



2630 West 13th Street, Suite A
Ashtabula, OH 44004
(440) 576-9023

Local Professional Development Committee

Handbook & Guidelines

TABLE OF CONTENTS

The Ashtabula County Schools LPDC	3
Duties and Responsibilities of the LPDC and the Educator	
Responsibilities & Duties of the Committee	4
Responsibilities of the Educator	5
Procedures to Renew Your License	6 – 7
The Individual Professional Development Plan	8
Pre-Approved Activities	9 – 10
Pre-Approved Professional Development Provider Information	11
Criteria for Quality Professional Development Providers	12
Approved Professional Development Providers.....	13 – 14
Appeals Process	15
Information for Educator Leaving an LPDC	15

Introduction

The Ashtabula County Schools LPDC

- The Ashtabula County Schools LPDC is established as the name of the entity required by Senate Bill 230.
- In 1996, the Ohio General Assembly authorized the creation of Local Professional Development Committees (LPDCs) and mandated that they be established in every school district and chartered nonpublic school by September 1998 ([Ohio Revised Code 3319.22](#)). The purpose of each committee is to review the coursework and other professional development activities proposed and completed by educators in a district to determine if they have met the requirements for renewal of their licenses. The LPDC review of professional development activities does not apply to personnel with professional pupil services licenses that require credentialing through related licensure boards. **The Local Professional Development Committee's responsibility begins when an educator obtains a professional license, associate license, or advanced career-technical workforce development license.**
- Based on LPDC review and approval, the State Board of Education issues licenses. Review by an LPDC does not mean the educator is qualified to work in that district only; the license is valid in any district in Ohio.
- The Ashtabula County Schools Local Professional Development Committee (ACS LPDC) has been established as a consortium of school districts working together to meet these requirements.

Those school districts are:

1. Ashtabula County Educational Service Center
2. Buckeye Local School District
3. Conneaut Area City School District
4. Geneva Area City School District
5. Grand Valley Local School District
6. Jefferson Area Local School District
7. Pymatuning Valley Local School District

Duties and Responsibilities of the LPDC and the Educator

Responsibilities of the Local Professional Development Committee

LPDCs are responsible for reviewing and approving Individual Professional Development Plans (IPDPs), coursework, and other professional development activities that educators propose to complete to renew their licenses.

To fulfill their responsibilities, LPDCs need to:

- Know the current law, licensure standards, and State Board of Education 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.
- Orient new members to the licensure standards and the operating principles, timelines, and processes of the LPDC.
- Align to the [Ohio Standards for Professional Development](#).
- Ensure the LPDC operates under the Open Meetings Act (Sunshine Law).

Duties of the Local Professional Development Committee

All committee members will:

- Recommend members to serve on the committee.
- Serve as staff information person.
- Serve as a reviewer of district education professional development plans for certification/license renewal.

The Chairperson shall:

- Preside at all of the Local Professional Development Committee meetings.
- Call all meetings and set agendas in collaboration with the membership.
- Ensure adherence to the Individual Professional Development Plan review processes and procedures.
- Serve as Professional Growth Committee liaison between the Districts and the LPDC.
- Serve as appeals process contact and liaison.
- Send minutes and agendas to LPDC members.

The Secretary will:

- Keep accurate notes of all the Local Professional Development Committee meeting and decisions.
- Maintain the database regarding status of educator license renewal.

The Committee Members will:

- Serve as staff/district communication liaisons to assist with license renewal and activity submissions.
- Be responsible for all necessary correspondence with their district.
- Inform faculty members of their IPDP status and license expiration.

Responsibilities of the Educator

- Meet [licensure renewal 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](#).
- Know district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan.
- 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.
- Obtain LPDC approval of the IPDP *before* engaging in professional development for licensure renewal. Professional development done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.
- Keep records of all licensure and LPDC transactions including:
 - The LPDC review and approval and request for revision of an IPDP.
 - Transcripts for coursework.
 - Required documentation for equivalent other activities (EOAs).
 - It is the educator's responsibility to maintain accurate and thorough records of professional growth (logs of hours, documentation.) for the life of the credential to which they will apply. It is recommended that the ACS LPDC keeps a copy of the approval in the educator's permanent ACS LPDC file, and that the educator keeps the documentation in his/her credentials portfolio. Educators must be very clear, however, that providers are not responsible for keeping an electronic or other record on behalf of individuals – the responsibility rests upon the educator.
 - Procedures for the operation of the ACS LPDC have been adopted along with an Appeals' Process to be used when an educator is not satisfied with the decision of the LPDC.

