



## PROFESSIONAL DEVELOPMENT GUIDELINES

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*This guideline is aligned with the Standards for Ohio Educators for Teachers/Principals and Professional Development as approved by the Ohio Department of Education*

<http://ope.ed.gov/accreditation>

# LPDC OPERATING PROCEDURES

## *Purpose*

The purpose of the Local Professional Development Committee (LPDC) is to promote professional development. The committee is to review, approve, and monitor professional growth activities for license renewal. The activities will serve to improve student learning, enable the educator to progress toward individual professional goals and be in alignment with the strategic plan of the Educational Service Center of the Western Reserve (ESCWR).

## *The Committee*

### **Members:**

The LPDC will be governed by a five-member team; three teachers, one administrator and one administrator/supervisor designated by the Superintendent. A preferred member shall have a minimum of three-years of experience and demonstrated a belief in lifelong learning as evidenced by their individual professional development records and/or documentation. There shall be at least one teacher alternate and one administrative alternate to serve in the absence of regular committee members.

### **Terms and Vacancies:**

Teacher member terms shall be limited to three years, unless there aren't any qualified teachers interested in serving on the committee. Any qualified teacher interested in serving on the committee should contact the Human Resource Department. If there are multiple vacancies among elected teachers, the new members will be filled by vote of the remaining LPDC members. Other vacancies will be replaced by appointment of the district superintendent.

### **Officers:**

Committee Officers shall serve for a term which shall run from August 1 to July 31 of the corresponding years. They shall consist of the following:

1. Chair – District Superintendent appointed
2. Chair-Elect – Committee elected

### **Responsibilities:**

The Chair shall:

- schedule all meetings
- prepare agenda, provide needed files & forms and conduct all meetings of the LPDC
- communicate information to their LPDC members
- coordinate the filling of vacancies on the LPDC in accordance with selection rules
- coordinate the scheduled meeting dates and the LPDC calendar
- manage the budget
- maintain the LPDC files
- record and distribute the minutes of each LPDC meeting to committee members

The Chair-Elect shall:

- serve as the chair in the absence of the Chair
- serve and assist the Chair

### **Training:**

Each committee member shall have a basic understanding of Senate Bill 230, the LPDC by-laws and operating procedures and the purpose and completion of appropriate professional development activities. A training session will be conducted for each incoming committee member and on-going training will be provided as necessary.

### **Meetings:**

The LPDC shall hold regular monthly meetings. The initial meeting of the school year shall be called by the acting Chair.

An emergency meeting of the LPDC may be called by the Chair.

A quorum is necessary to conduct LPDC business and shall be four of the five committee members.

A quorum must approve any proposal or plan. An appropriate time limit per proposal, as determined by the Chair, should be adhered to by all LPDC members.

The LPDC shall keep information, proposals and plans confidential including discussion, voting and records which review and evaluate professional development; exceptions being those defined by the "Sunshine Law" and the ESCWR record retention policy.

## **SUBMISSION PROCESS**

### ***Individual Professional Development Plan***

It is the responsibility of every licensed staff member of the ESCWR to have on file an approved Individual Professional Development Plan (IPDP). The IPDP, which must be submitted to the LPDC for approval, is to serve as a guideline for that individual's professional development during the next license renewal cycle. Once approved, the **submitted IPDP and license(s) copy will remain on file with the committee in the KIOSK available at [www.escwr.org](http://www.escwr.org) under Links**. It is recommended that individuals review their IPDP annually. Applicants may submit revisions of the IPDP at any time during the renewal cycle to ensure that the IPDP, goals and position are aligned.

**A new IPDP must be submitted to the LPDC by October 1 following the latest license issued. An APPROVED IPDP must be on file before completing coursework for that renewal cycle.** When developing one's Plan, consideration must be given to the needs of the educator, the students, the districts and the ESCWR and should reflect that vision and direction. Complete the Self-Assessment Tool prior to developing IPDP. Upon development of an IPDP, the plan shall be submitted to the Committee for approval at a regularly scheduled monthly meeting.

