

West Geauga Professional Development Committee

Policies, Procedures,
and Guidelines

Revised March 2022

It is the responsibility of every educator to:

Maintain his/her own professional records.

**Initiate and follow through with paperwork to renew or upgrade
license[s].**

**West Geauga School District
West Geauga Professional Development Committee**

Section One: Description

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LOCAL PROFESSIONAL DEVELOPMENT

Introduction

The Ohio State Board of Education initiated a new era of professional development with the October 1996 adoption of the *Teacher Education and Licensure Standards*. These standards, effective September 1, 1998, identify a continuum of professional development experiences beginning with pre-service education and continuing throughout an educator's career.

In 1996, the General Assembly of the State of Ohio passed Senate Bill 230, which authorized the establishment of Local Professional Development Committees. This enactment presented Ohio with an unprecedented opportunity to connect the professional growth of educators directly to the renewal of provisional and professional certificates and professional licenses. One of the purposes for establishing LPDCs is to ensure that professional development aligns with the ongoing continuous improvement of a district and school. The establishment of LPDCs also provides the structure for Ohio to realize its primary professional development goal of providing educators the freedom to shape their own professional development.

Ohio's vision for Local Professional Development Committees is based on these principles, as listed in Quality Professional Development: a Guide for Ohio's Educators:

1. *Results-Oriented*: Quality professional development increases the capacity of educators to improve student achievement.
2. *Individualized*: Quality professional development addresses educators' varied experiences and learning needs.
3. *Job-Embedded*: Quality professional development is relevant to and embedded in each educator's principal work.
4. *Collaborative*: Quality professional development creates communities of educators that support continuous inquiry, collaboration, and growth.
5. *Research-Based*: Quality professional development applies knowledge from learning theory and research, as well as lessons from sound educational practice.
6. *Data-Driven*: Quality professional development is based on student data, aligned with district and building goals, and focused on a specific set of targeted improvements in student learning.
7. *Systemic*: Quality professional development is a process that occurs over time with system support for acquiring new skills and incorporating them into practice.

Meaningful change requires educators to connect theory and practice in ways which best impact students' learning. In order to accomplish this goal, educators must be provided with a variety of opportunities to hone their skills continuously and to deepen their bases of knowledge about instruction, student learning, effective learning environments, and appropriate assessment measures.

This expanded definition of professional development requires that it reflect the needs of the individual while also contributing to the goals of the school system. It must be viewed as a continuous process in which each educator establishes goals consistent with those of the school district. An Individual Professional Development Plan (IPDP) will promote shared responsibility, collaboration, and continued learning for both adults and students of the West Geauga School District.

Senate Bill 230 requires that all school districts have in place a Continuous Improvement Plan (CCIP). With improved student achievement as the goal, a Continuous Improvement Plan addresses all elements of an educational system. The ongoing professional development of educators is one element of a Continuous Improvement Plan. Local Professional Development Committees build their work upon this element and can also serve to provide feedback and suggestions to educators, professional development coordinators, and/or committees. Those responsible for professional development in the local district can identify professional development opportunities both within and outside of the district, which align with the goals of their district's Continuous Improvement Plan.

Through the development of an Individual Professional Development Plan (IPDP), educators will have far greater flexibility in selecting the types of professional development activities that are meaningful to them. Where the old system recognized only formal coursework or workshops approved for Continuing Education Units (CEUs), the new structure adopted by the Ohio State Department of Education will allow a far greater range of professional development activities, including, but not limited to: research, peer coaching, professional writing, and presentations at conferences.

