

Manual

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Butler County Educational Service Center
Local Professional Development Committee

PHILOSOPHY AND PURPOSE

PHILOSOPHY: Ohio's vision for transforming professional development is driven by one core belief: Teacher quality is central to Ohio's mission to ensure all students reach high levels of academic achievement. To this end, the Butler County Educational Service Center Local Professional Development Committee will

- a) Promote alignment of professional growth with district continuous improvement plans
- b) Emphasize increased student learning and achievement as a professional development priority
- c) Guide the development of Individual Professional Development Plans and High Quality Teacher Professional Development Plans.
- d) Support the inquiry into and study of teaching and learning
- e) Encourage application of learning gained through professional development rather than merely attendance, time spent, and completion of required work.

PURPOSE: The purpose of the Butler County Educational Service Center Local Professional Development Committee is to oversee, review and assess coursework and other professional development activities for

- a) Certificate and licensure renewal.
- b) Individual Professional Development Plans.
- c) High Quality Teacher Professional Development Plans.

Introduction

In 1996, the Ohio General Assembly passed Senate Bill 230, requiring every Ohio school district to establish a Local Professional Development Committee (LPDC), and have that committee in place by September 1, 1998. The information contained in this document will help guide you through the steps and procedures for changing from certification to licensure, writing and maintaining your Individual Professional Development Plan (IPDP), and renewing your subsequent license(s) as established by the BCESC Local Professional Developmental Committee (LPDC).

This program has been designed to allow individuals greater flexibility in selecting the type of professional development activities that are meaningful to them. Where the old system recognized only formal course work or workshops by Continuing Education Units (CEUs), the new structure will allow a range of professional development activities, many of which more closely relate to the daily work and professional needs or goals of the educator.

Through this Licensure process each educator will develop an Individual Professional Development Plan (IPDP). A time-line has been established for an educator to complete his/her IPDP and receive LPDC approval for Licensure. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and effectiveness. IPDPs must be approved in advance by the LPDC and must relate to Butler County Educational Service Center or associated agency/district goals, and the professional growth of the individual.

In summary, the LPDC will provide an opportunity for increased flexibility, more meaningful professional development, and local decision-making. Through the LPDC, professional development can become a strategic and powerful tool for continuous improvement.

CERTIFICATE/LICENSURE PROCESSING POLICY

CERTIFICATE UPGRADE: Educators were permitted to upgrade a 4-year provisional certificate until September 2, 2002. A professional certificate could be upgraded to a permanent certificate until September 1, 2003. The LPDC had no jurisdiction over certificate upgrades. Upgrades should be handled through the office of the Superintendent and the State Department of Education. ([A Resource Guide for Establishing Local Professional Development Committees](#))

CERTIFICATE RENEWAL: Based on the new law, staff members who held provisional (4-year) certificates were eligible to renew one time prior to September 2, 2002, by meeting the 1987 standards. Likewise, educators holding a professional (8-year) certificate may renew that certificate one time prior to September 6, 2006, by meeting the 1987 Standards.

The establishment of LPDCs changes the process for this renewal, but it does not change the requirements specified in the 1987 Standards for this one time renewal. When reviewing educators' request for renewal under the 1987 Standards, the LPDC must evaluate according to the requirements in the 1987 Teacher Education and Certification Standards. It is the responsibility of the LPDC to determine that:

- Course work has been completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate degree or the equivalent if completed out of state.
- CEUs completed prior to July 1, 1998, are Ohio Department of Education approved.
- Professional development activities participated in after July 1, 1998, meet the requirements established by the LPDC.
- All course work, CEUs, and other professional development activities are completed after the latest issue date of the certificate to be renewed.

The requirement for renewal of an 8-year professional certificate are: Completion of twelve (12) semester hours of college course work which shall be at the graduate level of individuals with certification requiring a master's degree, or completion of thirty-six (36) Continuing Education Units (CEUs) since the issuance of the latest renewal. The requirements may be reduced by one semester hour or three CEUs for each year of successful experience under the certificate to be renewed. (A Resource Guide for establishing Local Professional Development Committees)

TRANSITION FROM CERTIFICATION TO LICENSURE: After an educator has exercised their grace renewal under the 1987 Standards, they must begin to work with the LPDC to develop an approved Individual Professional Development Plan. Persons with 8 year professional certificates will have eight years to submit a plan, gain LPDC approval, and complete the requirements to transition to a five-year professional license: (A Resource Guide for Establishing Local Professional Development Committees, page 23)

- Six semester hours of college course work, or 18 CEUs
- Course work and CEUs, with one semester hour equaling three CEUs
- Course work and professional development requirements may not be reduced by the number of years of work experience.
- Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to CEUs.

Certified staff members may elect to pursue Licensure immediately and forego any renewal and/or upgrade options.

If a staff member holds more than one certificate, the first certificate renewed begins the Licensure process. All certificates held by the individual may be transitioned at this time OR may be transitioned and added to the new license as that certificate expires.

NEW LICENSURE AREA: Addition of any licensure area(s) should be handled through the office of the Superintendent and the State Department of Education. Once a new licensure is obtained, the individual must amend their IPDP to reflect this change.

LICENSE RENEWAL: Once a 5-year license has been issued, the educator will formally develop an IPDP. The educator has five years to earn the eighteen (18) BCEUs required for the renewal of that license. BCEUs earned must be consistent with the IPDP (Individualized Professional Development Plan) written by the individual. The LPDC verifies the information, which becomes part of the individual's renewal application. The Human Resource Department and LPDC committee assist employees in the renewal process.

HIGH QUALITY TEACHER PROFESSIONAL DEVELOPMENT PLAN

Educators choosing to attain High Quality Teacher requirements by developing a 90 hour professional development plan will do so in writing to the LPDC. The LPDC will determine if the individual professional development plan includes appropriate professional development activities, consistent with the highly qualified teacher definition and the definition of high quality professional development.

The individual will have an individual professional development plan approved by the local professional development committee that includes a plan to complete, by 2006, at least ninety (90) clock hours of high quality professional development (as defined by No Child Left Behind, Section 9101) well distributed over the following areas: grade appropriate academic subject matter knowledge, teaching skills, and state academic content standards.

AND, upon completion of the 90 clock hours submit documentation to the Local Professional Development Committee that includes a description of the content of the activities, the contact hours, and documentation of attainment of learning by the teacher.

