

# **FAIRVIEW PARK CITY SCHOOL DISTRICT**

*LOCAL PROFESSIONAL DEVELOPMENT  
COMMITTEE*

## **GUIDELINES**

**[Fairview Park LPDC Website - Click HERE](#)**

<https://tinyurl.com/FairviewParkLPDC>

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# FAIRVIEW PARK CITY SCHOOL DISTRICT

## PROFESSIONAL DEVELOPMENT

### GUIDELINES AND POLICIES

#### 1) **RESPONSIBILITIES OF THE LPDC**

Ensure that the educator's coursework and other professional development activities meet the standards for renewal of certificates or licenses.

#### 2) **RESPONSIBILITIES OF THE EDUCATOR**

Educators who are working under professional 5-year licenses are responsible for meeting the requirements for renewing their teaching licenses. All educators employed by a school district must work with their Local Professional Development Committee to complete the renewal process.

#### **CERTIFICATE TYPES**

**Permanent Certificate** – Permanent certificates do not require renewal or conversion to licensure. Therefore, the only action that is required to maintain this certificate is to have BC&I and FBI fingerprints completed every five years.

**Five-Year License** – Certified staff with 5-year licenses must meet the requirements in the Teacher and Education License Standards. That is, they must complete an Individual Professional Development Plan (IPDP) have the plan approved by the Local Professional Development Committee, and meet the professional development requirements listed below:

- ☐ Six semester hours of college coursework, 18 CEU's or 180 contact hours
- ☐ Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to contact hours.
- ☐ BC&I and FBI fingerprints completed at each renewal when indicated.

**Advanced Teaching Licenses** - In 2009, Ohio restructured its teacher licensure system and established a new career ladder for educators. The four-tiered system provides opportunities for teachers to advance in their professional careers and serve as school improvement leaders, without leaving the teaching profession. The Senior Professional Educator License and Lead Professional Educator License are advanced steps on the career ladder.

**The Senior Professional Educator License and Lead Professional Educator License are advanced steps on the career ladder.**

### **Requirements for the Senior Professional Educator License**

Master's degree from an institution of higher education that is accredited by a regional accrediting organization.

Nine years of experience under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate; and

Demonstration of effective practice at the *accomplished* or *distinguished* level of performance as defined in the [Ohio Standards for the Teaching Profession](#); specifically, by successful completion of the Master Teacher portfolio and designation as a Master Teacher.

### **Requirements for Renewal of the Senior Professional Educator License**

**THE SENIOR PROFESSIONAL EDUCATOR LICENSE IS VALID FOR FIVE YEARS AND MAY BE RENEWED BY INDIVIDUALS CURRENTLY EMPLOYED IN A SCHOOL OR SCHOOL DISTRICT UPON VERIFICATION OF THE FOLLOWING:**

Six semester hours of coursework related to classroom teaching and/or the area of licensure, completed at an accredited two-year or four-year institution of higher education since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; or

Eighteen continuing education units (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure, completed since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; and

Demonstration of meeting the criteria for the *accomplished* or *distinguished* level of performance described in the Ohio Standards for the Teaching Profession (available on the Ohio Department of Education's website at [education.ohio.gov](http://education.ohio.gov)) by maintaining current designation as a Master Teacher.

### **Requirements for the Lead Professional Educator License**

Master's degree from an institution of higher education that is accredited by a regional accrediting organization

Nine years under a standard teaching license or certificate, of which at least five years are under a professional/permanent license/certificate or Senior Professional Educator License; and

Demonstration of effective practice at the *distinguished* level of performance defined in the [Ohio Standards for the Teaching Profession](#); specifically, by holding active National Board Certification, OR, successful completion of the Master Teacher portfolio with the designation as a Master Teacher *and* by holding the Teacher Leader Endorsement.

