions as well as any changes in the ORC and/or ODE guidelines.

**Article IV. Operational Procedures - Membership**

**Section A. Statement of Committee Membership**

The LPDC shall be made up of individuals interested in professional development relating to transition or license renewal for professional educators and individuals representing a wide range of positions in participating school districts.

**1. LPDC Membership Structure**

The LPDC membership shall consist of:

- Thirty-five members with each of the five districts being equally represented by four teachers and three administrators
- Six facilitators and one website master representing the Jefferson County ESC
- A total of twenty teachers, fifteen administrators, and seven Jefferson County ESC staff members
- Five age-level/specialty subcommittees
- One administrative subcommittee

**2. LPDC Membership Selection**

Members shall be selected in the following manner:

- Teachers shall be selected by collective bargaining agreements and/or presidents of the local associations in their respective school districts.
- Administrators shall be selected by superintendents in their respective school districts.
- Educational service center personnel shall be selected by the Jefferson County Superintendent.

### **Section B. Terms for Service with Annual Beginning Date for New Terms**

1. All LPDC members shall be selected for two-year terms. The beginning date for new terms shall be August 1.
2. Committee members shall be eligible for additional subsequent 2-year terms as determined by participating districts.

### **Section C. Roles and Responsibilities for the LPDC and Committee Members**

As indicated in statute and Standards, the LPDC and individual committee members are responsible for reviewing and approving course work and other professional development activities that educators propose to complete for license renewal. To carry out this responsibility, the LPDC shall:

1. Review and approve coursework, local continuing education units (CEUs), and equivalent other activities (EOAs) educators will use for renewal of or transition to licensure,
2. Establish operating procedures for the submission and review of IPDPs,
3. Establish clear criteria by which the LPDC will review IPDPs,
4. Abide consistently by established operating procedures and criteria of the LPDC when reviewing educators' IPDPs,
5. Maintain an up-to-date IPDP format for educators to use as they renew licenses,
6. Keep records of LPDC decisions regarding IPDPs,
7. Operate under the Open Meetings Act (Sunshine Law),
8. Advise district administration and staff on issues affecting continuing professional development of educators employed by the district,
9. Assist in coordinating professional development opportunities sponsored by school districts and any collaborative districts or agencies, and
10. Follow an established appeals process for IPDPs that are disapproved.

### **Section D. Process for Selection of Committee Officers (Chairperson, Chairperson - Elect, Secretary, etc.)**

#### **1. Selection of Officers**

The chairperson, vice-chairperson, and secretary (Executive Committee) shall be selected from participating school districts on a rotational basis: Buckeye, Edison, Indian Creek, Toronto, and Harrison Hills. The one-year term of office begins at the August organizational meeting.

#### **2. Duties**

##### **a. Chairperson**

- Presides at all meetings,
- Calls meetings deemed necessary to carry out policies and business, with a majority consent of the Executive Committee,
- Appoints special committees to conduct business of the LPDC, and

- Represents the LPDC as the liaison to the Ohio Department of Education and may attend required meetings on behalf of the LPDC.
- b. Vice Chairperson
  - Presides in the absence of the chairperson,
  - Assists the chairperson in the fulfillment of duties,
  - Serves as an executive officer, and
  - Succeeds to the office of chairperson should that office become vacant.
- c. Secretary
  - Functions as the recording secretary for all official proceedings of the LPDC,
  - Assists the chairperson with all communications,
  - Serves as an executive officer, and
  - Files records of official proceedings at the Jefferson County ESC prior to the August organizational meeting.

### **Section E. Designation of Official Signatories and Contact Person**

#### **1. Official Signatories**

Successful completion of approved course work, CEUs, and/or EOAs must be verified by an official signatory who signs applications for renewal.

- Three LPDC members from Jefferson County ESC shall be designated as official signatories.
- The three signatures shall be filed with the Ohio Department of Education Center for the Teaching Profession, Certification/Licensure Department.

#### **2. Contact Person**

One of the three signatories shall serve as official contact person for the LPDC.

### **Section F. Filing of Official Membership and Signatures with ODE**

All official membership and signatory forms shall be filed with ODE, upon request.

### **Section G. Training for New LPDC Members**

1. Within the first month after the appointment of new LPDC members, the District LPDC Committee shall be responsible for providing training for their respective new members.
2. Training for new LPDC members shall occur on an annual basis.
3. The LPDC recommends that outgoing members transfer all records and materials to new members.

### **Section H. Professional Development and Professional Memberships for LPDC Members**

Primary responsibility for professional development and/or professional memberships for LPDC members remains at the district level. LPDC members will be encouraged to participate as opportunities through ODE become available.

## **Article V. Operational Procedures - Meetings**

### **Section A. Establishment of Calendar**

#### **1. Regular Meetings**

- The LPDC shall meet on the third Wednesday of every month at 4:30 p.m. at the Jefferson County ESC, unless otherwise notified.
- Email notification for all meetings shall be provided to the membership.
- A simple majority of the membership must be present to transact business.
- All meetings shall be conducted in accordance with *Robert's Rules of Order*.
- Annually, in August, JCESC shall notify the *Herald Star* of the regular meetings scheduled for the upcoming school year.
- **Cancellation** of regular meetings due to inclement weather will occur only when **ALL FIVE** LPDC Districts are closed.

#### **2. Special Meetings**

- Special meetings shall be called by a majority consent of the Executive Committee, as needed, at a location as determined by the Executive Committee.
- Bullets 2 and 4 from Section A-1 shall apply to all special meetings.
- Business may be conducted by a simple majority of those present.
- Business at a special meeting may also be conducted, if needed, by LPDC members of any district and any ESC facilitators.

### **Section B. Process for Creating and Keeping Official Records (Minutes, Forms, Communications, etc.)**

1. Approved records maintained by the LPDC secretary and filed at the JCESC at the end of each term shall be considered the official records of the LPDC.
2. All records of official proceedings shall be permanently housed at the JCESC.

### **Section C. Process for Handling Requests for Records (Open Records Act)**

1. All requests for copies of records shall be submitted to one of the ESC facilitators of the LPDC. The facilitators shall have 48 hours to comply.
2. Copying fees shall be in accordance with JCESC Board Policy.

### **Section D. Process for Setting Agenda**

1. The monthly agenda shall be developed collaboratively by JCESC staff and the chairperson.
2. Any additional agenda items must be submitted to signatories or the chairperson at least 48 hours prior to the scheduled meeting date.

**Section E. Statement of Quorum and Process for Making Decisions**

1. A simple majority of the membership shall be present to transact business.
2. A simple majority of membership present shall transact business.

**Section F. Process for Accommodating Public Participation**

1. Persons desiring to participate in LPDC meetings shall submit a request in writing to one of the signatories or the chairperson at least 48 hours in advance of the meeting.
2. This process may be waived by a two-thirds vote of members present.

**Article VI. Operational Procedures - Communication and Training**

**Section A. Publication of Calendar to Educators and Public (“Sunshine Law”)**

1. All regular and special meetings of the LPDC shall be open to the public, school personnel, and members of the news media.
2. All LPDC meetings shall be publicized and conducted in compliance with the Sunshine Law in accordance with ORC 121.22, 3313.15, 3313.6.

**Section B. Publication of LPDC Actions and Activities (e.g., minutes, briefs, newsletters)**

1. The secretary shall record all actions and activities of the LPDC, maintain official copies during the term of office, and file all records in the ESC office.
2. Records include attendance rosters, official minutes, correspondence, CEU eligibility, etc.

**Section C. Notices/Reminders to Educators**

1. Email notification for all meetings shall be provided to the membership.

**Section D. Distribution/Publication of LPDC Materials to Membership**

**1. LPDC Resources/New Licensure Standards**

The LPDC shall provide the membership copies of ODE Publications, and updates as appropriate and/or direct them to the ODE website.

**2. Membership (names, buildings, contact numbers)**

The seven-member district level committees are responsible for disseminating the LPDC membership roster to all certificated personnel in their respective districts.

**3. LPDC By-Laws**

The LPDC By-Laws can be found on the LPDC website ([www.virtuallearningacademy.net](http://www.virtuallearningacademy.net)). Dissemination of the hardcopy documents, if needed, shall be the responsibility of the District LPDC Committees.

**Section E. Plan for Training Educators (with timelines and responsible parties) for the following**

**1. Educators New to the District**

The District LPDC Committee shall request from their respective superintendents a list of newly employed educators for planning and conducting training relating to the LPDC.

The LPDC shall provide materials to superintendents/or designees for distribution to educators new to districts. The material may include:

- Cover letter
- Membership rosters
- By-Laws
- IPDP forms
- Pathwise Domains
- Professional Development Options
- All forms included in the appendices
- Conversion charts (College credit – CEUs)
- Website address

**2. Developing an IPDP**

Within the first month of each school year, District LPDC Committees shall be responsible for providing explanation and training in developing IPDPs for all new educators in their respective districts.