Transition from a Resident Educator Summative Assessment (RESA) License

Once an educator has completed the RESA program and received their first 5-year professional license an IPDP must be completed and approved prior to completing any new coursework or professional development activities toward the renewal of that new 5-year license. Please note that an educator does not need to complete an IPDP while working under a RESA license, as the RESA

program requirements must be completed for each year in the process. Contact the RESA Coordinator or your supervisor for more information.

Once approval of the IPDP is obtained, professional development activities/coursework (activity) may begin with pre-approved providers. Upon completion of a professional development activity, the appropriate documentation shall be submitted to the LPDC via the KIOSK process. Credit will be reviewed for approval and all documentation will remain on file with the committee. Any activity completed prior to having an approved IPDP on file may be denied.

Professional development activities must be relevant to an approved IPDP. Only professional development activities completed and verified since the last issue date of the applicant's license will be reviewed for approval. Professional development activities may be applied to more than one license.

### **IPDP Renewal Cycle**

Receive your 5-year license =>

Submit your IPDP to LPDC =>

Receive LPDC approval =>

Submit Activity summaries with supporting documentation (date, title and seat time) to LPDC for approval =>

Complete 6 Semester hours, 18 CEUs or 180 PDUs =>

Submit your renewal applications to ODE via your Safe Account =>

LPDC will review your activities submissions and approve your ODE application =>

ODE issues new 5-year license =>

START PROCESS OVER

### **Individuals are responsible for maintaining their own Professional Development records.**

Individuals are responsible for completing the necessary paperwork for the license renewal via their Ohio Department of Education OH ID Portal account (ODE). ODE only accepts electronic applications.

### ***Professional Development Activities***

College coursework, conferences (to include workshops or seminars), and a wide variety of Educational Activities are acceptable for meeting professional development activities.

Educational activities such as action research, grant writing, mentoring, presentations and conferences, publishing articles, etc. may be considered when developing and implementing one's IPDP.

Licenses renewed, prior to September 1 of the year of expiration, under Ohio Standards require a minimum of 6 semester hours of appropriate coursework related to teaching and/or the area of the license. Any combination of semester hours and clock hours that equals 6 semester hours (180 clock hours) is acceptable (as shown below).

1 Clock Hour = 1 PDU or 1/10<sup>th</sup> of a CEU

30 CEU Hours = 1 Semester Hour

1 Semester Hour = 30 Clock hours

**College Coursework** does not need prior approval if it is from an ODE accredited provider of 4-year colleges or universities, which may be verified at [www.education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License](http://www.education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License), and it is aligned with approved IPDP. Coursework completed at a non-accredited institution will be denied. Submit official and/or copies of **transcripts**. Transcripts must contain the name and address of the issuing school.

**Conferences (to include workshops or seminars):** Do not need prior approval if the provider is on the Approved Providers List. If the provider is **NOT** on the Approved Providers List, a request for pre-approval may be submitted via Kiosk. After attending the conference, a **Certificate of Attendance** must be submitted to the LPDC via Kiosk. An agenda alone is not a Certificate of Attendance.

**Educational Activities** must have prior approval by the LPDC to ensure credit. Clock Hours will be awarded by the LPDC upon receipt of a confirmation of successful completion of the educational activity. Upon completion of the activity, submit **your request via Kiosk** with documentation of completion confirmed by the signature of an immediate supervisor. Any licensed employee may personally present an educational activity proposal by requesting an appointment at a regularly scheduled LPDC meeting. Educational activities are professional development opportunities that fall outside of an employee's assigned responsibilities. The **maximum credit available** for each educational activity is 60 contact hours over the period of the license renewal. An educational activity may occur within one school year or across a number of years. If modifications to an educational activity are necessary, they should be submitted in writing to the LPDC by the 1<sup>st</sup> of the month for consideration at the next scheduled meeting. Deviations from the original proposal may result in a change of the clock hours granted for the project/activity. Educational activities started prior to approval of the proposal are **not guaranteed** approval. The committee strongly recommends pre-approval of all Educational Activities to assist the applicant in her/his professional development planning.

**New Employees** of the ESCWR may submit for approval professional development activities that have been approved by other LPDC's. It is the responsibility of a new employee to request documentation as proof of approval of their IPDP and activities from their former LPDC. The documentation must then be submitted via Kiosk by creating a plan, referencing the transfer of

your plan from another district and uploading the confirmation of approval from the exiting district. After acceptance of the IPDP, any previously approved activities must be documented by the creation of one (1) activity referencing the transfer with the number of hours and uploading of the confirmation documentation.

