

A Guide for Licensure Renewal

including LPDC Bylaws

Bexley City Schools (BCS)

Local Professional Development Committee (LPDC)



Bexley's LPDC IRN: 013626

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Memo from Bexley City Schools Local Professional Development Committee (LPDC)

Ohio's statewide system of Local Professional Development Committees (LPDC) assures that credentialed educators regularly renew their educator certificate or license through appropriate professional development. In this way, Ohio maintains the focus on high-quality teaching and leadership that has made Ohio's schools successful at educating Ohio's students.

We, the members of LPDC, developed this guide to define the roles and responsibilities involved in educators maintaining their credentials and the LPDC recommending licensure renewal. This guide includes our bylaws, a required timeline for submission of IPDP, approval of materials, as well as forms that support the articulation of professional development that warrants licensure renewal.

Please note that individual educators are responsible for writing their own IPDPs and all licensure requirements and renewals under state law. Failure to comply with Bexley's expectations for IPDP and the accompanying professional development portfolio may result in loss of license and employment.

We are honored to serve on our LPDC to support our colleagues in their licensure renewals and professional development goals. Our roles and responsibilities are outlined in Ohio Revised Code 3319.22 and articulated in performance responsibilities, Job Description #711, as adopted by Bexley's Board of Education on February 8, 2023.

We appreciate your attention to this Guide that we have developed to support you in your licensure.

The Bexley City Schools' Local Professional Development Committee members

Christy Ayers, Co-Chair

Melissa Klosterman-Lando, Co-Chair

Michelle Frenz, Educator Member

Monica Miars, Educator Member

Rachel Niswander, Administrator Member

_____, Administrator Member

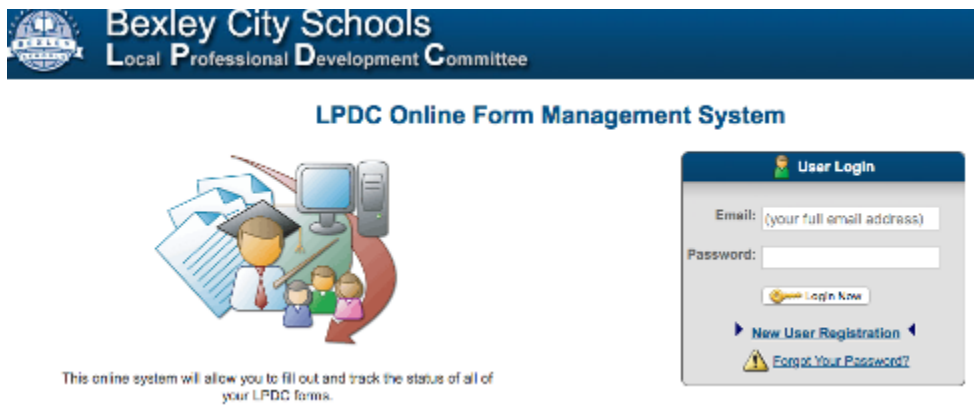
Michelle Rowley-Welsch, Educator Member

Bexley City School District (BCSD) Local Professional Development Committee (LPDC) Management System (Website)

BCS's LPDC utilizes an on-line management system (website) to support license renewal.

Here is a brief overview of the online system:

1. Log into: <http://summitesc.net/lpdc/Manage/index.asp?DistrictID=49>
2. Type in your Bexley email address and password
3. Select "Login Now"



4. To write your IPDP, select the IPDP link from your LPDC online landing page.



5. Create, draft, and develop 1-2 goals in your account.
6. When you have drafted your goals and IPDP, submit your IPDP for pre-approval.
7. BCS's LPDC will review your IPDP at their next upcoming regularly scheduled meeting and let you know if it is approved or needs further revision.

8. Once approved, you can submit Professional Development Activities for pre-approval
 - a. One course/activity per Professional Development Activity Form
 - b. Course/activity must occur after the date of IPDP approval
 - c. Coursework beyond 6 semester hours (taken for step pay increase) DO NOT need to be submitted.

