

**East Holmes LPDC  
Individual Professional Development Plan  
Instructions and Guidelines**

The East Holmes Schools are dedicated to excellence in education for the vitality and growth of our community.

East Holmes Schools has established a Local Professional Development Committee which will allow improvement in our professional development program and effectively tie that professional development to Teacher Education and Licensure. A requirement of that professional development and licensure is the Individual Professional Development Plan (IPDP), as designed by the staff member and approved by the Local Professional Development Committee (LPDC). Properly validated Individual Professional Development Plans will be transferable among school districts.

**Standards for IPDP:**

The East Holmes LPDC has established the following local professional development standards and guidelines for the approval of the Individual Professional Development Plan:

- The professional development goals and learning activities will address the needs of the students, teachers, and community.
- The professional educator will address how the plan enhances self, classroom and building/district goals including appropriate documentation.
- One CEU will be awarded for ten contact hours of professional development appropriate to the approved IPDP goals; one semester hour of college credit equals three CEU's.

## **I. List your professional development or learning goals:**

At the heart of an IPDP are a few (typically two or three) statements of the broad learning goals the educator plans to meet during the renewal cycle. A goal statement should:

- state an intention to engage in learning. In this part of the goal statement, the educator should use an action verb that signifies learning.
- describe an area related to practice that will be the focus of the educator's learning.
- describe how learning will be demonstrated.

### **Possible Goal Components**

Select one from each column (mix and match). Hopefully, this will help you in writing your goal statements.

<b>I will:</b>	<b>what area of improvement:</b>	<b>For the purpose of:</b>
<i>Learn about</i>	A method (cooperative learning)	Writing . . .
<i>Read widely in</i>	A program (guided reading)	Presenting . . .
<i>Study theory/practice of</i>	A discipline (science)	Developing . . .
<i>Become skillful at</i>	A population (gifted/ADHD)	Designing . . .
<i>Gain an understanding of</i>	An organizational pattern (multiage)	Documenting . . .
<i>Explore</i>	An area (school reform)	Creating . . .
<i>Research</i>	A curriculum area (music)	Demonstrating . . .

### **So that student achievement will be increased.**

Examples with the learning verb stated in *italics*:

"*I will gain an understanding of* the best practices concerning literacy instruction for the purpose of creating a reading program in my classroom so that student achievement will increase."

"*I will read widely and research* integrating the arts in the curriculum in order to create a classroom atmosphere in which student achievement will increase."

"*I will become skillful* at classroom management practices in order to design a classroom in which student achievement will be increased."

## **II. What activities or strategies will you use to reach your goal(s)?**

- I will take college courses to reach my goals.
- I will attend workshops, conferences, and/or academies.
- I will be a part of book study groups.
- What other kinds of strategies or learning activities would help me achieve my learning goals?

### **Activities which may be included in the plan:**

- Any graduate or undergraduate coursework accomplished at an accredited college or university.
- Professional conference, workshop, institute, or academy
- Grant writing
- Self-directed educational development (professional reading, study groups, research)
- Peer observation
- Publication of original work
- Mentoring
- Reflective and analytic writing, such as the portfolios completed for National Board of Professional Teaching Standards Certification (NBPTS) Cooperating Teacher/Administrator
- Teaching a college course
- Peer observation
- Professional presentation requiring research and preparation
- Curriculum development

## **III. Explain how your professional development plan is relevant to your curricular assignment and your district/school Continuous Improvement Plan.**

### **How is my plan relevant to my curricular assignment?**

- How does my plan increase my expertise in my content area?
- How does my plan improve my instructional practices?
- How does my plan increase student achievement?

### **How does my plan align with district/school goals?**

- After reviewing the enclosed district and building improvement plans, which of the goals identified in the plans should I consider in developing my own IPDP goals and learning activities?

### **New or Revised IPDP:**

- The first time this form is filled out is considered a new IPDP. The approved IPDP may be revised at any time. For example, goals, activities and strategies may be dropped, changed, or added.

