

NORTON CITY SCHOOLS

LPDC STEP-BY-STEP IPDP APPROVAL PROCESS



Think of it as a **PROCESS** rather than a plan.

RESPONSIBILITIES OF THE EDUCATOR

BE INFORMED:

- Meet licensure 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 OIP.

ABIDE BY LPDC OPERATING PROCEDURES:

- Follow the LPDC procedures, criteria, and timelines for reviews of IDPD's.
- 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 that is done either before or outside the scope of an approved IPDP will not be accepted for license renewal.

MAINTAIN RECORDS:

- Keep records of all licensure and LPDC transactions including:
 - the LPDC review and approval/request for revision of an IPDP.
 - transcripts for coursework.
 - required documentation for equivalent other activities (EOA's).