#### **Requirements for Renewal of the Lead Professional Educator License**

#### **THE LEAD PROFESSIONAL EDUCATOR LICENSE IS VALID FOR FIVE YEARS AND MAY BE RENEWED BY INDIVIDUALS CURRENTLY EMPLOYED IN A SCHOOL OR SCHOOL DISTRICT UPON VERIFICATION OF THE FOLLOWING:**

Six semester hours of coursework related to classroom teaching and/or the area of licensure, completed at an accredited two-year or four-year institution of higher education since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school or school district; or

Eighteen continuing education units (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure, completed since the issuance of the license to be renewed, as approved by the Local Professional Development Committee (LPDC) of the employing school district; and

Demonstration of meeting the criteria for the *distinguished* level of performance described in the Ohio Standards for the Teaching Profession (available on the Ohio Department of Education's website at [education.ohio.gov](http://education.ohio.gov)) through either of the following two methods:

By holding a valid certificate issued by the **National Board for Professional Teaching Standards** ([www.nbpts.org/](http://www.nbpts.org/)); or

By holding the **Teacher Leader licensure endorsement** earned through completion of an approved program of preparation, and maintaining current designation as a Master Teacher in accordance with the definition and criteria for a Master Teacher adopted by the State Board of Education under section [3319.61](#) of the Revised Code and the Master Teacher designation renewal process ([education.ohio.gov](http://education.ohio.gov)).

3)

#### **4) IPDP POLICIES**

Every educator employed by the Fairview Park Board of Education who holds an Ohio Teaching License must have an approved Individual Professional Development Plan (IPDP) on file at least **two years** before the expiration of the license(s). The IPDP must be submitted through our online Form Management System. However, every educator is encouraged to develop and submit a plan as soon as possible. This plan must be consistent with the guidelines of the LPDC as well as the building and district's goals/objectives. Educators are encouraged to have all coursework completed and submitted in the LPDC platform by the April meeting in the year of licensure renewal.

An IPDP may consist of coursework, contact hour classes, workshops, and/or Equivalent Other Activities (EOA's—contact hours) which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements and **MUST** be approved by the Fairview Park Professional Development Committee.

**Reciprocity:** The LPDC shall accept IPDP's approved by other districts for any educator hired by the Board of Education from another district. Modifications to an existing plan may need to be made to fulfill all necessary requirements of the district's renewal process. Hours already accumulated in the district of previous employment shall be honored. All cases are subject to committee review. It is the responsibility of the educator to get the approved IPDP from their previous district to the LPDC Committee. The paperwork should be accompanied by all the supporting documentation on the Approval Verification Form for Educators Leaving an Ohio Local Professional Development Committee (LPDC)

<https://education.ohio.gov/.../Educators-Exiting-an-LPDC-Form.pdf.aspx>

## **IPDP PROCEDURES**

The district uses an LPDC online forms management system to process IPDP's, course approvals, and tuition reimbursement.

Enter your IPDP at least **two years** before your license renewal. The IPDP is routed to the LPDC committee for their review online. The LPDC Committee meets monthly to review submissions. You can find a schedule of meetings on the homepage of the Fairview Park LPDC portal [HERE](#)

Proposals for coursework and/or professional development activities shall be submitted at least thirty (30) days before the start of the coursework and/or activities if possible. Exceptions may be granted on an individual basis with an explanation of why the sixty-day deadline should be waived.

**It is the educator's responsibility to submit all supporting documentation of the completion or participation in the coursework and/or activity.** Credit towards certification or licensure will be awarded upon receipt of this documentation.

**The LPDC Online Form Management System is located on the staff home page of the district website under the [Teacher Resources](#) tab. Click [HERE](#) to be directed to this page of the website.**

<b>PROFESSIONAL DEVELOPMENT: COURSEWORK AND EQUIVALENT OTHER ACTIVITIES (EOA)</b>
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Equivalent Other Activities are Professional Development Activities that go beyond traditional workshops and coursework to job-related activities.

The following is a list of activities that are considered legitimate learning experiences by the LPDC that can be used by educators to accomplish the goals of their Individual Professional Development Plan. If you wish to propose Professional Development beyond the scope of this list, see your LPDC representative. Educators shall anticipate that the result of the activity should be a product that enhances the educator's skills and knowledge and **improves student learning**.