AND, the individual will convert to a five year professional license by 2006.

(3/4/2004, "NCLB Requirements for Highly Qualified Teachers", ODE memo)

DEFINITION OF HIGH QUALITY PROFESSIONAL DEVELOPMENT

There are seven guiding principles that describe quality professional development. Each principle highlights an important component or characteristic of quality professional development. However, all seven principles are interdependent.

Each principle can be viewed through two different perspectives – that of individual educators who are seeking professional development that is meaningful and productive and that of the people and organizations whose role it is to support the professional growth of educators.

The seven guiding principles are:

1. Results-Oriented: Quality professional development increases the capacity of educators to improve student achievement.
2. Individualized: Quality professional development addresses educators' varied experiences and learning needs.
3. Job-Embedded: Quality professional development is relevant to and embedded in each educator's principal work.

4. Collaborative: Quality professional development creates communities of educators that support continuous inquiry, collaboration, and growth.
5. Research-Based: Quality professional development applies knowledge from learning theory and research, as well as lessons from sound educational practice.
6. Data-Driven: Quality professional development is based on student data, aligned with district and building goals, and focused on a specific set of targeted improvements in student learning.
7. Systemic: Quality professional development is a process that occurs over time with system support for acquiring new skills and incorporating them into practice.

Thinking carefully about each of these principles is likely to lead to some important conclusions:

First, the primary responsibility for an educator's professional development lies with the educator.

Second, quality professional development will change the work, the roles, and the relationships that exist in schools.

Third, quality professional development will require new levels and types of support from the educational system.

BOARD RESOLUTION

February 16, 2002

WHEREAS, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

WHEREAS, each local professional development committee will determine whether course work that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

WHEREAS, the Educational Service Center and the Butler County Board of Mental Retardation & Developmental Disabilities have engaged in a collaborative local professional development committee previously; and

WHEREAS, the Governing Board of the Educational Service Center has a new bargaining unit representing the Head Start staff, including certified teachers; and

WHEREAS, the Educational Service Center employ certificated personnel unique in nature to the employees of the Board of MR/DD; and

WHEREAS, the ESC staff will benefit professionally by having an LPDC exclusive of partner agencies;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Butler County Educational Service Center that the local professional development committee shall be reorganized and established pursuant to O.R.C. 3319.22.

Butler County Educational Service Center

Local Professional Development Committee

BY-LAWS

Section I

The LPDC shall have an agency level scope.

Section II

The LPDC shall consist of five (5) members with two (2) administrative employees designated by the Superintendent; and three (3) teacher employees, selected by a majority vote of Bachelor Degree certified teachers, or in accordance with any relevant collective bargaining agreement provisions.

Section III

LPDC members will serve for a two-year term provided the member remains employed by the Governing Board. Initial membership will be staggered with one (1) teacher member and one (1) administrative member serving a one (1) year term.

Section IV

The Superintendent shall appoint replacements to fill any vacancies that occur in the LPDC, except in the case of a vacancy among the teaching members, which shall be filled by a vote of remaining members of the LPDC.

Section V

Any member appointed to fill a vacancy occurring prior to the expiration date of the predecessor's term shall hold office on the LPDC for the remainder of that term.

Section VI

The initial meeting of the LPDC, upon election and appointment of all committee members, shall be called by the Superintendent. At this initial meeting, the committee shall select a chairperson and such other officers that the committee deems necessary, and shall adopt rules for the conduct of its meetings. Thereafter, the committee shall meet at the call of the chairperson or upon the filing of a petition with the Superintendent, signed by the majority of the committee members calling for the committee to meet. All meetings shall take place at the convenience of committee members and release time may be granted.

Section VII

The committee will promulgate bylaws, procedures and policies to be recommended for adoption by the Governing Board.

Section VIII

Minutes shall be kept at each meeting.

Also see [LPDC Committee Responsibilities and Processes](#)

BCESC MISSION, GOALS, AND STATEMENT OF VALUES

These goals are in effect for IPDPs written since April 2003.

MISSION

The Butler County Educational Service Center provides exemplary services to improve learning so that children can lead successful lives.

BUTLER COUNTY ESC STRATEGIC GOALS

1. Define, refine, develop, and market key products and service niches.
2. Build organizational capacity.
3. Assure financial stability.

STATEMENT OF VALUES

The Butler County Educational Service Center is a child-centered, responsive, empathetic organization that is dedicated to collaborative, mission-driven problem solving that adds excellent value with integrity.

Our Values are Defined:

Child-centered – Being child-centered includes valuing children, promoting healthy development of children, reducing barriers to serving children, and assuring that children have a strong foundation that is healthful, protected, and safe.

Collaborative – Being collaborative includes cooperation, synergy and a heightened involvement.

Dedicated/Mission Driven – Being dedicated and mission-driven includes commitment, fortitude, consistency, focus, resilience, intensity, drive, and a proactive, positive attitude.

Efficient – Being efficient includes financial stability, competitiveness with other agencies, and good stewardship of tax dollars through cost effectiveness.

Empathetic – Being empathetic includes showing compassion, being attentive and nurturing to others, and supporting educators.

Excellent – Being excellent includes competence, credibility, quality, leadership, comprehensiveness, and a dedication to proven practices.

Integrity – Having integrity includes maintaining honesty, loyalty, respect, and trustworthiness.

Problem-solving – Being problem-solving includes continuous learning, continuous improvement, objectivity, creativity, innovation, and resourcefulness.

Responsive – Being responsive includes adaptability, flexibility, accountability, timeliness, customer orientation, and entrepreneurship.

Value-adding – Being value-adding includes providing perspective and people that impact the community in a valuable way.

BCESC MISSION AND GOALS STATEMENT

These goals are in effect for IPDPs written prior to April 2003

Possible Use for 8 year renewals to 2011

Mission

To provide leadership and support services for the benefit of children in our county school districts and comprehensive child development programs for young children and their families.

BUTLER COUNTY ESC GOALS

As a result of the significant transition from a historical county school board to an Educational Service Center, we will:

1. Be providers of service, support, and special programs to both local districts and other “client” schools;
2. Act as a fiscal agency for many agencies, activities, and special grants, so that they have a platform from which to work;
3. Bring together individuals from diverse backgrounds to accomplish broad projects.
4. Target educational support for the youngest and most disadvantaged children of the county.
5. Be a major resource in the effort to break down isolation and increase collaboration in Butler County and
6. Be a catalyst and/or a focal point for local and county-wide initiatives consistent with our educational mission.

