

ROCK HILL LOCAL SCHOOL DISTRICT
Local Professional Development
Handbook



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TABLE OF CONTENTS

Committee Membership Structure	3
Purpose of the Professional Development Committee	3
Goal	3
Length of Term	3
Vacancies	3
Meetings	4
Responsibilities of Educator	4
FAQs	5-6
Examples of CEU Options	7-9
Composing an Individual Professional Development Plan	10
Possible IPDP Goal Components	11
Samples That Do Not Meet the Criteria for IPDP Approval	11
Timeline	11
Reciprocity	14
CEU Conversion Chart	15
Individual Professional Development Plan form	16-17
Professional Development Activity Verification form	18
Approval of Activities form	19

COMMITTEE MEMBERSHIP STRUCTURE

Committee membership shall be composed of six members. Three members shall be teachers appointed by the teachers' association, and three members shall be administrators who hold a minimum of a provisional administrative certificate and are appointed by the Board of Education or the superintendent.

The committee shall have a chairperson and a recorder who are chosen by a majority of the LPDC members.

- The chairperson shall have the following duties:
 - Preside at all meetings
 - Call meetings and set agenda, with collaboration of members
 - Sign the official document that verifies an individual has met the requirements for license renewal, must be an e-signer with ODE
 - The recorder shall have the following duties:
 - Keep accurate minutes of all meetings
 - Send minutes and agenda to members at least a day in advance
 - Be responsible for all necessary correspondence
 - Keep membership records up-to-date
 - Keep a mailing list of all members including, names, addresses, and phone numbers
 - Must be an e-signer with ODE
 - All members shall have the following duties:
 - Serve as staff information contact persons
 - Serve as a reviewer of district educators' professional development plans for license renewal
 - Suggest necessary professional growth needs of committee members. Professional growth suggestions may relate to conferences, visitations, or purchase of videos, books, etc.
- In the absence of the chairperson, the recorder will assume the duties of the chairperson.

PURPOSE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of the Rock Hill Local Schools District Professional Development Committee is to review course work and other professional development activities completed by educators within the district for renewal of licenses.

GOAL

The goal of the Rock Hill Local School District Professional Development Committee is to strengthen and coordinate the preparation, licensure, and professional development of educators to assure that all students attain high levels of academic achievement.

LENGTH OF TERM

Terms shall run from July 1 to June 30. Committee members may be reappointed at the expiration of their terms.

VACANCIES

Committee vacancies among teacher members shall be addressed by the RHEA LPDC to designate replacement members as necessary. Similarly, the Board of Education or the superintendent shall address administrative member vacancies. Any such replacements will be only for the remainder of the unexpired term of the vacancy.

MEETINGS

The LPDC shall meet as often as necessary or at the call of two members directing the request to the chair. Meetings shall be held at a time that allows for the greatest participation by licensed employees who are presenting their plans for approval. Committee members will be compensated in accordance with the Collective Bargaining Agreement

RESPONSIBILITIES OF THE EDUCATOR

Be informed:

- Meet licensure requirements in a timely manner
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate Ohio Educator Standards, and
- Know district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or the district's Strategic Plan.

Abide by LPDC operating procedures:

- Be informed of the license expiration date and renewal requirements;
- Following the LPDC procedures, criteria and timelines for the reviews of IPDP's;
- Submit the IPDP for LPDC approval soon after receiving a new or renewal of license;
- Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal; professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.

Maintain records:

- Keep Records of all licensure and LPDC transactions including
 - The LPDC review and approval/request for revision of an IPDP
 - Transcripts for coursework
 - Required documentation for equivalent other activities (EOA's)
 - Hours required for renewal:
 - 9 quarter hours
 - 6 semester hours
 - 18 CED's from professional development activities
 - 180 contact hours
 - OR any combination of above items
 - As background checks expire the educators must get these updated and results sent to ODE and the Board of Education.

Who does not go through the LPDC for license renewal?

The LPDC does not renew the licenses of some Ohio Department of Education license holders who also hold licenses from their respective State of Ohio licensing boards: (However, the LPDC will assist any educator to renew their license as needed)

- 4 year resident or alternative educators,
- 2 year provisional license holders,
- 1 year temporary pupil services license,
- 1 year supplemental teaching license,
- Substitutes currently working for Rock Hill Local
- educators holding permanent license,
- alternative principal or superintendant license,
- school audiologists,
- school social workers,
- school speech-language pathologists,
- school nurses,
- occupational/physical therapists and their assistants,
- school psychologist

Those listed above will continue to be handled directly by the Ohio Department of Education.