9. Review for License Renewal
 - a. Upload transcript or documentation (Activity Log, CEUs, Workshop Certificates).
 - b. Beginning November 1 of the school year in which your license expires, educators can apply online to renew their license(s).

Bexley LPDC Bylaws

I. Purpose

- A. The Local Professional Development Committee (LPDC) shall be established in accordance with R.C. 3319.22 to review and approve coursework or equivalent professional development activities included in Individual Professional Development Plans (IPDP) as these are related to teaching and/or the area of licensure for the purpose of license renewal.

II. Committee Structure

- A. Scope: A single LPDC will operate on a district-wide basis.
- B. Membership: The LPDC shall consist of
 - 1. Four classroom teachers. All teacher members are to be determined by the Bexley Education Association.
 - 2. Three licensed administrators, comprised of at least one building administrator and one district-level administrator appointed by the Superintendent or Superintendent Designee. The third administrator must also be appointed; however, they may be a building administrator or a district-level administrator.
- C. Filling Vacancies: Vacancies occurring in voting members will be appointed by the Bexley Education Association (BEA). Vacancies occurring in administrative positions will be appointed by the Superintendent of Schools. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed shall hold office as a member for the remainder of that term.
- D. Committee Procedures: The LPDC as a whole with quorum will meet virtually or in person on Tuesdays, with a minimum of 10 meetings with a quorum as a committee each school year, starting at 4:00 pm, unless otherwise indicated (i.e., schools closed). Meetings are to be communicated to all staff at the beginning of the school year, with a minimum of 10 meetings scheduled. The Co-chair may call additional meetings of the LPDC with the concurrence of five (5) of the members. There shall be at least 48 hours advance notice of special meetings. The LPDC members will meet individually with certified staff members to support IPDP development for a minimum of five (5) meetings during the school year.
 - 1. The co-chairs have the right to cancel a scheduled meeting if no IPDP proposals, credit proposals, or other issues are submitted for consideration.

2. A member of the LPDC committee will be identified as the Recorder who shall maintain minutes of actions taken. Copies of these minutes shall be provided to committee members, the Superintendent of Schools, and the BEA President.
 3. A quorum necessary to conduct LPDC business shall be five (5).
 4. At least four (4) of the LPDC voting members must agree upon any action for it to be considered approved.
- E. Action taken on teacher IPDP proposals and portfolios will be discussed by the entire committee but voted on by at least three (3) teachers and at least two (2) administrators, with the majority of voting members being teachers.
 - F. Action taken on administrators' IPDP proposals and portfolios will be discussed by the entire committee but voted on by two (2) teachers and three (3) administrators, with a majority of voting members being administrators.
 - G. LPDC members review IPDPs and/or credit proposals monthly unless an alternate schedule is approved by the LPDC and the educator.
 - H. Approval of hours awarded shall be returned electronically to the educator and will be noted in the minutes of the LPDC meeting.
 - I. Upon request, verification of hours will be provided by the LPDC Co-Chair utilizing the ODE verification form.

III. Meeting Responsibilities

A. Co-chairs

1. One administrator and one teacher will be elected annually by a majority of the LPDC at the last meeting of a school year to serve the following academic year.
2. Will facilitate and conduct LPDC meetings.
3. Will communicate information to the members of the LPDC.
4. Will represent the LPDC at regional meetings as needed.
5. Will identify a Recorder who will perform these duties:
 - a) Will maintain an accurate record of LPDC Operational Procedures to assure long-term consistency within the committee.
 - b) Will maintain minutes of action taken during LPDC meetings.

B. Central Office Administrator (Director of Employee Relations and Human Resources)

1. Will notify educators of approval/resubmission/denial status of individual professional development plans and/or proposals for credit.

2. Will notify the Treasurer of the members on the LPDC so that stipends can be paid to members.
3. Compensation: All LPDC members that are educators shall be compensated as per the BEA/Board agreement. Administrators will not be compensated for serving on the committee.
4. Ongoing professional development will be made available as needed for LPDC members through district funds.