HEAD START PROGRAM GOALS

1. To continue the development of language and literacy experiences for Head Start children and families.
2. To address early identification of children with learning difficulties and/or mental health concerns.
3. To work collaboratively with the education team to measure child progress in the classroom.
4. To improve the quality of early childhood education.
5. To promote professional development of staff and their achievement of an associate, baccalaureate or advanced degree in the field of early childhood education.
6. To increase access to affordable dental health care for Head Start families.
7. To assist Head Start families in obtaining health insurance.
8. To assist Head Start families in obtaining quality health care.
9. To assist families with the facilitation of the ESC preschool special education units in partnership with Middletown City Schools, MR/DD, the Butler County Educational Service Center and the Head Start Program.
10. To continue the development and expansion of university partnerships to support the achievement of higher education standards for Head Start staff.
11. To increase community awareness of the Butler County Educational Service Center Head Start Program.
12. To document services provided to transitional children and families.
13. To improve delivery of services by enhancing the availability of technology.
14. To create a system of reporting and accountability of child/family status.
15. To update the employee database.
16. To effectively monitor recruitment and enrollment and eligibility of social services provided for families that meet TANF guidelines.
17. To establish mutually respectful partnerships with families to enhance the quality of their lives and their communities.
18. To respect and respond competently to the culture, traditions, lifestyle, language, and values of each family and community.

19. To promote parents' roles in the education of their child.
20. To increase involvement of Head Start parents in the Head Start program.
21. To develop expanded childcare options which are responsive to the needs of Head Start eligible families.
22. To develop marketing materials/strategies to reach all eligible families, including non-English speaking families.
23. To create awareness of transportation services available to Head Start families.
24. To improve transportation services to Head Start children.

COMMITTEE RESPONSIBILITIES

The LPDC shall consist of individuals performing in the following roles and corresponding duties. Officers shall be elected by a majority vote of the LPDC membership at the September meeting of each school year.

Chairperson

Responsibilities:

- Preside over all LPDC committee meetings.
- Schedule all committee meetings, regular and/or emergency, and set all agendas in collaboration with the membership.
- Send agendas to all committee members at least a day in advance of each meeting.
- Communicate information to the members of the LPDC.
- Represent the LPDC at meetings (e.g., staff meetings, board meetings, etc.)
- Ensure committee adherence to the Individual Professional Development Plan (IPDP) review processes and procedures.
- Sign all renewal applications.

Recorder

Responsibilities:

- Maintain minutes and records of actions taken and provide copies of the same to the Superintendents, LPDC members, and other employees upon request.
- Notify applicants of approval, resubmission, or denial status of IPDPs.
- Be responsible for all necessary correspondence.
- Keep committee membership records up-to-date.
- Maintain a mailing list of committee members, including names, addresses, and phone numbers.
- Maintain a notebook or easily accessible electronic record of all committee activities.
- Assume responsibilities of the chairperson when chairperson is absent.

Committee Members

Responsibilities:

- Serve as a staff information resource and facilitator of professional development.
- Serve as an evaluator of IPDPs and HQT professional development plans.
- Attend all LPDC committee meetings.
- Serve as a reviewer of professional development activities for renewal applications and HQT professional development plans

Also see [LPDC By-Laws](#)

COMMITTEE PROCEDURES

1. The LPDC will meet monthly from September to June. The meetings shall be posted at least forty-eight (48) hours in advance at the BCESC board office or on the web site. The chairperson has the right to cancel meetings if no IPDPs or other issues are submitted during a given month. Items for regular meetings shall be submitted to the LPDC chair at least seven (7) days in advance.

2. A quorum, necessary to conduct LPDC business, shall be three (3) out of five (5) LPDC members. A quorum, three (3) out of five (5) LPDC members present, is necessary for all IPDP/Verification decisions. At least three (3) of the LPDC members must agree upon any IPDP/Verification matter for the decision to be made. Of the three, at least (2) members must be teacher representatives.

In order to assure timely and responsive approval of license renewal and IPDPs it is imperative that a quorum be available at each meeting. Members who are to be absent from a meeting will be required to notify the chair of the LPDC in a timely fashion so that a quorum will be present.

3. Individuals submitting an IPDP for approval will not be penalized should a quorum not be available. The IPDP submitted will be reviewed for approval at the next meeting. If approved, it will reflect a date coinciding with the date of the originally scheduled meeting for approval. BCEU credits will be credited from this date.

4. When the LPDC considers certification and/or licensure requests from administrators, the administrator may request, that the committee membership be modified to reflect an administrator majority rather than a teacher majority. This will be accomplished by excusing two teacher members from the committee when this particular application is under consideration. The voting teacher representative will be determined by a majority of the teacher members of the LPDC.

5. Any submitted proposal deemed unreadable by the LPDC will be returned to the educator submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.

6. While all discussions and materials associated with the LPDC process are a matter of public record, it is the intent of the LPDC to act in a professional and confidential manner when working through this process. Public access laws will be honored, but LPDC members will not share or discuss information regarding individual applications outside their official role as LPDC members. No documents submitted for consideration to the LPDC shall be used as examples without written permission of the party/parties involved.

7. Minutes and records of actions taken shall be maintained by the LPDC recorder. Copies of these minutes and records shall be provided to the Superintendent and LPDC members, and other employees upon request.

8. Staff members will be notified in writing of the committee's action within three (3) weeks of the review after a regularly scheduled LPDC meeting. If the IPDP is not approved, the applicant will be given a written summary of the reasons for the LPDC decision. IPDPs denied by the

LPDC may be resubmitted with modifications, or they may be appealed using the appeal procedure outlined in this document.

9. While the individual educator is responsible for maintaining the original signed IPDP, the committee will keep a record of all actions taken regarding the approval of IPDPs, amendments to the IPDP, HQT professional development plans, and verification of records for license transition or renewal.

10. The approval of an IPDP can be withdrawn if that approval was based on misleading, incorrect, or falsified information. If the committee has reason to believe that an approved IPDP has such information, the committee shall notify the employee. The employee shall have forty-five (45) days to respond in writing to the committee and provide documentation to support their approved IPDP. The final determining decision shall be made by the LPDC committee. If documentation does not satisfy the concerns of accuracy, a new IPDP must be approved.