FAQ's (Frequently Asked Questions)

1. What is an Individual Professional Development Plan?

An Individual Professional Development Plan (IPDP) is a proposed plan for professional growth completed by an educator for the purpose of renewing a license. By October 31 following the issuance of a new or renewed license, a staff member will submit an Individual Professional Development Plan to the LPDC. This plan must be completed and approved by the LPDC prior to the renewal of the license. This plan is to be completed during years prior to the expiration date of the current license.

2. Who completes an Individual Professional Development Plan?

All educators applying for, converting to, or renewing a license will need to complete an IPDP.

3. What is the Local Professional Development Committee (LPDC)?

The LPDC is a committee of Rock Hill Local School District educators who determine whether course work and/or CEU's completed by educators meet the requirements for renewal of licenses. Under this process, the LPDC reviews each educator's Individual Professional Development Plan (IPDP).

4. Who serves on the Local Professional Development Committee (LPDC)?

Appointed educators and appointed administrators from the district make up the LPDC.

5. Who will actually review the Individual Professional Development Plans?

The actual review is completed by a committee of at least 3 members who are serving on the LPDC.

6. What are the requirements to renew and convert to a license?

In order to renew a license the requirements is the completion of either of the following or a combination of the following:

- o Six semester hours of college course work
- o Eighteen Continuing Education Units (CEU's)
- o One Hundred eighty contact hours
- o (See the *Continuing Education Units Options* document.)

The professional development activities you participate in take place over the life of the license you are renewing/converting. These activities must be consistent with your IPDP and relate to your current work assignments.

To renew a license no CEU credit can be obtained for classroom experience. (This is a change from previous state regulations.)

7. When must my Individual Professional Development Plan (IPDP) be completed?

Your IPDP must be completed and approved by the Local Professional Development Committee prior to completion of activities that will be used for renewal of your current license. The time for the completion of the work planned in your IPDP is the duration of your license.

8. Do I need prior approval before engaging in CEU activities?

The majority of activities on the CEU options list requires no prior approval. However, educational projects, field trips for students, self-directed educational development, related work experiences, or externships should be approved in advance by the LPDC. (See the Pre-approval Form.)

9. How many Individual Professional Plans (IPDP) must I have?

Most educators will have one IPDP. Some educators hold multiple licenses; each license requires an IPDP. However the work done to acquire CEU's may be used toward multiple licenses if the work is accomplished within the license cycle and meets the goals listed on the IPDP. Only one IPDP is required for each license even though it may contain multiple endorsements.

10. What if my work assignment changes?

If there is a significant change in your work assignment, you may need to revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 18 CEU requirements.

11. How do I make changes to my IPDP?

On an annual basis, by January 1 an amended IPDP may be submitted to the LPDC.

12. What certification/licensure services does the LPDC not provide?

The LPDC does not renew or approve temporary licenses or validations, or add new areas to a license. The LPDC does not renew licenses of individuals who are not currently in the educational setting.

Rock Hill Local School District Contact Hours Options

Option	Maximum CEU's	CEU Value	Verification	Criteria
College		1 sem. Hour = 30 Contact Hours	Official transcripts or Original certification of completion	Must be taken through an accredited college or other approved post-secondary educational institution.
Professional Conference		1 clock hour in workshops = 1 Contact Hour	Activity documentation voucher	Must include only time spent in those portions of the conference that contribute to the participant's knowledge, competence, performance, or effectiveness in education.
Development of curriculum alignment and articulation (mapping)	Maximum of 9 CEU's per license cycle	1 clock hour = 1 Contact Hour	Submission and approval of final product Copy of QA	Person must be an approved member of a curriculum committee. Must be teacher generated tests.
Professional committees/ Curriculum Development	Up to 9 CEU's per license cycle	1 clock hour = 1 Contact Hour	Activity documentation voucher	Must be service on formal committee organized by local, state, national or international education agency or organization.
Leadership Teams	Clock Hours	1 clock hour = 1 Contact Hour	Certificate or voucher from Administration.	Person must be an approved member of a SLO, LPDC, BLT, DLT or other leadership team
Instructional Mentor Training	Clock Hours		Certificate or voucher	
Instructional Mentoring	Maximum of 10 CEU's per license cycle	1 clock hour = 1 Contact Hour	Mentoring time sheets	Must be mentoring of teacher, administrator or specialist.
Professional presentation	Maximum of 5 CEU's per license cycle	1 clock hour = 1 Contact hour	Copy of presentation Time Log	Applies to first presentation per topic for each license cycle.
Field trips for students	6 CEU's per license cycle	1 clock hour = 1 Contact Hour	An outline relating activity to the curriculum	<p>Must be related directly to the teacher's curriculum,</p> <p>Field trips for extracurricular activities are not included.</p> <p>Must be used for the first time conducting the field trip each license cycle.</p> <p>Documented clock hours in planning and preparing for field trip (classroom instruction not included),</p>