IV. Appeal Process

V. Reconsideration:

- A. The reasons why an IPDP and anticipated coursework or professional development activities are not approved by the LPDC will be shared with the educator. The educator should resubmit with new evidence and information.
- B. If an educator disagrees with an LPDC's decision regarding the successful attainment of the professional goals described in an approved IPDP or a decision not to approve a request for a Professional Development Activity, the educator must present a request to appeal within the week prior to the next LPDC meeting and schedule a time to meet with the LPDC to discuss the presented evidence and why the educator believes it should be approved. The presentation will be limited to 15 minutes. The LPDC shall provide its response within a month's time.
- C. Third Party Review in the instance of item "Appeal Process, IV.A.2" above
 1. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a three-person panel will be selected to review the decision.
 2. The panel will be formed consisting of one licensed educator selected by the LPDC, one licensed educator selected by the educator appealing the decision, and one licensed educator agreed upon by the LPDC and the appealing party. These three individuals will function as a panel to review the LPDC decision and either uphold it or overturn it. Their decision will be final and will be forwarded to the educator and the LPDC Co-chairs for appropriate action no later than ten (10) workdays following the close of the presentation.
 3. See the Appeal Form below By-Laws/Guidelines

VI. Operational Review

- A. During the LPDC's regularly scheduled full committee meetings with quorum throughout the school year, the LPDC reviews all forms and operating procedures with recommendations sent to the Superintendent or Superintendent designee and BEA for approval as necessary.

VII. Master Agreement Compatibility

- A. The LPDC shall have no authority to supersede any section of the items of the Agreement between the Board and the Association nor to engage in collective bargaining.

VIII. Implementation

- A. The agreement became effective November 16, 1998, upon ratification by the BEA general membership and adoption of the Bexley Board of Education. The agreement shall remain in effect until and unless changed by negotiations for a successor agreement between the parties.

[Adoption date: November 16, 1998]

[Re-adoption date: September 3, 2015]

[Re-adoption date: July 30, 2019]

[Re-adoption date: April 12, 2023]

Legal Basis for LPDCs

In 1996, Ohio's General Assembly authorized the establishment of Local Professional Development Committees (LPDCs) and mandated that such be established in every school district and chartered nonpublic school by September 1998 (Ohio Revised Code 3319.22). The purpose of the committees is to review the coursework and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of licenses have been met, with the exception of professional pupil services licenses that require credentialing through related licensure boards. The LPDC's responsibility begins when an educator obtains a Professional License.

Other educational agencies* may establish Local Professional Development Committees on their own or in collaboration with a school district or other agency having authority to establish them, and shall be structured in a manner comparable to the structures prescribed for school districts.

Based on the Local Professional Development Committee review and approval, the Ohio Department of Education issues licenses valid across the state of Ohio. Review by a Local Professional Development Committee does not mean the educator is qualified to work only in that district; the license is valid in any district in Ohio.

*Including but not limited to the Department of Education, Educational Service Centers, County Boards of Developmental Disabilities, Regional Professional Development Centers, Special Education Regional Resource Centers, college/university departments of education, Head Start programs, the Ohio SchoolNet commission, and the Ohio Education Computer Network.

Source: (p. 5) *Resource Guide for Establishing & Maintaining Local Professional Development Committees (LPDCs)* (September 2018)

Educator Licensure Structure

Resident Educator (RE) License /Alternative RE License (Two) Year Nonrenewable (may be extended on a case-by-case basis)	
RE License Requirements	Alternative RE License Requirements
<ul style="list-style-type: none"> • Bachelor’s degree, an approved program of teacher preparation, pass examinations prescribed by State Board of Education, and 12 semester hours of reading coursework for early childhood, middle childhood, intervention specialist and early childhood intervention specialist licenses, OR • Bachelor’s degree, GPA of 2.5 or higher, pass an examination in the subject area to be taught, successfully complete the summer training institute operated by Teach For America, and be assigned to teach in Ohio as a participant in the Teach for America program 	<ul style="list-style-type: none"> • Bachelor’s degree • Major in the subject to be taught or extensive work experience • Completion of an Intensive Pedagogical Training Institute • Content area examination • This license will also be issued for career-technical workforce development areas utilizing existing processes for licensing these teachers