Also see [Educator's Responsibilities](#)

AMENDING LPDC GUIDELINES

Any certified/licensed employee represented by the LPDC may suggest amendments to LPDC guidelines and procedures by submitting the proposed change in writing to the LPDC chair.

1. Submit the proposed change in writing to the LPDC chair.
2. The LPDC chair will present the proposed changes to the elected committee at the next regularly scheduled meeting.
3. The elected committee will discuss the proposed changes and within 30 days advertise the proposed change to full membership through hard copy and/or web email.
4. Full membership shall have forty-five (45) days to respond either in writing or in person at the next scheduled LPDC meeting.
5. The elected committee must vote on the proposed change within ninety (90) days of submission.
6. Approval of a proposed change requires four (4) votes of approval.
7. Voting results will be made known to the full membership.

Amendments altering the requirements for approved IPDPs shall not negatively impact any individual who has already begun the process.

IPDP APPEAL PROCESS

The appeal of a decision made by the LPDC shall be a two-step procedure. The first step shall be to appeal to the LPDC. If denied, the second step shall be to appeal to a three-member panel whose decision is binding. Time-lines outlined below shall be applied in all cases unless extended by mutual consent of all parties.

If an individual wants to appeal the LPDC's first decision, he/she should submit a written appeal to the LPDC chair. This appeal must be submitted to the LPDC chairperson within ten (10) working days after the denial of the original proposal. This appeal will then be reviewed at the next regularly scheduled LPDC meeting; the appellant may present her/his rationale at the meeting. The chair shall provide written notification to the appellant of the committee's decision on the appeal within five (5) working days after the committee renders its decision.

If after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, a three-member panel should review the decision. The panel will consist

of one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one licensed educator agreed upon by the LPDC and educator. These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it. The panel shall be selected prior to the next LPDC meeting and convened at said meeting or at a time mutually agreed upon. A majority vote of this panel will determine the outcome.

HIGH QUALITY PROFESSIONAL DEVELOPMENT PLANS

The LPDCs were created to assist teachers with professional license renewal requirements and to define quality professional development as it applies at the local level. That is still the function of the LPDC.

The LPDC's role in the Highly Qualified Teacher (HQT) requirements is passive. The LPDC is mentioned in the "90 clock hours" option of the HQT requirements because it is assumed that as the gatekeepers of quality professional development, any Professional Development (PD) activities that were completed by a teacher and approved by the LPDC, would meet a quality PD standard.

Also, since the beginning of the LPDC (September 1998 in most cases) documentation of PD activities have been maintained by the educator. Therefore, the educator or the LPDC may have supporting documentation for past PD activities that could be used as evidence of participation in PD activities.

The HQT worksheets should more appropriately state "have you completed 90 clock hours approvable by your LPDC..." Educators may use any tools that have been developed by the LPDC to help the educator determine what would have been "approvable." For example, an educator has documents indicating contact hours for several workshops related to the same subject that the educator thinks should apply to the 90 clock hours; they can complete the LPDC "reflection tool" with guiding questions to provide evidence of why these were appropriate PD activities, what was learned, how it impacted their practice and improved student achievement. The LPDC does not need to be involved or actually approve any of these activities.

The LPDC is not expected, or required, to approve past or future PD for the sole purpose of meeting the Highly Qualified Teacher definition. However, any teachers who are participating in PD in order to meet HQT status and who also need to maintain their licenses should be encouraged to revise their IPDP so that this additional PD can also apply to their license renewal. The LPDC would need to be involved in approving these additions or revisions.

From ODE LPDC Website, August, 2005

IMPORTANT DATES IN LICENSURE AND CERTIFICATION RENEWALS

2002 Graduates	First group to receive a two-year temporary license (Must pass Praxis III and successful completion of an entry year program to be eligible for a 5-year license)
September 2, 2002	Last date 4-year provisional certificates will be issued, renewed, or upgraded
September 1, 2003	Last date permanent certificates will be issued (Last date 8-year professional certificates can be upgraded)
September 2, 2006	Last date 8-year certificates will be renewed

Not until the year 2014 will every educator have either a permanent certificate or a license.

EDUCATOR RESPONSIBILITIES

The employee will be responsible for maintaining the original signed IPDP and all other materials that comprise their IPDP Portfolio. The individual employee may request that the Human Resource Secretary place a copy in their personnel file. Minutes of LPDC meetings will reflect names and approval actions.

No credit for professional development will be recognized until the IPDP is submitted and approved. It is recommended that this plan be submitted within six months from the issue date of the last certificate/license issuance. Each time the license is renewed, the educator will need an IPDP to guide professional development toward the next renewal.

Individuals shall understand and take responsibility for fulfilling the certification/licensure requirements as set forth by the Ohio Department of Education. It is your responsibility, as a certified/licensed employee, to monitor the expiration date(s) of your certificates(s) and/or license(s). Failure to monitor and comply with these guidelines may prevent you from attaining needed renewals and/or continued employment.

Individuals shall be responsible for certification upgrades and should work directly through the Superintendents' offices and the State Department of Education. The LPDC has no role in certificate upgrades.

Individuals shall be responsible for understanding and abiding by the guidelines and requirements set forth by the LPDC:

- Individuals shall familiarize themselves with good, appropriate professional development practice and apply this knowledge in the development of their IPDPs.

- Individuals wishing to amend their IPDP goals and/or activities should submit a request for amendment to the LPDC as soon as possible. The committee will then consider approval of the amendment request. Amendments must be completed at a minimum of one year prior to the license renewal. Activities related to the revised IPDP will not be recognized unless occurring after the approval date. Exceptions may be made on an individual basis if highly unusual circumstances apply.
- Individuals shall meet all timelines as established by the LPDC for submission of IPDP proposals, materials, documents, etc.
- Individuals shall respond to requests by the LPDC for meetings, information, clarifications, and/or other activities related to their IPDPs.
- Individuals shall provide the LPDC with five copies of the IPDP form, plus the original IPDP upon initial submission.
- When submitting an IPDP for review, submit five copies of revised sections of the IPDP plus the original.