## **APPEALS PROCESS**

IPDP or activities that are denied must be modified and resubmitted to the LPDC. If the IPDP or Activity is again denied, the employee may begin the appeals process.

To appeal a non-approved action by the LPDC, the employee must respond in writing to the LPDC Chair within twenty (20) days of notification of the LPDC decision. The appeal requires submission of Form 6 and any supportive documentation.

The employee requesting the appeal is to be present at the appeal hearing prepared to clarify and/or present to the committee.

The appeal hearing will be held no later than thirty (30) days of receipt of the appeal. The LPDC will render a decision in writing to the employee within ten (10) days of the hearing.

## **APPLICATION FOR LICENSE RENEWAL**

The ODE deadline for submitting applications for license renewal is June 30. Therefore, during your renewal year, a completed application, the LPDC approval signature and the appropriate background check should be submitted no later than May 1<sup>st</sup> there isn't a lapse in licensure. The ODE will accept applications for license renewal any time after January 1<sup>st</sup> of the renewal year.

NOTE: If renewal is not completed in the year the license expires prior to September 1st, you will be required to have three (3) additional semester hours to renew, equaling a total of nine (9) semester hours, if the license has been lapsed less than five (5) years. If the license is lapsed for 5 or more years, you will be required to have six (6) additional semester hours to renew, equaling a total of twelve (12) semester hours.

**Additionally, you cannot be paid by the ESCWR Treasurer if you do not hold a valid license for your assignment; therefore you will not be allowed to return to work without a valid license.**

BCII (Bureau of Criminal Investigation & Identification) is only required for your initial license. FBI (Federal Bureau of Identification) fingerprinting is required for all license renewals. Fingerprinting is done at the employee's expense. **Results must be sent electronically to ODE.**

Beginning in January 2007, Ohio educators who have multiple license types will have increased flexibility regarding the alignment of license validity periods. (See below)

With the implementation of licensure, a "one-license approach" has been utilized and multiple license types may be combined on one professional license spanning the same time period.

**Options for existing multiple-license holders:** Educators will now be able to maintain separate license types, if that suits their professional goals and objectives, each with its own July 1 effective date and June 30 ending date. As a certificate expires and is ready to be transitioned to a license, it may either be issued as a separate five-year professional license with an effective date reflective of the current year, or it may be added to a currently existing five-year professional license the educator holds, and backdated to take on the validity period of that existing license.

**New licenses issued separately:** When an educator meets requirements for provisional or professional licensure in an additional area through completion of an approved licensure program or pathway, or qualifies to advance from a provisional to a professional license, the new license will be issued as a separate license with a current effective year and will not be backdated to join an existing license.

**License renewal:** The requirements for license renewal are six (6) semester hours or equivalent; regardless of whether licenses are issued separately or together. Educators who are employed in the schools of Ohio will work through their Local Professional Development Committees. They will have an Individual Professional Development Plan (IPDP) in place **prior** to completion of professional development work. Professional development that is completed since the issue date of the certificate/ license is applicable to renewal / transition.

## **SUBMITTAL FORMS**

### **(For use outside of HR Kiosk)**

#### **Forms located on the district website**

Application for ESCWR LPDC committee

Allows you the opportunity to apply for membership to the LPDC committee

Appeal Form

Used by employee to appeal a decision made by the ESCWR LPDC

## **Educational Service Center of the Western Reserve**

### **Approved Providers**

*Conferences, workshops or seminars by the following providers are pre-approved and will be accepted by the ESCWR LPDC for license/certification renewal. Educators are to seek pre-approval from the LPDC when wishing to use providers who do not appear on this list. Should the providers offer college credit, it is the responsibility of the educator to confirm that the college or university is an accredited four-year institution sanctioned by the Ohio Department of Education Licensing Division. This information may be found by using this link:*

[www.education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License,](http://www.education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License,)

Approved Activity Providers:

County Board of MR/DD (Any)

Educational Service Center (Any)

Ohio School District (Any)

State Support Team (Any)

AASA (American Association of School Administrators)  
ABLE (Adult Basic and Literacy Education)  
AESA (Association of Educational Service Agencies)  
AFT (American Federation of Teachers)  
APA (American Psychology Association)  
ASCD (Association for Supervision and Curriculum Development)  
ASHA (American Speech-Language-Hearing Association) & presenters endorsed by ASHA  
AVI (Auditory Verbal International, Inc.)  
American School Counselor Association  
Applebaum Training Institute  
Assessment Training Institute (Portland, Oregon)  
BASA (Buckeye Association of School Administrators)  
BER (Bureau of Education & Research)  
CASP (Critical Incident Stress Management)  
CLEX (Center for Learning Excellence)  
COCG (Consortium of Coordinators of Gifted)  
Cleveland Area School Psychologists Association  
Cleveland Clinic  
Cleveland Institute of Art  
CorText Research and Development  
Creative Mathematics  
Crossroads (Lake County Mental Health)  
Cuyahoga Bar Association  
EECO (Environmental Education Council of Ohio)  
Educational Innovations  
GCEDC (Greater Cleveland Educational Development Center)  
Homestead Schools  
Human Resource Certification Institute (HRCI)  
J&K Seminars  
LCSSA (Lake County School Superintendents Association)  
LDA (Learning Disabilities Association)  
Lake County Mental Health (Crossroads)  
Lake Geauga Area Society for Human Resource Management (LGASHRM)  
Lake-Geauga Training Committee  
Lake Metroparks  
Learners Edge, Lakeview MN app.12/11/17  
NAEYC (National Association of Educators of Young Children)  
NAGC (National Association for Gifted Children)  
NAMI (National Alliance of Mental Illness)  
NASSP (National Association of Secondary School Principals)  
NASP (National Association of School Psychologists)  
National Tech Prep Program  
NEA (National Education Association)  
NEOEA (North Eastern Ohio Education Association)  
NST (National Science Teachers Association)  
National Reading Styles Institute

National Technical Institute for the Deaf  
Northeast Regional Professional Development Center  
OAASFEP (Ohio Assoc. of Admin. For State and Federal Educational Programs)  
OAESA (Ohio Art Education Association)  
OAESA (Ohio Association of Elementary School Administrators)  
OAEYC (Ohio Association of Educators of Young Children)  
OAGC (Ohio Association of Gifted Children)  
OAESA (Ohio Association for Elementary School Administrators)  
OASBO (Ohio Association of School Business Officials)  
OASCES (Ohio Association of Supervisors and Coordinators for Exceptional Students)  
OASSA (Ohio Association of Secondary School Administrators)  
OCCRA (The Ohio Child Care Resource & Referral Association)  
ODE (Ohio Department of Education)  
OEA (Ohio Educators Association)  
OFT (Ohio Federation of Teachers)  
OMSA (Ohio Middle School Association)  
ORCLISH (Ohio Resource Center for Low Incidence and Severe Handicaps)  
OSBA (Ohio School Boards Association)  
OSLHA (Ohio Speech-Language-Hearing Association)  
OSPA (Ohio School Psychologists Association)  
OSSPEAC (Ohio School Speech Pathology Educational Audiology Coalition)  
Ohio Board of Regents and Ohio Approved Certification or Licensure Colleges and Universities  
Ohio Chemical Council  
Ohio Montessori Training institute  
Ohio Regional Professional Development Centers  
Ohio School Counselor Association  
Ohio School net Office  
Ohio Schools Council  
Ohio State Board of Education  
PEN (Professional Educator's Network)  
Pepple & Waggoner Law Firm  
PESI Behavioral Health Continuing Education  
Porter Science Center  
Professional Education Programs, Inc.  
Public School Works – Must have them approved by 8/11/2020; Only approved PD beyond mandated training  
Red Cross  
Rowlett Academy for Arts and Communication  
SECO (Science Education Conference of Ohio)  
Society for Human Resource Management (SHRM)  
Speech Dynamics  
Staff Development for Educators  
Staff Development resources  
Starting Point  
State of Ohio – Office of Auditor  
Tri-County Speech-Language Hearing Association

USDOE (United States Department of Education)  
USIT (International Summer School)  
WVIZ