Please remember that the strategies/activities/college courses that you will engage in **must be pre-approved** by your LPDC, and your approved **IPDP must be on file before the approval**.

The options presented are those which are most commonly proposed. Note that all verification products (log, transcript, meeting agenda, workshop certifications, etc.) **must be attached** to a Course Proposal form when submitted.

- 5)
- 6)
- 7)

8) <b>Equivalent Other Activities (EOA) Conversion Table</b>	
<b>Note: 180 hours are required to renew a five-year professional license</b>	
9)	1 Graduate Credit = 30 hours
10)	1 CEU (Continuing Educational Unit) = 10 hours
11)	See below for alternative activity hours

**Equivalent Activities Chart**

The following chart summarizes information about professional development activities that a teacher may complete to fulfill the requirement of 180 hours per renewal cycle. The chart defines each activity, notes how many hours may be earned through that activity, and states what the committee requires as verification of successful completion of the activity.

	Definition/Criteria	Value	Max/Cycle	Verification
College/University course for credit Seminar for credit	Any course/workshop that fits into a professional development plan – related to	1 semester hour = 30 contact hours	Unlimited	Grade card or transcript

	teaching assignments or working with students.			
District-sponsored training/Workshops	May include only the time spent in training.	1 clock hour per seat hour	Unlimited	Certificate of participation or sign-in sheet verification
Professional Dev. Presenter at District, Local, State, or National Levels	Development and presentation of a new professional seminar or workshop and not part of the job assignment.	Clock hours	60 hours	Log of Preparation hours not to exceed presented hours, course announcement and/or course syllabus; Copy of presentation materials.
Professional Conference	May include only the time spent in training.	Clock hours	Unlimited	Certificate of Participation
Cooperating Teacher for Field Experience Student	Must be part of a formal college program.	30 Hours	2 per cycle	Certificate/Copy of completion and a reflection on the learning while engaged in the process.
Cooperating Teacher for Student Teacher Experience Student	Must be part of a formal college program.	60 Hours	2 per cycle	Certificate/Copy of completion and a reflection on the learning while engaged in the process.
Course of study development/revision	Must be on an approved district/building/grade level initiative.	Clock hours	60 hours	A log of meetings/copy of the product and a reflection on the process.
New curriculum unit development	Production of a tangible product that enhances teaching and learning.	Clock hours	60 hours	Copy of curriculum unit
Professional reading/study group/Independent Study	The subject area must be related to the individual's area of specialization and assignment.	Clock hours	30 hours	A reflective journal documenting the learning while engaged in the process, time involved, and report identifying the actions



				to be taken to improve instruction.
Professional Committee	Must serve on a formal governance committee representing a national, state, local, or district interest. Must be in a position to contribute to the educational profession or add to the body of knowledge in a specific field.	Clock hours	30 hours	Log of hours served and verified by the president or chair of the committee or certificate of completion and reflection on the learning while engaged in the process.
Professional Committee - Chairperson	Must serve as a chairperson on a formal governance committee representing a national, state, local, or district interest. Must be in a position to contribute to the educational profession or add to the body of knowledge in a specific field.	Clock hours	60 hours	Log of hours served, agendas developed and reflection on the learning while engaged in the process.
Mentoring	Participation in formal mentoring assignment of a teacher/administrator, or specialist in the EYP (Entry Year Program).	Clock Hours	2 per cycle/ -30 for EYP -60 for RESA	Reflective journal and a log of topics discussed documenting the learning process and hours.
National Board Certification	Must be in the subject area of the individual's assignment.	180 Hours	1 per cycle	Copy of National Board certificate
Grant writing	Must be on an approved district/building/grade level initiative.	Clock hours	60 hours	Hours not dependent on awarding of the grant. Log of hours documenting planning and preparing. Copy of grant.
Publication of original work (books, articles,	Must contribute to the education profession or add to the body of knowledge in the	60 hours for book;	Unlimited	Copy of publication or document and Activity Log.