Professional Educator License – Five-Year Renewable
Requirements
<ul style="list-style-type: none"> • Bachelor’s degree (except career-technical workforce development) • Successfully complete the Ohio RE Program • Alternative License holders successfully complete additional requirements to obtain Professional License

Senior Professional Educator License – Five-Year Renewable: A + B + C		
A	B	C
Degree Requirement	Experience	Demonstration of Practice at Accomplished Level
Master degree or higher from an institution of higher education accredited by a regional accrediting organization	Nine years under a standard teaching license with 120 days of service as defined by ORC, of which at least five years are under a professional/permanent license/certificate	Successful completion of the Master Teacher Portfolio

Lead Professional Educator License – Five-Year Renewable: A + B + C			
A	B	C	
Degree Requirement	Experience	Demonstration of Practice at the Distinguished Level:	
Master’s degree or higher from an institution of higher education accredited by a regional accrediting organization	Nine years under a standard teaching license with 120 days of service as defined by ORC, of which at least five years are under a professional/permanent license/certificate or a Senior Professional Educator License	Earn the Teacher Leader Endorsement AND successful completion of the Master Teacher Portfolio, OR	Hold active National Board for Professional Teaching Standards (NBPTS) Certification

Source: (p. 6) *Resource Guide for Establishing & Maintaining Local Professional Development Committees (LPDCs)* (September 2018)

Eligibility Criteria for Consistently High-Performing Teacher (CHPT)

During the current licensure cycle, a consistently high-performing teacher has:

- Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years; *and*
- Met at least one of the following additional criteria for at least three of the past five years:
 - Held a valid senior or lead professional educator license (not a regular 5-year professional teaching license);
 - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state, or higher education level;
 - Served in a leadership role for a national or state professional academic education organization;
 - Served on a state-level committee supporting education; or
 - Received state or national educational recognition or award.

Resources for CHPT

[Consistently High Performing Teachers Guidelines](#)

[Consistently High Performing Teacher FAQs](#)

National Board Certification

Please note that professional license holders who have earned national board certification since their last renewal may renew their currently expiring license(s) with verification of their valid national board license.

<https://www.nbpts.org/certification/>

Master Teacher

The Master Teacher program allows teachers to demonstrate their practice based on the Ohio Standards for the Teaching Profession. Successful completion of the program also satisfies one of the requirements for an advanced license, which is part of the licensure structure that became effective in January 2011. For specific details, please visit:

<https://education.ohio.gov/Topics/Teaching/Professional-Development/Master-Teacher>

Responsibilities of the LPDC

LPDCs are responsible for reviewing and approving Individual Professional Development Plans (IPDPs), course work, and other professional development activities that educators propose to complete for the purpose of license renewal. To fulfill their responsibilities, LPDCs need to:

Be informed:

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

Educate and assist all members:

- Familiarize new members to the licensure standards and the operating principles, timelines, and processes of the LPDC;
- Align to the Ohio Standards for Professional Development, and
- Promote High-Quality Professional Development (HQPD) as defined by the Ohio Standards for Professional Development (see the Standards for Professional Development and related resources).

Establish and abide by operating procedures:

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

Communicate clearly and maintain records:

- Establish communication procedures to keep all constituents up-to-date on LPDC matters;

- Communicate to all constituents in a regular and systematic way to ensure equitable opportunities;
- Keep records of LPDC matters according to statute; and
- Encourage educators to maintain their own records as well.