The Center for Policy Research in Education and The National Staff Development Council provide criteria for determining the most promising professional development programs and policies. School districts and educators are encouraged to incorporate the following information into their own discussions about professional growth. Professional development should:

- Be grounded in knowledge about effective teaching and learning. Effective professional development should encompass expectations educators hold for students, child-development theory, curriculum content and design, instructional and assessment strategies for incorporating higher-order thinking skills, school culture, and shared decision-making.
- Offer intellectual engagement with ideas, materials, and colleagues. If educators are to teach effectively, they must be intellectually engaged in their disciplines and work collaboratively with their colleagues.
- Provide sufficient time and follow-up support for educators to master new content and strategies to integrate them into their practices.
- Should promote the professionalism of teaching and educational environments.
- Be accessible and inclusive. It should be viewed as an integral part of educators' work rather than as a privilege granted to a few.
- Demonstrate respect for educators as adult learners. Professional development should take into account the various learning styles of its participants and engage educators actively in the process of improving their skills and knowledge.
- Model constructivist teaching. Educators need opportunities to explore, question, and debate in order to integrate new ideas into their repertoires and classroom practices.

Mission Statement

The purposes of the West Geauga Professional Development Committee (WGPDC) of the West Geauga School District are to oversee, review, and rule on Individual Professional Development Plans (IPDPs); and to promote professional growth opportunities.

Responsibilities of the Educator

Be informed:

- Meet licensure requirements in a timely manner, including the submittal of the licensure renewal applications; • Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate Ohio Educator Standards: [Click here to download Ohio Educator Standards \(PDF\)](#); and
- Be aware of building/district goals and district's mission statement.

Abide by WGPDC operating procedures:

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

Maintain records:

- Keep track of all licensure and WGPDC transactions on the [WGPDC site](#) including:
 - The WGPDC review and approval/request for revision of an IPDP;
 - Transcripts for coursework; and
 - Required documentation for workshops, conferences, and equivalent other activities (EOAs) completed outside of the district.

Committee Responsibilities

Be informed:

- Be aware of building/district goals and district's mission statement;
- 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;
- Register the WGPDC with the Ohio Department of Education

Educate and assist all members:

- Orient new members to the licensure standards and the operating principles, timelines and processes of the WGPDC; • Align to the Ohio Professional Development Standards: [Click here to download Professional Development Standards \(PDF\)](#); and • Promote High Quality Professional Development (HQPD) as defined by the Ohio Professional Development Standards: [Click here to download Using the Ohio Standards for Professional Development \(PDF\)](#).

Establish and abide by operating procedures:

- Develop an IPDP format for use by educators;
- 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 Contact Hours based on educators' professional development;
- Use the form "Educator Leaving an LPDC Form" [\(click here\)](#); and
- Periodically evaluate WGPDC operations for effectiveness, timeliness, efficiency and professional courtesy through staff feedback.

Communicate clearly and maintain records:

- Establish communication procedures to keep all constituents up-to-date on WGPDC matters;
- Communicate to all constituents in a regular and systematic way;
- Keep records of WGPDC 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.

[Ohio Sunshine Laws](#)

By-Laws

1. The West Geauga Professional Development Committee [WGPDC] shall be, by State statute (Ohio Administrative Code 3301-24-08), the official certification/licensing body for the West Geauga Local School District.
2. The WGPDC policy and procedures cannot supersede the District's policies and the negotiated contract.
3. Membership shall consist of eleven [11] members. The WGEA shall elect eight [8] representatives, two teachers per building. Three [3] administrators (including one elementary principal and one secondary principal) shall be appointed by the superintendent. The personnel administrative assistant shall be a standing, non voting member. At all times, the WGPDC shall have a majority of teachers. Each member will serve a three-year term. Terms shall run from July 1 to June 30. Elections for the teacher members will be held in the spring. The Superintendent will appoint the administrators by August 1 of each year.
4. If a member cannot fulfill his/her term of office on the committee, vacancies shall be filled as follows: a) Teacher vacancies: the WGEA Executive Committee will appoint a replacement for a teacher committee member. The appointed teacher will be a representative of the same school building as the departing committee member. b) The Superintendent will fill administrative vacancies. c) Vacancies will be for the duration of the term of the departing member.
5. The committee shall hold a maximum of eight [8] meetings during the school year and a maximum of four [4] meetings outside of the school day. A scheduled calendar will be determined by the WGPDC and posted on the website.
6. WGPDC meetings shall be held at the West Geauga Local Board of Education offices, 8615 Cedar Rd., Chesterland, OH 44026, unless otherwise agreed to by a majority of the WGPDC. Monetary compensation will be determined by the contract between the WGEA and the school board.
7. In accordance with state statute, the WGPDC members shall elect a chairperson. Co-chairs may be elected if a majority of the WGPDC members agrees.
8. The chair[s] of the WGPDC shall:
 - a) Preside at all WGPDC committee meetings;
 - b) Call all meetings and set agendas in collaboration with the membership;
 - c) Keep current on state standards and requirements;
 - d) Ensure adherence to the Individual Professional Development Plan review processes and procedures;
 - e) Serve as appeals process contact and liaison;
 - f) Serve as a reviewer for IPDP certification/license renewal; and
 - g) Communicate professional growth opportunities to staff.