for professional journals)	individual's specific field. Must be a commercially published book or article.	30 hours for article		
Extended Educational Project	See: Alternative Renewal Option Proposal Form			

12)

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## **17) FAIRVIEW PARK CITY SCHOOLS CEU CREDIT FOR CURRENT PUBLIC SCHOOL WORKS COURSES**

Educators may use courses completed through Public School Works towards the renewal of their license one time during the renewal cycle of a license. Please note that any courses submitted must still align appropriately with the goals contained in the educator's IPDP. Educators should submit a transcript of a course generated from the Public School Works portal, with courses appropriate to the individual's IPDP highlighted. This transcript and submission should occur in the final year of the renewal cycle and may include any courses, as appropriate, taken throughout the renewal cycle. Courses repeated yearly can only be counted for submission on time during a renewal period.

**To print your transcripts on Public School Works for submission to the LPDC committee:**

<https://www.publicschoolworks.com/LMS/login.php?url=http%3A%2F%2Fwww.publicschoolworks.com%2F%2FMS%2FmsPersonCourses.php&di=207>

## 18) General Instructions for LPDC Renewals

All educators now use the State of Ohio Services(OH/ID) system exclusively to renew their licenses, permits or certificates online. The online process provides a secure environment for educators to update their demographic data and pay licensure fees using a credit card or electronic check.

**Commented [1]:** Do we want to add how early someone can renew their license? Also a statement that hours earned after you renew count towards your next renewal?

### Getting Started with the Online Application

Sign into your [OH/ID account](#).

Click on: Educator Licensure and Records (CORE)

On the UPDATE My Information page, update your contact information including email address.

Return to the CORE dashboard using the drop-down menu at top right. Then select RENEW My Credentials.

At the drop-down menu marked Action, select Renew, Advance or Transition. Complete the three steps of the application. Please indicate on the first step that you are renewing through an LPDC and put in our IRN # 013584

Click on **Apply**.

*If you wish to apply for more than one credential, repeat the steps above for each credential.*

**Note:** For an individual with multiple certificates/licenses due for renewal in a given year, the individual will pay a fee of \$200.00 for the first license to be renewed. An additional fee of \$20.00 per certificate/license renewed for the same effective year will be assessed.

After you submit your application, it will be reviewed. You will receive an email acknowledgment of your submission. While you are waiting for your application to be processed, you may login and click on the STATUS button on the CORE dashboard for information about your application. You also will receive an email when your application request is approved or denied.

Once your license is renewed by the ODE, a copy will be electronically delivered to the District Office. It is not necessary to print and forward a copy.

**Commented [2]:** Once your license is renewed by the ODE, a copy will be electronically delivered to the District Office. It is not necessary to print and forward a copy.

19) **Fingerprints:** If you need to have your fingerprints completed prior to the license  
20) renewal, you will receive an email reminding you to set up an appointment to have  
21) them done. Both BCI&I and FBI fingerprints must be done and electronically  
22) submitted to the ODE prior to the submission of your application. These can be  
23) done in the Human Resources Department at a cost of \$52.00 for both.

24) **Effective Date of License:** The effective date for all Ohio Teaching Licenses is  
25) July 1, of the year issued regardless of the date of the application.

26) **Renewal Date of License:** You may renew as early as November 1st for your new  
27) license in the final year of the renewal cycle. You may begin accumulating hours  
28) towards your next renewal after the issue date of your new license. You do not have  
29) to wait until after the Effective Date of July 1st. An updated IPDP must be approved  
30) before accruing hours towards the next renewal.

### 32) OHIO EDUCATOR STANDARDS LINK

<http://education.ohio.gov/Topics/Teaching/Educator-Equity/Ohio-s-Educator-Standards>

### 33) COMMITTEE PROCEDURES

**Meeting Times:** The LPDC will review Individual Professional Development Plans (IPDP's) between September and May of each school year. Proposed IPDP's, coursework/workshops/EOA's (contact hours) must be submitted to the committee prior to the day of the committee meeting. The committee will meet at least once a month, as needed to review proposed plans, coursework/EOA's (contact hours) and workshops. The committee may schedule additional meetings.