Teaching Portfolio	1 CEU per license cycle	1 CEU	Evaluation of completed portfolio by LPDC	Must be completed within the license cycle.
Webinars, online learning				See attached list "APPROVED LIST"
Grant writing	6 CEU's per license cycle	1 clock hour= 0.1 CEU	Activity documentation voucher	CEU's not dependent on awarding of grant. Documented clock hours in planning and preparing.
Cooperating teacher (student teacher supervisor)	Maximum of 6 per license cycle	20 Contact Hours Maximum	Activity documentation voucher Successful completion of contract	Must be supervisor of undergraduate student, graduate student or undergraduate intern, or student teacher.
Teaching a college course	1.5 CEU's per semester course 15 Contact Hours	45 Contact Hours per License Cycle	Syllabus	May be used for the first time teaching the course each license cycle. Course must be related to license area or state proficiency areas.
Teacher Academy/District Students	0.5 CEU per Semester (Max. 3 CEUs per license cycle)			Evaluation of Student and maintain communication with Teacher Academy instructor or responsible classroom teacher
Peer Observation	1 CEU per year cycle	1 clock hour= 0.1 CEU	Activity documentation voucher	Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference.

Educational project which applies educational skills and knowledge towards the development of a final product	Maximum of 3 CEU's per license cycle	1 clock hour = 1 Contact Hour	Activity documentation voucher A copy of the final product or report of the project	Documented clock hours in planning and preparing Project must have prior approval and final approval after completion and verification by LPDC.
	cycle			
Publication of original work	6 CEU's per license cycle	6 CEU's for book 3 CEU's for article in a professional journal or magazine 60 Contact Hours	Copy of publication or document and activity documentation voucher	The subject must contribute to the education profession and add to the body of knowledge in the educator's specific educational field. For example, a history teacher could write about the Iraq War, or a science teacher could write about current evolution vs. intelligent design arguments. Must be a commercially published book or article.

The LPDC reserves the right to award more credit if it decides, as a committee, that the work is of an exemplary quality or demanded an exceptional amount of time. Activities or options not listed in this chart may be presented to the committee for consideration. Prior approval is required for activities not included in this chart.

Composing an Individual Professional Development Plan

The Individual Professional Development Plan must be based on the needs of the educator, the needs of his or her students, the School Improvement Plan, and the district's Continuous Improvement Plan. High quality professional development is essential to implement most educational reform models effectively. Keep in mind that an educator's primary responsibility is the success of the students in his or her district. When writing the plan, answer these questions which are the guiding principles to quality professional development:

1. Is the plan aligned with the district's OIP/CCIP/Building Plan?
2. Is it based on Ohio Standards for Teaching Rubric--Self-Assessment?
3. Will your goals help improve student achievement?
4. Is it relevant to your learning needs and principle work?
5. Does it ensure continuous growth?
6. Will there be opportunity to apply the knowledge from learning theory to sound educational practice?
7. Are the goals clearly stated? (Choose 2 or 3 clearly focused goals according to Standards for Ohio Educators.)
8. Do the activities tell what you will do to meet your goals?
9. Will your evaluation of activities explain the effectiveness towards raising student achievement and be placed on the final assessment form?
10. Is there a timeline stated?

Exemplars can be found in the APPENDIX

Samples That Do Not Meet the Criteria For IPDP Approval

I'm getting my masters.

I'm going to accumulate CEU's.

I'm going to update teaching knowledge through available local program.

I'm going to keep up with new ideas and programs.

I'm going to continue to work on the ____ curriculum.

I will implement a plan to work on an inclusion setting.

I will take courses beyond a master's degree.

I will work on team strategies.