**3. Using Equivalent Other Activities (EOAs)**

Within the first month of each school year, the District LPDC Committee shall be responsible for providing training about using Equivalent Other Activities for all new educators in their respective districts.

**4. Understanding the LPDC By-Laws**

Within the first month of each new school year, the District LPDC Committee shall be responsible for providing training relating to the LPDC By-Laws for all new educators in their respective districts.

**Article VII. Renewal Processes/Procedures**

**Section A. Transition to Licensure**

**1. Requirements of Licensure Standards.**

Educators shall transition to the 5-year license at the time their certificates expire.

## 2. **Process and Timelines.**

In the process of transitioning to a license, educators must complete an IPDP and meet the professional development requirements listed below:

- Six semester hours of college course work or 18 CEUs
- A combination of course work and CEUs, with one semester hour equaling three CEUs
- Equivalent Other Activities if approved by the LPDC and converted to CEUs
- Course work and professional development requirements may **NOT** be reduced by the number of years of work experience
- **NOTE: LPDCs may not grant retroactive credit for professional development activities and/or coursework completed prior to approval of the IPDP.**

3. Holders of professional certificates prior to September 2, 2006, must transition to the 5-year license when those certificates expire by meeting the new license renewal requirements.
4. Holders of permanent certificates do not need to transition.
5. The ODE Transition Application Form may be obtained, upon request, from city/local superintendents' secretaries or the ODE website.

## **Section B. Renewal of License**

### 1. **Requirements of Licensure Standards**

The professional license is valid for five years and may be renewed upon completion of 6 semester credit hours of appropriate coursework related to classroom teaching and/or the area of licensure, 18 CEUs (180 contact hours), or EOAs approved by the LPDC.

### 2. **Process and Timelines**

Renewal of licenses for all educators employed in consortium districts at the time of application are submitted through the LPDC. Renewal for educators not employed in (including substitute teachers) are submitted to the Ohio Department of Education, Office of Certification/Licensure, and do not require approval of the LPDC.

Educators required to complete an IPDP, must have the plan approved by the LPDC, and meet the professional development requirements listed below:

- Six semester hours of college course work or 18 CEUs
- Course work and CEUs, with one semester hour equaling three CEUs
- Course work and professional development requirements may **not** be reduced by the number of years of work experience
- EOAs may be counted toward renewal requirements if they are approved by the LPDC in accordance with the guidelines found in the "Individual Professional Development Options" document and converted to CEUs
- **Note: LPDCs may not grant retroactive credit for professional development activities and/or coursework completed prior to approval of the IPDP.**

### 3. Forms

The ODE Renewal form may be obtained from superintendents' secretaries or the ODE website

## Section C. IPDPs

### 1. Requirements of Licensure Standards

Educators wishing to fulfill license acquisition or renewal requirements are responsible for developing an IPDP, subject to approval of the LPDC. Plans shall be based on the needs of educators, students, schools, and the school districts.

OAC 3301-24-08 (A) (2) (C)

### 2. Local Criteria and Process for Approval

Local criteria

- Through the development of IPDPs, educators will have far greater flexibility in selecting types of professional development activities meaningful to them. Where the previous system recognized only formal course work or workshops approved for CEUs, the new structure will allow a far greater range of professional development activities.
- Along with increased flexibility in the types of professional development activities accepted, there is also an increased emphasis on the relevance of professional development activities. IPDPs must be based on the needs of districts, schools, students, and educators. Professional development activities must be related to district/building/personal goals, the area of licensure, and/or classroom teaching. Educators are responsible for keeping their own IPDPs and maintaining documentation that the activities outlined in the plan have been completed.

Process

IPDPs identify educators' goals for learning. Separate sets of forms have been developed for teachers, administrators, and treasurers/business managers. ([www.virtuallearningacademy.net](http://www.virtuallearningacademy.net)) The IPDP development process enables educators to reflect upon their practice and take responsibility for their continued professional development. The process consists of the following steps:

- Step 1. Complete adopted IPDP Form. Educators are encouraged to use word processors or type IPDPs.
- Step 2. Include a copy of your current certificate/license with your IPDP.
- Step 3. Submit the completed IPDP along with the renewal packet to the district superintendent's office. Educators should contact a member of their district LPDC committee if they have questions.
- Step 4. Applicants must allow sufficient time for the completed materials to be processed by the district superintendent's office and arrive at the JCESC no later than 3:00 p.m. on the Monday preceding the third Wednesday of the month. Otherwise, there is no assurance that the designated LPDC subcommittee will review the completed packet at that month's regular meeting.

**NOTE:** Educators may expect notification from the LPDC regarding the approval status of their renewal/IPDP within 7-10 business days after the LPDC meeting.

### **3. Process for Revision**

Educators who wish to revise their approved IPDPs may do so at any time during the life of the certificates/licenses. Revisions must receive approval of the LPDC prior to beginning coursework, EOA, or CEU activities.

### **4. Process for final reviews, including requirements for accountability and documentation**

At the end of the renewal period, educators shall provide to the LPDC Subcommittee official documentation, as prescribed in the Individual Professional Development Options document on pages 44-47 to verify that course work and/or CEU/EOA activities have been completed.

## **Section D. Equivalent Other Activities (EOAs)**

### **1. Information about possible activities (resources)**

- Equivalent Other Activities (EOAs) are professional development activities that go beyond traditional workshops and course work to job-related activities such as conducting action research projects, writing for publication, developing portfolios, and serving as mentor teachers. EOA credit is independent of the clock-hour requirements for granting CEUs.
- Several EOAs and their related CEU credits some of which require preapproval are described in Appendix J, Form 3, pp. 44-47, *Individual Professional Development Options*. Educators wishing to participate in an EOA requiring prior approval shall submit a written request to the LPDC on the form found in Appendix C for preapproval before beginning the activities. If approved, the LPDC shall assign appropriate CEU credit. As additional EOAs are approved, they and related assigned CEU credits will be added to the list of options.

### **2. Requirements and criteria for assigning credit**

Requirements and criteria for assigning credit for existing EOAs are listed in Options (pp. 44-47) in the last two columns titled Documentation and Criteria; the LPDC shall specify requirements and criteria for assigning credit for new EOAs as they are approved.

Factors to be considered, but not limited to, granting credit for EOAs include

- Activity clock hours
- Research planning hours
- Travel time
- Numbers of people involved
- Responsibility factor for educators
- Potential use by other educators
- Proportionate percentage of credit awarded in terms of the total CEU requirements
- Completion of the Reflection Form in Appendix B.

### 3. Process and timelines

- Educators selecting any EOA listed under Options as a professional development activity to fulfill requirements for IPDPs shall submit a written request on the form found in Appendix C to the LPDC for preapproval before beginning the activity. To receive credit, they must complete a Participant Reflection (Appendix B) upon completion of the EOA.
- Educators wishing to participate in an EOA not listed in Options shall submit a written request on Appendix C to the LPDC for preapproval before beginning the activity. If approved, the LPDC shall assign appropriate credit. Upon completion of the EOA, educators must complete a Participant Reflection (Appendix B).
- The timelines for EOAs shall follow the ones established for the license/certificate cycle.

### 4. Forms to be used (and where to get them)

- Educators electing to participate in EOAs shall complete Appendix D, *EOA/Activity Documentation Voucher* which may be accessed through the Jefferson County ESC website ([www.virtuallearnacademy.net](http://www.virtuallearnacademy.net)) or obtained from the District LPDC Committee.

## **Section E. Using Traditional Professional Development**

### 1. Criteria for college coursework and process for approval (including acceptable documentation)

Criteria – College coursework must be

- taken through a college or university approved for preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education (OAC 3301-24-01),
- taken for credit with a grade of C or better or a P in pass/fail course, and
- taken in education, areas directly related to current teaching assignments, or areas of desired licensure.

Process for Approval – Educators shall submit **ORIGINAL** transcripts as documentation.

### 2. Criteria for workshops and conferences (CEUs) and process for approval (including acceptable documentation)

- CEU Definition – A CEU Credit consists of ten professional development contact hours approved by a LPDC. Fractional CEUs are awarded based on .1 CEU per each contact hour.
- Criteria – CEU credit for workshop and conferences shall be awarded for only instructional contact time spent in those portions of the programs that contribute to participants' knowledge, competence, performance, or effectiveness in education, and not to include travel time, breaks, lunch, etc.
- Process for Approval – Educators shall submit CEU certificates of participation and completed reflection forms to receive CEU credit.

### **3. Process and criteria for approving providers**

The names of potential providers will be submitted to the JCESC facilitators for review and consideration. If approved, the names will be added to the list of acceptable providers.

## **Article VIII. Appeals Process**

### **Section A. Process Steps, Timelines, and Responsible Parties for IPDP Appeals**

#### **1. Filing IPDP Appeals**

- Educators shall submit written appeals to the LPDC Chairperson within 15-contract days from denial of the IPDP.
- The Chairperson shall refer appeals to appropriate certification subcommittees.
- Written appeals shall be reviewed at the next regularly scheduled LPDC meeting.