Any individual securing his/her initial license after July 1, 2002 will be required to complete a Master's Degree or thirty (30) hours of graduate credit before a second license renewal will be approved. The requirement of a Master's Degree or thirty (30) semester hours pertains to any individual who is admitted to a licensure program after July 1, 1998, and to any individual who is admitted to a licensure program prior to January 1, 1998, and who completes said program after July 1, 2003.

Also see [Committee Responsibilities and Procedures](#)

WHAT IS THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)?

The creation of the Individual Professional Development Plan (IPDP) is a process designed to cause individuals to think reflectively about professional goals and how those goals relate to the professional development opportunities available to them. It allows Individuals to plan and prepare for the Licensure process by having them set goals, identify objectives, predict outcomes analyze educational strategies, and evaluate current practices. The LPDC encourages individuals to explore a variety of professional staff development opportunities.

It is recommended that the IPDP be submitted to the LPDC within six months of the last certification renewal or licensure renewal.

Professional development activities will only be recognized after submission and approval of the Individual Professional Development Plan.

The development of the IPDP gives individuals flexibility in selecting the type of professional development activities that are meaningful to them. Where the previous system recognized only formal course work or workshops approved for Continuing Education Units (CEUs), the new structure will allow for far greater range of professional development activities. These activities are listed in the [BCEU Options Charts](#).

Along with increased flexibility in the types of professional development activities that are accepted, there is also an increased emphasis on the relevance of professional development activities. IPDPs must be based on the goals and needs of the agency and the individual.

Each professional development activity that is completed must be clearly related to the area of licensure and/or professional responsibility

The BCESC LPDC has developed a format for the IPDP to be used by individuals. Individuals must identify and write IPDP goals that are specific to their [respective agency's goals and mission](#) (pp 3, 5). Agency goals may be used more than once.

HOW DO I WRITE AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN?

When Should I Write an IPDP?

- a. ASAP after receiving your first license
- b. ASAP after your last renewal of a four- or eight-year certificate
- c. ASAP after all subsequent license renewals

Forms you will need:

- a. [Individual Professional Development Plan Form](#)
- b. Agency goals ([BCESC](#), [HeadStart](#), Assigned District – please attach)
- c. [Butler County Educational Unit Options Chart](#)

Directions:

1. Complete Personal and Licensure information at the top of the Individual Professional Development Plan Form.
2. Column 1 – your goals must match with your agency goals (b above).
(It may be easier to do Column 2 first.)
3. Column 2 - Your Professional Goals should:
 - a. have a personal focus, reflecting new learning or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc.
 - b. relate to the certificate/licensure area(s) to be renewed
 - c. reflect current definitions of high quality professional development
4. Column 3 – How to Acquire
 - a. Use the Butler County Educational Unit Options Chart to select appropriate

opportunities/programs/activities to meet your professional goals.

- b. You will need 18 BCEUs to renew your certificate/license. Be sure you have afforded yourself ample options. Just because you have listed an option, does not mean you must utilize it or utilize it to its maximum.
 - c. If you later wish to use an Option on Butler County Educational Unit Options Chart that is NOT on your approved IPDP, you must amend your IPDP (See [How Do I Amend My IPDP](#))
 - d. If you wish to utilize an opportunity/program/activity NOT on the Butler County Educational Unit Options Chart, you must have approval of the LPDC PRIOR to engaging in that activity.
 - e. The Butler County Educational Unit Options Chart also tells you how you will Meet criteria for each activity. You will need this when it is time to verify your BCEUs for renewal.
5. Submit your original signed, and dated IPDP with 4 copies of the form to the LPDC chair.
 6. LPDC meets monthly. You will hear from the LPDC Chair within three weeks of the meeting whether your IPDP has been approved, denied, or in need of modifications.

Review [Educator Responsibilities](#) with regard to timelines and record keeping.

HOW DO I AMEND MY IPDP?

When should I amend my IPDP?

- a. Any certified/licensed person hired by the BCESC who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change.
- b. Any added certification/licensure area should be reflected in the IPDP. All materials should be submitted to the LPDC within ninety (90) calendar days of the addition of the new certification/licensure area.
- c. If you wish to exercise a Butler County Educational Unit Option (i.e., mentoring) not on your original IPDP.

Forms you will need:

- a. [Individual Professional Development Plan Form](#)
- b. Agency goals ([BCESC](#) , [HeadStart](#) , Assigned District – please attach)
- c. [Butler County Educational Unit Options Chart](#)

Directions:

1. Complete Personal and Licensure information at the top of the [Individual Professional Development Plan Form.](#) Check Amended IPDP in the upper right hand corner.
2. Column 1 – your goals must match with your agency goals (b above). It may be easier to do Column 2 first.
3. Column 2 - Add a Professional Goals to reflect new learning or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc. in your new certification/licensure area and reflect current definitions of [high quality professional development.](#)
4. Column 3 – How to Acquire

- a. Use the [Butler County Educational Unit Options Chart](#) to select appropriate opportunities/programs/activities to meet your professional goals. See [How Do I Write an IPDP](#) for specific information.
5. Submit your original signed, and dated amended IPDP with 4 copies of the form to the LPDC chair.
6. LPDC meets monthly. You will hear from the LPDC Chair within three weeks of the meeting whether your amended IPDP has been approved, denied, or in need of modifications.

Review [Educator Responsibilities](#) with regard to timelines and record keeping.

HOW DO I VERIFY WORK ON MY IPDP AND RENEW MY LICENSE?

When should I verify work on my IPDP to renew my license?

- a. You may submit your renewal to the LPDC any time from January 1st to September 1st of the year your license/certificate expires
- b. Organize your documentation and keep with your IPDP as soon as your IPDP is approved.
- c. All work and documentation must be submitted to the LPDC no later than September 1st following the expiration of your license/certificate.

Forms you will need:

- a. Your signed and approved Individual Professional Development Plan. Be sure to include signature page.
- b. Documentation to show professional development activities completed according to your IPDP. See [Butler County Educational Unit Options Chart](#) for acceptable verification documents (column 4).
- c. [Summary of Licensure Renewal Activities Form](#)
- d. One of these, as appropriate to your renewal:

[LPDC Verification Form for Transition of Certificate to License](#)

[LDPC Verification Form for Renewal of Five-Year License](#)
[LPDC Verification Form for Renewal of Eight-Year Professional Certificate](#)

- e. Application for Renewal (online at <http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=541&ContentID=461&Content=56442> or from Human Resources Department)
- f. Personal check for appropriate amount

Directions:

1. Complete the above forms.
2. Submit them to Human Resources. Human Resources will forward the appropriate forms to the LPDC Chairperson.
3. The LPDC will confirm the accuracy of the information and approve or ask for clarification.
4. Once approved, the LPDC Chairperson will sign and return all forms to Human Resources.
5. Human Resources will submit the appropriate forms and check to ODE Consultant and will return documentation to you.
6. Certificate will be mailed to Human Resources office and forwarded by them to the employee.

Review [Educator Responsibilities](#) with regard to timelines and record keeping.

NEWLY HIRED

Individuals coming from an agency that did not have an LPDC must begin the IPDP process early. Previous college credit hours can only be approved for the period of time from the

issuance of the certificate to the hire date. After the hire date, a member must have an approved IPDP in place. See [How Do I Write an IPDP](#) .

RECIPROCITY

Certified/licensed individuals hired by the BCESC from another school district or agency should [submit a new IPDP](#) and all materials previously approved by the outside district or agency to the Butler County LPDC. FORM: [Verification When Leaving an LPDC](#). All materials should be submitted within ninety (90) calendar days of the start of employment. Activities previously approved and completed, or in process, prior to employment at the BCESC shall be accepted. No new additional professional development credits can be earned until the new IPDP has been approved by the LPDC.

JOB CHANGES WITHIN THE SAME ORGANIZATION

Any certified/licensed person hired by the BCESC who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change. FORM: [How Do I Amend My Individual Professional Development Plan?](#)

APPEAL PROCESS

The appeal of a decision made by the LPDC shall be a two-step procedure. The first step shall be to appeal to the LPDC. If denied, the second step shall be to appeal to a three-member panel

whose decision is binding. Time-lines outlined below shall be applied in all cases unless extended by mutual consent of all parties.

- If an individual wants to appeal the LPDC's first decision, he/she should submit a written appeal to the LPDC chair. This appeal must be submitted to the LPDC chairperson within ten (10) working days after the denial of the original proposal. This appeal will then be reviewed at the next regularly scheduled LPDC meeting; the appellant may present her/his rationale at the meeting. The chair shall provide written notification to the appellant of the committee's decision on the appeal within five (5) working days after the committee renders its decision.
- If after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, a three-member panel should review the decision. The panel will consist of one licensed educator selected by the LPDC, one licensed educator selected by the educator, and one licensed educator agreed upon by the LPDC and educator. These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it. The panel shall be selected prior to the next LPDC meeting and convened at said meeting or at a time mutually agreed upon. A majority vote of this panel will determine the outcome.

The **Ohio Department of Education Application** may be obtained from the Butler County Human Resource Department

OR

online at:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=513&ContentID=1026&Content=63397>

Butler County Educational Unit (BCEU) Options				
* All clock hours of involvement must be verified by a chair of a committee, supervisor, etc. Use BCEU Tracking Form to document hours.				
Option	BCEU Value	Maximum BCEU	Criteria	Verification
Individually Guided				
National Board for Professional Teaching Standards certification program		18 BCEUs for participation in the NBPTS process	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate.
Publication of original work Book, journal article, software, research, curriculum unit	Variable depending on the product	6	Production of a tangible product that enhances teaching and learning.	Copy of book, article, software package, or report.
Grant writing or grant reviewer	1 clock hour = 0.1 BCEU	6	Copy of grant proposal or copy of selection letter as reviewer.	Copy of grant proposal or copy of selection letter as reviewer <u>and</u> documentation of clock hours for planning and preparation.*

Presentation/Training				
Professional development presentation for teaching a: <ul style="list-style-type: none"> - course - seminar - adult vocational or technical course - professional presentation 	1 clock hour = 0.3 BCEU	6	The same course may be used two times during each licensure or certification cycle.	Course announcement <u>and</u> course syllabus/agenda.
College/University <ul style="list-style-type: none"> - course for credit - seminar for Credit 	1 sem = 3 BCEU 1qtr = 2 BCEU	Unlimited	Coursework must be in education or in a content area directly related to teaching assignment and IPDP.	Official transcript or original grade report.
Professional workshop or conference attendance	1 clock hour = 0.1 BCEU	12 (rev. 10/18/02)	Same as coursework.	Certificate of attendance, registration, agenda, course description, or reflective report.
Peer-coaching, mentoring, or supervision of field experiences	1 clock hour = 0.1 BCEU	6	Must be officially assigned by local authority.	Reflective journal <u>and</u> documentation of clock hours involved. *
Professional shadowing, observations, or externships with other schools, agencies, or work sites	1 clock hour = 0.1 BCEU	6	Project must have written approval of immediate supervisor.	Written approval of immediate supervisor, reflective journal, <u>and</u> documentation of clock hours involved. *
Involvement in Instructional Improvement Project				

Curriculum unit process	Value depending on the product	6	Production of a tangible product that enhances teaching and learning.	Curriculum unit.
Curriculum development	1 clock hour = 0.1 BCEU	6 (rev. 10/18/02)	Must be serving on a formal committee organized by an educational agency or community organization.	Copy of the final document, reflection on learning, <u>and</u> documentation of clock hours involved. *
Inquiry				
Professional reading study group	1 clock hour = 0.1 BCEU	3	Subject area must be related to individual's area of specialization. This <u>does not</u> include reading time.	Reflective journal, action plan, report, video, or curriculum development <u>and</u> documentation of clock hours involved * in study group and time involved in verification projects.
Action research or educational project	1 clock hour = 0.1 BCEU	6	Project must have written approval of immediate supervisor.	Written approval, reflective journal, or portfolio <u>and</u> documentation of clock hours involved. *
Professional Committee	1 clock hour = 0.1 BCEU	6 (rev. 10/18/02)	Formal committee organized by an educational organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.	Documentation of hours served; verified by the president or chair of the committee. *

BCESC Individual Professional Development Plan

Name _____ New IPDP _____ Amended IPDP _____

Current License(s) _____ Expiration Date _____

Current Assignment(s) _____ Building _____

List the goals to be addressed during this renewal cycle. (Minimum of three) These must be in direct relationship with your district goals as they pertain to your current work assignment. If pursuing a graduate degree, your goal may just reflect that intention. Please submit original and 5 copies of this form to the LPDC chair.

Related Agency Goal	Professional Development Goal (What do you expect to learn?)	How to Acquire (See Options, page 20)

I certify that the information provided in this Individual Professional Development Plan is true and accurate to the best of my knowledge.

Signature _____ Date _____

To be completed by the BCESC LPDC

_____ This Individual Professional Development Plan has been approved as submitted.

_____ This Individual Professional Development Plan has merit, but has not been approved as submitted. Please note the highlighted sections and comments and then consult the BCESC Procedures and Guidelines Plan.

Signature of the LPDC Chair _____ Date _____

Butler County Educational Unit Tracking Form

To facilitate the renewal process, this form should be used to maintain a log of hours of professional development activities for which you do not receive certificates of attendance. This can include committee work, research projects, serving as a cooperating teacher, mentoring, etc. Should you have any questions, see your LPDC representative.

Description of Activity (must be directly related to your IPDP)	Date	Hours	IPDP Goal Number	Authorized Signature (chair or supervisor)

Summary of Licensure Renewal Activities

To be submitted to LPDC Committee at time of license renewal

Name _____

District/Building _____

Job Title _____

Date _____

Indicate on the chart below all activities that you are submitting for license renewal. Please group supporting documents by type of activity and put them in the order listed on this chart. Please highlight relevant dates, credits, etc. to facilitate the processing of your renewal. Your cooperation in this regard is sincerely appreciated. Please attach the following documents:

- The original copy of your IPDP; including signed approval of LPDC
- LPDC Verification Form
- Renewal Verification Form (from Human Resources)
- Copy of your license/certificate
- Documentation of BCEWs; BCEU Tracking Form

Type of Activity (Category)	Maximum BCEUs	Number You Are Submitting From This Category	Documentation Included (check all that apply)	Subtotal of BCEUs From This Category
National Board Certification	18			
Publication of original work	6			
Grant Writing or reviewer	6			
Professional development presentation	6			
University coursework	Unlimited			
Workshop or conference	12 (rev. 10/18/02)			
Peer coaching, mentoring, or supervision	6			
Shadowing, observations, externships	6			
Curriculum unit process	6			
Curriculum development (committee participation only)	6 (rev. 10/18/02)			
Reading study group	3			
Research or inquiry	6			
Professional committee	6 (rev. 10/18/02)			
TOTAL BCEUs				

LPDC VERIFICATION FORM
for
TRANSITION OF A CERTIFICATE TO A LICENSE
and
RENEWAL OF A FIVE-YEAR LICENSE

Return this form with completed application

3301-24-08(A)

“The five-year professional or associate license may be renewed (*or a certificate transitioned o a license*) by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed: Six semester hours of coursework related to classroom teaching and/or the area of licensure; or eighteen continuing units or other equivalent activities relate to classroom teaching and/or the are of licensure as approved by the local professional development committee of the employing school or school district (*or educational entity*)...

Each Educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, and the school district.”

Name of Educator _____

Social Security Number _____

Issue date of the certificate to be transitioned: _____
(date)

_____ college/university semester hours

_____ college/university quarter hours

_____ LPDC approved professional development activities (CEUs)

(authorized LPDC signature)

(date)

**Approval Verification Form
for
Educators Leaving a LPDC**

This verifies that the attached Individual Professional Development Plan was approved, and that

(name of educator)

(social security number)

has completed the following credits toward completion of the plan since the date above.

_____ college/university semester hours

_____ college/university quarter hours

_____ LPDC approved professional development activities (CEUs)

(authorized signature)

(date)

Print name of Authorized Signer _____

Name of School District _____

Name of LPDC, if different _____

LPDC address _____

LPDC contact person _____

LPDC telephone number _____

25 South Front Street, Mail Stop 105, Columbus, Ohio 43215-4183, Telephone 614.466.3593

FREQUENTLY ASKED QUESTIONS

Q: How does an educator accomplish his/her “one-time” renewal under the 1987 Standards as allowed by the new Teacher Education and Licensure Standards?

A: An educator working in a school district or any other institution with a Local Professional Development Committee (LPDC) will work through the LPDC. The educator will submit transcripts of college course work and/or CEUs for verification by the LPDC in the quantity required by the 1987 Standards. The LPDC will provide written verification that the educator has met the 1987 requirements. The application is then forwarded to the Ohio Department of Education for the certificate renewal.

Q: How will CEU credit be awarded after June 30, 1998, when the Ohio Department of Education will no longer be approving CEUs?

A: Each LPDC will develop and use its own criteria for awarding CEU credit. Individuals will need to request CEU credits from their LPDC.

Q: Will Ohio Department of Education CEUs previously earned still count?

A: Yes, if the CEUs were earned during the effective date of the certificate(s) being renewed.

Q: How will an educator transition to renew his/her license under the new Teacher Education and Licensure Standards?

A: As soon as the educator has applied for his/her “one-time” renewal under the 1987 Standards, he/she will begin working toward the new licensure standards. An educator working in a school district or any other institution with a LPDC will work through the LPDC. Following the procedures of the LPDC, the educator will submit an Individual Professional Development Plan for approval. Verification of final LPDC approval of the educator’s professional development work is required before the Ohio Department of Education will issue a renewal license.

Q: Does every educator need to develop an IPDP even if he/she holds a permanent certificate?

A: The new 1998 Standards only require that those individuals who wish to fulfill the license renewal requirements must complete an IPDP. This does not include individuals renewing certificates for their final time under 1987 standards or individuals working under permanent certificates, since permanent certificates do not require renewal or conversion to licensure. Any such requirement at the local level would be a condition of employment rather than a condition of maintaining certification or licensure.

Q: What are the requirements for an Individual Professional Development Plan?

A: An educator in a school district or any other institution with an LPDC who wishes to renew his/her license will formulate a written plan for his/her professional development for the 5-year license period. The plan must reflect the needs of the district, school, students, and educator. The plan must be completed and approved in accordance with the procedures and criteria established by the LPDC.

Q: If an educator moves between districts within the state, will he/she have to develop a new IPDP in the new district?

A: It is expected that upon verification of IPDP approval by the LPDC in the previous school district (including course work, CEUs, and other equivalent activities that have been accepted) the new school district will honor this work. Upon employment, the educator will need to complete an IPDP under the procedures and criteria of the new LPDC for approval of any remaining work needed before license renewal.

Q: Under what circumstances will an educator apply directly to the Ohio Department of Education rather than go through a LPDC?

A: There are some instances when it is necessary to contact the Office of Certification and Licensure directly, i.e.:

- If you are not currently employed by a school, or are working in a setting that does not have an LPDC;
- If you are upgrading a certificate to professional or permanent status under the 1987 standards;
- If you are applying for a new certificate or licensure, or adding new certification areas; If you are renewing a two-year provisional or substitute or temporary certificate or licensure

Q: How does conversion from certification to licensure affect eligibility for tenure?

A: Teachers converting from a provisional certificate to a license will receive a five-year professional license. The requirements for tenure are specified in law and will remain the same:

- The teacher must hold professional, permanent, or life certificate or license.
- The teacher must either hold a masters degree or have completed 30 semesters hours of coursework.
- The teacher must have taught at least three years of the last five in the district.

Since the course work/master degree requirement is in law, teachers will need to continue to meet that requirement to be eligible for a continuing contract.

Q: How will ODE assure that all Individuals are treated fairly?

A: Committees will be required to follow state law, state standards, and additional guidelines they may have set for themselves. They will not be permitted to deviate from these policies on an arbitrary or case-by-case basis. If any educator feels he/she has been treated unfairly, a local appeal process will be available for that individual.

Q: What about teachers who move to a state with reciprocity?

A: The same interstate agreement will continue to hold. Teachers will be able to transfer their license or certificate to another state within the same parameters that currently exist. When it comes time for them to renew their credential from the other state, they will need to meet that state's renewal requirements.

Q: How is an LPDC established?

A: An LPDC is established with the regulations in Ohio Revised Code 3319.22. Once established, the LPDC members will work with the other Individuals in the district to develop a Plan of Operation. Care should be taken initially to spend adequate time discussing the vision and the purpose of the LPDC before settling on procedures, criteria,

and forms. Since each school district is unique, each Plan of Operation will vary to fit the unique needs of the Individuals and the district.

Q: How will LPDCs be funded?

A: School districts began receiving Local Professional Development Block Grant money in 1996. In the new biennium (1997-99) block grant funding will be extended to chartered non-public schools in addition to the school districts. A portion of these monies will be earmarked to cover the expenses related to operating the LPDCs.

Q: If a school district with an exclusive bargaining unit joins a consortium, does the consortium LPDC fall under rules for the districts with no collective bargaining units?

A: No, the consortium will need to follow the guidelines for districts with collective bargaining units.

Q: If a consortium includes different bargaining agents (e.g. an OEA local, an independent (unaffiliated) local and/or an OFT local), which one is the exclusive bargaining agent?

A: All of the various locals would need to work together to jointly and individually undertake the responsibilities outlined for the bargaining unit.

Q: What are the requirements for educators to serve on an LPDC?

A: Ohio Revised Code 3319.22 specifies that a LPDC must have at least five members. If a collective bargaining agreement doesn't specify otherwise, the Board of Education establishes the exact number, but at least a majority of the members must be teachers. For the purpose of LPDCs, a teacher is someone who is working under a teaching certificate and employed under a teaching contract. If there is no exclusive representative, the teacher members are elected in accordance with 3319.22. If there is a bargaining agent, the exclusive representative (teachers association or union) selects the teacher members in accordance with their own procedures.

GLOSSARY OF TERMS

Approved College or University: A college or university which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

Approved Program: A college or university preparation program that the State Board of Education has determined complies with Licensure rules and which leads to licensure necessary as a teacher, administrator, or school employee in pupil personnel services.

Butler County Continuing Education Units: BCEUs are awarded to individuals for professional development activities used to convert from a certificate to a license or to renew an existing license. BCEUs are awarded for licensing credit based upon the standards and guidelines outlined in this document. In order to qualify for credit, an activity must be directly relevant to an approved IPDP.

Certificate: A credential authorizing individuals to teach in the schools of Ohio based on a set of standards established and adopted in 1987. Certificates cover a variety of grade levels and content areas, which are shown on the certificate and are issued on a provisional (four-year), professional (eight-year), and permanent basis. New certificates will no longer be awarded by the state after July 1, 2001.

Continuing Education Units (CEU): The CEU applies only to the renewal of a certificate and does not apply to the Licensure process. A CEU is equal to ten contact hours in a professional development program approved by the State of Ohio or by the local professional development committee. (The State stopped approving and issuing CEUs on June 30, 1998.)

Conversion: Conversion describes the process of converting a certificate to a license following the provisions mandated by the “Teacher Education and Licensure Standards” and the procedures outlined in this document.

Endorsement: Endorsement of a license is the addition of a teaching area to the license after completion of an approved program of preparation.

Individual Professional Development Plan (IPDP): The Individual Professional Development Plan (IPDP) is a plan designed to help individuals think reflectively about professional goals and how those goals relate to the professional development opportunities available to them. It allows individuals to plan and prepare for the licensure process by having them set goals, identify objectives, predict outcomes, analyze educational strategies, and evaluate current practices.

License: The “license” will replace the “certificate” as the formal credential authorizing individuals to teach in Ohio schools. Effective July 1, 2002, only new licenses will be issued by the State. Ultimately, all teaching certificates (except for permanent certificates) will be converted to licenses. The new “Teacher Education and Licensure Standards” which authorize the Licensure process were approved by the General Assembly in November 1996 and became effective on January 1, 1998.

Local Professional Development Committee (LPDC): Senate Bill 230 requires school districts and chartered nonpublic schools to establish Local Professional Development Committees. The committees will determine whether course work and professional development

activities completed by individuals meet the requirements for renewal of certificates and licenses. (The standards adopted pursuant to these rules specify that the committee shall also review other continuing education activities in addition to course work.)

Renewal: Renewal applies to both certificates and licenses and refers to the process of renewing a certificate or license at its present level (provisional, professional, etc.). The renewal of certificates is governed by the 1987 teacher certification standards while the renewal of a license is governed by the 1996 “Teacher Education and Licensure Standards”.

Upgrade: Upgrade describes the process of moving from one certificate level to the next higher certificate level. For example, a certified employee might upgrade from a provisional certificate to a professional certificate or from a professional certificate to a permanent certificate. Upgrades do not go through the LPDC and are governed by the rules outlined in the 1987 teacher certification standards.