**Return of Plans:** The LPDC shall inform the educator of actions taken on IPDP's through the online program immediately after the LPDC meeting. If revisions are required, the plan must be resubmitted to the LPDC upon completion of revisions. In the areas of proposals for coursework/workshops/EOA's (contact hours), the LPDC shall notify the educator of acceptance/denial immediately after the LPDC meeting. If revisions are required, the proposal must be resubmitted.

**Appeals:** Appeals shall be submitted in writing to the LPDC within 10 working days after receiving notification of the denial. All appeals will be heard at a specially scheduled meeting of the LPDC and will require the educator to be present. The educator will receive written notification of the appeal decision within 10 working days after the decision of the committee.

#### **Reasons for Appeal:**

- 34) Rejection of the IPDP
  - ☐ Plan lacks relevance to current assignment
  - ☐ Goals unrelated to the individual, assignment, and district
  - ☐ Insufficient activities and corresponding timeline
  - ☐ Lack of appropriate evaluation procedures
- 35) Recommendation of non-renewal of certificate/license
- 36) Rejection of an individual component of the IPDP

#### **Process to be used for Appeal:**

**Level I Appeal**

- 1) Complete LPDC Appeal Form (page 21 )
- 2) Meet with the LPDC
- 3) Receive written response from the LPDC
- 4) Accept (appeals process ends) or reject (option to proceed to Level II)

**Level II Appeal**

- 1) Complete LPDC Appeal Form (page 22 )
- 2) Committee make-up:
  - a) Certified/licensed educator chosen by employee
  - b) Certified/licensed educator chosen by LPDC
  - c) Certified/licensed educator chosen by (a) and (b)
- 3) Committee hears appeal and renders decision
- 4) Accept (appeals process ends) or reject (option to proceed to Level III)

**Level III Appeal**

- 1) Complete LPDC Appeal Form (page 23)
- 2) Committee made up of Superintendent or designee, President of FPEA or designee, and mutually agreed upon third person
- 3) Committee hears appeal and renders decision (decision is final)

**FAIRVIEW PARK CITY SCHOOL DISTRICT  
Alternative Renewal Option Proposal Form**

Educator's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Brief description of activity:

This activity is proposed to be equivalent to \_\_\_\_\_ Contact Hours.

Educator's Signature: \_\_\_\_\_

\*\*\*\*\*

Date acted on: \_\_\_\_\_ Approved: \_\_\_\_\_  
LPDC Chair

Resubmit with revisions by: \_\_\_\_\_  
LPDC Chair

## LPDC CONTACT HOURS ACTIVITY LOG

[illegible]

*I certify that the above information in this Contact Hours Activity Log is true and accurate to the best of my knowledge.*

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Fairview Park City School District



## **LPDC CONTACT HOURS ACTIVITY JOURNAL**

**I certify that the above information in this Contract Hours Activity Journal is true and accurate to the best of my knowledge.**

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FAIRVIEW PARK CITY SCHOOL DISTRICT**  
**Appeal Form (Level I)**  
**(Initiated by Staff member)**

Name \_\_\_\_\_ Building \_\_\_\_\_

I formally request an appeal to the Local Professional Development Committee based on the following:

\_\_\_\_\_ 1. Rejection of the IPDP

\_\_\_\_\_ Plan lacks relevance to current assignment

\_\_\_\_\_ Goals unrelated to the individual, assignment, and district

\_\_\_\_\_ Insufficient activities and corresponding timeline

\_\_\_\_\_ Lack of appropriate evaluation procedures

\_\_\_\_\_ 2. Recommendation of non-renewal of certificate/license

\_\_\_\_\_ 3. Rejection of an individual component of the IPDP

.....  
**For LPDC Use: To be completed and copy sent to individual requesting appeal.**

Appeal form received on \_\_\_\_\_ by the LPDC committee.

