

# CHARDON LOCAL SCHOOL DISTRICT

Local Professional Development Committee



Individual Professional Development Plan Manual

For

Renewal of Professional Licenses

*Effective June 4, 2012*

Required IPDP materials are available at the online form management system ([OFMS](#)) at:

<http://cybersummit.org/lpdc/Manage/index.asp?DistrictID=26>

*It is the sole responsibility of each professional educator to maintain copies of all professional development records and for completing the licensure process. This includes all necessary paperwork, meeting timelines and completing all procedures for licensure renewal.*

## INTRODUCTION

The Professional or Associated License Renewal Law (SB 230; ORC 3319.22), effective September 1998 changed the credential process for all Ohio teachers and administrators. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the law established a local licensure board and expanded the definition of acceptable credits toward license renewal, making it possible to receive credit for professional development activities that are designed and conducted with the working, collegial environment of the school and district.

### **The “LPDC”- Local Professional Development Committee**

The [Chardon Schools](#) LPDC operated under the requirements of SB230 and policies established by the Chardon Board of Education. The LPDC must review all license renewal applications for all professional employees. This includes reviewing semester hours, contact hours and other approved activities that are submitted for credit toward license renewal. The LPDC bases recommendations for license renewal on a teacher’s Individual Professional Development Plan (IPDP) compliance with guidelines of the law and the [Chardon Local School District](#) Standards for Professional Development.

The Chardon LPDC has eight (8) members: five teachers and three administrators. This is explained on page 3 of this manual.

### **The “IPDP” – Individual Professional Development Plan**

Every licensed employee of the [Chardon Schools](#) will maintain a self-developed IPDP which describes activities that align his/her personal professional growth objectives with district, building and student learning goals. The plan must be submitted to the LPDC for review. IPDPs should be submitted upon receiving a license and must be accepted before any professional development is undertaken for license renewal. The IPDP may contain graduate semester hour credits, contact hour credits or other approved activities designed by the applicant. With appropriate verification of the completion of an IPDP, the LPDC will recommend final approval and provide documentation for the employee to send with the license application to the Ohio Department of Education.

If a proposed IPDP or a submittal of completion is not approved, a checklist identifying the reason(s) will be forwarded by the LPDC to the applicant via the [OMS](#). The plan may then be modified and resubmitted for approval, or the applicant may appeal LPDC’s decision.

## **The Standards**

The LPDC Standards for Professional Development represent core expectations for content and quality and apply to all professional development activities planned by any [Chardon Local School District](#) individual or committee, whether for license renewal or other objectives (e.g., Highly Qualified Teacher requirements). Therefore, quality professional development:

- Results in improved student learning.
- Balances individual priorities with the needs of the district, the school and students.
- May extend beyond traditional coursework and workshops to include meaningful job embedded activities.
- Allows the educator to connect his/her learning to the context of their teaching.
- Requires the educator to be responsible for his or her own professional development and ensures educator quality.
- Supports a clearly articulated vision for students.
- Focuses on license renewal as a by-product, not as a purpose.

## **Contact Hours & Endorsement**

In addition to IPDP review, the LPDC will have the responsibility of approving Contact Hours proposed by the applicant. The IPDP proposed activities must total 180 Contact Hours for renewal whether the hours are generated from semester graduate credit hours or approved professional development activities. Use the following conversions for semester credit hours:

One (1) graduate semester credit hour is equivalent to 30 Contact Hours

Two (2) graduate semester credit hours are equivalent to 60 Contact Hours.

Three (3) graduate semester credit hours are equivalent to 90 Contact Hours

Because seminars, workshops or other professional activities are not connected to graduate semester credit hours, the applicant must determine an appropriate number of Contact Hours. For each hour the applicant is involved with the activity, assign one Contact Hour.

Contact Hour endorsement will be based upon:

1. The information submitted to the LPDC in a Contact Hour proposal prepared by building or district staff development committees, curriculum committees, as hoc committees or outside agencies.
2. Prior reciprocity agreements with other agencies.
3. Individual educators may propose Contact Hour credit for activities not included in the descriptions above by submitting the Contact Hour Approval Form and relevant documentation such as a flyer, course catalog description, etc.

### **Approval of Seminars, Workshops or other Professional Activities**

The LPDC has produced a list of endorsed activities published in this manual. Only activities aligned to one's IPDP goals are acceptable. If there is a concern that the activity may not align to IPDP goals; one may, prior to attempting or attending an activity, submit using [OFMS](#), a description of the proposed activity for pre-approval.

## **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

The LPDC, commissioned by the [ODE](#) and the Chardon Board of Education, is the official body through which [Chardon Local School District](#) licensed employees must seek credential renewal.

### **Committee Composition:**

The [Chardon Local Schools](#) will maintain one LPDC having a district-wide scope. The LPDC will have eight (8) members including: 3 Administrators representing, 5 Teachers (1 High School, 1 Middle School, 1 Elementary, 1 member-at-large, and 1 CEA Executive Officer). The membership of the LPDC is identified using the procedure outlined in the statute.

### **Length of service for a member:**

LPDC members will serve two-year terms. The initial committee will require two teachers and one administrator to serve a three-year term. From that point on, all members will serve two-year terms. Terms commence each August.

### **Filling LPDC vacancies:**

Administrative vacancies will be filled by appointment of the Superintendent. Teaching vacancies will be filled by appointment of the CEA President.

### **Compensation for serving on the LPDC Committee:**

A stipend of \$25.00 per hour will be paid to members as contracted in the Negotiated Agreement. Partial hours will be rounded up to the nearest one-half hour.

### **LPDC meetings:**

During the school year, the LPDC will meet monthly at 4:00 PM at the Board of Education office.

### **LPDC Ethical Commitment:**

The membership of the [Chardon Local Schools'](#) LPDC will agree to conduct all LPDC business so as to:

- impartially and consistently apply these Standards & Guidelines
- maintain confidentiality
- communicate as a group or through the chairperson
- maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDPs and applying these Standards & Guidelines

## **DUTIES AND POWERS OF THE LPDC**

The duties of the LPDC shall be strictly limited to the review and approval of professional development plans for licensure as specified in Ohio law governing such committees; and to the adoption and amendment of its bylaws. The LPDC shall adopt bylaws governing its operations and reflecting the mission of the

LPDC, all policies as are required by law for providing notice of meetings of committees of public bodies, and a policy for appeal as described herein. Such policies must be adopted by the LPDC prior to any action related to recertification or licensure. The LPDC shall report on its action in a prompt and timely manner to the Chardon Board of Education.

**Rules for conducting LPDC meetings:**

The membership of the LPDC will bi-annually elect a chairperson, assistant chairperson and secretary from its membership. A quorum shall be six (6) of the eight (8) members in order to conduct LPDC business. The chairperson must register the Chardon LPDC through the Ohio Department of Education website.

A record of each meeting's proceedings will be taken by the secretary and stored by the superintendent's office. Access to such records will be subject to current policies and agreements regarding personnel records and committee meetings and will comply with the Sunshine Law [ORC 121.22(B)(1)(a)]. All meetings of the LPDC shall be open meetings and all records of the LPDC shall be open public records.

The chairperson will preside over each meeting to complete an agenda that will include:

- Review of newly submitted IPDP, using the Checklist as a guide
- Review of completed IPDP's for license renewal
- Review of IPDP revisions
- Review of proposals for Contact Hour credits; a lists of approved activities will be posted in this manual for faculty members' information
- Address any other necessary business

The chairperson's signature will validate the LPDC's decisions reflected on any version of an IPDP, license application form, Contact Hours approval form, IPDP Proposal Approval Form, IPDP Completion Form and any other forms deemed appropriate.

**Decision-making process:**

A quorum shall be 6 of the 8 members in order to conduct LPDC business, including all decisions affecting the status of IPDPs, revisions of IPDPs and/or Contact Hour proposals. The LPDC shall act only by resolution voted upon by the LPDC and recorded in its minutes, such resolution having received a recorded affirmative vote by a quorum of its membership; except for amendment or adoption of bylaws, which shall require a three-fourths majority of its full membership.

LPDC members shall review each proposal with respect to the LPDC Evaluation of IPDP Proposal form in advance of scheduled meeting dates. The proposal will be date stamped. Each IPDP must receive a simple majority vote to be approved.

Each LPDC member shall have one vote when voting on a teacher IPDP. The votes of administrators on the LPDC shall be weighted double when voting on an IPDP for an administrator in the district.

LPDC members will not review their own IPDP. They will abstain from the review and voting, in which case a quorum will consist of 5 of the 7 remaining members.

LPDC members will not be able to abstain from the review and voting of an IPDP other than their own. Each member is required to review and vote on each IPDP.

**All applicants will be notified of the LPDC's decision within 5 days via the [OFMS](#).**

### **LIMITATIONS OF THE LPDC**

The LPDC shall have no duties other than those explicitly stated herein. In the exercise of such duties, actions of the LPDC shall be limited in scope by, and must be consistent with the Ohio Revised Code, the employees' Negotiated Agreement and the adopted policies of the [Chardon School District](#) Board of Education.

No action of the LPDC shall bind the [Chardon School District](#) in any manner that may be contrary to any provision of the negotiated agreement, this policy, other board policy or any law or regulation governing the operation of public schools districts. No action of the LPDC shall bind the [Chardon School District](#) in any manner that may affect bargain terms and conditions of employment. No action of the LPDC shall bind the [Chardon School District](#) in any manner that may be construed as requiring the expenditure of any funds without express prior approval of the Chardon School District Board of Education.

The LPDC may act to create subcommittees of limited duration and for specific purposes set forth in the action. Such subcommittees shall act in an advisory capacity only and may not take any action, and shall be subject to all laws and policies governing the LPDC, and all requirements created by such subcommittees shall be records of the LPDC.

Members of the LPDC shall be indemnified for action related to the proper performance of their duties as members of the LPDC, should such indemnification be permissible under the school district's liability plan. The [Chardon School District](#) shall not assume responsibility for any liability not covered under such plan or deriving from improper performance of duty.

## PROCEDURES & TIMELINE

Use the following checklist as you pursue your license renewal

- [ ] Upon receiving a new license, applicants should create and file a new IPDP prior to beginning professional development (contact hours, graduate coursework) for renewal of that license.
- [ ] Use the [OFMS](#) to create and submit an IPDP to LPDC for approval prior to starting professional development.
- [ ] IPDP proposals are reviewed at the monthly LPDC meeting using the “Evaluation of IPDP Proposal Form.” If it is approved, you will receive e-mail notice and may begin completing the plan. If it is not approved, you will receive an e-mail notice with a suggested course of action. You may revise and resubmit your plan. **It is strongly recommended you be present at the LPDC meeting when your IPDP is being initially reviewed.**
- [ ] If you would like to revise your IPDP at any time, edit your plan using the [OFMS](#) and resubmit.
- [ ] You must keep copies of all verification items until the license renewal process is completed.
  1. Official Transcripts
  2. Workshop evidence
  3. Evidence to support completion of contact hours
- [ ] When your plan has been completed and the requirements met, i.e. you have reached 180 contact hours. Submit the completion form available from [OFMS](#).
- [ ] After you have successfully completed your IPDP, you will then complete the [ODE renewal application](#) form **during the year of the license expiration**. Renewal application forms are available from the Board office or may be downloaded from [OFMS](#). Submit the renewal application form with official transcripts and/or evidence of completed workshops, seminars or other activities and the completed IPDP to the LPDC for verification and required signatures. The [ODE license application](#) must be signed by the LPDC Chairperson.
- [ ] Forward the signed application form with your renewal fee payment to the Ohio Department of Education. All fees and applications are the responsibility of the renewal applicant.



## WAYS TO RENEW A LICENSE

**To be completed within the five-year renewal cycle**

**Option 1**      Accumulate **Six (6) Semester Hours of Graduate Credit**

*Requirements*

- Coursework for graduate semester hours must meet the LPDC Standards and Guidelines for Professional Development outlined in this manual and be applicable to IPDP goals.
- Coursework must be taken from an [NCATE](#) or [ODE](#) accredited college or university.

*Verification of completion*

- Official Transcripts (even those issued directly to the student) indicating successful completion of coursework (must earn a minimum of “C” or a “Pass” if taken on a pass/fail basis).

**Option 2**      Accumulate **180 Contact Hours**

*Requirements*

- Activities must meet the LPDC Standards and Guidelines for Professional Development outlined in the bylaws.
- Individuals designing other activities must submit the planned activities and the number of contact hours requested utilizing [OFMS](#). The project must be organized following the descriptions listed in the “Approval of Other Professional Development Activities.”
- Activities must have been approved by the LPDC prior to participation.

*Verification of completion*

- Certificate of completed participation signed by presenter or provider representative.
- A log of relevant activities having the signature of either the building staff development committee OR a sponsoring administrative representative
- OR a completed product and/or summary of conclusions report

**Option 3**      Accumulate 180 Contact Hours using a **Combination of Graduate Semester Hours and Contact Hours**

*Requirements*

- Activities must meet the LPDC Standards and Guidelines for Professional Development outlined in this manual.
- Individuals designing other activities must prepare a proposal outline of the planned activities and the number of contact hours requested. The project must be organized following the descriptions listed in the “Other Approved Activities” section of this manual.

*Verification of completion*

A log of relevant activities having the signature of either the building staff development committee (see the Appendix)

- OR a sponsoring administrative representative
- OR a completed product and/or summary of conclusions report

A sample Combination Option might include:

2 semester hours	=	60 Contact Hours
Workshop/seminars	=	50 Contact Hours
Other Approved Activities	=	<u>70 Contact Hours</u>
<b>TOTAL</b>	=	<b>180 Contact Hours</b>

## **STANDARDS FOR LICENSE RENEWAL**

**The following statements are to be interpreted in reference to the area of license for which you are seeking renewal.**

Professional learning is purposeful activity that strengthens educational programs for students as defined by the district's Strategic Plan. Professional development shall be required for continued licensure for all educators. It shall be guided by the learning needs of all students and the axiom that all students can learn. It shall include current theory on the learning needs of educators and shall incorporate a planned progression for improvement on a continuing basis (O.R.C. 3301-24-06)

### **Outline Your Professional Development Goals**

#### **Part A: Goal Outline**

1. Describe Your Professional Goals – you must identify a minimum of three goals.
2. The scope of the plan must be directly relevant to subject area content, instructional practices, and student learning. Additionally, one must indicate which of the five areas of educator standards that are addressed by your plan (check boxes on the IPDP form on [OFMS](#)).
  - How is my plan linked to subject areas that I teach/areas of responsibility?
  - How is my plan applicable to methodology?
  - How will this plan fit the students that I serve?
  - In what ways will the students I serve be different as a result of this professional development activity in terms of their learning and/or behavior?

#### **Part B: Impact of Goals on Self**

- How do my goals enhance my own knowledge and/or capacity?
- What impact do I expect this plan to have on me as a professional?

#### **Part C: Impact of Goals on Students**

- How do my goals enhance student learning?

#### **Part D: Impact of Goals on Student District**

- How do my goals relate to the building and district staff development goals?
- How do my goals relate to the strategic plan?

The IPDP must have tangible evidence for assessing the success and completion of the plan.

- How will I know that I have met the goals of my plan?

## **OTHER APPROVED ACTIVITIES**

One of the critical tasks of the LPDC is to determine what professional development activities will be accepted for license renewal. Such activities must be based on the needs of the educator, the students, the school and the school district. Thus, educators' professional development plans must be based on the identified goals and priorities of the school district and the school building in which they work.

College credit represents the traditional form of professional development. The Other Approved Activities category exists to encourage initiative, exploration and professional leadership. It is recommended that any alternative activity be linked to an established program or that the applicant have adequate prior knowledge of the methodology necessary to implement the chosen activity. The applicant is responsible for proposing a Contact Hour value for the activity.

The following list of activities, while not exhaustive, provides a range of acceptable alternatives for meeting professional development expectations.

**Community/Business Educational Improvement Activity:** Activity that forms a partnership between school/community/business. This collaboration should lead to greater learning, teaching, and/or leadership. Examples: Design and coordinate with local businesses a series of math nights for parents. Design and coordinate with local business professionals a school career day.

**District Committee Service:** Participating on a major district committee (i.e. curriculum, staff development).

**District, State, and National Committee Service:** Participating on commissions, task forces, and working groups, etc., of professional educational organizations such as [ODE](#), RPDC, Strategic Planning, SERRC, LPDC, and others.