9. The chair[s] of the WGPDC will serve as one voting member of the WGEA Executive Board.

10. Meetings

- a) All meetings held by the WGPDC are subject to the Sunshine Law.
- b) Meetings will not violate the WGEA negotiated contract.
- c) The schedule of meetings of the WGPDC will be posted on the website annually by September 1 of each year.
- d) The WGPDC chairperson may call an emergency meeting of the WGPDC.
- d) No action will be taken unless a majority of the WGPDC membership is present.
- e) The chairperson reserves the right to cancel a scheduled meeting if no IPDPs or Professional Development Activity forms are submitted during a particular month.
- f) A committee member shall excuse him/herself from review/voting on his/her personal professional development plan, activity proposals, or any other occasion that presents a conflict of interest.

11. Record-Keeping and Paperwork

- a) **It is the responsibility of every educator to keep his/her own personal files and records of professional development activities.**
- b) All forms used for professional development activities and the licensing process will be developed by the West Geauga School District's WGPDC and maintained via an electronic record-keeping storage database.
- c) All WGPDC records are available to current WGPDC members and/or certified staff members by logging into a web-based accessible electronic records database. The WGPDC Forms database is backed-up on a daily basis. Please note: **the total number of contact hours appearing on an educator's electronic record may or may not reflect an accurate total. It is the responsibility of the educator to track his or her own progress towards license renewal.**
- d) All professional development activities intended for use in the certification/licensure renewal process must be pre approved by the WGPDC. **This preapproval must occur before any professional development activity is undertaken.**
- e) **Contact Hours will ONLY be granted if Pre Approval and Verification are submitted and approved.** These items must be submitted within the same school year as the activity.
- f) Individuals who leave the West Geauga School District will be provided with a certificate, upon request, to verify their professional development activities undertaken while in the employment of the West Geauga School District.

Policies and Procedures

1. The By-Laws of the West Geauga Professional Development Committee shall govern the policies and procedures of this committee.
2. All licensed/certified staff members are required to have a current Individual Professional Development Plan (IPDP) on file. This plan will serve as a guideline for the individual's professional development during the current license cycle (issue date through expiration date on state-issued license).
3. Every employee who holds an Ohio **Resident Educator** or **professional** license[s] **must** have a current, approved **Individual Professional Development Plan [IPDP] on file in order to receive contact hours for any professional development activity or college coursework.**
4. Substitute teachers will apply directly to the Ohio Department of Education for renewal of their certificates/licenses.
5. Goals identified on each IPDP must parallel the goals of the West Geauga School District and align to the Ohio Professional Development Standards. [Click here to download a copy of the Ohio Professional Development Standards \(PDF\).](#)
6. Approval of the IPDP will require a simple majority of the WGPDC. IPDPs that are rejected may be resubmitted with modifications.
7. **Individuals are responsible for maintaining their own professional development records, and completing all necessary paperwork for the license renewal through the Office of Human Resources.**
8. Contact hours will be granted **ONLY** if a current IPDP is on file **AND** the appropriate forms have been completed and filed with the WGPDC.
9. Pre approval shall be submitted before the start of any professional activity. Pre approval is to be submitted via the Online WGPDC Forms database. All sections must be completed