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

A full and current update of the Ohio Open Meetings Act and Public Records Act is available at the Ohio Attorney General's Office:

<http://www.ohioattorneygeneral.gov/yellowbook>

Source: (p. 10) *Resource Guide for Establishing & Maintaining Local Professional Development Committees (LPDCs)* (September 2018)

YOUR Responsibilities as the Educator

Be informed:

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

Abide by LPDC operating procedures:

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

Maintain records:

- Keep records of all licensure and LPDC transactions, including the LPDC review and approval/request for revision of an IPDP; transcripts for coursework; and required documentation for equivalent other activities.

Senior Professional, Master Teacher, National Board Certification, and Consistently High-Performing Teacher (CHPT) Professional Educator Licensure:

- Inform the LPDC of your Master Teacher, National Board certification, or Consistently High-Performing Teacher status.

Source: (p.12) *Resource Guide for Establishing & Maintaining Local Professional Development Committees (LPDCs)* (September 2018).

Important: Timeline for Renewal

IMPORTANT: The LPDC does not meet during the summer months and meets one to two days per month during the school year. No meetings are scheduled before the school year begins or after the last day of the school year. However, the Co-chairs of the LPDC may call additional meetings before or after the school year, but only with the concurrence of five (5) of the members (quorum). There shall be at least 48 hours advance notice of special meetings.

Meeting dates are shared with all BCSD staff at the start of the new school year on the Bexley City Schools LPDC website.

<https://summitesc.net/lpdc/Manage/index.asp?DistrictID=49>. Contact your building's LPDC member or the secretary of the Chief Academic Officer for the scheduled dates and available appointments. Do not wait until the end of the school year to schedule your appointment with the LPDC.

Overall Timeline for IPDP Writing & Development, Presentation of Goals, Outcomes, and Your Learning

IPDP Development

1. Using the Bexley City Schools LPDC website, a new IPDP must be written within one school year after renewal or upgrade to a five-year license. Failure to comply with this timeline may result in loss of employment with Bexley City Schools and/or loss of license.
2. The IPDP must include two to five years of professional development activities.
3. Write the IPDP using the “Hints on writing goals” and “Professional Development Domains” hyperlinks: These hyperlinks are located within the BCSD LPDC Online Form Management System under the Complete a New Form/IPDP Link.
<https://summitesc.net/lpdc/Reference/hints.asp>
https://summitesc.net/lpdc/Reference/PD_Domains.asp

IPDP Approval Process

1. An approved IPDP must be in place prior to taking coursework or attending any workshops in order for hours to count toward the renewal of your license. Further, no self-directed activity hours will be accepted without prior plan approval. There will be no exceptions to this.
 - a. Submit your IPDP using the BCSD LPDC website at least one week in advance of the next scheduled meeting.
 - b. If the LPDC requests revisions, submit revisions within 30 days. The IPDP will not be approved until revisions are resubmitted and approved by the LPDC. Revisions will be considered for approval at the next scheduled LPDC meeting. If the LPDC denies your initial IPDP and asks you to submit a new plan, please submit a revised plan within 30 days for the LPDC to review.

IPDP Completion

1. After your IPDP is approved, work on professional development approved in the IPDP or by the LPDC as an approved Professional Development Activity through the BCSD LPDC website for at least two school years. Create and upload a time sheet of pre-approved self-directed activities (See the Activity Log link on your

BCSD LPDC website). You will also upload certificates from workshops completed and transcripts for courses completed prior to the end of the school year in which your license expires.

2. Schedule an appointment with the LPDC **after November 1st**, the year before your license expires.
3. Prior to the appointment, send a one-page summary of your goal(s), outcome(s), and learning as detailed in your IPDP to the secretary to the Chief Academic Officer.
4. At this appointment, you will present your IPDP progress related to your IPDP's goal(s), objective(s), and evaluation criteria. Your presentation should be **less than 15 minutes**.

New Teachers to Bexley – Transitioning from Previous District

New employees are required to submit to the Bexley LPDC their approved plans from their former districts **before the end of the first semester of their first year** in Bexley. Additionally, an *Approval Verification Form for Educators Leaving an LPDC* (former district) must be submitted with district signatures to provide evidence that the plan was approved, as well as evidence of already completed hours and activities.