The appeal hearing will take place on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time).

The location of the hearing is \_\_\_\_\_.

**PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.**

Confirmation of the meeting is to be made within five (5) business days by phoning \_\_\_\_\_ at \_\_\_\_\_.

.....  
**LPDC Use:**

Notification of Appeal Hearing Sent on: \_\_\_\_\_.

Confirmation of Employee's Intent to Attend Appeal Received On: \_\_\_\_\_.

Comments:

**FAIRVIEW PARK CITY SCHOOL DISTRICT**  
**Appeal Form (Level II)**  
**(Initiated by Staff member)**

Name \_\_\_\_\_ Building \_\_\_\_\_

I formally request an appeal to the Fairview Park LPDC Committee based on the following:

\_\_\_\_\_ 1. Rejection of the IPDP

\_\_\_\_\_ Plan lacks relevance to current assignment

\_\_\_\_\_ Goals unrelated to the individual, assignment, and district

\_\_\_\_\_ Insufficient activities and corresponding timeline

\_\_\_\_\_ Lack of appropriate evaluation procedures

\_\_\_\_\_ 2. Recommendation of non-renewal of certificate/license

\_\_\_\_\_ 3. Rejection of an individual component of the IPDP

.....  
**For LPDC Use: To be completed and copy sent to individual requesting appeal.**

Appeal form received on \_\_\_\_\_ by the LPDC committee.

Notification of Appeal sent on \_\_\_\_\_ (Date) to:

FPPDC Representative \_\_\_\_\_

Educator's Representative \_\_\_\_\_

Mutually selected Representative \_\_\_\_\_

Confirmation of Educator's Representative is to be made within five (5) business days by phoning \_\_\_\_\_ at \_\_\_\_\_.

The appeal hearing will take place on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time). The location of the hearing is \_\_\_\_\_.

.....  
**PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.**

Confirmation of Meeting is to be made within five (5) business days by phoning \_\_\_\_\_ at \_\_\_\_\_.

.....  
**LPDC USE:**

Notification of Appeal Hearing Sent on: \_\_\_\_\_

Confirmation of Employee's Intent to Attend Appeal Received on \_\_\_\_\_

Comments:

**FAIRVIEW PARK CITY SCHOOL DISTRICT**  
**Appeal Form (Level III)**  
**(Initiated by Staff member)**

Name \_\_\_\_\_ Building \_\_\_\_\_

I formally request an appeal to the Local Professional Development Committee based on the following:

\_\_\_\_\_ 1. Rejection of the IPDP

- \_\_\_\_\_ Plan lacks relevance to current assignment
- \_\_\_\_\_ Goals unrelated to the individual, assignment, and district
- \_\_\_\_\_ Insufficient activities and corresponding timeline
- \_\_\_\_\_ Lack of appropriate evaluation procedures

\_\_\_\_\_ 2. Recommendation of non-renewal of certificate/license

\_\_\_\_\_ 3. Rejection of an individual component of the IPDP

.....  
**For LPDC Use: To be completed and copy sent to individual requesting appeal.**

Appeal form received on \_\_\_\_\_ by the LPDC Committee.

Notification of Appeal sent on \_\_\_\_\_ (Date) to:

Superintendent of Schools/Designee \_\_\_\_\_

President of FPEA/Designee \_\_\_\_\_

Mutually selected Representative \_\_\_\_\_

Confirmation of Educator's Representative is to be made within five (5) business days by phoning \_\_\_\_\_ at \_\_\_\_\_.

The appeal hearing will take place on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time). The location of the hearing is \_\_\_\_\_.

**PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.**

Confirmation of Meeting is to be made within five (5) business days by phoning \_\_\_\_\_ at \_\_\_\_\_.

.....  
**LPDC USE:**

Notification of Appeal Hearing Sent on: \_\_\_\_\_

Confirmation of Employee's Intent to Attend Appeal Received on \_\_\_\_\_

Comments: