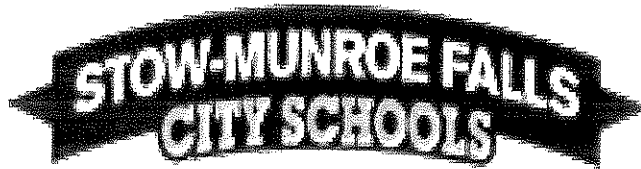


STOW-MUNROE FALLS CITY SCHOOLS



LOCAL PROFESSIONAL DEVELOPMENT  
COMMITTEE

STANDARDS & GUIDELINES

FOR

RENEWAL OF EDUCATORS'

CERTIFICATES / LICENSES

December 2011

## INTRODUCTION

The Professional or Associate Licensure Renewal Law (SB 230; OCR 3301-24-08), effective September 1998, changed the credential renewal process for all Ohio educators. 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/certificate activities that are designed and conducted within the working, collegial environment of the school and district.

### The Local Professional Development Committee (LPDC)

The Stow-Munroe Falls City Schools Local Professional Development Committee (LPDC), operating under the requirements of SB 230 and policies established by the Stow-Munroe Falls City Schools Board of Education, must review all certificate/license renewal application for all certificated employees. This includes reviewing semester hours, Continuing Education Units (CEU), and "other approved activities" that are submitted for credit toward license renewal. The LPDC bases recommendations for license/certificate renewal on a educator's Individual Professional Development Plan's compliance with the guidelines of the law and the Stow-Munroe Falls City Schools Standards for Professional Development.

The Stow-Munroe Falls City Schools LPDC has ten (10) members (five (5) voting members and five (5) alternates.) Voting members will be determined at the beginning of each meeting, by the chair.

### The Individual Professional Development Plan (IPDP)

Employees of the Stow-Munroe Falls City Schools who need to renew or transition their credentials will maintain a self-developed Individual Professional Development Plan which describes activities that align their personal professional growth objectives with district, building, and student learning goals. That plan must be submitted for review to the LPDC. The

IPDP may contain semester credits, CEU's, and/or "other approved activities" designed by the applicant. With appropriate verification of completion, the LPDC will recommend final approval and forward notice of renewal or transition to the Ohio Department of Education.

If the plan is not approved, a checklist identifying the reasons will be forwarded by the LPDC to the applicant. The plan may be modified and resubmitted. An appeals process is identified.

### **The Standards**

The following statements are to be interpreted in reference to the area of certification/license for which an individual is seeking renewal.

### **Definition**

Professional learning is purposeful activity that increases capacity to create the results we want for students

Professional development activities will be focused on skills and knowledge needed to support higher levels of student achievement. Such activities will align with district goals and be sustained and on-going with follow-up to ensure the learned skills are implemented in the classroom.

The following are standards for High Quality Professional Development. It must:

- Improve and increase knowledge
- Be an integral part of improvement plans
- Be high quality, sustained, and intensive
- Advance understanding of effective instructional strategies
- Be aligned and related to standards and assessments

- Provide training in the use of technology
- Be evaluated for impact on teacher effectiveness and student achievement.

### **Criteria**

The following criteria are used to evaluate the Individual Professional Development Plan (IPDP) and directly correlate to the five areas of the plan. The criteria are interpreted in reference to the area/s of licensure for which renewal is sought.

1. The IPDP is focused and purposeful.
2. The IPDP is designed to improve student learning.
3. The IPDP is relevant to district or building goals and to the area of licensure to be renewed.
4. The IPDP contains an appropriate timeline for implementation.
5. The IPDP includes assessment or reflection.

## CEU INFORMATION GUIDE

### Who Approves CEU's?

The Local Professional Development Committee (LPDC) has the responsibility of assigning Continuing Education Units (CEUs) to proposed seminars, workshops, or other professional activities. The State Department will no longer be a CEU provider.

### Application to Provide CEUs:

Committees or agencies wishing to grant CEU's must: Complete an "Application to Provide CEU Units" (available in the Appendix of the LPDC Standard & Guidelines booklet). Submit the application on-line to the LPDC. The LPDC meets once each month and will review your request. You will be notified whether or not your application was approved. Disapproved applications may be modified and resubmitted to the next month's meeting.

Individuals seeking to use CEU's for renewal or licensure: If the provider of an activity that you would like to take for CEUs is listed on the LPDC approved list, the CEUs are valid. If a provider is not listed, you must request approval before you participate in the professional development by submitting a "Pre-Approval of Other Professional Activities" form to the LPDC. If you accumulate CEU credits from a provider not listed without pre-approval, they cannot be approved by the LPDC.