Make an appointment with the Bexley LPDC during this first semester of your first year in Bexley to share your previously-approved plan. At the completion of this plan and before your license expires, you are required to schedule an additional appointment with the LPDC. Even though you are bound to your previously-approved plan until you apply for new licensure, the LPDC requests that you provide a brief reflection on the professional development that occurred during the five years that your previously-approved plan was being enacted.

For ODE’s Approval Verification Form

<https://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Additional-Information/Licensure-Forms/Educators-Exiting-an-LPDC-Form.pdf.aspx>

New Teachers to Bexley– Not Previously Employed by a District

New employees who were not employed by a school district the previous year to being hired by Bexley and thus do not hold an approved IPDP must develop an IPDP during their first year of employment in Bexley City Schools.

Resident Educators (RE)

Teachers who hold a RE license are not required to develop and submit an IPDP for approval. However, within the first year of their new five-year professional license, you must create an IPDP using the BCSD LPDC website.

For more on Resident Educator Program -

<http://education.ohio.gov/Topics/Teaching/Resident-Educator-Program>

Online Licensure Renewal

1. To renew or apply for a five-year license, you need to create an account in the Ohio ID Portal, Educator Licensure and Records (CORE), which can be accessed from the Ohio Department of Education (ODE) portal <https://safe.ode.state.oh.us/portal>.
2. Sign in to your Ohio ID Portal, Educator Licensure and Records (CORE) account. From here, you will have access to various prompts that lead you to apply for or renew a license, as well as update demographic information, pay licensure fees, and eventually, after approval, print your license.
3. Co-chairs of the LPDC are approved Credential e-Signers and will receive a message to let them know that your request to apply for or to renew a license has been received by ODE. Co-chairs will approve only if the required presentation and paperwork have been received and have been approved by the LPDC.
4. Contact the District Office secretary to complete the required background checks.

For general licensure information

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure>

For how to renew a License

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-Licence>

For how to set up SAFE account

<https://education.ohio.gov/getattachment/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program/EdChoice-Scholarship-For-Providers/DistrictSAFEInstruction.pdf.aspx>

Aligning Multiple Licensure (aka “Marrying Your Licenses”)

Ohio educators with multiple five-year professional licenses expiring at different times may align their licenses to take on the same effective year. As a license expires and is ready for renewal, it may be aligned to a currently issued five-year professional license.

License Renewal

The requirements for license renewal remain unchanged, regardless of whether licenses are issued separately or aligned. Educators who are employed in the schools of Ohio will:

1. Continue to work through their Local Professional Development Committees (LPDC);
2. Have an Individual Professional Development Plan (IPDP) in place prior to completion of professional development work; and
3. The professional development work should be completed after the issuance of the certificate or license to be renewed.
4. Whether licenses are issued together or separately, educators should continue to work with their LPDCs to ensure that IPDPs are properly maintained.

How do I apply online for my license renewal?

- Access Ohio ID Portal, Educator Licensure and Records (CORE) account.
- Click on ODE CORE.
- Select My Credentials.
- Select the expiring five-year professional license you wish to align.
- At the drop-down menu, mark Select Action, select Align, and Apply.

New Licenses Issued Separately

When an educator meets requirements for a resident educator or professional licensure in an additional area through the completion of an approved licensure program or pathway or qualifies to advance to a professional license, the new license will be issued as a separate license with a current effective year and will not be backdated to join an existing license. Alignment cannot be completed until the expiration year of the license.

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License/Options-for-Alignment-of-Educator-Licenses>

Ideas for Professional Development

Did I write, submit, and receive LPDC approval of my current IPDP?

- If yes, then proceed below to learn more about professional development options.
- If no, then please draft, submit, and get approval from our LPDC prior to completing professional development that could count towards your license renewal.

Does the work develop or improve me as a professional?

- If yes, then submit the activity to LPDC for pre-approval or see the pre-approved list below.
- If no, then do not submit the activity to LPDC for pre-approval and consider another activity that helps you develop or improve.

All activities must be related directly to your IPDP goal in order to count towards its completion. The following is a suggested list created to provide guidance to you as you determine what professional development you need for your license renewal. We encourage additional suggestions, as other ideas may be helpful for you and others.

Submit activities using the pre-approval process and verify awarding of contact hours. Using the BCSD LPDC website, complete the self-designed pre-approval form located under the BCSD LPDC website “Professional Development Activity” link and submit it to the LPDC; the LPDC may contact you with approval specifications if necessary.

The following items do not need pre-approval:

1. College or University Course Work

Documentation: an official transcript or a copy of an official transcript.

2. Conference (i.e., institute, academy, summit, seminar, etc.) virtually or in-person

Documentation: a certificate of attendance that documents contact hours.

3. Webinar or online workshop: independent or group study hosted online through the use of commercial or locally-produced products.

Documentation: a certificate of attendance that documents contact hours.

4. Advisor: Introduce a new colleague to the philosophy and operations within the school and district. e.g., the district’s policy, curriculum, forms, substitute website, and other logistics of being a new employee.

Documentation: Maximum of 10 contact hours verified through the Director of Employee Relations, who oversees new staff and advisors to new staff.

5. **Mentor:** supervise, guide, and mentor a new teacher under their Resident Educator license; or a student teacher or counselor/psychology intern in their pedagogy, operations, regulations, and policies.
Documentation: Maximum of 30 contact hours verified through the Director of Employee Relations, who oversees new staff and advisors to new staff.
6. **Member of a district committee, task force, or advisory council:** participation and leadership on a committee, task force, or council in Bexley City Schools in response to a shared need for improvement of student outcomes, the health of the organization, or more equitable practices in our district.
Documentation: verification of time log hours by the administrator facilitating the committee, task force, or council.
7. **PublicSchool WORKS courses**
Documentation: No documentation is needed as this is a requirement of your employment in Bexley City Schools. Maximum of 10 contact hours per licensure cycle.

The following items must have pre-approval:

The pre-approval of these activities and their anticipated contact hours **must occur** prior to your participation in the activity or event.

Maximum contact hours listed below are per your 5-year Professional License Cycle.

1. **Books/Book Groups:** reading of agreed upon book(s) that may offer insight into the improvement of the individual educator and student learning. (A maximum of 10 hours may be approved for each book read with a maximum of six (6) books per licensure cycle.)
2. **Developing and/or implementing an activity or event that forms a partnership and collaboration** between our district, and community organizations, local businesses, universities and colleges, libraries, museums, or other institutions with educational missions.
3. **Grant writing**
4. **Independent study or independent professional reading:** a designated course of study and reading completed independently. (A maximum of 10 hours may be approved for each book read with a maximum of six (6) books per licensure cycle.)

5. **Inquiry and action:** conducting an in-depth study of a concept, theory, or approach. Identify a problem, challenge, or area in our educational setting, collaborate with others, find resources, and test new methods or ideas to solve the problem, create efficiency or systematic change, or betterment and equity of practice.
6. **Pilot Participation:** establishment of core teams of teachers and administrators at given sites to implement specific programs or strategies. (Maximum of 30 contact hours.)
7. **Preparing a presentation** for a district, local, state, or national event, workshop, or conference.
8. **Serving on a regional, state, or national committee or board.**
9. **Preparing for and teaching college-level courses.**
10. **Publishing books, articles, stories, or blogs.**
11. **Pursuing National Board of Certification, Master Teacher Program, or other lead teachers.**
12. **Visitation to recognized sites** with a written plan of implementing resources in your classroom or the district (e.g., observing new schedules or student programs). (Maximum of 14 contact hours.)
13. **Retreats** for group expansion of knowledge, team development, planning for a particular theme, etc. that may be a district or other site specific.
14. **Webinar or online workshop:** independent or group study hosted online through commercial or locally-produced products, which should include a course of study and **not** award a certificate of completion.
15. **Workshops, conferences, or seminars:** any workshop for which educators **do not** receive a certificate of participation or attendance.

