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Dear Colleague:

Welcome!

The Local Professional Development Committee (LPDC) would like to extend our support and assistance to you as you transition to your LPDC.

All certificated employees are required to submit an Individual Professional Development Plan (IPDP) outlining professional development goals for the current licensure cycle PRIOR to beginning any professional development activities to be used towards licensure renewal. The IPDP must be submitted to the committee within sixty (60) days of being hired and/or receiving the initial five-year professional license.

Employees are encouraged to review the Local Professional Development Committee's handbook.

The following is a summary of the steps and procedures necessary for all Educational Empowerment Group educators to complete.

1. If you are joining the Educational Empowerment Group from another district/school, **request that the school complete a "Verification Form for Educators Exiting the LPDC" form.** The hours from your previous employment can be used towards your five-year renewal; however, this form must be approved by the LPDC and placed in your active file. If you should need a form to present to your previous employer it can be found on the ODE website, **<http://education.ohio.gov/Topics/Teaching/Professional-Development/LPDC-s/LPDC-Forms>.**

2. Questions regarding the Local Professional Development Committee can be directed to Tom Rydarowicz, Tom@edempowerment.com or Brooke Yost, byost@beaconacademyedu.org

FOUR WAYS TO RENEW – To be completed with the five-year cycle

1. Accumulate 6 Semester Hours (180 contact hours equivalent)

Requirements

- Graduate coursework must be taken at an NCATE or ODE accredited college or university
Verification of completion
- Official transcript indicating successful completion

2. Accumulate 18 CEUs (180 contact hour equivalents)

Requirements

- CEU activities must meet the Educational Service Center of Cuyahoga County's Standards and Guidelines for Professional Development
- CEU activities must have been endorsed by the LPDC Verification of completion
- Original certificate of completed participation signed by presenter or provider representative

3. Accumulate up to 120 hours of Professional Development Activities

Requirements

- Other professional activities must meet the Educational Service Center of Cuyahoga County's Standards and Guidelines for Professional Development
- Individuals designing professional development activities must prepare a proposal outline of the planned activities and the number of CEU hours requested. The project must be organized following the descriptions listed in the "Professional Development Activities" section of this booklet (Appendix D) Verification of completion
- A log of relevant activities having the signature of a sponsoring administrative representative AND • A completed product as proposed in the Pre-Approval of Professional Development Activity

4. Accumulate 180 contact hour equivalents using a Combination of the First 3 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 180 contact hours. The ratios 1 CEU = 10 contact hours and 3 CEUs = 1 semester hour will apply. A sample Combination Project might include: 2 semester hours = 6 CEUs = 60 hours Accumulated CEU workshops/seminars = 5 CEUs = 50 hours Professional Development Activities = 7 CEUs = 70 hours Total = 18 CEUs = 180 hours

ODE CORE ONLINE LICENSE/PERMIT APPLICATION INSTRUCTIONS:

To renew your license to substitute, regular teaching license, educational aide permit follow these steps:

- Log in to your SAFE account from the ODE web site home page.
- Access your CORE “My Educator Profile” by clicking on the “ODE.CORE” under “Web Systems” on your SAFE home page.
- Click on “My Educator Profile.”
- Click on “My Credentials” from the drop down menu.

You will see a list of all of the certificates and licenses you have ever held. Locate the license or certificate you want to renew, and click on “Select Action” to the left of that credential. Sorting and display options are available at the top of the page.

- Select “Renew” as the action you want to take.
- Select the “Effective Year” as July of the current year: 2022
- Click on “Add Renew Request” button.

IMPORTANT: Be sure to select the Educational Empowerment Group as the place to which the license should be mailed. If you select your home your license will not be on file here at the EEG as required. As in the past, a copy of your license will be mailed to your home from the EEG.

- Click on the “Save Application and Next” button.

The “Background Checks and Signatures” page will display. Answer the background check questions, providing explanations if so prompted.

- Click in the “Applicant Signature” check box to certify that your application is correct and that you have answered all of the questions truthfully.

Depending on your license, certain signatures may be required. If so, the “Signature Box” will be displayed.

If a Superintendent’s signature is required, select Educational Empowerment Group

Superintendent, IRN #046532

If a LPDC signature is required, select Educational empowerment Group LPDC, **IRN #015498**

- Click on the “Save Application and Next” button.

Now you may see requests for documents and instructions for mailing or uploading those documents. Your request may not require documentation, so you may not see this page.

- Click on **“Pay and Submit.”** A prompt will ask you if you have additional new or renewal licenses you want to process at this time.

Multiple License Renewals: If you want to renew more than one license, follow the directions provided by clicking on “Submit Multiple Application.” Complete all of the license applications you want to submit at this time following the prompts provided. Then go to the “My Applications” link. Select all of the

applications you have not completed, and pay for them in one payment transaction. This will allow you to receive the discounts offered by ODE for renewing multiple licenses simultaneously.

If you are only submitting for one license, then click on the “Pay and Submit the Application” button. You will be taken to the “My Accounts” screen where you will make your credit card payment for the application you’ve just submitted.

When you have successfully submitted and paid for your application(s), your signer(s) will receive email reminders to review and approve them. You will receive an email telling you whether your application has been approved or declined. If it has been declined, a detailed message will let you know what needs to be corrected.

Return to your CORE “My Applications” screen regularly to check on the status of your application.

Applications which are “in process” but have not yet been submitted on the top half of the “My Applications” screen. You can still edit or delete these applications.

Applications which have been submitted and paid for are listed in the bottom half of the screen. You can check the status of your submitted applications here.



The
**Educational
Empowerment**
Group

Name: _____

Yes	No	Content and Quality Checklist
		Current copy of license/certification attached
		Intention to engage learning
		Identified strategies and or activities to reach goal
		Rationale given and application of learning shown
		IPDP dates are appropriate for the certificate/license(s) targeted for renewal
		Goals relate to the certificate/license area(s) being renewed

Signature of Reviewer _____ Date _____

Signature of Reviewer _____ Date _____

*If any "no's" are marked, see comments:

Reviewer Comments:
--

The Individual Professional Development Plan was:

_____ Approved _____ Not Approved

_____ Rewrite and resubmit to the LPDC

LPDC Chairperson _____
Date

*All originals are to be returned to educator. Copies remain with LPDC.



The
Educational
Empowerment
Group

Individual Professional Development Plan (IPDP)

Name: _____

Date of Submission: _____

Building: _____

Type of Certificate/License: _____

Plan Type (check one):

____ Initial Proposal (per 5-year license)

____ Revised Proposal

____ Amended Proposal (only check if changing within the same cycle)

IPDP Effective Date: From _____

To _____

Renewal Cycle (check one):

____ Transitioning from certificate to license

____ 1st renewal of 5-year license

____ 2nd renewal of 5-year license

____ 3+ renewal of 5-year license

Goals: List 3 goals for your professional development learning. *Within each goal include:* 1. How are you going to attain new knowledge to meet your goals? 2. What activities or strategies will you use in your classroom to obtain your goal? 3. Give your rationale for and application of learning to reach your goal.

***Educator Standards are found at the end of the IPDP.**

****Current license must be attached to your IPDP**

*****Goals must be specific to your current license.**

Example:

Standard: Teachers plan and deliver effective instruction that advances the learning of each individual student.

Personal goal: I will educate myself about creating a classroom website to enhance my students learning, as well as, creating better communication between home and school. 4G

How are you going to attain new knowledge to meet your goals?

I will take online website course. After learning how to, I will create a classroom website.

What activities or strategies will you use in your classroom to obtain your goal?

I will create a website for my classroom. This will allow my students to access homework, educational websites and other important classroom information. I will also take time to utilize the website at our schools computer lab, to ensure that every student knows how to use the website and how to access it.

Give your rationale for and application of learning to reach your goal.

Creating a classroom website will improve communication between school and my student's families. This will allow students to expand their knowledge of the internet and websites, also.

Goal 1

Standard: Teachers plan and deliver effective instruction that advances the learning of each individual student.

Personal goal:

How are you going to attain new knowledge to meet your goals?

What activities or strategies will you use in your classroom to obtain your goal?

Give your rationale for and application of learning to reach your goal.

Goal 2

Standard:

Personal goal:

How are you going to attain new knowledge to meet your goals?

What activities or strategies will you use in your classroom to obtain your goal?

Give your rationale for and application of learning to reach your goal.

Ohio Standards for the Teaching Profession

1 Teachers understand student learning and development and respect the diversity of the students they teach.

- a. Teachers display knowledge of how students learn and of the developmental characteristics of age groups.
- b. Teachers understand what students know and are able to do and use this knowledge to meet the needs of all students.
- c. Teachers expect that all students will achieve to their full potential.
- d. Teachers model respect for students' diverse cultures, language skills and experiences.
- e. Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

2 Teachers know and understand the content area for which they have instructional responsibility.

- a. Teachers know the content they teach and use their knowledge of content-area concepts, assumptions and skills to plan instruction.
- b. Teachers understand and use content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
- c. Teachers understand school and district curriculum priorities and the Ohio academic

content standards.

d. Teachers understand the relationship of knowledge within the discipline to other content areas.

e. Teachers connect content to relevant life experiences and career opportunities.

3 Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

a. Teachers are knowledgeable about assessment types, their purposes and the data they generate.

b. Teachers select, develop and use a variety of diagnostic, formative and summative assessments.

c. Teachers analyze data to monitor student progress and learning, and to plan, differentiate and modify instruction.

d. Teachers collaborate and communicate student progress with students, parents and colleagues.

e. Teachers involve learners in self-assessment and goal setting to address gaps between performance and potential.

4 Teachers plan and deliver effective instruction that advances the learning of each individual student.

a. Teachers align their instructional goals and activities with school and district priorities and Ohio's academic content standards.

b. Teachers use information about students' learning

and performance to plan and deliver instruction that will close the achievement gap.

c. Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.

d. Teachers apply knowledge of how students think and learn to instructional design and delivery.

e. Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted, students with disabilities and at-risk students.

f. Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.

g. Teachers use resources effectively, including technology, to enhance student learning.

5 Teachers create learning environments that promote high levels of learning and achievement for all students.

a. Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.

b. Teachers create an environment that is physically and emotionally safe.

c. Teachers motivate students to work productively and assume responsibility for their own learning.

d. Teachers create learning situations in which students work independently, collaboratively

and/or as a whole class.

e. Teachers maintain an environment that is conducive to learning for all students.

6 Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.

a. Teachers communicate clearly and effectively.

b. Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.

c. Teachers collaborate effectively with other teachers, administrators and school and district staff.

d. Teachers collaborate effectively with the local community and community agencies, when and where appropriate, to promote a positive environment for student learning.

7 Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

a. Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

b. Teachers take responsibility for engaging in continuous, purposeful professional development.

c. Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements

*These standards are from the Ohio Department of Education website.



Appeals Process

We strongly encourage all employees to submit completed professional development activities to the committee on a yearly basis. This will help to insure that sufficient contact hours/CEUs are accrued towards the renewal of the five year professional license.

Rejection of the IPDP

- Plan is incomplete
- Plan lacks relevance to current assignment
- Goals are not related to individual or district needs
- Outcomes for each goal lack clarity
- Activities and timelines are unreasonable
- Lack of appropriate evaluation procedures

Level 1 Appeal

1. Complete “Educational Empowerment Group” LPDC Appeal Form” and forward to the LPDC
2. Receive written response from the LPDC
3. Accept LPDC decision (appeal process ends) or reject (next level appeal initiated).

Level 2 Appeal

1. Committee make up: (a) licensed educator chosen by employee; (b) licensed educator chosen by LPDC and (c) licensed educator agreed upon by (a) and (b).
2. Committee hears appeal and renders decision.

EDUCATIONAL EMPOWERMENT GROUP

LPDC APPEAL FORM

(Initiated by staff member)

Name _____ Building _____ I

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

_____ Rejection of the IPDP

_____ Incomplete plan

_____ Plan lacks relevance to current assignment

_____ Goals unrelated to the individual, assignment, and district

_____ Outcomes for each goal lacks clarity

_____ Insufficient activities and corresponding timeline

_____ Evaluation procedures are insufficient

_____ No evidence of alignment to Ohio Standards for Professional Development

LPDC USE: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____, by _____.

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 three business days by phoning _____ at _____.

LPDC USE: Notification of Appeal Hearing Sent On: _____

CERTIFICATE *Of* **PARTICIPATION**



has completed the following professional development:



LPDC
REPRESENTATIVE: _____

ON THIS DAY: _____

PD Hours of credit: _____



(Insert school name here.)

Professional Development Day – Date _____

Staff Sign In Sheet

Training _____

Presenter _____

Place _____ Time _____

Print name:

Signature:

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

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17 _____

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19 _____

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22 _____

23 _____

24 _____

25 _____

26 _____

27 _____

28 _____

28 _____



Pre-Approval of Participation in LPDC Approved PD

Educator: _____ **Date:** _____

Professional Development Title:

Date and Location:

Presenter/Facilitator:

Rationale for attending given professional development:

LPDC member approval signature: _____ Date:



Verification of Participation in EEG provided PD

Professional Development Title:

Date and Location:

Presenter/Facilitator:

How do you plan to implement the new knowledge into your routines?



The
**Educational
 Empowerment**
 Group

Renewing 5-year professional license request
 IRN:015498

Staff applying for renewal: _____

School: _____

Approved IPDP on file with EEG LPDC? Yes No

Completion of 180 contact hours (or equivalent hours* see chart)? Yes No

Semester Hour(s)	Quarter Hour(s)	CEU(s)	Contact Hour(s)
6 =	9 =	18 =	180
5 =	7.5 =	15 =	150
4 =	6 =	12 =	120
3 =	4.5 =	9 =	90
2 =	3 =	6 =	60
1 =	1.5 =	3 =	30
Space intentionally left blank	Space intentionally left blank	1 =	10

*The coursework (or professional development) must be completed after the ISSUE DATE of your expiring credential(s) and after the APPROVAL DATE of your Individual Professional Development Plan (IPDP).

Course work is aligned to IPDP goals? Yes No

Staff signature _____ Date: _____

LPDC member signature** : _____ Date: _____

** You must verify all the information is correct and accurate.

**Submit this form to the LPDC Chairperson @ Tom@edempowerment.com