**Educational Research Projects:** Conducting a focused, on-going, in-depth study of a concept, a theory or approach within a content field over time. Individuals or groups of teachers identify a problem of interest; explore ways of collecting data that may range from examining existing theoretical and research literature to gathering original classroom or school data, analyzing and interpreting data. As a result of the research project, the research makes identified changes and gathers and analyzes new data to determine the effects of the intervention. Contact hour credit is awarded to individuals based upon their contribution to the activity. (Examples of research projects include, but are not limited to: Inquiry/Action Research, Case Studies and Analysis).

**Educational Travel:** An experience which would be relevant to current class assignment and corresponding course of study objectives.

**Establishing Networks:** Facilitating collaborative networks. Establish and/or manage a group for professional exchange. (Examples include, but are not limited to: Internet web sites, news groups, regional discussion or study groups.)

**Externships:** Acceptance and participation in a program outside of your district in which you shadow a professional and assume part of the responsibilities of his/her position.

**Grant Writing:** Individuals or groups who write grant proposals will be awarded licensure credit based on the amount of time and effort (i.e. Chardon Foundation Excellent Grants vs. Martha Holden Jennings). *Contact hour credit will not be dependent upon grant funding.*

**Innovative Unit Development/Program Development:** Design and implement a program or unit of study for student learning based on current course of study.

**Involvement In A Development/Improvement Process:** Participation in response to a shared need for change in a school level. (Initiating Intervention Bases Assessment/Multi-Factored Evaluation, North Central Evaluation, Venture Capital, and other models of school improvement)

**Observation/Assessment:** Participation in Observation/Assessment model includes pre-observation, analysis of data, post observation conference, and sometimes an analysis of the observation/assessment process. (e.g., Pathwise and other mentoring programs, TESA – Teacher Expectation Student Achievement)

**Presenting At Local, State, and National Events/Conferences:** To recognize professional contributions in the form of an academic presentation to educational organizations. Contact hour credit will be given for initial presentation to these groups. *No contact hour credit will be given for repeat presentations.*

**Publishing:** Publishing books, articles for professional journals or articles in newspaper.

**Pursuing National Board Certification:** A voluntary process which recognizes high quality of teaching. The entire Board Certification process must be completed, but Board Certification need not be awarded to complete licensure requirement. Completion of this process would fulfill a 5-year license or may be applied to the renewal of an 8-year certificate. *This activity is credited with 360 contact hours even if NBC is not awarded.*

**Training:** Participation as a trainer where new teaching techniques are identified and taught to a large group of teachers for implementation in the classroom. Contact hour credit will be given for initial training activity.

**Administrative Involvement in Classroom:** Participation in classroom activities such as teaching, special projects or presentations and mentoring.

**Other approved professional development activities:** Provide a description on your Proposed Activities page and assign contact hours. The LPDC will determine whether it aligns to your goals and licensure area.

A list of possible evidence for the above outlined activities can be found on the homepage of the [OFMS](#).

## **APPEALS PROCESS**

There are various reasons for wanting to appeal an LPDC decision. These are typically because the IPDP was either viewed as missing information or was not successfully completed. The LPDC will specify on the IPDP Proposal Form what was lacking on a non-approved IPDP. Appeals will only be considered that do not violate Ohio state law and the Chardon negotiated contract with the Board of Education.

### **Process Used in Appeal ADD THE APPEAL of LPDC Decision**

*(Forms available at :)*

#### **Level I Appeal –**

1. If you wish to appeal, complete the appeal form within 14 calendar days of the rejection of the IPDP.
2. Meet with the LPDC to present your case (special meeting may be called, if necessary).
3. Receive written response from the LPDC.
4. LPDC decision accepted (appeal process ends) or rejected (Level II appeal may begin).

#### **Level II Appeal –**

1. If you wish to appeal the Level I decision, complete another appeal form within fourteen (14) calendar days of rejection of the Level I decision.
2. Meet with Special Committee to present your case. Special Committee make-up:
  - (a) certified/licensed educator chosen by employee,
  - (b) certified/licensed educator chosen by LPDC and
  - (c) certified/licensed educator agreed upon by (a) and (b).
3. Special Committee hears appeal and renders decision.
4. Special Committee decision accepted (appeal process ends) or rejected.

### **Timeline Used for Appeal**

1. All proposals that are rejected will be hand delivered or sent certified mail within five (5) calendar days of the LPDC/Appeal Committee decision.
2. Requests for an appeal at both levels must be made within 14 calendar days.
3. All appeal hearings will be scheduled within 30 days of receipt of the written request for the appeal.
4. Address all requests to the chairperson of the LPDC.

## **FREQUENTLY ASKED QUESTIONS**

*Who must submit an IPDP?*

Every certified staff member who holds a professional, senior, and/or lead professional license.

*What if I only have a permanent certificate, must I submit an IPDP?*

No. However, you need to login to the LPDC's [OFMS](#) to complete a waiver form to submit electronically.

*What are the key dates in the IPDP process?*

Ideally, an IPDP should be submitted as soon as a new license is issued. This gives the individual the full five years to attain all the necessary hours. After your IPDP is completed and LPDC approves the completion, you may then send the [ODE application](#) in January of the year the license expires.

*What if I was newly employed by [Chardon Schools](#) while under an active IPDP approved by another school district?*

Previously employed new hires who hold a valid Ohio certificate/license and who have had coursework and/or professional activities approved by their prior LPDC during their current renewal cycle shall have that IPDP's coursework/activities approved by the Chardon LPDC when accompanied by supporting documentation. Hard copies of the approved IPDP should be submitted to the LPDC as soon as possible upon officially being hired.

*Who keeps track of my IPDP records?*

The individual employee is responsible for maintaining their own professional development records and completing necessary paperwork for license renewal. It is suggested that individuals keep a licensure portfolio which may include:

- \* Copies of certificates and licenses
  - \* College transcripts
  - \* Certificates of participation
  - \* Journals and logs
  - \* Current IPDP
- \*IPDP's and activities submitted electronically are stored electronically. However, LPDC strongly advises that individuals maintain hard copies of all materials relevant but not limited to: IPDP's, contact hours, transcripts, and communications with LPDC.

*Will all semester hours "count" toward renewal?*

Yes, if coursework is aligned with IPDP goals and meets LPDC standards described in the bylaws.

*Does acceptance of my IPDP guarantee district release time, professional leave, sabbatical leave, reimbursement or funding?*

No. The individual must follow district procedures and the negotiated agreement related to these professional items.



*Will the LPDC advise or help me write my IPDP?*

No. The job of the committee is to review coursework, contact hour proposals, and other professional development activities completed for licensure renewal. This manual is intended to guide the employee to writing an effective IPDP.

*Can IPDP activities be completed during the school day?*

Yes. However, the intent of the license renewal is to update and improve professional skills and knowledge. Therefore, the regular duties of your current position (i.e. grading papers, supervising students, regular lesson planning, etc.) may not be included in your IPDP. Additionally, educators should not rely on scheduled staff development times and activities such as early releases, district in-services, professional release day activities or compensated summer session activities unless those activities are consistent with your pre-approved IPDP. College or university credits that depend on “seat time” requirements must be completed outside the school day.

*How do I know if a class or workshop will have Contact Hour credit?*

Workshops will be recognized for its contact hours as described by the sponsoring organization. If you are still unsure, contact the sponsoring organization for an estimate number of contact hours, as LPDC is not responsible for determining these hours.

*May I revise my approved IPDP?*

Yes. Use the Modify Form button of the online module and follow the instructions. The revision will be reviewed at the next LPDC meeting. IPDP goals, however, cannot be changed for the express purpose of receiving credit retroactively for an activity.

*What happens if my submitted IPDP is not approved?*

You may revise and resubmit the plan according to the recommendations of the LPDC’s evaluation. The evaluation will provide an explanation identifying why the plan was not accepted. Re-submit it to LPDC for review at their next regularly scheduled meeting.

*May I formally appeal the LPDC decision on my IPDP?*

Yes. See the Appeals Process outlined in the by laws manual and the form “Appeal of LPDC Decision”.

***If you have any other questions, see your building LPDC representative.***