



LPDC

Local Professional Development Committee
License Renewal Process

The Big Idea

- Each time you need to renew your teaching license, you need the authorization of the school district
- The Local Professional Development Committee approves your plan for professional development
- The PDUs you earn as you participate in professional development activities qualify you for a new license
- The school district authorizes that you have completed your plan

The Sequence

- Your original two-year provisional license, five-year license, or eighth-year license expires
- You apply for a five-year license (your participation in the mentor program qualifies you for your initial resident educator license)
- Every time you get a new license or renew a license you begin a new cycle
- Each time, you need to design an Individual Professional Development Plan that includes the equivalent of 180 Professional Development Units (PDUs)
- You participate in PD activities throughout the course of the five-year renewal cycle

The Sequence

- You submit pre-approval forms for activities that require pre-approval: educational projects, action research and others
- You revisit your goals periodically to be sure they are relevant and revise and resubmit your plan if realignment is needed
- You gather evidence of participation in various PD activities throughout the five-year cycle
- The winter before your license expires, you complete the application for a new license and submit evidence of your professional development activities to the Personnel Office

The Process: An Overview Form A

- Begin to develop your IPDP by using the forms available on the intranet under LPDC
- Familiarize your self with the Ohio Standards for the Teaching Profession and the Standards for High Quality Professional Development

The Process: Beginning your IPDP Form B

Examine your practice

- Look at multiple sources of information: student achievement, culture, professional relationships, etc.
- Consider school and district goals

Set priorities and goals

- Conduct a self-assessment using the *Ohio Standards for the Teaching Profession Reflection Tool (Form C)*
- Decide on your top priorities for professional growth and write SMART goals for your IPDP

Submit your plan

- Submit your completed plan to the Local Professional Development Committee (LPDC) for approval
- Once approved, begin to participate in professional development activities related to your goals

Writing your IPDP Goals

Your goals must be written in this format

| State an intention to engage in learning | Describe an area of focus for learning | Include the rationale | Include a timeline (optional) |
|---|---|---|---|
| I will acquire | multiple strategies | to improve classroom management | at intervals throughout the licensure cycle |
| I will investigate | interdisciplinary strategies | to build connections between subjects | during the summer of 2012 |
| I will enhance my ability to teach | special needs students | to improve student achievement | During the 2010-11 school year |
| I will enhance my skills | in both interpreting and using data | to improve my ability to adjust instruction to meet student needs | optional |

Align Goals to Educator Standards Form C

Use a reflection tool to decide on your personal improvement goals

Standard 1: Students

Teachers understand student learning and development and respect the diversity of the students they teach.

| | Never | Sometimes | Frequently | Always |
|---|-------|-----------|------------|--------|
| I have knowledge of how students learn and of the development characteristics of age groups. | 1 | 2 | 3 | 4 |
| I understand what students know and are able to do and use this knowledge to meet the needs of all students. | 1 | 2 | 3 | 4 |
| I demonstrate the expectation that all students will achieve to their full potential. | 1 | 2 | 3 | 4 |
| I model respect for students' diverse cultures, language skills and experience. | 1 | 2 | 3 | 4 |
| I recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention. | 1 | 2 | 3 | 4 |

Complete your IPDP Form D

- After reviewing forms A, B and C, you are prepared to write your IPDP
- Complete Form D making sure that all of the requested information is complete and that you have signed your proposal
- Be sure to follow the format for writing your goals (Form B)
- Be sure to align your goals to the Ohio Standards for the Teaching Profession (Form C)
- Check Form E for options for professional development activities

Review and Approval of IPDP

- Once completed, submit your proposal to the LPDC
- The LPDC will review and either approve or not approve your plan
- If approved, begin to participate in activities related to your three goals
- If not approved, make necessary revisions and resubmit
- Refer to [Form E](#) for options for professional development activities

Additional Information

- **Addendum A** provides answers to frequently asked questions related to the process of license renewal and the IPDP process
- **Addendum B** is a quick reference for educators to review the Standards for High Quality Professional Development
- **Addendum C** is a conversion chart for determining the PDUs allowed for various length cooperating teacher activities
- **Addendum D** is a conversion chart for teachers with multiple licenses



Questions?