#### **2. LPDC Response**

- LPDC subcommittee responses to appeals may include approval, approval pending modification, or denial.

#### **3. Moving to the Next Step**

- If the appeal to the subcommittee is denied, educators may appeal in person to the full LPDC Committee at its next meeting.
- Written requests for inclusion on the agenda must be submitted to the LPDC Chairperson no later than three contract days prior to the regularly scheduled meeting.
- Written notification of appeal decisions shall be provided to educators within five contract days or thirty calendar days of the meeting, whichever comes first.

#### **4. The LPDC response is the final local step in resolution of appeals. LPDC responses may include approval, approval pending modification, or denial.**

### **Section B. Process Steps, Timelines, and Responsible Parties for Procedural Appeals**

#### **1. Filing Procedural Appeals**

- Educators shall submit written appeals to the LPDC Chairperson.
- The Chairperson shall refer appeals to the LPDC membership.
- Written appeals shall be reviewed at the next regularly scheduled LPDC meeting.

#### **2. LPDC Response**

- LPDC responses to appeals may include approval, approval pending modifications, or denial.

#### **3. Moving to Next Step**

- If the appeal is denied, educators may appeal in person to the LPDC at its next meeting.

- Written requests for inclusion on the agenda must be submitted to the LPDC Chairperson no later than three contract days prior to the regularly scheduled meeting.
  - Written notification of appeal decisions shall be provided to educators within five contract days or thirty calendar days of the meeting, whichever comes first.
- 4. The LPDC response is the final local step in resolution of appeals. LPDC responses may include approval, approval pending modification, or denial.**

### **Section C. Record Keeping**

- 1. Official records of all appeals shall consist of the following documents:**
- Notification of IPDP denial processed by LPDC subcommittee
  - Written appeal to the subcommittee
  - Written copy of the appeal decision by the subcommittee
  - Written appeal to the full LPDC
  - Written copy of the appeal decision by the LPDC
- 2. The secretary of the LPDC shall maintain copies of all written records relating to the appeal.**

### **Section D. Limitation of appeals**

All appeals shall be limited to IPDP and procedural issues.

## **Article IX. Reciprocity**

### **Section A. Process for “signing off” for educators leaving the district**

- 1.** LPDCs are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure that educators are not penalized by the system. In the spirit of collegiality, when educators take employment in new districts, the LPDC shall provide verification of the IPDP approval, including course work and continuing education that is completed and accepted.
- 2.** Educators leaving the district should contact the appropriate ESC Subcommittee Facilitator and request a Reciprocity Form (Appendix J) be completed.

### **Section B. Process for accepting credits for educators entering the district**

- 1.** Educators entering the district should work cooperatively with their District LPDC Committee in assembling documentation/verification of their credits from previous districts. New educators may opt to implement their existing IPDPs or revise according to Jefferson County ESC Consortium LPDC guidelines.
- 2.** Verification should include
- Reciprocity Form
  - IPDP

- Original Documentation supporting the IPDP
- Name, address, and phone number of sending district LPDC official

## **Article X. Amending By-Laws**

### **Section A. Amendment Process**

1. All proposed amendments to this Agreement shall be submitted in writing to the LPDC Chairperson by a member of the LPDC.
2. The proposed amendment shall be presented to the LPDC for consideration at its next regularly scheduled meeting.
3. Amendments, modifications, or supplements shall be reviewed and approved by at least two-thirds of members present.
4. Any amendment, modification, or supplement shall thereupon become binding upon all members.

*Jefferson County Educational Service Center  
Certificate of Professional Development Credit*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Professional Development Activity: \_\_\_\_\_

Instructor / Facilitator: \_\_\_\_\_

Activity Date(s) or Timeline: \_\_\_\_\_

Clock Hours: \_\_\_\_\_ Equivalent CEU's: \_\_\_\_\_

Focus of Activity: (Check One)  
\_\_\_\_\_ Context                      \_\_\_\_\_ Process                      \_\_\_\_\_ Content

---

(To be completed by the individual / organization conducting the activity)

Program Overview (Attach agenda when applicable)

Program Objectives and Intended Audience

Opportunities for Participant Follow-Up

---

Please Keep this Certificate. The Jefferson County ESC will not be responsible for maintaining participant records. (Verification of Satisfactory Completion)

Signature Project Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:**    **Participant Reflection Section on the back of this form must be completed**  
                          **#1 Must be completed**  
                          **#2 Optional**

\* (Embossed Seal)

**Appendix B (over)**

Participant Reflection:

**1. Please indicate which Domain (Teachers) / ISLLC Standard (Administrators) / Area of Competency (Treasurers) this Professional Development activity targets.**

**TEACHERS**

|       |   |
|-------|---|
| _____ | <b>Domain A / Goal 1</b> To improve my professional competency and proficiency levels in knowing and organizing content knowledge for student learning.       |
| _____ | <b>Domain B / Goal 2</b> To improve my professional competency and proficiency levels in creating a positive environment for student learning.                |
| _____ | <b>Domain C / Goal 3</b> To improve my professional competency and proficiency levels to teach for student learning.  |
| _____ | <b>Domain D / Goal 4</b> To improve my professional competency and proficiency levels in teacher professionalism.   |
| _____ | <b>Domain D / Goal 5</b> To improve my professional competency and proficiency levels in activities that enable me to help other professional educators grow. |

**ADMINISTRATORS**

|       |  |
|-------|--|
| _____ | <b>Competency 1: Facilitating the Vision</b> To promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.     |
| _____ | <b>Competency 2: School Culture and Instructional Program</b> To promote the success of all students by advocating, nurturing, and sustaining school culture and instructional programs conducive to student learning and staff professional growth. |
| _____ | <b>Competency 3: Managing the Organization</b> To promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.                               |
| _____ | <b>Competency 4: Collaboration and Community Engagement</b> To promote the success of all students by facilitating and engaging in collaboration with families & community members.  |
| _____ | <b>Competency 5: Ethics and Integrity</b> To promote the success of all students by acting with integrity, fairness, and in an ethical manner.   |
| _____ | <b>Competency 6: Understanding Publics</b> To promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context.   |
| _____ | <b>Competency 7: Professional Development</b> To increase knowledge and skills for facilitating and /or conducting professional development.   |

**TREASURERS**

|       |   |
|-------|---|
| _____ | <b>Competency 1: Financial Management</b> To administer district affairs to enable the district to provide the best possible educational services with the financial resources available. |
| _____ | <b>Competency 2: Fund Accounting</b> To direct and manage all financial accounting programs and systems.  |
| _____ | <b>Competency 3: Financial Reporting</b> To prepare, maintain, retrieve, analyze, and disseminate federal, state, and local reports relating to fiscal operations of the district.        |
| _____ | <b>Competency 4: Purchasing and Business Functions</b> To direct, manage, and monitor all purchasing programs and supervise support services.   |
| _____ | <b>Competency 5: Legal / Legislative Issues</b> To administer fiscal affairs of the district in accordance with statutory responsibilities, legislative mandates, and board policy.       |

**(Optional)**

**2. How will your participation in this Professional Development Activity positively influence student achievement and/or your professional practice?**

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IPDP Approved  
Date \_\_\_\_\_



## LPDC Preapproval of Equivalent Other Activity (EOA)

All EOA work must clearly relate to the Individual Professional Development Plan (IPDP) on file.

Name \_\_\_\_\_

Present Assignment \_\_\_\_\_ Building \_\_\_\_\_

Name of Equivalent Other Activity (from EOA options): \_\_\_\_\_

\_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Contact Hours \_\_\_\_\_

Activity Objectives: \_\_\_\_\_

**Complete the following. Please type or print legibly.**

1. This activity supports my IPDP by \_\_\_\_\_

\_\_\_\_\_

2. This activity relates to building or district goals by \_\_\_\_\_

\_\_\_\_\_

3. This activity enhances my professional growth by \_\_\_\_\_

\_\_\_\_\_

4. This activity will impact student learning by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educator's Signature

Date

To be completed by LPDC only

Check one:  APPROVED for \_\_\_\_\_ EOA contact hours for \_\_\_\_\_ CEUs  NOT APPROVED

\_\_\_\_\_

LPDC Verifying Signature

\_\_\_\_\_

Date

Comments:

**JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER CONSORTIUM  
LOCAL PROFESSIONAL DEVELOPMENT PLAN**

**EQUIVALENT OTHER ACTIVITY (EOA) DOCUMENTATION VOUCHER  
Teachers**

Name \_\_\_\_\_

EOA Option \_\_\_\_\_ Number of CEUs \_\_\_\_\_

Please check (✓) the area of professional development to related to this EOA.