Procedures to Renew Your License

There are four overall steps:

1. Submit hours to the LPDC
2. Ensure you have a current background check
3. Review information regarding Consistently High Performing teacher
4. Apply online for your license

1. Submit to the LPDC

The LPDC meets every third Thursday during the school year (as long as there are at least 10 files to review). Items must be submitted by the Friday before that week for consideration.

- Ensure you have an Individual Professional Development Plan that reflects the current renewal cycle on file with the LPDC.
 - The plan must reflect the Professional Development (PD) you completed for the renewal and should have been completed and submitted within the last five years before your renewal.
 - Submit a new plan for your next renewal cycle when you submit items for renewal of the current license.
- Submit six semester hours, 180 contact hours or 18 CEU's – or a combination. Each semester hour equals 30 contact hours.
- Please refer to the Equivalent Activities Options for guidance. This document provides the maximum credit allowed for submission of hours. For example, Professional Committee Professional Development is limited to 60 hours per license renewal cycle.
- Semester Hours: Request official transcripts to be sent to you, your Board office, or the ACESC indicating completion of coursework related to classroom teaching and/or the area of licensure taken after the date your last license was issued. You may request e-transcripts.
- Contact Hours: Submit a certificate of completion indicating total contact hours and or CEU's.

2. Ensure you have a current background check.

- Ohio law indicates you must obtain an updated background check every five years. Plan for at least 30 days for the background check to be processed to SBOE. SBOE will not approve your renewal without a current background check indicated in your OH/ID account.
- If you live in Ohio, you will only need the FBI. If you live out of state, you will also need the Ohio.
- The ESC administers background checks by appointment. Please visit for instructions and fees: <https://www.ashtabulaesc.org/background-checks-fingerprinting>
- It is the responsibility of educators holding SBOE licenses to ensure that the law is followed with regard to obtaining the required updated background check(s) even if the expiration of a background check does not always coincide with the expiration of the license.
- **Your background expires five years from the date it was last processed.** You can access your OH/ID account to see when your last background check was completed <https://sboe.ohio.gov/educator-licensure/information-and-resources/background-check-faqs>.

3. Consistently High Performing Teacher

An educator who meets the State Board of Education's definition of a consistently high-performing teacher is exempt from the requirement to complete any additional coursework for the renewal of a professional educator license for the next renewal cycle. For more information see SBOE to review the criteria <https://sboe.ohio.gov/educator-licensure/renew-a-license/consistently-high-performing-teachers>

Notify the LPDC, by completing the form in the link below if you believe you meet the criteria

<https://sboe.ohio.gov/educator-standards-and-programs/local-professional-development-committees/lpdc-resources/lpdc-resources>

4. Apply online for your license.

***Note:** You must use Mozilla Firefox or Chrome. Your license application is **only valid for 60 days** so be sure steps 1 to 3 are completed before you apply.

Access the Core Manual on SBOE if you need assistance with establishing your OH/ID account

<https://sboe.ohio.gov/educator-licensure/information-and-resources/online-core-license-system-faqs>.

Create or sign into your OH/ID account: <https://ohid.ohio.gov>

✓ **Click on SBOE CORE**

- You will be able to review information such as your background checks, your credentials, your application status, and any documents you have uploaded.
- Update any new information in “My Profile” (e.g., your email address).
- You will request to renew your credential under “My Credentials”.
 - You will see a dropdown menu on the right side of your credential - select to “Renew”

✓ **Complete the steps of the application:**

- Step 1: EFFECTIVE YEAR - be sure to select the current effective year
- Step 2: E-SIGNATURE
 - Signature for LPDC is **IRN #008328**.
- Step 3: DOCUMENTS
 - If you have to upload any documents, you do that in this step
 - You do not need to upload your transcripts if they were submitted to the LPDC for approval
 - Click on the link if you have questions about what to upload

✓ **Select and Pay for your application – “My Application Status”**

✓ **Note:** You can save your application and return to it from the My Applications section if you want to complete and pay later.

- Click on the box “Pay & Submit”. If you are a veteran, your fees are waived. You will need to upload your DD214 into your OH/ID account and follow the prompts. Payment options are debit, credit card, or e-check.
- You will provide your billing address and verify the email. You will be emailed a receipt.
- After you submit your application it will be reviewed. You will receive an email acknowledgment of your submission and you will receive an email when your application request is approved or denied.
- Once your license is issued, you will need to access your OH/ID account download and **print out** your license.
- Provide a copy of your license by downloading and emailing to your district board office.