For additional support in determining high-quality professional development activities, see Ohio Standards for Professional Development (2015): [Standards for Professional Development](#)

Licensure Renewal Requirements for Individuals Employed in Ohio

- Six semester hours of coursework related to classroom teaching and/or other areas of licensure*; OR
- 180 contact hours [18 continuing education units (CEU) hours]; OR
- Other equivalent activities related to classroom teaching and/or the area of licensure as approved by Bexley's LPDC.

Bexley LPDC Requirements

- 180 contact hours is equivalent to 18 continuing education units (CEU) hours.
 - One contact hour is one hour spent in a professional development activity
 - 10 contact hours = one CEU
 - 30 contact hours = 3 CEUs = one college/university semester hour with transcript
- Up to 90 hours, or three semester hours, may be earned in district professional development.
- A maximum of 10 hours may be approved for reading a professional book with a maximum of six (6) books per licensure cycle.
- All activities, including coursework, must be completed by the end of the school year and before the expiration of the current license (except Resident Educators).
- Activities must consist of two to five years of professional development activities connected to the focus and objectives of the approved IPDP.
- University hours, CEUs, and self-directed activities may be combined to meet the renewal requirement of 180 total hours.

***NOTE:** The Bexley LPDC requires that a minimum of 90 of your contact hours related to the approved IPDP must come from external PD outside of the district. For instance, a certified employee can only use a maximum of 90 contact hours from district (internal) PD, and the rest would need to be obtained from external PD activities.

This local expectation supersedes Ohio's expectation that courses be related to classroom teaching and/or other areas of licensure and is supported by law that governs the LPDC in the renewal process.

Educator's Appeal

Attainment of Plan's Focus and Objectives

NAME _____

ACTIVITY TITLE _____

DATE SUBMITTED/RECEIVED _____

RECEIVED BY (LPDC member) _____

Reasons for Appeal:

LPDC's Response to the Educator's Appeal

NAME _____ DATE _____ APPEAL REGARDING: _____
The LPDC has received your request for an appeal. Your appeal is scheduled for the meeting on the following date and time: Date _____ Time _____ Location: _____ You will have 15 minutes to present your appeal.
<u>Appeal Process:</u> Submit the appeal directly to the Administrative Assistant/Secretary of LPDC. For reconsideration, briefly state the basis for your appeal. The reasons why an IPDP and anticipated coursework or professional development activities are not approved by the LPDC will be shared with the educator. The educator should resubmit. If an educator disagrees with an LPDC's decision regarding the successful attainment of the professional goals described in an approved IPDP or a decision not to approve a request for a Professional Development Activity, the educator must present a request to appeal within the week prior to the next LPDC meeting and schedule a time to meet with the LPDC in person to discuss the presented evidence and why the educator believes it should be approved. The presentation will be limited to 15 minutes. The LPDC shall provide its response within ten (10) workdays. <u>Third-Party Review:</u> If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a three-person panel (third-party review) will be selected to review the decision. The three-person panel will be formed consisting of one licensed educator selected by the LPDC, one licensed educator selected by the educator appealing the decision, and one licensed educator agreed upon by the LPDC and the appealing party. These three individuals will function as a panel to review the LPDC decision and either uphold it or overturn it. Their decision will be final and will be forwarded to the educator and the LPDC Co-chairs for appropriate action no later than ten (10) workdays following the close of the presentation.

SIGNATURES OF LPDC CO-CHAIRS:

Co-Chair Date

Co-Chair Date

Links and Resources to Ohio Law and O.D.E.

Ohio Administrative Code: Chapter 3301-24 | Licensing and Education Programs

Teacher Education and Licensure Standards

The Ohio Department of Education maintains a comprehensive website with essential information and legislative updates that affect teacher licensure. You are encouraged to visit this site periodically to learn what information is available that may affect your licensure status. The following are Ohio Administrative Codes that impact licensure renewal and inform the work of the LPDC.