- ( ) **Domain A** ~ Organizing Content Knowledge for Student Learning
- ( ) **Domain B** ~ Creating an Environment for Student Learning
- ( ) **Domain C** ~ Teaching for Student Learning
- ( ) **Domain D** ~ Teacher Professionalism
- ( ) **Domain D** ~ Professional Educator Growth

From your **IPDP**, copy the applicable goal. \_\_\_\_\_  
\_\_\_\_\_

Write a brief description of the EOA and how it helped you to grow professionally;  
include date(s) when activity or portions of the activity was/were performed.

The signature(s) below verify that this report describes the EOA performed in partial fulfillment of my **Individual Professional Development Plan (IPDP)**.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

Attach any publications, copies of certificates, agendas, etc. that could be used for verification or include a signature of verification, and complete participant reflection on the back.

\_\_\_\_\_  
Verification Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER CONSORTIUM  
LOCAL PROFESSIONAL DEVELOPMENT PLAN**

**EQUIVALENT OTHER ACTIVITY (EOA) DOCUMENTATION VOUCHER  
Administrators**

Name \_\_\_\_\_

CEU Option \_\_\_\_\_ Number of CEUs \_\_\_\_\_

Please check (✓) the area of professional development related to this EOA.

- ( ) **Competency 1** ~ Facilitating the Vision
- ( ) **Competency 2** ~ School Culture and Instructional Program
- ( ) **Competency 3** ~ Managing the Organization
- ( ) **Competency 4** ~ Collaboration and Community Engagement
- ( ) **Competency 5** ~ Ethics and Integrity
- ( ) **Competency 6** ~ Understanding the Publics
- ( ) **Competency 7** ~ Professional Development

From your **IPDP**, copy the applicable goal. \_\_\_\_\_  
\_\_\_\_\_

Write a brief description of the EOA and how it helped you to grow professionally;  
include date(s) when activity or portions of the activity was/were performed.

The signature(s) below verify that this report describes the EOA performed in partial fulfillment of my **Individual Professional Development Plan (IPDP)**.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

Attach any publications, copies of certificates, agendas, etc. that could be used for verification or include a signature of verification, and complete participant reflection on the back.

\_\_\_\_\_  
Verification Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER CONSORTIUM  
LOCAL PROFESSIONAL DEVELOPMENT PLAN**

**EQUIVALENT OTHER ACTIVITY (EOA) DOCUMENTATION VOUCHER  
Treasurers**

Name \_\_\_\_\_

EOA Option \_\_\_\_\_ Number of CEUs \_\_\_\_\_

Please indicate the area of concentration related to this EOA.

- Competency 1** ~ Financial Management
- Competency 2** ~ Fund Accounting
- Competency 3** ~ Financial Reporting
- Competency 4** ~ Purchasing and Business Functions
- Competency 5** ~ Legal/Legislative Issues

From your **IPDP**, copy the applicable goal. \_\_\_\_\_  
\_\_\_\_\_

Write a brief description of the EOA and how it helped you to grow professionally;  
include date(s) when activity or portions of the activity was/were performed.

The signature(s) below verify that this report describes the EOA performed in partial fulfillment of my **Individual Professional Development Plan (IPDP)**.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

Attach any publications, copies of certificates, agendas, etc. that could be used for verification or include a signature of verification, and complete participant reflection on the back.

\_\_\_\_\_  
Verification Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

The Jefferson County Educational Service Center Consortium  
 Local Professional Development Committee

Cover Page for the License Renewal Packet

**Part I. To be completed by educator applicant**

|                  |          |            |
|------------------|----------|------------|
| Applicant's Name | Building | Assignment |
|------------------|----------|------------|

Please note: It is the responsibility of the applicant to make sure you have complied with the currently effective BCI and FBI background checks standards.

**Part II. To be completed by the applicant and verified by the superintendent's secretary**

Directions: Check each item to verify inclusion in the renewal packet.

- | <b>Applicant</b>         | <b>Secretary</b>         |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application – (USE NEWEST FORM AVAILABLE) - ALL sections must be filled in. If any piece of information is missing, ODE will return the application unprocessed.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of expiring license(s)/certificate(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | IPDP  |
| <input type="checkbox"/> | <input type="checkbox"/> | New IPDP  |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcripts (no copies are acceptable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that all coursework and CEU work was completed <u>after</u> the IPDP was approved  |
| <input type="checkbox"/> | <input type="checkbox"/> | Original CEU forms  |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed "Summary of PD Activities Completed to Fulfill IPDP" form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check or money order payable to Treasurer, State of Ohio (not ODE, district, etc.) - \$200 for first license type requested; \$20 each for each additional license type requested |

\_\_\_\_\_  
 Signature, Superintendent's Secretary

**Part III. To be completed by the superintendent**

\_\_\_\_\_  
 Signature, Superintendent

\_\_\_\_\_  
 Date



## Individual Professional Development Plan (Teachers)

Name \_\_\_\_\_

Date \_\_\_\_\_

Recently enacted higher performance expectations placed on public schools have brought with them a near mandate that **ALL** professional development for teachers be aligned with goals and activities that assure improvement in student achievement. Goals I thru IV and the activities listed that support those goals are derived from nationally research-based fieldwork (Pathwise) that has proven successful in improving student achievement. Goal V and the activities listed that support this goal have been developed for those educators whose Professional Development Activities/Plans include helping other educators grow professionally.

To complete your Individual Professional Development Plan (IPDP) please select  **only three** of the five goals listed below as your Professional Development Goals. Under **each goal** you have selected, please select  **at least two** Professional Development Activities that appropriately describe professional development in which you plan to participate over the **next five years**.

**Please Note: This completed and signed 5-page IPDP (Form #1 & Form #2) must be submitted to your district superintendent's office at the same time you submit your renewal packet.**

### Domain A

**Goal I: TO IMPROVE MY PROFESSIONAL COMPETENCY AND PROFICIENCY LEVELS IN KNOWING AND ORGANIZING CONTENT KNOWLEDGE FOR STUDENT LEARNING (Aligns with Ohio Standards for Professional Development - 1, 4, and 5)**

### Activities

I will participate in college or university coursework, CEU experiences, and/or EOA options that will provide opportunities to acquire and implement higher level knowledge, skills, and/or techniques so that I

- A 1. will **become familiar with my students' background, knowledge, and experiences.**
- A 2. will be able to **articulate clear and appropriate learning goals for my students.**
- A 3. will be able to **demonstrate a connection between learned content, current content, and content yet to be learned.**
- A 4. will be able to **select student-appropriate teaching methods, learning activities, technology, materials, and other resources that align with my goals.**
- A 5. will be able to **select student-appropriate evaluation/assessment strategies that align with my goals.**

Name \_\_\_\_\_

### Domain B

**Goal II: TO IMPROVE MY PROFESSIONAL COMPETENCY AND PROFICIENCY LEVELS IN CREATING A POSITIVE ENVIRONMENT FOR STUDENT LEARNING (Aligns with Ohio Standards for Professional Development - 1, 4, and 5)**

#### Activities

I will participate in college or university coursework, CEU experiences, and/or EOA options that will provide opportunities to acquire and implement higher level knowledge, skills, and/or techniques so that I

- B 1. will be able to **develop and maintain a climate that promotes fairness.**
- B 2. will be able to **develop and maintain rapport with students.**
- B 3. will be able to **communicate challenging learning expectations to students.**
- B 4. will be able to **establish and maintain consistent classroom behavior standards.**
- B 5. will be able to **keep the physical environment safe and conducive to learning at all times.**

### Domain C

**Goal III: TO IMPROVE MY PROFESSIONAL COMPETENCY AND PROFICIENCY LEVELS TO TEACH FOR STUDENT LEARNING (Aligns with Ohio Standards for Professional Development - 1, 2, and 6)**

#### Activities

I will participate in college or university coursework, CEU experiences, and/or EOA options that will provide opportunities to acquire and implement higher level knowledge, skills, and/or techniques so that I

- C 1. will be able to **make goals and instructional procedures clear to students.**
- C 2. will be able to **make content comprehensible to students.**
- C 3. will be able to **encourage students to extend their thinking.**
- C 4. will be able to **monitor students' understanding of content, provide feedback, and adjust learning activities accordingly.**
- C 5. will be able to **use instructional time effectively and efficiently.**

Name \_\_\_\_\_

**Domain D**

**Goal IV: TO IMPROVE MY COMPETENCY AND PROFICIENCY LEVELS IN TEACHER PROFESSIONALISM (Aligns with Ohio Standards for Professional Development - 1, 2, and 3)**

**Activities**

I will participate in college or university coursework, CEU experiences, and/or EOA options that will provide opportunities to acquire and implement higher level knowledge, skills, and/or techniques so that I

- D 1. will be able to **reflect on and determine the extent to which learning goals were met.**
- D 2. will be able to **demonstrate my teaching effectiveness.**
- D 3. will be able to **build productive professional sharing relationships with colleagues.**
- D 4. will be able to **communicate more effectively with parents/guardians regarding student progress.**

**Goal V: TO IMPROVE MY PROFESSIONAL COMPETENCY AND PROFICIENCY LEVELS IN ACTIVITIES THAT ENABLE ME TO HELP OTHER PROFESSIONAL EDUCATORS GROW (Aligns with Ohio Standards for Professional Development - 1, 3, and 6)**

**Activities:**

I will participate in college or university coursework, CEU experiences, and/or EOA options that will provide opportunities to acquire and implement higher level knowledge, skills, and/or techniques so that I

- 1. will be able to **provide PD training experiences for other professional educators.**
- 2. will be able to **supervise/evaluate professional educators in the educational setting.**
- 3. will be able to **share higher level knowledge, skills, and/or techniques with other professional educators.**
- 4. will be able to **support the acquiring of additional instructional and/or PD resources through local, state, and national sources. (Example: Grant writing)**



The Jefferson County Educational Service Center Consortium  
 Local Professional Development Committee

Cover Page for the License Renewal Packet

**Part I. To be completed by administrator applicant**

|                  |          |            |
|------------------|----------|------------|
| Applicant's Name | Building | Assignment |
|------------------|----------|------------|

Please note: It is the responsibility of the applicant to make sure you have complied with the currently effective BCI and FBI background checks standards.