The Individual Professional Development Plan

Ohio Administrative Code Rule [3301-24-08](#) states, “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 all appropriate professional development activities may be considered to meet renewal requirements, the Individual Professional Development Plan (IPDP) should be 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 can grant credit for professional development activities in accordance with the LPDC’s Plan of Operation. A license has an effective year always beginning on July 1 and an issuance date indicating when the State Board of Education issues the license (which may precede the effective date).

By consulting the Standards for Ohio Educators, educators can make informed decisions regarding their professional growth across a developmental continuum from proficient to accomplished to distinguished.

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

- Examine their practice (self-assessment, including the Resident Educator program, Ohio Teacher Evaluation System, Ohio Principal Evaluation System)
- Determine individual priorities and goals
- Complete the IPDP
- Obtain pre-approval from the LPDC
- It is the educator’s responsibility to complete the IPDP and its accompanying professional development according to the LPDC’s policies and timelines. Be aware of the LPDC’s meeting schedule and plan your submissions accordingly.

The ACS LPDC has developed the procedures and forms that educators will follow and complete to help each meet the requirements of the new law. Within the ACS LPDC, these procedures include guidelines for developing goals, a list of recommended and pre-approved activities, and a list of pre-approved professional development providers. These items are part of this handbook.

Pre-Approved Activities

The following is a non-inclusive list of activities, which are considered legitimate learning experiences by the ACS LPDC.

The ACS LPDC has restricted the maximum number of contact hours in any category of activities. Please refer to the Equivalent Activities Options Chart on the platform

If an educator chooses to pursue an activity that does not appear on the pre-approved list in order to seek contact hours, they should gain the approval of the ACS LPDC prior to initiating the activity.

A. College/University Credit and Workshops

1. **University Credit Learning** (Universities that are recognized by the Ohio Department of Education as certificate or license grantees, whether in-state or out-of-state, are approved providers if the learning goals of the program help to complete the educator's IPDP, etc.).
 - Typically, these are semester credit or quarter hours
 - During license renewal, the ACS LPDC will approve hours that relate to the IPDP
 - No limit on university hours approval to renew a certificate
 - Transcripts are official verification of completion.
2. **Workshops** (delivered by a provider approved by the ACS LPDC)
 - No pre-approval by the ACS LPDC if an approved provider is used
 - Verification is an official certificate from a provider indicating completion of contact hours

B. **Activities With Restrictions**

1. **Business/Industry Partnerships** - creating opportunities to partner with business and industry to improve the resources and knowledge base
2. **Community Service and/or Development** - opportunities to become involved in the improvement of the school community that demonstrably improves the environment for learning within the district
3. **Continuous Improvement Planning, Site-Based Planning, and Strategic Planning** - involvement in creating short and long-range plan for the district, completing research or data collection to assist in planning, implementation of such plans, etc.
4. **Course of Study and Curriculum Revision Projects** - internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement, etc.
5. **Data Acquisition and Application** - to apply existing and created data to analyze and improve the effective performance of the educator and the success of student and district goals

6. **Educational Service Center Activities** - ACS LPDC, task committees, related research and activities, training, internships, etc.
7. **Individual Inquiry** - investigation, research and involvement that enables the educator to pursue an area of interest that will enhance performance and benefit students, district, community, etc.
8. **Local Professional Development Committee Service** - service as a member of an LPDC is considered legitimate growth and learning for the educator, and by the nature of the service will improve teaching and learning within the school district
9. **Mentoring** - either as a part of the Resident Educator Program, as supervision of student teachers, or by choice or assignment to aid a colleague or special project as an advisor
10. **National Board Certification** - the educator's study and research to lead toward certification by the National Board of Teacher Certification
11. **Presentation** - opportunities to present to various publics which in itself creates learning and growth for the educator and acquisition of skills which improve teaching and learning within the classroom, building and district
12. **Professional Associations** - service in office ACS LPDC, task committees, related research and activities, etc., if the educator can verify new skills and knowledge that will benefit his/her classroom, students, building, district, etc.
13. **Program Creation** - innovative creation of new programs, activities, etc., that is shown to benefit the educator's assignment, students, building, district
14. **Published Research or Other Writing** - opportunities for the educator to not only learn from the research and creation, but to communicate this growth and development to others
15. **Regional Professional Development Center** - task committees, related research, and activities, etc.
16. **Research-based Project** (grant applications, teaching area research, opportunities to connect educational research to real improvement
17. **Technology Applications and Projects** - within the classroom and district, effective management issues, etc.
18. **University Teaching** - legitimate if the educator demonstrates the learning of new skills and knowledge that helps him/her achieve IPDP goals, benefit the building and district, and help students achieve

Pre-Approved Professional Development Providers Information

1. The ACS LPDC, in cooperation with the Ashtabula County ESC, has created the following list of *Approved Providers* of professional development which indicates a recognition by the ACS LPDC that these institutions and organizations support the continuing professional development of educators, consider the delivery of quality professional development as part of their mission, and continually seek to be responsive to the individual needs of educators.
2. Educators who seek professional development from providers on this official list are not required to gain prior approval of the provider from their LPDC. Educators should discuss with the ACS LPDC any providers who do not appear prior to engaging in professional growth activities that they may wish to use for certificate/license renewal.
3. Educators renewing licenses should remember that requests for workshop approval must be submitted in the appropriate manner using the appropriate form and accompanied by documentation from the provider verifying the completion of a certain number of clock hours.
4. Educators who wish to recommend professional development providers for placement on this *Approved List* should do so through the ACS LPDC. The ACS LPDC will review this *Approved List* which will act to remove or add providers based upon recommendation, proven quality, and other criteria found in quality professional development.
5. Your school district and the ACS LPDC are sincere in efforts to establish high standards for the professional development of educators within the district. Those standards speak not only to the quality of the professional development, but also to how responsive development is to the needs of the educator, the district and building, and to the needs of students. Your input on how your school district and the ACS LPDC can improve the professional development opportunities and process within the school district is important. Please relate any suggestions, concerns and issues to the ACS LPDC.

Criteria For Quality Professional Development Providers

1. The following criteria are generally believed to be the standards for quality professional development providers—those individuals and/or institutions that relate and deliver education and training educators.
2. These criteria will always remain under review, and will be used by the ACS LPDC in its review and determination of Approved Professional Development Providers and in their determination of whether other providers that are requested for approval by educators seeking credit toward certificate/license renewal meet the district's standards for quality professional development.
3. Potential providers are encouraged to contact the ACS LPDC if they believe they meet these criteria and would want to be considered for the Approved Providers List.
 - a) The provider is recognized locally, regionally, statewide, and/or nationally for expertise and skills in working with educators and schools to improve performance and enhance student learning.
 - b) The provider grounds training in research, current best practices, and an assessment of the needs of current educators and schools.
 - c) The provider has an understanding of the need for continuous improvement of school districts and educators.
 - d) The provider is knowledgeable of Ohio's certification and licensure regulations and the role of both the educator and the ACS LPDC in maintaining credentials.
 - e) The provider has demonstrated and interest in and willingness to respond to educators on the basis of individual needs.
 - f) The provider is responsive to the establishment of quality professional development standards.
 - g) The provider establishes clear goals for the training of educators and provides those goals to the educator as a matter of evaluation and as a record of professional growth, which will be included in the educator's professional development plan.
 - h) The provider is willing to work with the educator, district, and the ACS LPDC in establishing standards and providing reporting forms for educators who complete training opportunities.
 - i) The provider demonstrates an understanding of the needs of adult learners, and of the learning needs of students to whom educators and school districts are responsible.
 - j) The provider requests evaluation of its performance in delivering professional development to educators, and demonstrates responsiveness toward improving as a trainer of professionals.

Approved Professional Development Providers

- American Association of School Administrators (AASA)
- American Federation of Teachers (AFT)
- American Psychological Association and related organizations
- American Speech and Hearing Association (ASHA)
- Ashtabula County School District Approved Professional Development Activities
- Association for Children with Learning Disabilities (ACLD)
- Association for Supervision and Curriculum Development (ASCD) and related organizations
- Association of School Business Officials (ASBO)
- Auditor of the State of Ohio and related
- Buckeye Association of School Administrators (BASA)
- Career Education Association
- Center of Science and Industry (COSI)
- Children with Attention Deficit Disorders (CHADD)
- Cleveland Clinic Foundation
- Cleveland Museum of Art
- Council for Exceptional Children (CEC)
- Fullbright Scholarship Program Offerings
- Government Finance Officer's Association
- Industrial Information Institute (III)
- INFOHIO
- Music Educators' National Council
- National Association of School Psychologists and related organizations
- National Council of Teachers of English (NCTE) and related organizations
- National Council of Teachers of Mathematics (NCTM) and related organizations
- National Council of Teachers of Science (NCTS) and related organizations
- National Education Association (NEA)
- National Endowment for the Humanities
- North Central Association of Colleges and Schools (NCA)
- North Central Regional Educational Laboratory (NCREL) related organizations
- Northeastern Ohio Educational Association (NEOEA)
- Northeastern Ohio Instructional Media Center (NEOIMC) and related Organizations
- Northeastern Ohio Library Association (NOLA)
- Northeastern Ohio Management Information Network (NEOMIN) and related
- Northeastern Ohio Special Education Regional Resource Center (NEOSERRC) and related
- Ohio Association of Elementary School Administrators (OAESA) and related
- Ohio Association of Gifted Children
- Ohio Association of Pupil Service Administrators (OAPSA)
- Ohio Association of School Business Officials (OASBO) and related Organizations
- Ohio Association of School Personnel Administrators (OASPA) and related
- Ohio Association of Secondary School Administrators (OASSA)

- Ohio Board of Regents – and
- Ohio Approved Certification/Licensure Colleges and Universities – and
- Ohio Approved Programs from Other States
- Ohio CASE (Council of Administrators of Special Education)
- Ohio Coalition for the Handicapped
- Ohio Council of Teachers of English and Language Arts (OCTELA) and related
- Ohio County Educational Service Centers
- Ohio County Superintendents' Associations
- Ohio County Treasurers' Associations and related Organizations
- Ohio Department of Education (ODE)
- Ohio Education Association (OEA)
- Ohio Educational Library Media Association (OELMA)
- Ohio Educational Service Centers
- Ohio Federation of Teachers (OFT)
- Ohio Foreign Language Association
- Ohio Governmental Agencies – Soil and Water Conservation, Cooperative Extension Service Offices, etc.
- Ohio Music Educators' Association and related Organizations
- Ohio Network: Training and Assistance to Schools and Communities (ONTASC)
- Ohio Psychological Association (OPA)
- Ohio Regional Professional Development Centers (RPDC's) Regional School Improvement Team (RSIT)
- Ohio School Boards Association (OSBA)
- Ohio School Net Office
- Ohio School Psychology Association (OSPA)
- Ohio School Speech Pathology Educational Audiology Coalition
- Ohio Speech and Hearing Association (OSHA)
- Ohio State Board of Education
- Other State Departments of Education
- Pittsburgh Institute of Art
- Teaching Area Professional Councils and Organizations
- Treasurer of the State of Ohio
- United States Department of Education (USDOE)
- Western Reserve Association for Gifted Children (WRAGE)

Appeals Process

Ohio Revised Code requires LPDCs to provide every educator served with the opportunity to appeal the decisions regarding the following:

1. IPDP approval and
2. Pre-approval or approval of coursework and professional development activities.

Reconsideration

If an educator disagrees with the ACS LPDC decision, the educator will have the opportunity to discuss with the LPDC Chairperson to present their case. The discussion will be with the intent to provide both the educator and the LPDC the opportunity to understand each other's perspective while seeking a mutually acceptable resolution.

If a resolution is reached at this point in the process, it should be so documented and made a matter of record for the educator and for the LPDC.

If the parties cannot reach a mutually acceptable resolution, the LPDC permits the educator to advance the appeal to a third-party review.

Third-Party Review

If the educator and the LPDC cannot reach a mutually acceptable resolution, the LPDC will provide for a local third-party review and decision. The LPDC will establish a panel specific to this appeal that would consist of three licensed educators:

1. One educator selected by the LPDC
2. One educator selected by the educator making the appeal
3. One educator approved by both the LPDC and the educator

Information For Educator Leaving an LPDC

When an educator retires or leaves the district, the ACS LPDC chairperson will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted. It is the educator's responsibility to request and retain the approved and signed [Educator Leaving an LPDC Verification Form](#) and submit it to the new LPDC at the time of employment in the new district. If the educator is no longer working through an LPDC, the educator should submit it to the State Board of Education at the time of application for renewal.

Completed professional development activities approved by an LPDC must be honored by other LPDCs and by the State Board of Education. If the plan was not completed in total, a new plan to address the period remaining in the renewal cycle must be written and approved by the new LPDC. If the educator is not working through an LPDC, the remaining credits must be completed by taking coursework at a college or university prior to application to the State Board of Education.