- 10.** Once professional development activities have been completed, it is necessary to submit verification of the activity to the office of the Director of Human Resources. Verification must be submitted within the same school year as the activity. Verification of summer programs and activities should be submitted as soon as it is received. **Please keep a copy of all verification for your own personal records.**
11. The WGPDC will review all forms at the next regularly scheduled meeting following submission. The applicant need not attend the WGPDC meeting.

APPEALS PROCESS

The purpose of an appeal is to assure due process based on policies outlined in the WGPDC By-Laws.

Step 1: Reconsideration: If an educator disagrees with the decision of the WGPDC, he/she may appeal in writing to the chairperson of the WGPDC within ten [10] school days of being notified of the committee's decision. The WGPDC shall review the appeal at the next regularly scheduled WGPDC meeting. The WGPDC Chairperson shall provide an explanation of the ruling of the WGPDC to the educator who filed the appeal within ten [10] school days of the committee's review of the appeal.

Step 2: Third Party Review: If the educator does not agree with the decision made during the initial reconsideration, he/she may request a third party review. The request for the third party review must be made in writing to the Director of Human Resources within ten [10] school days following the receipt of the response of the WGPDC to the initial reconsideration received from the WGPDC Chairperson. The educator will confirm in writing to the Director of Human Resources his/her awareness of the review date.

The third party review panel will consist of one licensed/certificated staff member selected by the WGPDC, one licensed/certificated staff member selected by the educator, and one licensed/certificated staff member agreed upon by the two parties. The panel will meet with the educator to consider his/her request and to review the decision of the WGPDC. Once the educator has presented his/her case, he/she will be excused. The panel will then review the case and render a decision based on the by-laws of the WGPDC in effect at the time of the meeting. The original decision will be either upheld or overturned based on whether or not due process was followed.

If necessary, the appeals committee will make a recommendation to WGPDC proposing a change to the by-laws.

Reciprocity

LPDCs are a collegial effort to support and maintain a quality teaching force. In the spirit of collegiality, the West Geauga Professional Development Committee has adopted a policy for reciprocity. New employees who hold a current Ohio license, and who have had coursework and/or professional development activities approved by their former LPDC, shall have said coursework/activities approved and recognized by the WGPDC upon receipt of a Verification Form from their former district. This reciprocity will apply only to those activities/ courses completed during the current renewal cycle. The individual may be asked to share a professional portfolio and discuss the transfer of his/her ongoing IPDP when seeking employment. Upon employment in the West Geauga School District, a West Geauga IPDP must be submitted to the WGPDC.

The *Verification Form for Educators Leaving the LPDC*, available at [\(click here\)](#) can be provided to any licensed staff leaving the West Geauga School District to verify the professional development activities and IPDP undertaken while in the employment of the West Geauga School District. It is the responsibility of the educator to request this form in order to have it completed by the chair(s) of the WGPDC. Requests will be honored within ten school days of receipt of the request.

Professional or Associate License Renewal (and Certificate Revision)

Note: *Licensed educators who are not connected to an established LPDC* must apply for renewal directly through the Ohio Department of Education, Office of Licensure. Since there would be no LPDC to review the other professional development activities and award Continuing Education Units (CEUs), educators in this situation are able to use college or university coursework or the Verification Form for Educators Leaving an LPDC from their previous district if applicable toward renewal requirements.

Local Professional Development Committee Authorization

Which credentials are maintained through an LPDC?

Renewals of the 5-Year License

5-Year Professional License
5-Year Associate License

Who must work through an LPDC?