TIMELINE

- LPDC members will present the Professional Development Guidelines at district in-service.
- During the first month of the school year, new staff members will receive this document, including the introduction, instructions, and plan forms. (The entire document will be available on the district webpage for downloading.)
- By October 31 following the issuance of a new or renewed license, a staff member will submit an Individual Professional Development Plan to the LPDC.
- Within three months of receiving an IPDP from a staff member, the LPDC will return copies to the staff member with either an "approved" or "revisions needed" designation.
- New teachers on a 5 year license will need to attend the September meeting.

RECIPROCITY

In addition to facilitating the license renewal process, the LPDC represents local collegial efforts to support and maintain a high quality teaching force throughout Ohio. In that collegial spirit, LPDCs should honor the efforts of educators who move into the district with a current IPDP approved by their prior LPDC. Educators should use the Verification Form for Educators Leaving the LPDC, referred to in the forms section.

When an educator leaves employment in a district, upon request from said educator the former LPDC must provide verification of the approval of the educator's IPDP and any coursework and professional development completed by the educator and accepted by the LPDC, using the Verification Form for Educators Leaving the LPDC. The LPDC should encourage the educator to approach the new LPDC as soon as possible with the ongoing IPDP to complete the reciprocity transfer.

When an educator takes employment in a new district, the new LPDC must honor the coursework and other professional development activities that a newly hired educator had completed pursuant to an IPDP approved by their former LPDC prior to employment in the new district. As soon as possible after employment and before engaging in any additional coursework or professional development activities, the newly hired educator must submit an IPDP in accordance with the operating procedures of the new district.

APPEAL PROCEDURES

Ohio Revised Code requires that every educator served by an LPDC must be provided with an opportunity to appeal the decision of the LPDC regarding

- a) IPDP approval, and
- b) Pre-Approval or approval of coursework and professional development activities.

Although the mandate requiring an appeal process is clear, the LPDC is responsible to construct and implement it.

If the IPDP is rejected by the LPDC, the educator shall be given a copy of the IPDP Review Criteria or Final Assessment with the reasons for rejection clearly indicated. Educators may then submit a revised plan within 30 days of the initial rejection notice, or, as may be the case, submit additional documentary or explanatory materials to justify the plan or completion of the plan. Either the educator or the LPDC may request a conference to discuss any such concerns.

In the event that the Local Professional Development Committee does not approve an educator's IPDP or does not approve an educator's professional development activities used for the renewal of a license, the educator should contact the LPDC Chairperson for assistance or direction concerning the initiation of an appeals process.

The appeals process shall include the following, beginning with...

- Lack of approval by the Local Professional Development Committee of the educator's IPDP or professional development applied to the renewal of a license.
- The LPDC and/or the educator should request reconsideration.
- Following reconsideration, the LPDC again votes to approve or not approve the plan or completion of the plan.
- If lack of approval still exists, the educator may request the formation of a three-person appeals' panel, which shall consist of -
 - 1 licensed educator selected by the educator;

- 1 licensed educator selected by the LPDC; and
- 1 licensed educator mutually agreed upon by the educator and the LPDC.

This appeals' panel is the final step in local resolution to the appeal. The Ohio Department of Education as the administrative agency of the Ohio State Board of Education is the issuing authority for educator licenses.

Ohio Educator Licensure Fees

Addition of Teaching Area	\$20
Multiple License Discount for Professional Licenses with the same effective year	\$20
Nonrefundable processing fee for application requests that do not result in issuance of a license	\$25
Evaluation Request for Alternative Licensure	\$50
Evaluation Request for licensure through the Supplemental Pathway (must hold Supplemental teaching license in the requested area)	\$25
One-Year Educational Aide Permit, Adult Education Permit, Student Monitor Permit, or One-Year Substitute License	\$25
One-Year Temporary, One-Year Out-of-State Educator, or One-Year Supplemental License	\$40
One-Year Extension for Resident Educator License	\$40
Alternative Principal License	\$40
Three-Year Pupil Activity Permit	\$45
Four-Year Pupil Activity Permit	\$60
Five-Year Pupil Activity Permit	\$75
Two-Year Alternative Administrative Specialist or Alternative Superintendent License	\$80
Four-Year Educational Aide or Adult Education Permit	\$100
Three-Year Visiting International Teacher License	\$120
Five-Year Substitute License	\$125
Four-Year Alternative Resident Educator License, or Four-Year Resident Educator License	\$160
Five-Year Associate, Professional Teaching, Pupil Services, or Administrator License	\$200
Five-Year School Business Manager or School Treasurer License	\$200
Permanent Non-Tax Certificate	\$200