**Please make sure to sign and date the form.**

EAST HOLMES LOCAL SCHOOL DISTRICT  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

ACTIVITY/STRATEGY	MAXIMUM CLOCK HOURS	CLOCK HOURS	VERIFICATION	CRITERIA
College	No limit on college course work.	* 1 semester hour = 30 clock hours * 3 quarter hours / 2 semester hours = 60 clock hours * 2 quarter hours = 40 clock hours * 1 quarter hour = 20 clock hours	<ul style="list-style-type: none"> <li>• Official Transcripts</li> <li>• Original Grade Slips</li> <li>• Original Certificate of Completion</li> </ul>	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Coursework must be in education or in content area directly related to the individual's teaching assignment or working with students.
Professional Conference/Workshop Institute/Academy, or In-service Credit	No limit		Activity Documentation Voucher* * East Holmes inservices are verified through sign-in sheets. * You will personally receive documentation from Tri-County for their inservices/workshops.	Must include only time spent in session.

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<b>ACTIVITY/STRATEGY</b>	<b>MAXIMUM CLOCK HOURS</b>	<b>CLOCK HOURS</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Grant Writing	30 clock hours per license cycle		Activity Documentation Voucher AND copy of completed grant application.	Clock hours not dependent on awarding of grant. Documented clock hours in planning and preparing.
Self-Directed Educational Development <ul style="list-style-type: none"> <li>• Professional Reading</li> <li>• Study Groups</li> <li>• Research</li> </ul>	30 clock hours per license cycle (Limit of 10 clock hours per individual activity)		Activity Documentation Voucher AND either reflective journal, action plan, report, or summary	Must enhance individual's work in the profession and contribute to the area of specialization.
Peer Observation	10 clock hours per license cycle		Activity Documentation Voucher	
Publication of Original Work (written, videotape)	60 clock hours per license cycle	60 clock hours for book 30 clock hours for article in a professional journal or magazine.	Copy of publication or document and Activity Documentation Voucher	Must contribute to the educational profession or add to the body of knowledge in the individual's specific field. Must be a published book, article, or video.
Mentoring	Fulltime = 30 clock hours per year Partial = 15 clock hours per year		Activity Documentation Voucher	Must be mentoring of teacher, administrator, or specialist by the EYP (Entry Year Program).

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ACTIVITY/STRATEGY	MAXIMUM CLOCK HOURS	CLOCK HOURS	VERIFICATION	CRITERIA
National Board of Professional Teaching Standards Certification (NBPTS)	60 clock hours per license cycle for candidate completing process but not getting NBPTS Certificate	Completion and verification in area of assignment during certificate cycle = 60 clock hours.	Valid copy of National Certificate or Activity Documentation Voucher for candidate not completing certificate.	Hours cannot be carried over into new Ohio licensure cycle.
Cooperating Teacher/Administrator	30 clock hours per license cycle		Activity Documentation Voucher	Must be supervisor of student teacher or undergraduate/graduate intern.
Teaching a College Course	15 clock hours per semester course 10 clock hours per quarter course Total of 30 clock hours per year		Activity Documentation Voucher and a copy of course syllabus	May be used for the first time teaching the course each license cycle.
Professional Presentation (PGU, professional conferences)	60 clock hours per license cycle	1 hour of presentation = 3 clock hours.	Activity Documentation Voucher and a copy of presentation outline	Applies to the first presentation for each license cycle.
Curriculum Development	30 clock hours per license cycle		Activity Documentation Voucher	Must be service on formal committee organized by local, state, national, or international education agency or organization

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ACTIVITY/STRATEGY	MAXIMUM CLOCK HOURS	CLOCK HOURS	VERIFICATION	CRITERIA
Professional Committees	60 clock hours per license cycle		Activity Documentation Voucher	Must be service on formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education.