- All teaching, non-teaching and associate personnel (including interpreters and treasurers) who hold a professional certificate, permanent certificate, professional or associate 5-year license and are employed full- or part-time in the school, school district, agency or institution the LPDC represents and who wish to fulfill the license renewal requirements or attend professional development activities.

Who may work through an LPDC?

- Educators with professional licenses who substitute teach or interpret *on a regular basis* in the school or district the LPDC represents may work with the LPDC *if* its operational procedures include that provision. If there is no such operational procedure, substitute teachers must work directly with the Ohio Department of Education in order to fulfill license renewal requirements.

Who is exempt from working through an LPDC?

- School social workers, school speech-language pathologists, school nurses, audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants are required to maintain licensure through their respective Ohio professional board. To renew five-year professional Ohio Department of Education pupil services licenses in these areas, educators must maintain their other board license. By doing so, they meet all Ohio Department of Education renewal requirements and therefore, *do not need to work through the LPDC*. These educators renew their license by submitting a renewal application with proof of current professional license directly to the Ohio Department of Education.
- While ODE-licensed school counselors and school psychologists are not required to maintain concurrent professional licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapy Board (counselors) or the Ohio State Board of Psychology (psychologists), some individuals do hold both the ODE license and a professional board license. Holders of five year professional ODE pupil services licenses for school counselor or school psychologist *who also hold* a corresponding professional board license may renew the ODE license based on maintaining licensure through the respective professional licensure board, and do not need to work through an LPDC. Holders of five-year professional ODE school counselor or school psychologist licenses who *do not* maintain a concurrent professional board license are required to work through the LPDC to renew their ODE licenses.
- Holders of two-year provisional teaching, principal or school counselor licenses *do not work through the LPDC to renew provisional licenses or to advance from a provisional license to a professional license*.
Individuals apply directly to the ODE Office of Educator Licensure to renew a provisional license, in order to obtain another provisional license *if they have not had the opportunity to complete the induction program or entry year program* associated with moving from a provisional to a professional license.
Individuals *who have completed the induction or entry year program* also apply directly to the ODE Office of Educator Licensure. Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license.
- Educators holding two-year provisional Career-Technical Licenses from the 24 Semester Hour Preservice Preparation Program *do not work through the LPDC* either to renew the provisional license or to advance from the provisional to the professional

license. Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license

- Educators holding an alternative educator license, alternative principal license or alternative superintendent's license *do not work through the LPDC* to renew the alternative license or to advance to a standard provisional or professional license. Once a professional license is obtained in the area in which the alternative license was formerly held, regular LPDC procedures apply to the renewal of the professional license.
- Educators holding a one-year temporary pupil services license or one-year supplemental teaching license *do not work through the LPDC* to renew the temporary or supplemental or to advance to the standard provisional or professional license in the area in which the temporary or supplemental license was held. Once a professional license has been obtained in the area, regular LPDC procedures apply to the renewal of the professional license.

Individual Professional Development Plan

If an educator is employed in an Ohio school, the 1998 Teacher Education and Licensure Standards state, "Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the local professional development committee."

To ensure that all appropriate professional development activities may be considered to meet renewal requirements, the Individual Professional Development Plan (IPDP) should be written and submitted to the LPDC for approval as soon as possible after the issuance of the license to be renewed. After an approved IPDP is on file, the LPDC is able to grant credit for professional development activities in accordance with the LPDC's Plan of Operation.

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

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

The primary responsibility of the Local Professional Development Committee (LPDC) is to review educators' Individual Professional Development Plans (IPDPs) and ensure that the identified goals and strategies are relevant to the needs of the district, the school, the students and the educator. Such decisions should be based on the committee's local criteria and be aligned to the Ohio Professional Development Standards. To ensure that educators engage in appropriate professional development activities, the IPDP must be submitted and approved *prior to beginning* the coursework or activities for which the educator seeks approval.

The development of IPDPs allows educators flexibility in selection of personally meaningful coursework, workshops and professional development, provided it aligns with district goals and the Ohio Standards for Professional Development. Detailed guidance to the development and approval of the Individual Professional Development Plan (IPDP) is available on the WGPDC website.

Not all professional development need be college courses or workshops; in fact, the highest quality professional development is neither. The following Equivalent Other Activities (EOAs) fall under the category of professional development:

- Conference
- Single workshop
- Professional Learning Team/Community Involvement
- Independent study/action research
- Professional educational organization activities
- District/building leadership teams, LPDC, curriculum development, school improvement
- Mentoring student teachers or teachers in need

The Individual Professional Development Plan (IPDP) identifies an educator's goals for learning. The process of preparing and submitting an IPDP requires educators to:

- Examine their practice;
- Determine individual priorities and goals;
- Complete the IPDP according to LPDC policy; and
- Obtain pre-approval from the LPDC (per district policy).

LPDC should provide educators all the materials required to prepare an acceptable IPDP. The Ohio Department of Education provides IPDP templates and supporting documents on the web. Though LPDCs are not obligated to use these forms, LPDCs should see that their forms align to the Ohio Standards for Professional Development and require educators to examine their own practice against the appropriate set of educator standards.

Educators are responsible to maintain their IPDPs and any required documentation for activity and course approval. *Keep copies of all materials submitted to the LPDC.*

It is *the educator's responsibility* to complete the IPDP and its accompanying professional development according to the LPDCs policies and timelines. Be aware of the LPDCs meeting schedule and plan your submissions accordingly.

Timely Submission of Applications

Upon determination by the LPDC that all requirements for renewal have been met, educators should complete the online application through ODE and submit payment. Background checks must be completed every 5 years by submitting fingerprints to ODE.

Renewal or Transition after Retirement or Termination of Employment

When an educator retires or takes employment in a new district, the former district will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted.

Completed professional development activities approved by an LPDC must be honored by other LPDCs and by the Ohio Department of Education.

It is the educator's responsibility to request and retain the approved and signed form, *Verification Form for Educators Leaving the LPDC* ([click here](#)), and submit it to the new LPDC at the time of employment in the new district; or if no longer employed by a district to the Ohio Department of Education at the time of application for renewal.

If the plan was not completed in total, a new plan to address the time period remaining in the renewal cycle will have to be written and approved by the new LPDC. Or, if the educator is not employed, the remaining credits will have to be completed by taking coursework at a college or university prior to application to the Ohio Department of Education.

Renewal Requirements for Expired Licenses

Professional and associate licenses that have lapsed for *up to five years* due to not meeting professional development requirements may be reinstated upon completion of the equivalent of nine semester hours of coursework relevant to classroom or the area of licensure since the issuance of the license to be renewed.

Professional and associate licenses that have lapsed for *more than five years* due to not meeting professional development requirements may be reinstated upon completion of the equivalent of 12 semester hours of coursework relevant to classroom or the area of licensure since the issuance of the license to be renewed

CONTACT HOUR EQUIVALENCE

1 contact hour = .1 Continuing Education Unit (CEU)

10 contact hours = 1 CEU

1 quarter hour = 2/3 semester hour = 20 contact hours = 2 CEUs

1 semester hour = 3 CEUs = 30 contact hours

REQUIRED for certificate/license renewal: 6 semester hours or 18 CEUs or 180 contact hours or combination thereof

- As an alternative to credit being granted through accredited college courses, credit may be given for alternative professional development activities that enhance the licensed individual's position and the West Geauga School District.
- Professional development activities will be granted contact hours if they meet the professional development standards and follow the established guidelines and procedures established by the West Geauga School District WGPDC.
- An individual wishing to receive contact hours for a specific activity must complete and submit Pre approval and Verification of any professional development within the same school year as the activity.

WEST GEAUGA SCHOOL DISTRICT
West Geauga Professional Development Committee

Section Two:
Professional Development Activities

Contents:

- Acceptable Professional Development Activities
- Professional Development Activities' Value, Criteria, and Verification

Equivalent Activities Options

**WEST GEAUGA LOCAL SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT ACTIVITIES and OPTIONS**

Options	Contact Hours Value	Verification	Criteria
College coursework	1 sem. hour = 30 Contact Hours = 3 CEUs 1 quarter hr = 20 Contact Hours = 2 CEUs	Official transcripts	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students.
Professional conference/workshop/institute/academy or inservice	1 clock hour = 1 Contact Hour = 0.1 CEU	Certificate of Attendance	Certificate of Attendance for activity must include attendee's name, workshop objective, date and number of contact hours, and signature of official from sponsoring organization 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. Must enhance educator's work in the profession or contribute to educator's specialization

Grant writing	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log and copy of grant application	Contact hours not dependent on awarding of grant Documented clock hours in planning and preparation. Information about the grant you will be writing, how will it be implemented in the West Geauga Local School District educational program. Must be signed by immediate supervisor
Self-directed educational development (professional reading, research, educational travel)	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log	Must enhance an individual's work in the profession or contribute to a teacher's area of specialization.
Professional presentation	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log	Applies to first presentation for each license cycle Provide a copy of the agenda, handouts and evaluation instrument that will be used, if there is one.

Curriculum development	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log and copy of curriculum approval	Must be service on formal committee organized by local, state, national or international education agency or organization
Professional committees	1 clock hour = 0.1 CEU	activity documentation log	<p>Must be service on formal committee organized by local, state, national, or international education agency or organization</p> <p>Must contribute to the education profession or add to the body of knowledge in the individual's specific field.</p> <p>Documented clock hours of committee work.</p> <p>Committee of membership must be different each license cycle.</p>
National Board of Professional Teaching Standards Certification	Final contact hour credit to be determined by LPDC	Valid copy of certificate or activity documentation log for candidate not completing certificate.	<p>Must be in the subject area assigned</p> <p>National Board Certificate must be completed (or) participation as candidate must be verified by the expiration date of the Ohio certificate/license</p> <p>Log must accompany certification document</p>
Mentoring	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log	<p>Provide monthly outline listing proposed topics of conversation.</p> <p>Must be signed by the immediate supervisor.</p>

<p>Cooperating Teacher for Student Teacher Internship, or Field Experience</p>	<p>Full year = 30 contact hours Half year = 15 contact hours</p>	<p>activity documentation log successful completion of contract</p>	<p>Provide a copy of university document regarding placement with you for your student teacher or administrative intern List university, name of person and location of assignment Indicate if this was for a semester or quarter Starting and stopping dates Number of contact hours requested Must be signed by immediate supervisor</p>
<p>Teaching a college course/ adult vocational or technical course</p>	<p>30 contact hours per semester course</p>	<p>activity documentation log course syllabus</p>	<p>Must be used for the first time teaching the course each license cycle</p>
<p>Publication of original work</p>	<p>180 Contact Hours for book 60 Contact Hours for article in a professional journal or magazine</p>	<p>Copy of publication or documentation and activity documentation log</p>	<p>Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.</p>

Teaching portfolio	1 clock hour = 1 Contact Hour = 0.1 CEU	Completed portfolio	<p>Must complete the following sequence:</p> <ol style="list-style-type: none"> 1. Establish professional goals as they relate to any one of the Professional development standards 2. Develop an action plan that includes activities/strategies, timeline, and resources needed to accomplish the goals 3. Collect and select artifacts and evidences to support fulfillment of goals 4. Select and meet with a “critical friend” and the LPDC to reflect on progress and receive feedback. 5. Consider revisions to goals and/or action plans and make necessary changes 6. Present conclusions of this process at time of license renewal 7. If applicable, begin cycle again for next licensure period
Peer Coaching	1 clock hour = 1 Contact Hour = 0.1 CEU	activity documentation log	Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference