

# **Clay Local School District**



## **Local Professional Development Committee**

1<sup>st</sup> adopted May 3, 1999

Latest Changes - December 2018

# **Clay Local Professional Development Committee Standards and Bylaws**

## **Mission**

Strengthen and coordinate the preparation, licensure, and professional development of certified/licensed personnel to assure that all students attain high levels of academic achievement.

## **Purpose**

The purpose of the Committee shall be to oversee, review, and approve professional development plans for coursework, continuing education units, or other equivalent activities for the renewal of certificates, the conversion of certificates to licenses, or license renewal of all certified employees of the district; set criteria for the approval for Individual Professional Development Plans (IPDP); and establish procedures for carrying out the committee's duties as prescribed in law and rules, and any other activity established by law for LPDCs.

## **Governance**

The Clay Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and or district policy.

## **Representation**

A Local Professional Development Committee composed of five (5) members shall be established with district-wide responsibility to perform the functions required by section 3319.22 of the Ohio Revised Code and the administrative rules adopted under that statute. Two (2) members shall be appointed by the Superintendent and three members shall be selected by the Association. Members shall serve two-year terms, except that the initial term of one (1) member appointed by the Superintendent and one (1) member selected by the Association shall be for one year. Vacancies will be filled by the Superintendent or Association, whichever applies.

## **Selections/Responsibilities**

<b>Chairperson:</b>	Elected by a majority of the LPDC
<b>Responsibilities:</b>	Conduct LPDC Meetings. Communicate information to the members of the LPDC. Represent the LPDC at meetings of other stakeholder organizations. Notify appropriate parties to fill vacancies on the LPDC in accordance with selection rules
<b>Recorder/Clerk:</b>	Elected by a majority of the LPDC
<b>Responsibilities:</b>	Maintain minutes of action taken during LPDC Meetings. Notify applicants of approval/resubmission/denial status of individual professional development plans and/or proposals for credit.

### **Committee Procedures**

The LPDC Committee will meet regularly during the school year. During the months of June, July, and August the LPDC will meet on an as-needed basis; these meetings shall be posted at least 24 hours in advance.

The Chairperson has the right to call, e-mail, or text members for the purpose of cancellation if no IPDPs, course/activity proposals, or issues are submitted during a particular month. A special meeting of the LPDC may be called by the chairperson with the concurrence of a quorum from the members.

A quorum, necessary to conduct LPDC business, shall be four (4) out of the five (5) LPDC members. A majority of the LPDC members must agree upon any proposal for it to be considered approved.

The LPDC shall keep confidential all reviews, evaluations, and discussions of Individual Professional Development Plans (IPDPs) and/or course/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without the written permission of the party/parties involved.

Minutes/records of action taken shall be maintained by the LPDC recorder/clerk and the minutes shall be available upon request.

The IPDPs or course/activity proposals shall be evaluated by the LPDC members.

A certificate of credit and/or contact hours awarded for coursework or equivalent activities shall be included in the employee's LPDC/IPDP file.

Notification of LPDC decisions on IPDPs, whether approval or denial, shall be emailed or delivered within seven (7) calendar days of the LPDC meeting.

The LPDC may recommend revision of this document by a vote as long as a majority of the LPDC members vote in favor of the amendment. Amendments altering the requirements of approved IPDP's and/or approved course/activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license. Amendments may be suggested by any certified employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

## **Policies: Submission of Coursework/Activity Proposals**

It is your responsibility as a Clay Local School District certified/licensed employee to monitor the expiration date(s) of your certificate(s)/license(s). Do not wait until the last minute to begin your requirements for renewal.

### **Individual Professional Development Plan (IPDP)**

Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, and/or individual. The majority of the professional development indicated should be relevant to current working assignments.

Every employee of the Clay Local School District, who holds an Ohio provisional/professional certificate(s)/license(s), **should have an approved IPDP on file with the LPDC at least two (2) years prior to expiration.**

Coursework, seminars/workshops, and or equivalent activities, which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements **MUST** be approved by the Clay Local LPDC. The LPDC cannot grant credit for equivalent activities you have participated in prior to September 1, 1998, and prior to the approval of an IPDP.

Coursework/contact hours must be from accredited providers, and they should be relevant to your approved IPDP.

Duties which are part of one's regular duties or paid supplemental duties will not be considered for equivalent activity credit.

### **Requirements to Convert to OR Renew a License**

In order to renew a license or to convert a certificate to a license, the requirement is the completion of either of the following or a combination of the following:

- 1) six (6) semester or nine (9) quarter hours of coursework
- 2) 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the certificate/license you are renewing/converting.

### **Conversion Table**

1 hour (of contact time)	= 0.1 CEU
10 hours (of contact time)	= 1.0 CEU
1 semester hour	= 3 CEU's
1 quarter hour	= 2 CEU's
6 semester hours	= 9 quarter hours
[semester hr(s) x 3/2 = quarter hour(s)]	

Steps for Renewing Your License

Steps for Converting Your Certificate to a License

**Step 1: Complete** your IPDP (at least 2 years prior to expiration)

**Step 2: Submit** your IPDP to the LPDC. [Clay Local Professional Development Committee (or LPDC), Clay Local School District, 44 Clay High Street, Portsmouth, Ohio 45662]

**Step 3:** Once your IPDP has been approved, begin completing your activities that are included in your approved IPDP plan. **Be sure to document** the time and other necessary verifications of completion.

Verification documents may include

- university/college transcripts/course grade slips
- certificates of participation/attendance/completion
- activity logs
- authorized signatures

**Step 4: Periodically** submit your documentation of completed plan requirements for inclusion in your LPDC/IPDP file.

### **Activities**

This plan may include, **but is not limited to** the following:

- Coursework (graduate or undergraduate) from colleges/universities
- Workshops/Seminars/Conferences
- Mentoring
- Professional Committees (local, county, district, state, or national)
- Staff/Curriculum Development
- Student Teacher Supervision
- Self-Directed Educational Development
- Peer Observation(s)/Shadowing
- Professional Publication
- Professional Presentations

<b><u>IPDP Activity</u></b>	<b><u>Contact Hrs</u></b>	<b><u>Verification</u></b>	<b><u>Criteria</u></b>
<b>College Courses</b>	180 total	College Transcript Grade Slip	Related to IPDP Goals
<b>Workshop/Seminars Conferences</b>	180 Total	Activity Log Activity Verification College Credit Authorized signature	Related to IPDP Goals
<b>Mentoring</b>	50 Hours 40 Hrs-Yr 1 and 2 20 Hrs-Yr 3 and 4 Total of 120 Hrs.	Activity Log Activity Log Activity Verification Authorized Signature	Lead Mentor Only Mentor of Teacher/Admin.
<b>Professional Committees</b>	30 Total	Activity Log Activity Verification Authorized Signature	Service on local, county state, or national formal education committee(s)
<b>Staff/Curriculum Development</b>	180 Total	Activity Log Activity Verification Authorized Signature	Service on local, county state, or national formal education committee(s) or participate in development
<b>Student-Teacher Supervision</b>	30 Total 15/Sem 10/Qtr	Activity Log Activity Verification Authorized Signature	Time must be outside of normal teaching day.
<b>Preservice-Teacher Supervision</b>	-----Same as Student-Teacher Supervision-----		
<b>Self-Directed Ed. Development</b>	10 Total	Activity Log Activity Verification Authorized Signature	May include readings, video webcast. Must enhance or contribute to the individual's work in the profession. Related to IPDP goals.
<b>Peer Observation/ Shadowing</b>	10 Total	Activity Log Activity Verification Authorized Signature	Not part of Mentoring program (observing other professional educators).

<b>Publication</b>	10 Total	A copy of publication	Must contribute to the educational profession, and it must be commercially published.
<b>Professional Presentation</b>	10 Total	Activity Log Activity Verification Authorized Signature (1 clock hour of prep for each hour of presentation)	Applies to the presentation of a topic that contributes to the educational profession.