Individuals Seeking to Use Other Approved Activities for Licensure: IPDPs may include "Other Approved Activities" that are quantified through CEUs. The IPDP form and "Standards & Guidelines" information will guide you through the process. NOTE: For license renewal through and IPDP, all CEU or semester work must apply to the certificate you are seeking to renew. Just as a university offers many credit earning classes that do not apply to your degree,

many activities may be approved for CEUs that do not apply to your license. If you have a doubt that something fits your goal, have such credits PRE-APPROVED through the IPDP process. It is the only way to be sure that your work will “count”.

### **What Kinds of Activities Will be Approved for CEU Credit?**

Refer to the “Professional Development Activities” described in the appendix of the “Standards & Guidelines” booklet for examples. The intent of CEU credit is to participate in activities that update and improve professional practice.

### **How Are CEUs Calculated?**

One CEU = 10 activity/contact hours. CEUs may be earned in tenths. For example, a workshop that meets for three two-hour sessions would equal .6 CEUs. Or, an IPDP activity conducted over the course of two years that took 36 hours to complete could be approved for 3.6 CEUs. Licensure renewal requires 18 CEUs (180 contact hours) or 6 semester hours related to the certificate being renewed.

## **FOUR WAYS TO RENEW**

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

### **1. Accumulate 6 Semester Hours**

Requirements:

- Coursework for semester hours must meet the Stow-Munroe Falls Schools Standards and Guidelines for Professional Development.
- Coursework must directly correlate to the IPDP and the area of licensure and/or classroom teaching.
- Coursework must be taken at an NCATE or ODE accredited college or university.

Verification of completion:

- Original transcripts indicating successful completion.

### **2. Accumulate 18 CEUs**

Requirements:

- CEU activities must meet the Stow-Munroe Falls Schools Standards and Guidelines for Professional Development.
- CEU activities must directly correlate to the IPDP and the area of licensure and/or classroom teaching.
- CEU activities must have been approved by the LPDC.

Verification of Completion:

- Original certificate of completed participation including participant's name, sponsor's name, event date, title, objectives, number of contact hours, number of CEUs, and an official seal or signature.

### **3. Accumulate 18 CEU Credits of "Other Approved Activities"**

Requirements:

- "Other Approved Activities" must meet the Stow-Munroe Falls Schools Standards and Guidelines for Professional Development.

- Other Approved Activities must directly correlate to the IPDP and the area of licensure and/or classroom teaching.
- Individuals designing “other activities” must prepare a proposal outline of the planned activities and the number of CEU ours requested on the IPDP form. The project must be organized following the descriptions listed in the “Other Approved Activities” section of this booklet.

**Verification of Completion:**

- This could be a log of relevant activities or some other activity documentation. (Please refer to verification and criteria columns of Stow-Munroe Falls Professional Development Activities.)

**4. Accumulate 18 CEU Credits Using a Combination of the First Three Ways**

**Requirements:**

- Requirements and verifications for each type of activity included in a combination proposal must follow the previous descriptions.
- The parts of the project must total to the equivalent of 18 CEUs. The ratios 1 CEU = 10 contact hours and 3 CEUs = 1 semester hour will apply.
- Every activity, regardless of type, must directly correlate with the IPDP and the area of licensure and/or classroom teaching.

A sample Combination Project might include:

2 semester hours	=	6 CEUs
Accumulated CEU workshop/seminars	=	5 CEUs
“Other Approved Activities:	=	<u>7 CEUs</u>
		18 CEUs



## PROCEDURES & TIMELINES

Prior to beginning any activity toward renewing your certificate/license, you must submit an Individual Professional Development Plan for approval from the LPDC.

During the first year of the 5 year renewal licensure cycle:

1. Submit your IPDP on-line, as soon as is practicable (keep a copy for yourself). Note: CEUs or coursework completed prior to plan approval cannot be used to complete the plan.
2. The IPDP will be reviewed at the monthly LPDC meeting using the checklist on the form. Any decision to approve or reject must receive a 3/5's vote of the full committee. You will receive notice of the committee's action. Any educator whose plan has been rejected, may submit a revised plan; may secure more detailed supportive materials to substantiate the legitimacy of his/her original plan; may contact the Local Professional Development Committee Chair(s) for appeals process information.
3. If you would like to modify your IPDP, submit your modified plan on-line (keep a copy for yourself). The procedure above will be followed. Modified plans should be submitted as early as possible during the cycle. Remember that you will lose credit for classes you've already taken if you modify your plan, so that the original credits do not fulfill the modified plan/goal.
4. All Professional Development Activities used for renewal must meet the goal of the approved IPDP. Any individual may submit requests for pre-approval on-line of course work or CEUs on appropriate forms. CEUs being offered by a provider who has not been approved by the LPDC and Other Activities not included on the approved list must be submitted on the "Pre-Approval of Other Developmental Activities" form for pre-approval. Proposal forms submitted for pre-approval of credit hours, CEUs or other activities will also be reviewed at the monthly meetings.

