



Local Professional Development Committee (LPDC)

CRITERIA FOR LICENSURE

Revere Local Schools, 3496 Everett Road, Richfield, Ohio 44286

Revere LPDC Website: <https://summitesc.net/forms/revere/>



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The Revere LPDC Committee welcomes you to our handbook!



Beliefs:

- Lifelong learning is a collaborative effort involving students, family, school personnel, and community.
- Communication is essential among all district stakeholders.
- All students can learn
 - Students should be actively engaged in their own learning to promote individual success.
 - Students should develop problem solving and communication skills.

Vision:

We, the Revere Learning Community, will provide quality educational opportunities which engage students in meaningful schoolwork in order to become competent, productive, and responsible citizens.

Mission:

The Revere Learning Community shall create, support, and maintain a learning environment that empowers students to achieve their personal best through a focus on individual student achievement.



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LPDC Member
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RESA Coordinator
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2023-2024 Meeting Dates
Starting at 3:15 p.m.

- 9/13/23
- 10/18/23
- 11/15/23
- 12/13/23
- 1/17/24
- 2/14/24
- 3/13/24
- 4/17/24
- 5/15/24

Professional Development Conversion Chart

Hours Required for Renewing or Aligning a Five-Year Professional or Associate License

This is only for use with your Local Professional Development Committee (LPDC). The LPDC must approve all CEUs and/or contact hours.

To renew or align a Five-Year Professional or Associate License in the state of Ohio, you must earn the equivalent of six semester hours of coursework related to classroom teaching and/or the area of licensure.

Six semester hours equal 18 continuing education units (CEUs), 180 contact hours, or a combination thereof. The coursework (or professional development) must be completed after the ISSUE DATE of your expiring credential(s) and after the APPROVAL DATE of your Individual Professional Development Plan (IPDP).

Typically, 1 CEU equals 10 contact hours, 3 CEUs equal 1 semester hour and 30 contact hours equal 1 semester hour.

Semester Hour(s)	Quarter Hour(s)	CEU(s)	Contact Hour(s)
6 =	9 =	18 =	180
5 =	7.5 =	15 =	150
4 =	6 =	12 =	120
3 =	4.5 =	9 =	90
2 =	3 =	6 =	60
1 =	1.5 =	3 =	30
Space intentionally left blank	Space intentionally left blank	1 =	10

(Professional Development Conversion Chart)

[Revere LPDC IRN:008756](#)

[Revere LPDC Login](#)

[OH ID Login Link](#)

[ODE Licensure Information](#)

[Educator Leaving an Ohio Local Professional Development Committee \(LPDC\) Verification Form](#)

[Resident Educator ODE Page](#)

Revere Coordinator:
Micki Krantz, Assistant Superintendent
mkrantz@revereschools.org

Fingerprinting

Contact **Eva Ogrosky** at the Administration Office if you need a new FBI by scheduling an appointment by email:
eogrosky@revereschools.org



- Once hired, new employees must have an approved Revere IPDP on file in a timely manner based upon their individual license cycle. If any course work needs to be taken as a new Revere employee, it must be taken AFTER an approved Revere IPDP is on file. [You may submit your IPDP via this link.](#)
- New employees who have an existing IPDP with their previous employer must request that a copy of that and the [ODE LPDC reciprocity form \(linked here\)](#) be sent to the Revere LPDC as soon as possible and no later than November 1st. Once the Revere LPDC formally accepts your reciprocity, please create and submit your a Revere IPDP. If you do not create a Revere IPDP prior to additional coursework, any coursework taken, may not be accepted.
- BCI results are good for as long as a teacher consistently lives and teaches in Ohio. FBI printing must be redone every five (5) years. Please contact Eva Ogrosky via email (eogrosky@revereschools.org) to have schedule and appointment to have your fingerprinting done at the Administration Building. No walk-ins, please.



At a Glance





The Purpose of the Revere Local School District Local Professional Development Committee is to review course work and other professional development activities completed by educators within the district for the transition to, alignment of or renewal of licenses. In the discharge of its duties, the committee shall:

- Orient new members to licensure standards and operating principles and foster the norm of continuous improvement.
- Ensure that professional growth aligns with district goals, State of Ohio Standards and meets the requirements for renewal of licenses.
- Promote best practices in the educational setting by increasing student learning and achievement as a professional development priority.
- Guide the development of Individual Professional Development Plans (IPDP) which are required of personnel transitioning to or renewing/aligning an Ohio teaching license.
- Support the study of teaching and learning.
- Validate application/use of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

Introduction

[For full REA CBA, click here](#)



ARTICLE 15. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

- A. There shall be developed a Local Professional Development Committee (LPDC) established under Ohio Revised Code 3319.22.
- B. The LPDC shall be a District Level Committee.
- C. The LPDC shall consist of four (4) classroom teachers employed by the District, one (1) Principal employed by the District, and one (1) other employee of the District approved by the Superintendent.
- D. The composition of the Committee will consist of a majority of administrators and one (1) certificated licensed staff member when considering the development plan of a Building Principal, Assistant Principal, or other administrator.
- E. The teacher members shall be selected by the REA President.
- F. The term of office of each member of the LPDC shall be determined by the LPDC.
- G. Vacancies of teachers shall be filled by the Association. Appointment of non-teacher vacancies shall be filled by the Board. All vacancies shall be filled for the remainder of the term.
- H. The initial meeting of the LPDC shall be called by a member designated by the Superintendent. At the initial meeting, the Committee shall select a chairperson and such other officers the Committee deems necessary and shall adopt rules for the conduct of its meetings. Thereafter, the Committee shall meet at the call of the chairperson or upon the filing of a petition with the Superintendent signed by a majority of the Committee members calling for the Committee to meet.
- I. The Committee shall establish rules consistent with Ohio Revised Code 3319.22. A teacher may appeal the decision of the LPDC, consistent with the Ohio State Department of Education regulations guidelines.
- J. The Committee members shall be paid three percent (3%) of the base salary as supplemental pay per year for serving on the Committee.



LPDC Membership

Each committee member must have a minimum of three (3) years teaching experience and demonstrate a belief in lifelong learning as evidenced by professional development records / documentation. Each Revere Local Schools LPDC member shall be provided opportunities for professional development designed to prepare him/her for membership on the district's LPDC. A system of ongoing training shall be established. The training shall include evaluation training so that the committee can self-monitor its operation.

LPDC Resignation

A committee member who discovers that he/she is unable to complete his/her term as an active committee member may withdraw by notifying the chair in writing at least thirty (30) days prior to the next committee meeting. No reasons need to be given for resignation from the committee.

LPDC Procedure Review

A committee of the Revere LPDC consisting of three (3) members of the committee selected by the chair, shall meet annually to assess and review the operating procedures and recommend changes to the full committee in August of each year. A majority vote of the LPDC members is required to make the change.



Communicate Clearly and Maintain Records:

- Communicate to all constituents in a regular and systematic way;
- Keep records of LPDC decisions regarding educator IPDPs and completed coursework and other professional development activities.

Operate Under the Open Meetings Act (Sunshine Law) and the Public Records Act:

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

A full update on the Ohio Open Meetings Act and the Public Records Act is available from the Ohio Attorney General's Office. A summary of the Open Meetings Act (Sunshine Law) is available at the Ohio School Board's Association website at www.osba-ohio.org.

Be Informed:

- Meet licensure renewal requirements in a timely manner, including online submission of the licensure renewal application;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration;
- Choose coursework and other professional development activities that reflect the principles of quality professional development and the Ohio Department of Education Standards from any two-year or four-year degree granting accredited college or university.
- You may use the Principles of Coaching course credit once (1 time) for your transition to a 5-year license or renewal/alignment of a 5-year license;
- Through the development of IPDPs, educators have flexibility in selecting types of coursework, workshops and professional development activities meaningful to them. In addition to coursework and workshops, the following activities could be incorporated into an IPDP and approved by the LPDC in accordance with LPDC procedures, criteria and timelines. Increments of ten (10) contact hours will be considered with a maximum of thirty (30) contact hours allowed per project expect where noted:
 - Curricular projects, professional writing and publishing, professional performance, preparing and giving educationally relevant presentations at workshops, and other professional development activities with advanced approval by the LPDC and the Director of Instruction.
 - Serving as a Mentor teacher per the REA negotiated agreement
 - Student-teacher supervision - full time only
 - 10 contact hours for 8 weeks or 20 contact hours for 16 weeks (note: a maximum of twenty (20) contact hours will be recognized per license renewal / alignment cycle)
 - National Board Certification
 - Academic Content Standards Curriculum and Assessment
 - State Committees
 - Contact hours as noted on participation certificate(s).
 - Webinars - when the subject is supported by the goals in your IPDP
 - Maximum of 60 contact hours per license cycle
 - A certificate of completion is required
 - Teaching a College Level Class - subject is supported by your IPDP
 - Maximum of 30 contact hours per license cycle (outside of Revere contracted teaching hours)
- Identify goals from the comprehensive list provided by the Revere LPDC. The identify goals from the comprehensive list provided by the Revere LPDC. The identified goals are directly related to the Strategic Plan for the Revere Local Schools and the Ohio Educator Standards from the Ohio Department of Education. THERE IS A MAXIMUM of 3 GOALS -choose goals you truly care about and wish to pursue.

Responsibilities of the Educator

Abide by LPDC Operating Procedures:

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

Maintain Records:

- Keep records of all licensure and LPDC transactions, particularly the LPDC rev and approval of the IPDP, coursework and other professional development activities.

Reciprocity:

- In addition to facilitating the license transition / renewal process, the LPDC comprises local collegial efforts to support and maintain a quality teaching force throughout Ohio. In the spirit of collegiality so that educators are not penalized by the system when changing employers, the Revere Local Schools LPDC will honor the work completed in another district. **New employees who have a 5-year license should submit a Revere IPDP in a timely fashion - consult your building representative.**

Meetings:

- The committee will establish and publish a calendar of meeting dates no later than June 1 of the preceding school year.
- The committee will create and maintain official committee records.
- Records may also be requested through the LPDC secretary.
- Agendas for the regular meetings will be set two (2) days prior to the meeting date. Paperwork must be received by the LPDC secretary by the Monday prior to the scheduled meeting.
- Educators may schedule appointments through the LPDC secretary to personally attend a meeting.
- Notices and reminders to educators will be sent at least twice per year.

Responsibilities of the Educator



Distribution / Publication of LPDC Materials LPDC Resource Books, Licensing Standards, Membership

- The annually updated handbook will be distributed to all new staff who hold a 5-year license and will be available online for all staff to reference.
- New licensure standards / changes, etc. will be noted via a district wide email as needed.
- Your building representative is available to answer questions and guide you through online IPDP submissions. Please contact your building representative and make an appointment with them. You will need to bring your personal file of all your pertinent professional documents to the appointment so you and the representative have information to refer to.

Every educator served by the LPDC must be provided with an opportunity to appeal the process by which the LPDC made a decision regarding (a) the approval of his/her IPDP or (b) the acceptance of coursework or other professional development that he/she has completed in relationship to the IPDP. The requirement for an appeal process is found in Ohio Revised Code as well as Ohio's Teacher Education and Licensure Standards. The Ohio Teacher Education and Licensure Standards are available online by [clicking here](#).

Stages of Review:

Stage 1: Reconsideration

If an educator disagrees with an LPDC decision, the educator first will be given the opportunity to meet with the LPDC to discuss the IPDP and present his or her case in relation to the LPDC operational procedures. The discussion will afford the educator and the LPDC the opportunity to understand each other's perspective in the pursuit of a mutually acceptable resolution. If the educator and the LPDC agree on a resolution, it will be documented and will become part of the official minutes. If, however, the parties do not reach a mutually acceptable resolution, then the educator may take the appeal to the second stage, which is the third party review.

Stage 2: Third Party Review

For circumstances in which the reconsideration process does not yield a mutually acceptable resolution, the LPDC will provide for a third-party review and decision. The panel will review the LPDC decision and will either uphold it or will overturn it on evidence of fidelity to the LPDC's procedures:

- *Did the educator comply with LPDC criteria, procedures and timelines?*
- *Did the LPDC abide by its operational procedures?*
- *Etc.*

The LPDC will assemble a panel consisting of one licensed educator selected by the LPDC; one licensed educator selected by the LPDC; one licensed educator selected by the educator seeking resolution; and one licensed educator agreed upon by the LPDC and the educator seeking resolution.

Appeal Process

TO RENEW / ALIGN A LICENSE

- Please fill out the online ODE form, make payment online and send your ORIGINAL transcripts and certificates to Brenda Moll, LPDC Secretary and Secretary to the Superintendent at the Revere Administration Building.
 - Login using your OH ID by going to: <https://ohid.ohio.gov/wps/portal/gov/ohid>
 - You will be prompted to enter a IRN number for the Revere LPDC, you will use: **008756**
- ALL transcripts and certificates must be in Brenda's possession no later than the Monday prior to the scheduled meeting. Building reps will not carry transcripts to and from the meeting. Once the meeting agenda is finalized, there will be no additions. Any submission received after the deadline will be held until the next meeting.
- Please email Brenda Moll (bmoll@revereschools.org) if you wish to make an appointment to meet with the committee.
- If you need a new FBI (needed every 5 years), please contact Eva Ogrosky via email (eogrosky@revereschools.org) to schedule an appointment at the Administration Building or you may use another facility of your choice.

YOUR NEW IPDP

- All IPDPs must be written for 6 semester hours (or the equivalent contact hours). The committee will not process any IPDP that does not reflect plans for the full 6 hours. [See ODE conversion chart here](#)
- Your IPDP must be done online. LPDC form is online on the Revere server/website (click on the LPDC Forms link under "Staff" on the home page after logging into the website) [or by clicking here](#).
- Contact your building representative for help with an online submission if you need assistance.
- The committee suggests a maximum of 3 goals. Please choose them carefully and with thought as how you will achieve them and measure your success.
- Your IPDP should be online no later than (2) days before a scheduled LPDC meeting - late submissions will not be reviewed until the next meeting.

CHANGES TO AN EXISTING IPDP

- You can easily modify your online IPDP. Be sure to note the changes you make so the committee can readily identify them. There is a box on the form where you can list your additions, deletions, etc.



General Reminders:

- All course work must be taken from an accredited college or university that grants a two-year or four-year degree.
- All courses taken for salary increase **MUST BE GRADUATE LEVEL** so you may want to consider that when you sign up for LPDC related course work. Please note that the LPDC does not review or grant salary increases, this is done by the Superintendent's office in coordination with the Board of Education.
- Teachers must be aware of when their certificate(s) or license(s) expire. We will send reminders to all staff, but the individual is ultimately responsible for themselves.
- Teachers are responsible for knowing how many credits they have towards the number required to renew or transition.
- Your building representatives are happy to help you and request that you contact them through e-mail or a written note. They will arrange a time to meet with you to discuss your concerns. They need to have their reference materials in hand to ensure accurate advice and answers and you will need to provide your professional documentation so that you both have good information to work with at your meeting.

General Reminders