**Clay Local Schools' Local Professional Development Committee  
Individual Professional Development Plan (IPDP)**

(Print, copy, or type this document)

**Section I**

Submission Date\_\_\_\_\_

Applicant's Name\_\_\_\_\_

Home Address\_\_\_\_\_  
\_\_\_\_\_

Home Phone\_\_\_\_\_ Cell Phone\_\_\_\_\_

School\_\_\_\_\_ Assignment\_\_\_\_\_

**Check One:** Initial Proposal\_\_\_\_\_ Revised Proposal\_\_\_\_\_

**Section II**

**List all Certificates/Licenses**

<b>Certificate/License Number</b>	<b>Certificate/License Grade</b>	<b><u>Type/Area</u></b>	<b>Issued Date</b>	<b>Expiration Date</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Section III

Proposed Plan - LPDC Approved Activities and Coursework [See Back]  
Clay Local Schools' Local Professional Development Committee

IPDP Activity	Possible Numbers of Contact Hours*
College Courses (180 Total)	
Workshops/Seminars/Conferences (180 Total)	
Mentoring (50 for Lead Mentor) 40-40-20-20 for 120 Total)	
Professional Committees (30 Total)	
Staff/Curriculum Development (180 Total)	
Student-Teacher Supervision (15/Sem 10/Qtr 30 Total)	
Pre-service-Teacher Supervision (15/Sem 10/Qtr 30 Total)	
Self-Directed Educational Development (10 Total)	
Peer Observation/Shadowing (10 Total)	
Publication (10 Total)	
Professional Presentation (10 Total)	
Other Required Activities**	

Total Hours 180.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*It is your responsibility to check the LPDC/IPDP Activities Chart to make sure how many total contact hours are permitted for each area.

\*\*Other Requested Activities must be approved by the LPDC.

**Clay Local School District's LPDC  
Activity Request Form (Pre-Form)**

**Applicant:** \_\_\_\_\_

**Type of Activity (Check only one per proposal sheet):**

- |  |   |
|--|---|
| <input type="checkbox"/> College Courses               | <input type="checkbox"/> Preservice-Teacher Supervision |
| <input type="checkbox"/> Workshops/Seminars/Conference | <input type="checkbox"/> Self-Directed Ed. Development  |
| <input type="checkbox"/> Mentoring                     | <input type="checkbox"/> Peer Observation/Shadowing     |
| <input type="checkbox"/> Professional Committees       | <input type="checkbox"/> Publication                    |
| <input type="checkbox"/> Staff/Curriculum Development  | <input type="checkbox"/> Professional Presentation      |
| <input type="checkbox"/> Student-Teacher Supervision   | <input type="checkbox"/> Other Required Activities*     |

**Describe Proposed Activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of activity contact hours anticipated:** \_\_\_\_\_

**Possible dates of proposed activity:** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**LPDC Approval/Disapproval** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*This form must be submitted after your IPDP has been approved and should be submitted for approval before starting or completing the activity.**

**Clay Local School District's LPDC  
Completion Form (Post-Form)**

**Applicant:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Place:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**List Credit Received** \_\_\_\_\_ **Semester Hrs,** \_\_\_\_\_ **Quarter Hrs, or** \_\_\_\_\_ **Contact Hrs**

**University/College:** \_\_\_\_\_

**Name of Activity/Course:** \_\_\_\_\_

**Type of Activity (Check only one completed activity per sheet):**

_____ College Courses	_____ Preservice-Teacher Supervision
_____ Workshops/Seminars/Conference	_____ Self-Directed Ed. Development
_____ Mentoring	_____ Peer Observation/Shadowing
_____ Professional Committees	_____ Publication
_____ Staff/Curriculum Development	_____ Professional Presentation
_____ Student-Teacher Supervision	_____ Other Required Activities*

**Describe this activity (How does it relate to your position/license?)**

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**Describe how this activity will benefit you, the grade level, and or the district in improving student achievement:**

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**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**LPDC Approval/Disapproval** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **This activity has been approved as submitted for \_\_\_\_\_ total contact hours.**

\_\_\_\_\_ **This activity has been disapproved with the following recommendations.**

## Clay Local School District's LPDC - Activity Verification Log

Applicant: \_\_\_\_\_ IPDP Activity: \_\_\_\_\_

	Date	Time	Hrs	Description of Activity	CLSD PD	Pre Form	Post Form	Total Hrs
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