**Part II. To be completed by the applicant and verified by the superintendent's secretary**

Directions: Check each item to verify inclusion in the renewal packet.

- | <b>Applicant</b>         | <b>Secretary</b>         |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application – (USE NEWEST FORM AVAILABLE) - ALL sections must be filled in. If any piece of information is missing, ODE will return the application unprocessed.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of expiring license(s)/certificate(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | IPDP  |
| <input type="checkbox"/> | <input type="checkbox"/> | New IPDP  |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcripts (no copies are acceptable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that all coursework and CEU work was completed <u>after</u> the IPDP was approved  |
| <input type="checkbox"/> | <input type="checkbox"/> | Original CEU forms  |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed "Summary of PD Activities Completed to Fulfill IPDP" form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check or money order payable to Treasurer, State of Ohio (not ODE, district, etc.) - \$200 for first license type requested; \$20 each for each additional license type requested |

\_\_\_\_\_  
 Signature, Superintendent's Secretary

**Part III. To be completed by the superintendent**

\_\_\_\_\_  
 Signature, Superintendent

\_\_\_\_\_  
 Date



## Individual Professional Development Plan (Administrators)

Name \_\_\_\_\_

Date \_\_\_\_\_

Recently enacted higher performance expectations placed on public schools have brought with them a near mandate that **ALL** professional development for educators be aligned with goals and activities that increase student achievement. Competencies 1-6 and related activities are derived from the Interstate School Leaders Licensure Consortium (ISLLC) Standards focused on promoting student achievement. Competency 7 is an option for administrators whose Professional Development Activities/Plans include helping other educators grow professionally.

To complete your Individual Professional Development Plan (IPDP), select  **only four** of the seven competencies listed below as your Professional Development Goals. Under **each goal**, select  **at least two** Professional Development Activities that appropriately describe professional development activities you plan to participate in over the **next five years**. **Please Note: You must earn 6 semester hours or 18 CEUs (or a combination thereof), distributed across the four competencies you have selected, to renew your license at the end of this five-year cycle.**

**Please Note: This completed and signed 6-page IPDP (Forms #1 & #2) must be submitted to your district superintendent's office at the same time you submit your renewal packet.**

### COMPETENCY 1: FACILITATING THE VISION

**Goal:** To promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. (Aligns with Ohio Standards for Professional Development - 1, 2, and 6)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or Equivalent Other Activities (EOA) options that provide opportunities to increase my knowledge and skills so I may

- 1. develop and implement strategic plans.
- 2. implement systems theories.
- 3. model and practice effective data collection and analysis strategies.
- 4. model and practice effective communication.
- 5. model and implement consensus-building and negotiation skills.

Name \_\_\_\_\_

**COMPETENCY 2: SCHOOL CULTURE AND INSTRUCTIONAL PROGRAM**

**Goal:** To promote the success of all students by advocating, nurturing, and sustaining school culture and instructional programs conducive to student learning and staff professional growth. (Aligns with Ohio Standards for Professional Development - 3, 4, and 5)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may

- 1. assist teachers in implementing learning theories and motivational theories.
- 2. lead my building/district in curriculum design and evaluation.
- 3. encourage and engage teachers in effective instruction, measurement, evaluation, and assessment.
- 4. understand and help teachers recognize diversity and its meaning for educational programs.
- 5. serve as a leader in adult learning and professional development.
- 6. understand, model, and facilitate the change process for systems, organizations, and individuals.
- 7. help teachers and students understand the role of technology in promoting student learning and professional growth.

**COMPETENCY 3: MANAGING THE ORGANIZATION**

**Goal:** To promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. (Aligns with Ohio Standards for Professional Development - 3, 4, and 5)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may

- 1. understand and implement the principles of organizational development; theories and models of organizations.
- 2. promote and enhance operational procedures at the school and district level.
- 3. demonstrate knowledge and leadership in school safety and security.
- 4. provide effective leadership in human resources management and development.
- 5. understand and participate in fiscal operations of school management, including budget development and preparation.
- 6. collaborate with other school personnel in effective and efficient use of school facilities and space.
- 7. understand and provide leadership in legal issues impacting school operations and current technologies that support management functions.

Name \_\_\_\_\_

**COMPETENCY 4: COLLABORATION AND COMMUNITY ENGAGEMENT**

**Goal:** To promote the success of all students by facilitating and engaging in collaboration with families and community members. (Aligns with Ohio Standards for Professional Development - 2, 3, and 6)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may

- 1. make sound decisions relating to issues and trends that impact schools.
- 2. demonstrate an understanding of the conditions and dynamics of the diverse school community.
- 3. work collaboratively with and utilize community resources.
- 4. develop and utilize public relations and marketing strategies and processes.
- 5. develop and implement successful models of partnerships.

**COMPETENCY 5: ETHICS AND INTEGRITY**

**Goal:** To promote the success of all students by acting with integrity, fairness, and in an ethical manner. (Aligns with Ohio Standards for Professional Development - 1 and 6)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may

- 1. recognize the purpose of education and the role of leadership in modern society.
- 2. implement ethical frameworks and perspectives on ethics.
- 3. recognize and build upon the values of the diverse school community.
- 4. practice professional codes of ethics.
- 5. consider and build upon the philosophy and history of education in making decisions.

Name \_\_\_\_\_

**COMPETENCY 6: UNDERSTANDING PUBLICS**

**Goal:** To promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context. (Aligns with Ohio Standards for Professional Development - 2, 5, and 6)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may

- 1. support principles of representative governance that undergird the system of American schools.
- 2. recognize and remain knowledgeable of the role of public education and the law as related to education and schooling.
- 3. remain knowledgeable of and utilize models of change and conflict resolution.
- 4. consider diversity, equity issues and global issues affecting teaching and learning.
- 5. understand and respond to educational issues through policy development.

**COMPETENCY 7: PROFESSIONAL DEVELOPMENT**

**Goal:** To increase knowledge and skills for facilitating and/or conducting professional development. (Aligns with Ohio Standards for Professional Development - 1, 4, and 6)

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that will increase my knowledge and skills so I may

- 1. provide PD training for other professional educators.
- 2. supervise/evaluate professional educators in the educational setting.
- 3. share higher level knowledge, skills, and/or techniques with other professional educators.
- 4. support acquiring additional instructional and/or PD resources through local, state, and national sources. (Example: Grant writing)
- 5. consider and build upon the philosophy and history of education in making decisions.

Name \_\_\_\_\_

**Assurances:**

Your signature below assures the LPDC committee you have developed a quality Professional Development Plan that is

1. related to increasing student achievement,
2. related to responsibilities in your job description,
3. customized to suit your individual professional needs,
4. aligned with your school and district goals,
5. fulfilled through the completion of 6 semester hours or 18 CEUs (or a combination thereof) of PD work distributed across the **4 competencies** selected for your IPDP.

