

Date: April, 2015
From: CLSD LPDC
To: Those that must renew 5 year licenses

LPDC is piloting a new way for faculty to cite evidence when earning contact hours. This letter serves to outline the details of this effort.

There are three ways to earn the 180 contact hours of professional development required to renew a 5 year license.

1. Completing six hours of graduate level coursework through an NCATE accredited institution in support of IPDP goals.
2. Completing 180 contact hours of professional development in support of IPDP goals.
3. Any combination of graduate hours and contact hours.

Very few of us use the option of completing contact hours alone or completing a combination of contact hours and graduate semester hours. Contact hours may be earned through professional development sponsored by the Chardon Local Schools at the district and building level. Activities such as Chrome inservices, PARCC trainings, curriculum meetings, and even monthly staff meetings **MIGHT** be used as contact hours provided these activities support IPDP goals.

If your IPDP indicates that you will satisfy the requirements to renew a five year license by either submitting contact hours or a combination of contact hours and graduate hours, read the next sentence very carefully.

If you have participated in any of the aforementioned activities **AND** these activities, in part or whole, support your IPDP goals as already approved by the CLSD LPDC, you very likely have already earned some of the 180 contact hours needed. To record contact hours sponsored by CLSD, schools or departments inside CLSD, you can use this form:

https://docs.google.com/a/chardonschools.org/forms/d/1U-RqMzUHyeUYL_QjC77bokhatNjShKFFp3EI2VNZcQ/viewform

If your IPDP does not indicate that you will use contact hours you may amend your IPDP to allow you to use contact hours that have been offered by CLSD during the 2014-2015 school year. This change would need to be approved by LPDC. Use the online form management system to make this amendment. You are not permitted to amend IPDP goals in order to take advantage of this. IPDP goals may be amended to be able to work on new things with future professional development. Goals may not be changed in hindsight.

Responding to items in the form will serve as your evidence of attending a district sponsored activity and earning x number of hours, as if you were handed a paper certificate the day of the activity. The items on this form will be managed by administration and LPDC.

Earning contact hours has always been possible in a variety of other ways. Contact hours may be earned through: personal research projects, curriculum planning, technology integration, SLO writing, development of common assessments, creation of materials that support Common Core or Ohio's New Learning Standards...the list goes on. Activities used as contact hours must support IPDP goals approved by LPDC. All activities must have evidence submitted to LPDC.

The accrual of these hours can be managed through the LPDC IPDP online form management system (OFMS): <http://cybersummit.org/lpdc/Manage/index.asp?DistrictID=26>.

Contact hours may be submitted for pre-approval. This allows the license seeker to “test” if the proposed contact hours are going to be accepted by LPDC for the number of hours the individual seeks. Once pre-approval has been gained, upon completion of the contact hours, the license seeker must turn in “evidence of completion.” This evidence might be a spreadsheet that logs and describes professional development activities and the number of contact hours being sought. There is an example of this kind of evidence at the OFMS. “Certificates of Completion,” given by a sponsoring organization, are allowable, as are lesson materials, curriculum development, a SLO, an assessment, and for district sponsored activities, the form above.

There is no magical formula for calculating contact hours: one hour of time working on an IPDP goal is one contact hour.

LPDC appreciates the efforts of Mr. Kofol and Mr. Hanlon in helping develop this pilot by providing administrative time, resources and personnel.

If you have any questions about contact hours, IPDPs, or license renewal please contact the LPDC member nearest you or send an e-mail to dwight.goss@chardonschools.org

Your LPDC members,

Melanie Elliot, Brian Linn, Cindy Newman, Mat Prezioso, Dwight Goss, Sue Stewart, Dan Heintz, Rhonda Garrett