## **Clay Local Schools' IPDP Rejection Form**

**(LPDC Use only)**

**Reasons for rejection:**

- \_\_\_\_\_ 1. Incomplete plan
- \_\_\_\_\_ 2. The plan lacks relevance to the current assignment
- \_\_\_\_\_ 3. Goals unrelated to the individual, assignment, and/or district
- \_\_\_\_\_ 4. Outcomes for each goal lack clarity
- \_\_\_\_\_ 5. Insufficient activities and corresponding timeline
- \_\_\_\_\_ 6. Lack of appropriate evaluation procedures
- \_\_\_\_\_ 7. Lack of/insufficient verification documentation

**Comments/Suggestions/Recommendations:**

**LPDC Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date**\_\_\_\_\_

## **Appeals**

Possible Reasons for Rejection of the IPDP [SEE REJECTION FORM]

- Incomplete plan
- Plan lacks relevance to current assignment
- Goals unrelated to the individual, assignment, and/or district
- Outcomes for each goal lacks clarity
- Insufficient activities and corresponding timeline
- Lack of appropriate evaluation procedures
- lack of/insufficient documentation

### **Appeal Procedure**

Should any applicant wish to appeal a decision of the Local Professional Development Committee, the appeal should be resolved as follows:

#### **Level I Appeal**

**Step 1:** If the applicant wished to appeal, the individual shall submit a written request to the chairperson for an appeal meeting to the LPDC within fifteen (15) calendar days of the date of the receipt of the unapproved documentation that is the subject of the appeal **OR** the applicant may resubmit a revised plan without a meeting.

**Step 2:** All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC or during a specially called meeting. If a special meeting is needed, the LPDC shall notify the applicant in writing of the time, date, and place of the special meeting concerning the appeal. The applicant shall be notified in writing of the decision within seven calendar days of the appeals' meeting.

#### **Level II Appeal**

The Level II Appeals Committee shall consist of the following: one member appointed by the LPDC, one member appointed by the applicant, and one member mutually agreed upon by both the LPDC and the applicant. These three individuals must hold a current Ohio Department of Education Certificate or License. The decision of this committee will be binding to all parties.

**Step 1:** If the applicant wishes to appeal, the individual shall submit a written request to the chairperson for an appeal meeting to the LPDC within fifteen (15) calendar days of the date of the receipt of the unapproved documentation that is the subject of the appeal **OR** the applicant may resubmit a revised plan without a meeting.

**Step 2:** All written appeals will be reviewed at the next regularly scheduled meeting of the Level II Appeals Committee or during a specially called meeting. If a special meeting is needed, the Appeals Committee shall notify the applicant in writing of the time, date, and place of the special meeting concerning the appeal. The applicant shall be notified in writing of the decision within seven (7) calendar days of the Level II appeals' meeting.

## **From ODE Website - - - Educator Licenses**

**Links and information regarding many types of licenses in education.**

If you are looking at this document as a paper copy you can type this link below into your web browser.

If you are viewing an electronic copy click on the link and in the box that appears click the link again.

<http://education.ohio.gov/Topics/Teaching/Licensure>

## **From ODE Website - - - Teacher License Overview**

**Links and information regarding teacher licensure.**

If you are looking at this document as a paper copy you can type this link below into your web browser.

If you are viewing an electronic copy click on the link and in the box that appears click the link again.

<http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License/Educator-License-Types-and-Descriptions>

## **From ODE Website - - - How to Renew a Five-Year Professional or Associate License**

**Links and information regarding renewing a five year professional or associate license.**

If you are looking at this document as a paper copy you can type this link below on the web browser.

If you are viewing an electronic copy click on the link and in the box that appears click the link again.

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=1299&ContentID=628&Content=126109>

### Conversion Chart

<b><u>Semester Hours</u></b>	<b><u>Quarter Hours</u></b>	<b><u>C.E.U.</u></b>	<b><u>Contact Hours</u></b>
1/3	1/2	1	10
2/3	1	2	20
1	1.5	3	30
1 1/3	2	4	40
1 2/3	2.5	5	50
2	3	6	60
2 1/3	3.5	7	70
2 2/3	4	8	80
3	4.5	9	90
3 1/3	5	10	100
3 2/3	5.5	11	110
4	6	12	120
4 1/3	6.5	13	130
4 2/3	7	14	140
5	7.5	15	150
5 1/3	8	16	160
5 2/3	8.5	17	170
6	9	18	180
7	10.5	21	
8	12	24	
9	13.5	27	
10	15	30	
20	30		
30	45		