I certify that the informational items and responses provided in this IPDP are true and accurate to the best of my knowledge.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**To be completed by LPDC only**

\_\_\_\_\_ Approved as submitted      \_\_\_\_\_ Not approved: resubmit with revision(s) noted **below** by: \_\_\_\_\_  
Date

|                          |      |                          |      |
|--------------------------|------|--------------------------|------|
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |

Necessary revisions or comments:

\_\_\_\_\_

\_\_\_\_\_

**Jefferson County Educational Service Center Consortium  
 Local Professional Development Committee  
 Individual Professional Development Plan  
 Basic Information  
 Treasurers/Business Managers**

Please complete the following (Typing preferred):

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

District \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_

Phone Numbers – Home: \_\_\_\_\_ Office: \_\_\_\_\_

E-Mail \_\_\_\_\_

**Current Assignment**

District \_\_\_\_\_ Position \_\_\_\_\_ #of Years \_\_\_\_\_

**Previous Assignment (Most Recent Only)**

District \_\_\_\_\_ Position \_\_\_\_\_ #of Years \_\_\_\_\_

Total # of Years Experience \_\_\_\_\_

|   | License 1 | License 2 | License 3 |
|---|-----------|-----------|-----------|
| ❖ Current License Identification Number | _____     | _____     | _____     |
| ❖ Effective Date New License Begins     | _____     | _____     | _____     |

**Please Note: This completed and signed 5-page IPDP (Form #1 & Form #2) must be submitted to your district superintendent's office at the same time you submit your renewal packet.**

## Individual Professional Development Plan (Treasurers/Business Managers)

Name \_\_\_\_\_

Date \_\_\_\_\_

Recently enacted higher performance expectations placed on public schools have brought with them a near mandate that **ALL** professional development for educators be aligned with goals and activities that increase student achievement. Competencies 1-5 and related activities are derived from the field experience requirements of the Approved Program Equivalency for the School Treasurer License.

To complete your Individual Professional Development Plan (IPDP), select at least  **three** of the five competencies listed below as your Professional Development Goals. Under **each goal**, select  **at least two** Professional Development Activities that appropriately describe professional development activities you plan to participate in over the **next five years**. **Please Note: You must earn 6 semester hours or 18 CEUs (or a combination thereof), distributed across the three competencies you have selected, to renew your license at the end of this five-year cycle.**

**Please Note: This completed and signed 5-page IPDP (Forms #1 & #2) must be submitted to Jefferson County Educational Service Center at the same time you submit your renewal packet.**

### COMPETENCY 1: FINANCIAL MANAGEMENT

**Goal:** To administer district fiscal affairs to enable the district to provide the best possible educational services with the financial resources available.

**Activities:** I will participate in college or university coursework, CEU experiences, and/or Equivalent Other Activities (EOA) options that provide opportunities to increase my knowledge and skills so I may become more proficient in the following areas of concentration:

- 1. bonds and notes
- 2. budgets and appropriations
- 3. investments
- 4. risk management
- 5. school finance.

Name \_\_\_\_\_

**COMPETENCY 2: FUND ACCOUNTING**

**Goal:** To direct and manage all financial accounting programs and systems.

**Activities:** I will participate in college or university coursework, CEU experiences, and/or Equivalent Other Activities (EOA) options that provide opportunities to increase my knowledge and skills so I may become more proficient in the following areas of concentration:

- 1. accounting
- 2. cash management
- 3. extracurricular finance
- 4. government accounting
- 5. internal control
- 6. records management
- 7. office management procedures.

**COMPETENCY 3: FINANCIAL REPORTING**

**Goal:** To prepare, maintain, retrieve, analyze, and disseminate federal, state, and local reports relating to fiscal operations of the district.

**Activities:** I will participate in college or university coursework, CEU experiences, and/or Equivalent Other Activities (EOA) options that provide opportunities to increase my knowledge and skills so I may become more proficient in the following areas of concentration:

- 1. computer applications
- 2. electronic data processing
- 3. forecasting and fiscal analysis
- 4. GAAP
- 5. general purpose financial statements and cash reporting
- 6. statistics.

Name \_\_\_\_\_

**COMPETENCY 4: PURCHASING AND BUSINESS FUNCTIONS**

**Goal:** To direct, manage, and monitor all purchasing programs and supervise support services.

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may become more proficient in the following areas of concentration:

- 1. bidding and purchasing procedures.
- 2. collective bargaining and labor relations.
- 3. food services.
- 4. fringe benefits (type, enrollment, claims).
- 5. payroll (processing, distribution, reports).
- 6. personnel contracts and salary schedules.
- 7. purchasing, supply management, and inventory.
- 8. transportation.

**COMPETENCY 5: LEGAL/LEGISLATIVE ISSUES**

**Goal:** To administer fiscal affairs of the district in accordance with statutory responsibilities, legislative mandates, and board policy.

**Activities:** I will participate in college or university coursework, CEU experiences, and/or EOA options that provide opportunities to increase my knowledge and skills so I may become more proficient in the following areas of concentration:

- 1. bonding (short- and long-term)
- 2. fiscal certificates
- 3. FMLA, ADA, FLSA, Workers' Compensation
- 4. legal notices
- 5. real estate
- 6. school law and Ohio compliance functions
- 7. tax analysis

Name \_\_\_\_\_

**Assurances:**

Your signature below assures the LPDC committee you have developed a quality Professional Development Plan that is

1. related to increasing your knowledge and skills related to fiscal matters,
2. related to responsibilities in your job description,
3. customized to suit your individual professional needs,
4. aligned with your district goals,
5. fulfilled through the completion of 6 semester hours or 18 CEUs (or a combination thereof) of PD work distributed across the competencies selected for your IPDP.

---

I certify that the informational items and responses provided in this IPDP are true and accurate to the best of my knowledge.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**To be completed by LPDC only**

\_\_\_\_\_ Approved as submitted      \_\_\_\_\_ Not approved: resubmit with revision(s) noted **below** by: \_\_\_\_\_  
Date

|                          |      |                          |      |
|--------------------------|------|--------------------------|------|
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |
| LPDC Subcommittee Member | Date | LPDC Subcommittee Member | Date |

Necessary revisions or comments:  
 \_\_\_\_\_

**JEFFERSON COUNTY ESC CONSORTIUM LPDC**

**INDIVIDUAL PROFESSIONAL DEVELOPMENT OPTIONS  
College Coursework, Traditional Workshops, and Equivalent Other Activities (EOAs)**

- Notes:**
1. Each completed professional development activity must be clearly related to your area of licensure and/or current classroom teaching assignment.
  2. Options preceded by an asterisk (\*) require prior approval by the LPDC.
  3. IPDPs submitted prior to 1-17-07 will be evaluated based on the previously effective Professional Development Options dated 12-14-05

| COLLEGE COURSEWORK OPTIONS | MAXIMUM CEUs | CEU VALUE  | DOCUMENTATION        | CRITERIA   |
|----------------------------|--------------|--|----------------------|--|
| College                    | N/A          | 1 semester hour = 3 CEUs<br>3 quarter hours/2 semester hours = 6 CEUs<br>2 quarter hours = 4 CEUs<br>1 quarter hour = 2 CEUs | Official Transcripts | Must be taken through a college or university approved for the preparation of teachers, administrators, and school employees in pupil personnel services<br><br>Must be taken for credit with a grade of C or better or a <b>P</b> in pass/fail course<br><br>Classes must be in education, areas directly related to current teaching assignment, or areas of desired licensure |

| TRADITIONAL WORKSHOP OPTIONS  | MAXIMUM CEUs | CEU VALUE                           | DOCUMENTATION                                     | CRITERIA  |
|---|--------------|-------------------------------------|---|---|
| Professional Conference/ Workshop/Institute/Academy or Inservice Activity |              | 1 clock hour in workshops = 0.1 CEU | Verification of participation and Reflection Form | Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education |

| EOA OPTIONS                                    | MAXIMUM CEUs             | CEU VALUE  | DOCUMENTATION  | CRITERIA  |
|--|--------------------------|--|--|---|
| College coursework at a non 4-year institution | N/A                      | 1 semester hour = 3 CEUs<br>1 quarter hour = 2 CEUs              | Official Transcript  | All coursework should lead to new knowledge in the classroom and be related to student achievement OAC 3301-24-08 (J) |
| Curriculum Development                         | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU<br><br>Documented clock hours in meetings | Activity Documentation Voucher or verification of participation with Reflection Form | Must serve on committee organized by local, county, state, national, or international educational entities            |

| EOA OPTIONS   | MAXIMUM CEUs  | CEU VALUE  | DOCUMENTATION  | CRITERIA  |
|---|---|--|--|---|
| Professional Committees   | 3 CEUs per license cycle per committee assignment; maximum 6 CEUs per license cycle   | 1 clock hour = 0.1 CEU<br>Documented clock hours of committee work   | Activity Documentation Voucher   | Must serve on committee organized by local, county, national, or international educational entities<br><br>Must contribute to the educational profession or add to the body of knowledge in the individual's specific field |
| *Peer Visitation and Observation                                | 1 CEU per license cycle   | 1 clock hour = 0.1 CEU   | Activity Documentation Voucher signed by the building principal or designee  | Must relate to the appropriate area of professional development on the individual's IPDP  |
| *Publication of Original Work                                   | 9 CEUs per license cycle  | 9 CEUs for book<br><br>3 CEUs for publication of any other original work in a professional journal or magazine | Copy of publication or document and Activity Documentation Voucher   | Must contribute to the educational profession or add to the body of knowledge in the individual's specific field or desired licensure<br><br>Must be a commercially published book or article                               |
| *Teaching Portfolio of Learning Activities                      | 1 CEU per license cycle   | 1 CEU  | Completed Portfolio  | Could include, but not limited to, lessons, reflective writing, student work, etc.<br><br>Must be completed within the license cycle  |
| National Board of Professional Teaching Standards Certification | 9 CEUs per license cycle obtaining NBPTS Certificate<br><br>6 CEUs per cycle for completing but not obtaining NBPTS Certificate   | Obtaining certificate = 9 CEUs<br><br>Completion of process = 6 CEUs   | Valid copy of the National Certificate <i>or</i> Activity Documentation Voucher for candidate not completing certificate | Must be in the subject area of the educator's licensure<br><br>Certificate must be completed or participation as candidate must be verified within the license cycle  |
| Master Teacher Program  | 6 CEUs per license cycle if MT status achieved<br><br>3 CEUs per license cycle for completing process but not achieving MT status | Achieving MT status<br>6 CEUs<br><br>Completion of MT process not achieving status<br>3 CEUs                   | Valid copy of certificate received from JCESC  | MT status must be achieved or process must be completed and verified during license cycle   |
| Pathwise Training   | <u>Mentor</u><br><br>1.2 CEUs per license cycle<br><br><u>Trainer</u><br><br>3.0 CEUs per license cycle                           | 1 clock hour = 0.1 CEU   | Level I - Certificate of Participation<br><br>Level II - Valid O.D.E. Certificate  | Certificate of Participation and O.D.E. certificate must be verified within the license cycle   |

| EOA OPTIONS   | MAXIMUM CEUs                                   | CEU VALUE  | DOCUMENTATION   | CRITERIA  |
|---|--|--|---|---|
| Whole Faculty Study Groups (WFSG)   | 1.8 CEUs per year and 9 CEUs per license cycle | 1 clock hour = 0.1 CEU   | A cover letter signed by the principal verifying hours and alignment with the Murphy model. | Teachers must participate in training on WFSGs and all subsequent groups must align with the Carlene Murphy model.                    |
| High Qualified Teacher Training (HQT) (ODE, RSIT, JCESC, & Ohio E-Tech)   | As per teacher needs                           | 1 clock hour = 0.1 CEU   | Valid verification from provider  | Must adhere to standards established by NCLB and ODE.   |
| Pathwise Mentoring  | <u>Mentor</u><br>Max 9 CEUs per License Cycle  | 6 CEUs per year<br>or<br>3 per semester<br>or<br>2 per trimester   | Activity Documentation Voucher  | <u>Mentor</u><br>Must mentor teacher, administrator or specialist in the Entry Year Program (EYP)                                     |
| Praxis Assessment Training (Praxis Retooling is considered a Professional Development Workshop – See Traditional Workshops) | 2 CEUs per license cycle                       |  | Verification from Ohio Department of Education  | Must be holder of valid Praxis certification  |
| Cooperating Teacher for:<br>Student Teachers<br><br><b>AND/OR</b><br><br>Early Experience Students                          | 5 CEUs per license cycle                       | <u>Cooperating Teacher</u> for<br>•Student teacher = 1.5 CEUs per experience<br><br>•Early experience student = .5 CEUs per experience<br><b>Any combination acceptable but NOT TO EXCEED 5 CEUs per license cycle</b> | Activity Documentation Voucher  | Direct responsibility for undergraduate student, graduate student, undergraduate intern, student teacher, or early experience student |
| Teaching a College Course   | Max 3 CEUs per year                            | 1.5 CEU per semester course<br>1 CEU per quarter course  | Activity Documentation Voucher  | May be used for the <u>first</u> time teaching the course each license/certificate cycle  |
| Teaching an Adult Vocational or Technology Course   | Max 3 CEUs per year                            | 1.5 CEU per semester course<br>1 CEU per quarter course  | Activity Documentation Voucher  | May be used for the <u>first</u> time teaching the course each license/certificate cycle  |

| EOA OPTIONS  | MAXIMUM CEUs             | CEU VALUE              | DOCUMENTATION  | CRITERIA   |
|--|--------------------------|------------------------|--|--|
| Professional Presentation  | 3 CEUs per license cycle | 1 CEU per presentation | Activity Documentation Voucher   | Applies to <u>first</u> presentation for each license cycle  |
| *Coordinator of educational projects which apply educational skills and knowledge towards the development of a final product, including field-based research | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher<br><br>A copy of the final product or report of the project | Project must have final approval following completion and verification of the completion by LPDC Consortium<br><br>Documented clock hours for planning and preparing |
| Competitive Grant Writing  | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher   | CEUs not dependent on awarding of grant<br><br>Applies to grant writing for each license cycle<br><br>Documented clock hours for planning and preparing              |
| *Educational travel  | 1 CEU per license cycle  | 1 clock hour = 0.1 CEU | Activity Documentation Voucher   | Must enhance educator's work in the profession or contribute to educator's area of licensure or classroom teaching   |
| *Related Work Experience or Externship   | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher signed by externship coordinator                            | Must enhance the educator's work in the field and contribute to educator's area of licensure or classroom teaching   |





**Conversion Chart**

| Semester<br>Hours | Quarter<br>Hours | C.E.U. |
|-------------------|------------------|--------|
| 1/3               | 1/2              | 1      |
| 2/3               | 1                | 2      |
| 1                 | 1.5              | 3      |
| 1 1/3             | 2                | 4      |
| 1 2/3             | 2.5              | 5      |
| 2                 | 3                | 6      |
| 2 1/3             | 3.5              | 7      |
| 2 2/3             | 4                | 8      |
| 3                 | 4.5              | 9      |
| 3 1/3             | 5                | 10     |
| 3 2/3             | 5.5              | 11     |
| 4                 | 6                | 12     |
| 4 1/3             | 6.5              | 13     |
| 4 2/3             | 7                | 14     |
| 5                 | 7.5              | 15     |
| 5 1/3             | 8                | 16     |
| 5 2/3             | 8.5              | 17     |
| 6                 | 9                | 18     |
| 7                 | 10.5             | 21     |
| 8                 | 12               | 24     |
| 9                 | 13.5             | 27     |
| 10                | 15               | 30     |
| 11                | 16.5             | 33     |
| 12                | 18               | 36     |
| 13                | 19.5             |        |
| 14                | 21               |        |
| 15                | 22.5             |        |
| 16                | 24               |        |
| 17                | 25.5             |        |
| 18                | 27               |        |
| 19                | 28.5             |        |
| 20                | 30               |        |
| 21                | 31.5             |        |
| 22                | 33               |        |
| 23                | 34.5             |        |
| 24                | 36               |        |
| 25                | 37.5             |        |
| 26                | 39               |        |
| 27                | 40.5             |        |
| 28                | 42               |        |
| 29                | 43.5             |        |
| 30                | 45               |        |

**Note: 10 clock hours = 1 CEU**



**For: New Employees  
who are not in the  
Entry Year Program**

## Local Professional Development Committee

### NOTICE OF INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN REQUIREMENT

TO: \_\_\_\_\_  
Name (Employee) Date

\_\_\_\_\_  
Home Address City/Town State Zip Code

\_\_\_\_\_  
District Building Grade Level Assignment

According to operational guidelines of the Jefferson County Educational Service Center Consortium LPDC, all certificated/licensed employees of our consortium districts must submit an IPDP when they submit credentials for renewal.

Although, as a new employee, you have not gone through the renewal process with the Jefferson County ESC Consortium LPDC, you are responsible for submitting an IPDP. To assure that you fulfill your obligation to have an approved plan on file and work toward renewal of your license in a timely manner, you are urged to submit the enclosed Individual Professional Development Plan to the address listed below no later than

\_\_\_\_\_.

***PLEASE NOTE:** University course work and CEU/EOA work taken after the issue date on the license will count toward renewal of the next license if the IPDP is submitted within 30 days of the notification date listed below. However, failure to submit the IPDP within 30 days will result in counting only university coursework and/or CEU/EOA work taken after the date the IPDP is initially considered by the LPDC for review and approval.*

The Jefferson County Educational Service Center LPDC

- |   |   |
|---|---|
| <input type="checkbox"/> Early Childhood (PK-2) | <input type="checkbox"/> High School (9-12)               |
| <input type="checkbox"/> Elementary (3-5)       | <input type="checkbox"/> Instructional Specialists (K-12) |
| <input type="checkbox"/> Middle School (6-8)    | <input type="checkbox"/> Administrative/Supervisory       |

Signature: \_\_\_\_\_  
Employee

Notification Date \_\_\_\_\_

Signature: \_\_\_\_\_  
District Representative

Notification Date \_\_\_\_\_

Address: 2023 Sunset Boulevard  
Steubenville, Ohio 43952

Phone: (740) 283-3347

**Signed copies to:**  
**1. Employee**  
**2. District Representative**  
**3. Jefferson County ESC**



### Form for Educators Leaving the LPDC

This verifies that the attached Individual Professional Development Plan was approved

on \_\_\_\_\_ for \_\_\_\_\_  
(Date) (Name of Educator)

\_\_\_\_\_  
(Date) (Name of Subcommittee Facilitator)

\_\_\_\_\_  
(Authorized Signatory)

Name of Educator's School District: \_\_\_\_\_

LPDC Name: Jefferson County Educational Service Center Consortium LPDC

LPDC Address: 2023 Sunset Boulevard

Steubenville, Ohio 43952

LPDC Phone Number: (740) 283-3347

LPDC Contact Person: George Allan



**Approval Verification Form for Retired Educators  
Who are Eligible to Renew Through the LPDC**

This verifies that the attached Individual Professional Development Plan was approved

on \_\_\_\_\_ for \_\_\_\_\_  
(Date) (Name of Educator)

who has completed \_\_\_\_\_ college/university semester or  
quarter hours and \_\_\_\_\_ Continuing Education Units\* toward completion of this  
plan.