5. As pre-approved activities are completed, you may submit the required verifications of completion to the Office of Human Resources. Your IPDP file will be updated. (NOTE: Always keep copies of all verification items until the license renewal process is completed)
6. When the plan has been completed and the requirements met, notify the LPDC using the Verification of Completion Form. This should be done as early as possible but no later than June 1st of your renewal year. These forms are available on-line and all transcripts or other materials to verify CEU's etc. should be included with the form when it's submitted.
7. The LPDC will take action to determine the successful completion of the IPDP and will notify you of such action. If the IPDP has been successfully completed, you will receive a confirmation of such by email. If your IPDP is completed in the same year your certificate/license expires, you will also receive renewal application forms. Complete the renewal application forms and forward them with your check or money order (**made out to Treasurer, State of Ohio**) for the renewal fee to the Human Resources Office. All fees and applications are the responsibility of the renewal applicant and must be sent to the Human Resources Office no later than June 1<sup>st</sup> to process and forward to the Ohio Department of Education. If the plan is determined to be not complete, you will be notified. This notification will include reasons and steps to take before resubmitting.

## **Stow-Munroe Falls Schools**

### **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE BY-LAWS**

Established a Local Professional Development Committee as authorized in Senate Bill 230; effective the Fall 1998.

#### **Philosophy:**

The Stow-Munroe Falls City Schools LPDC believes in sustained, high-quality professional development integrated with the district mission and vision. Such professional development is needed to support high student achievement and the acquisition of skills necessary to be productive, responsible citizens. It is further necessary that professional development include thoughtful follow-up that will help ensure classroom implementation of the acquired knowledge and skills.

#### **Article I: Name, Scope, and Number of Committees**

##### **Section I.**

Stow-Munroe Falls Schools Local Professional Development Committee was established as the name of the entity required by Senate Bill 230. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district.

#### **Article II. Aims and Purposes**

##### **Section 1.**

The purpose of the Stow-Munroe Falls Schools Local Professional Development Committee is to review coursework and other professional development activities completed by educators within the district for renewal of certificates or licenses.

In the discharge of its duties, the committee will:

- a. Establish criteria for professional development standards.
- b. Promote alignment of Individual Professional Development Plans with individual, student, building and district needs and goals.
- c. Guide the development of Individual Professional Development Plans.
- d. Support the inquiry into and the study of teaching and learning.

### **Article III. Membership, Qualifications, Training, Compensation**

#### **Section 1.**

The Stow-Munroe Falls Schools Local Professional Development Committee shall consist of ten (10) members. A majority of the members shall be educators who shall be selected by the district bargaining unit. The remaining members may be a combination of administrators from the district office and/or from the building level who shall be selected or appointed by the Superintendent. New members need to attend a minimum of six (6) meetings before being eligible to vote. Stow-Munroe Falls Schools Local Professional Development Committee members shall also participate in professional development training to prepare them for their role(s) as members of the district's Local Professional Development Committee. The training shall include information about Senate Bill 230 requirements, a by-laws review, and roles and responsibilities, including Individual Professional Development Plans evaluation responsibilities. Committee members shall be compensated through release time and/or stipends for their service as committee members. Release time will be granted as needed upon the request of the committee for a minimum of 3 days and a maximum of 10 days per year.

#### **Section 2.**

Members of the committee shall serve two-year terms. A term shall go from September to September. Committee members may be reappointed.

### **Section 3.**

Committee vacancies among teacher members shall be addressed by the bargaining unit who shall designate replacement members as necessary. Similarly, administrative member vacancies shall be addressed by the Superintendent.

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw simply by notifying the chair (s), in writing. No reasons need be given.

### **Article IV. Roles and Terms of Office**

The Stow-Munroe Falls Schools Local Professional Development Committee shall consist of the following roles and corresponding terms of office:

**Chair** The Chair shall be elected by a majority vote, conducted via written ballot, of the committee members themselves. Anyone interested in serving as Chair may self-nominate. Co-Chairs are an option. Chair (s) shall be elected for a one- year term. A term shall run from September to September.

**Recorder** The Administrative Assistant to the Director of Human Resources will take minutes at the meeting.

### **Article V. Duties**

#### **Section 1.**

The chair and other committee members shall support the recorder with secretarial duties (filing, copying and processing license applications, etc.)

The Chair will:

- a. Preside at all Stow-Munroe Falls Schools Local Professional Development meetings.

- b. Call all meetings and set agendas in collaboration with the membership.
- c. Ensure adherence to the Individual Professional Development Plan review processes and procedures.
- d. Serve as appeals process contact and liaison.
- e. Serve as a reviewer of district educator professional development plans for certification/license renewal.
- f. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations or purchase of videos, books, etc.

Administrative Assistant will:

- a. Keep accurate minutes of all Stow-Munroe Falls Schools Local Professional Development Committee meetings.
- b. Send minutes and agenda to LPDC members at least a day in advance of each meeting.
- c. Be responsible for all necessary correspondence.
- d. Keep membership records up to date and keep a mailing list of all members including names, addresses, and telephone numbers.
- e. Maintain a notebook or easily accessible electronic record of all committee activities.

## Section 2.

All committee members will:

- a. Elect one of their members by voice vote to act in the absence of the chair(s).
- b. Serve as staff information contact person.
- c. Serve as a reviewer of district educational professional development plans for certificate/license renewal.
- d. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations or purchase of videos.
- e. Provide orientation and training for new committee members.

### **Section 3.**

Alternates will:

- a. Attend all training sessions and meetings of the LPDC.
- b. Serve as staff information contact person.
- c. Act as an observer to all proceedings except that in the absence of a committee member an alternate will be designated to fill that position on a per meeting basis.
- d. Be compensated in the same manner and at the same rate as committee members.
- e. Suggest necessary professional growth needs for committee members. Professional growth suggestions may relate to conferences, visitations or purchase of videos, books, etc.

### **Article VI. Meetings**

Stow-Munroe Falls Schools Local Professional Development Committee members shall determine frequency, time, and place of meeting within the following parameters:

- a. The number of release day meetings in any one year shall not exceed ten (10) in number.
- b. Attendance at any meeting scheduled for after school or in the summer shall be compensated at the established summer school rate.
- c. The ten (10) release days are inclusive of any days, which may be used for professional growth specific to LPDC member roles/duties/needs.

### **Article VII. IPDP Submission, Decision-Making and Appeals Processes**

#### **Section 1.**

- A. The IPDP should be submitted as soon as practicable after any renewal/conversion. During the last year before renewal, completed plans and documentation must be submitted on or before June 1.

B. Any decision to approve or reject must receive a 3/5's vote of the full committee. Any educator whose plan is rejected should submit a revised plan for consideration by the LPDC.

If, after reconsideration, the plan is still not approved by the committee the educator may submit a new plan or notify the LPDC Chairperson, in writing, of his or her intent to appeal. Such notification must be submitted to the LPDC chairperson within 20 calendar days of the LPDC action rejecting the plan.

The appeals process shall apply to decisions of the LPDC concerning the rejection of Individual Professional Development Plans and coursework.

## **Section 2.**

The appeals panel shall consist of three currently employed licensed/certificated educators. One panel member shall be selected by the LPDC. One panel member shall be selected by the educator whose plan has been rejected. The third panel member shall be selected by the Superintendent and Association President. This three member panel shall vote to approve or reject the plan based on the criteria and standards adopted by the Stow-Munroe Falls School District. The decision of the panel is final.

## **Article VIII. Reciprocity**

Any educator hired by the Stow-Munroe Falls City Schools Board of Education who has an approved IPDP in another district shall provide a copy of the approved IPDP and any verification of completion (partial or entire) as part of the employment/application process. Hours/credits accumulated and verified in the district of previous employment shall be accepted. The IPDP will be reviewed by the Stow-Munroe Falls City Schools LPDC based on its criteria and standards and marked as "acceptable" or as "in need of revision according to the following guidelines" for all remaining hours/credits.



## **Article IX. Administrators**

Whenever an administrator's coursework plan is being voted upon, the Local Professional Development Committee shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

## **Article X. Amending By-Laws**

### **Section 1.**

The By-Laws Subcommittee of the Stow-Munroe Falls Schools Local Professional Development Committee consisting of three (3) members of the full committee selected by the Chair(s), shall meet annually to review the by-laws and recommend changes to the full committee by June of each year.

### **Section 2.**

Amendments shall be voted on via a roll call vote. A simple majority of members present and voting will prevail.

### **Section 3.**

The Stow-Munroe Falls Schools Board of Education and the Association president will receive copies of ratified amendments for final approval or rejection.

Amendment Drafted: February 2001

Reviewed:

Deborah R. Paul by President STA

Timothy J. Han by Superintendent

Karen Stevens by Board of Education

Acted on:

2/27/12

Revised 12/2011