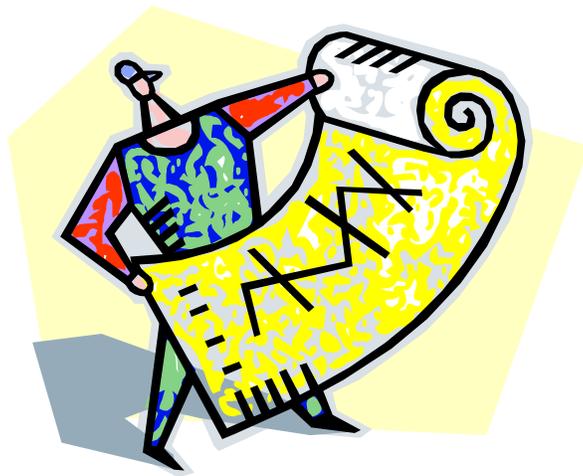


BEGINNING THE IPDP PROCESS

GUIDELINES & TIMELINES INFORMATION



REVISED September 1, 2016 (Replaces prior packets)

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 as established by the Edgewood Local Professional Development Committee (ELPDC).

The transition to the new licensure process will undoubtedly create some confusion during its initial stages. There will be different procedures depending on the individual's certification, date of certificate renewal, and the individual's intention to upgrade, renew, or convert his/her current teaching certificate to a license. These procedures, and the necessary steps to pursue them, are found within this document. Educators who have a permanent certificate will not participate in this process.

Probably the biggest question most educators are asking is, "Why the change?" This program has been designed to allow educators 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 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 ELPDC approval for licensure. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and maximize student achievement. IPDPs must be approved in advance by the ELPDC and relate to district goals, building goals, and the professional growth of the individual.

One of the major responsibilities of the ELPDC is to review educators' IPDPs and ensure that they meet the standards of relevance to the needs of the educator, the students, the school, and the district.

In summary, the ELPDC will provide an opportunity for increased flexibility, more meaningful professional development, and local decision-making by schools and educators. Through the ELPDC, professional development can become a strategic and powerful tool for continuous improvement for the district and all its educators.

PROFESSIONAL DEVELOPMENT GUIDELINES

It is your responsibility as an Edgewood certified/licensed employee to monitor the expiration date(s) of your certificate(s) and/or license(s), and to follow these guidelines for updating your certification/license.

What are the Educator's Responsibilities?

- Educators shall understand and take responsibility for fulfilling the certification/licensure requirements as set forth by the Ohio Department of Education.
- Educators shall be responsible for understanding and abiding by the guidelines and requirements set forth by the ELPDC.
- Educators shall familiarize themselves with good, appropriate professional development practice and apply this knowledge in the development of their IPDPs.
- Educators shall maintain all documents and required materials that comprise their IPDP/Portfolio.
- Educators wishing to modify their IPDP goals and/or activities should submit a request for modification to the ELPDC as soon as possible. The committee will then consider approval of the modification request.
- Educators shall meet all deadlines as established by the ELPDC for submission of IPDPs, activity proposals, and all materials, documents, etc.
- Educators shall respond to requests by the ELPDC for meetings, information, clarification, and/or other activities related to their IPDPs.
- Educators shall be responsible for certification upgrades and should work directly through the superintendent's office and the State Department of Education. The ELPDC has no role in certificate upgrades.
- Educators shall provide the ELPDC with the original copy of the IPDP (ELPDC-2 plus attachments) upon initial submission, and two copies of your IPDP portfolio plus the original when submitted for final review.

The Edgewood Local Professional Development Committee (ELPDC) meets monthly, the 2nd Monday of each month, at Edgewood Elementary School Media Center from 3:30 – 5:00 to approve Individual Professional Development Plans. If you have questions that your building rep cannot answer, please attend the first hour of the monthly meeting to allow the committee time to complete their reviews.

What is the Individual Professional Development Plan (IPDP)?

The creation of the Individual Professional Development Plan (IPDP) is a process designed to cause educators to think reflectively about professional goals and how those goals relate to the professional development opportunities available to them. It allows educators 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 ELPDC encourages educators to explore a variety of professional staff development opportunities.

What is Professional Development?

Professional development is a goal-oriented, planned, on going process of meaningful professional improvement guided by the district and building mission statements. Each professional development plan is characterized by its individual relevance, authenticity, and potential to enhance professional growth and maximize student achievement. To assure meaningful experiences, professional development activities need to be implemented, sustained, and evaluated over time. Professional development is required for the continued licensure of each educator.

License Renewal

Once a staff member has been issued a license, he/she has five years to earn the eighteen (18) EDGE points required for the renewal of that license. An IPDP must be developed and approved by the ELPDC and that approval submitted as part of the renewal application to the state. Individuals renewing their license will follow the five-year plan outlined on the following pages.

Licensure Processing Time-Line

Five-Year Plan: Renewing a License

Year 1 (First effective year of the license)

By October 1, submit forms ELPDC-1 (cover sheet) and ELPDC-2 (rubric) along with your typed Individual Professional Development Plan that identifies your goals and activities to be completed.

Year 2 - Year 5

Submit your verification and reflection for each activity for approval by the ELPDC. We recommend submitting these at least once a year. These can be given to the building representative to bring to our monthly meetings for approval.

Year 5 (Fifth effective year of the license)

By March 1 or no later than May 1, submit all verifications and reflections for all activities plus a final reflection that answers the three questions as listed in the guidelines. Remember, that all Ohio educator licenses have an expiration date of June 30 of a given year. Those not meeting the application submission deadlines will be subject to increased professional development requirements.

Other Considerations

- Any submitted proposal deemed unreadable by the ELPDC will be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled ELPDC meeting.
- IPDPs denied by the ELPDC may be resubmitted with modifications, or they may be appealed following the appeal procedure outlined in this document.
- If an individual wishes to make modifications to an approved activity he/she should submit revised sections or additions to the IPDP to the ELPDC as soon as possible.
- All work towards licensure must be completed and submitted according to the time-line. This time is also necessary to secure the appropriate signatures and to submit documentation of completion to the State Department of Education, which will issue the new license.
- If the IPDP is not approved by the ELPDC the applicant will be given a summary of the reasons for the ELPDC decision.
- All forms and guidelines required related to this process will be available to staff members at their respective buildings, or they may be requested through the ELPDC representative in their building.

Appeal Procedures

The appeal of a denial of an IPDP proposal shall be a two step procedure. The first step shall be to appeal to the ELPDC committee, and, if this appeal is 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.

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

- B. If the appeal is denied, the individual may then appeal to a three-member committee. This second appeal must be submitted in writing to the ELPDC chair within ten (10) school days after receiving the denial of the first appeal. A three-member committee shall then be formed to hear the second appeal. The individual shall select one member of this committee; one member shall be selected by the ELPDC; and, the two newly chosen members shall select the third member. Neither the appellant nor any ELPDC member can serve on this three-member committee. The committee shall hear the appeal within fifteen (15) school days following the formation of the appeal committee and provide written notification of its decision to the appellant within five (5) school days after rendering a decision.

RECIPROCITY

For any certified/licensed person hired by the Edgewood Board of Education from another school district, the ELPDC shall accept activities both previously approved by that district and completed prior to the individual's employment at Edgewood. Remaining hours, however, will have to be evaluated and approved by the ELPDC. All materials approved by the outside district shall be submitted to the ELPDC by October 1 of the initial year of employment, or within sixty (60) calendar days if employed after the start of the school year.