\_\_\_\_\_  
(Date) (Name of Subcommittee Facilitator)

\_\_\_\_\_  
(Authorized Signatory)

Name of School District: \_\_\_\_\_

Name of LPDC, if different: Jefferson County ESC Consortium

LPDC Address: 2023 Sunset Boulevard

Steubenville, Ohio 43952

LPDC Contact Person: George Allan

LPDC Phone Number: (740) 283-3347

\* Semester Hours, Quarter Hours, and CEUs were reviewed and approved on \_\_\_\_\_.

*Jefferson County ESC Consortium LPDC*

**RECORD OF PROGRESS**

Name: \_\_\_\_\_

District: \_\_\_\_\_

Building: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip

Home Phone: \_\_\_\_\_



**Reviewed renewal/transition application and accompanying materials on \_\_\_\_\_  
Date**

Approved for submittal to Ohio Department of Education

Returned to applicant for additional information



**Reviewed completed IPDP on \_\_\_\_\_  
Date**

Approved as submitted

Return to applicant for additional information



**Review of approved IPDP Activities for next renewal on \_\_\_\_\_  
Date**



## LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The following is a selected listing of approved On-Line Colleges and Universities **OUTSIDE of Ohio**. *Approved work taken from these colleges and universities is acceptable for certificate/license renewal and for salary schedule advancement (if approved by your local district). This list will be updated as new inquiries are received and approved by the Ohio Board of Regents.*

We remind teachers taking work through those institutions listed here or any college or university, **all courses must appropriately support the implementation of the goals and activities that are on your approved IPDP, and be directly related to your current job assignment.**

*We also alert teachers that coursework taken from these colleges and universities may not be accepted by ODE as legitimate work for acquiring licensure in an additional field (e.g., administration). Using these colleges and universities to earn a masters degree in your current field of licensure/certification will probably be acceptable, but an inquiry to ODE for verification prior to beginning coursework is advised. If a college or university outside of Ohio does not seek authorization from the Ohio Board of Regents to operate as an approved institution of higher learning in Ohio, ODE most likely will not approve coursework for acquiring an additional field of licensure. **We strongly advise getting approval from ODE Division of Licensure/Certification prior to beginning coursework to add a field of licensure to your current license.***

**The approved colleges and universities are:**

- |  |   |
|--|---|
| 1. <b>AMERICAN COLLEGE OF EDUCATION (ILL.)</b> | 22. Loyola Marymount (Calif.)           |
| 2. Andrews Young University (Mich.)            | 23. Madonna University (Mich.)*         |
| 3. Barry University (Fla.)*                    | 24. Mansfield University (Pa.)          |
| 4. Brigham Young University (Utah)             | 25. Marshal University (W. Va.)         |
| 5. Cal State U. – Monterey Bay (Calif.)        | 26. Marygrove College (Mich.)           |
| 6. Capella University (Minn.)                  | 27. Morehead State University (Ky.)     |
| 7. Carlow College (Pa.)*                       | 28. National University (Cal.)          |
| 8. Chapman University (Calif.)                 | 29. North Central University (AZ)       |
| 9. Charter Oak St. Coll. (Conn)                | 30. Nova Southeastern University (Fla.) |
| 10. College of St. Rose (N.Y.)*                | 31. Pacific (University of) (Calif.)    |
| 11. Converse College (S. Car.)                 | 32. Phoenix (University of) (AZ)        |
| 12. Drake University (Iowa)                    | 33. Salem University (W.Va.)            |
| 13. Endicott College (Mass.)                   | 34. San Diego State University (Calif.) |
| 14. Full Sail University (FLA.)♦               | 35. Seton Hill University (Pa.)         |
| 15. Grand Canyon University (AZ)               | 36. Southeastern University (Fla.)      |
| 16. Graceland University (Iowa)                | 37. St. Thomas (University of) (Minn.)  |
| 17. Fresno Pacific University (Calif.)         | 38. Teacher Education Institute **      |
| 18. Hampton University (VA)                    | 39. Utah State University (Utah)        |
| 19. Indiana Wesleyan (Ind.)                    | 40. Walden University (Minn.)           |
| 20. LaVerne University (Calif.)                | 41. West Virginia University (W.Va.)    |
| 21. Liberty University (VA)                    |   |

\*\* In partnership with the four other colleges/universities with (\*) following their name.

♦ Approved for ONE program only (Education Media Design and Technology)

**COLLEGES AND UNIVERSITIES THAT ARE IN BOLD PRINT ARE NEW ADDITIONS TO OUR LIST SINCE THE LAST LIST WAS ISSUED.**

**Local Professional Development Committee  
2009-10 Sub-Committee Assignments**

|   |   |
|---|---|
| <p style="text-align: center;"><b>Early Childhood<br/>(PreK - 2)</b></p> <p>*****</p> <p><b>Facilitator:</b> Joe Roshak (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Pauline Irvin – Buckeye (2011)<br/>Karen Lloyd – Indian Creek (2010)<br/>Sharon Patterson – Harrison Hills (2010)<br/>Kathy Reeves – Toronto (2011)</p> <p><b><u>Administrative Representatives</u></b><br/>Stephanie Blundon– Edison (2011)<br/>Maureen Taggart – Toronto (2011)</p> | <p style="text-align: center;"><b>Elementary<br/>(3 - 5)</b></p> <p>*****</p> <p><b>Facilitator:</b> Marcie Albin (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Julie Kireta – Edison (2011)<br/>Jennifer Matyas – Toronto (2011)<br/>Lori Roberts – Indian Creek (2010)<br/>Bert Tharp– Harrison Hills (2011)</p> <p><b><u>Administrative Representatives</u></b><br/>Jim Kalman – Buckeye (2010)<br/>Sandy Leggett – Harrison Hills (2011)</p>  |
| <p style="text-align: center;"><b>Middle School<br/>(6 - 8)</b></p> <p>*****</p> <p><b>Facilitator:</b> George Allan (Alternate)<br/>Blair Closser (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Lynda Glenn – Toronto (2010)<br/>Judy May - Harrison Hills (2010)<br/>Karen Yanda – Buckeye (2011)</p> <p><b><u>Administrative Representatives</u></b><br/>Angela Hicks – Buckeye (2011)<br/>Ed Kovacik – Harrison Hills (2011)</p>                        | <p style="text-align: center;"><b>High School<br/>(9 - 12)</b></p> <p>*****</p> <p><b>Facilitator:</b> Sam Mauk (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Ken Herron – Indian Creek (2011)<br/>Barb Pritts – Toronto (2010)<br/>Jodi Rielly – Buckeye (2010)<br/>Steve Romey – Harrison Hills (2011)</p> <p><b><u>Administrative Representatives</u></b><br/>Steve Cowser – Indian Creek (2011)<br/>Bob Gill – Toronto (2010)</p>   |
| <p style="text-align: center;"><b>Instructional Specialist<br/>(3 - 12)</b></p> <p>*****</p> <p><b>Facilitator:</b> Jeff Oblak (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Tony Kovalesky – Edison (2010)<br/>Lynn Marsh – Indian Creek (2011)<br/>Monica Potenzini – Edison (2010)</p> <p><b><u>Administrative Representatives</u></b><br/>Bill Beattie – Edison – (2010)<br/>Mark Furda – Indian Creek – (2010)<br/>Fatima Smuck – Edison – (2011)</p>  | <p style="text-align: center;"><b>Administrative</b><br/>Holders of Administrative, Supervisory, and School<br/>Treasurer Certification</p> <p>*****</p> <p><b>Facilitator:</b> Joy Howell (Alternate)<br/>Jefferson County ESC</p> <p><b><u>Teacher Representatives</u></b><br/>Donna Dawson – Edison (2011)<br/>Rebecca Donley – Buckeye (2010)</p> <p><b><u>Administrative Representatives</u></b><br/>Dana Snider – Harrison Hills (2010)<br/>Toni Dondzila – Indian Creek (2010)<br/>Rich Lucci – Toronto (2011)<br/>Sharon Wallace – Buckeye (2011)</p> |
| <p style="text-align: center;">***** <b>Website:</b> Jefferson County ESC *****</p>   |   |

(part) L.P.D.C. 2008/Appendix M 2008-09