**Ross-Pike LPDC IRN # 008772**

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**LPDC Calendar Dates**

The Ross-Pike County LPDC will be operating under the Sunshine Law. All meetings will have posted notices to the public and can be opened to anyone wanting to attend.

The committee will be meeting the third Tuesday at least every other month excluding June, July, and August @ 3:45 at the Ross or Pike ESC conference room. The committee meets the first and third Tuesday of May. Additional meetings may be called as needed.

An annual calendar of meeting dates will be distributed to Ross-Pike ESD employees each September. Employees will be notified in the event that additional meetings are needed.

**LPDC Committee Members consist of a Chair, External Secretary, Internal Secretary and four additional members. The list of members is posted in each office and on the Ross-Pike ESD website.**

Ross-Pike County Educational Service District

Vision and Mission

**Mission**

The mission of the Ross-Pike County Educational Service District is: Making a Difference, Timely Support, Quality Service, and Efficiency Focused.

The ESD will:

* Continually seek partnerships and cooperative agreements that improve student learning and teacher performance.
* Coordinate communication with the Ohio State Department of Education and implement services as required by the Ohio Revised Code.
* Provide quality services that meet the individual and collective needs of our clients.
* Collaborate with member schools in continuous improvement.
* Maintain a high level of knowledge through expertise on educational issues.

**Goals**

* Generate revenue for a financially strong ESD
* Maintain and extend quality services to clients
* Establish effective communication systems internally and externally
* Attract, support and retain quality staff

**Belief Statements**

*Quality professional development……*

1. Is relevant to the vision and goals of the center.
2. Is relevant to the educator’s job.
3. Is able to be documented.
4. Promotes collaboration and reflection among educators.
5. Promotes student achievement.
6. Is innovative, progressive and future-oriented.
7. Is professionally recognized.

**Ross-Pike County Local Professional Development Committee**

**General Guidelines about Your Individual Professional Development Plan (IPDP)**

1. **What is an Individual Professional Development Plan (IPDP)?**

 An IPDP is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal.

1. **Who must have an IPDP?**

 An IPDP must be completed by an educator prior to renewing a license.

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

 This is a group of Ross and Pike County educators who will be reviewing and approving each educator’s IPDP. Final approval of the LPDC is required prior to issuance of your professional educator license.

1. **Who serves on the LPDC?**

 Seven educators from Ross and Pike Counties. The committee consists of four classroom teachers and three supervisors/administrators. ~~Alternates include three teachers and three administrative staff members~~. Alternates will be a mixture of teachers and administrative staff members.

1. **What are the requirements to renew a license?**

 The requirements to renew a license are the completion of any combination of the following:

1. Six semester hours of coursework (9 quarter hours)
2. Eighteen Continuing Education Units (CEU’s)
3. 180 clock hours equivalent activities
4. **Can you combine semester hours, CEU’s and clock hours?**

 Yes, however, we are asking that all Ross and Pike County educators to convert their activities into CEU’s as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your paperwork for the LPDC, we are asking that you convert your semester hours and clock hours to CEU’s.

1. **How do you convert your clock hours and semester hours to CEU’s?**

 For details, refer to Group A activity guidelines and look under the column CEU Value. Generally, one clock hour of activity equals 0.1 CEU. One semester hour of college credit equals 3 CEU’s.

1. **When must your IPDP be started/completed?**

 The sooner you begin working toward the completion of you IPDP, the longer you will have to complete your proposed activities. The timeline for completion of IPDP activities is the duration of your certificate/license. **Hours/CEUs do not count until the date of the approval of you IPDP.**

1. **How often should you submit your activities for approval?**

 Many activities only need to be submitted when you actually apply for your license. However, some activities should be pre-approved. These pre-approved activities should be approved prior to the commencing of the activity.

1. **How many IPDP’s must you have?**

Ultimately, educators will have only one IPDP and one license. However, since educators often earn licenses at different points in time, there may periods of time when two licenses and two IPDPs will be in place until they can be combined.

1. **What if your work assignment changes?**

 If there is significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 180 clock hour requirement.

1. **How many licenses can I have?**

Ultimately, each educator will have only one license. As your multiple licenses expire and you convert them, each area listed on your separate licenses will be combined into one.

1. **How much will the license cost?**

License renewal fees are set by the Ohio Department of Education. Please review their website for up-to-date costs.

1. **What about substitute teachers?**

 ~~Substitute teachers have two options. Option one is to use the 6 semester hour requirements and apply for renewal directly to the State Department of Education, as they have done in the past. Option two is to participate in the LPDC just as any educator in the county. The only restriction in Option two is that substitute teachers may use only Group 2, 3 and 4 activities to meet their renewal requirements (See Group Activity Comparison).~~

 Substitute teachers who provided IPDPs to the LPDC prior to June 1, 2019 may participate in the LPDC for no charge. Substitute teachers may only use Group 2, 3, and 4 activities to meet their renewal requirements (See Group Activity Comparison). Any substitute teachers wanting to join the LPDC after June 1, 2019 will be assessed a $35 application fee.

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

 The LPDC does not renew or approve supplemental licenses or validations, or add new areas to a license. The LPDC does not renew provisional licenses.

 ~~The LPDC does not renew licenses for those substitute teachers who use six semester hours of college credit to renew a license and elect to apply directly to the Ohio Department of Education.~~

 The LPDC does not renew the license of some Ohio Department of Education certificate holders who also hold licenses from their respective State of Ohio licensing boards (i.e. School audiologists, School social workers, School speech-language pathologists, School nurses).

**16. Do teachers under the Resident Educator Program participate in the Resident Educator Program?**

Teachers under the Resident Educator Program are not required to submit an IPDP until they have completed the program. It is the responsibility of the Resident Educator to maintain and submit these records.

**17. Does the LPDC accept educators who are not employed by the ESC?**

 Under House Bill 438, Educational Service Centers were granted the opportunity to work with an

 individual not employed as an educator or not currently employed by an entity that operates a

local professional development committee. Each participating Educational Service Center

determines fees involved with this process. Beginning June 1, 2019, Ross-Pike Educational

Service Center Local Professional Development Committee will begin accepting applications

from educators outside Ross-Pike ESC with a maximum of 50 people for 2019-2020 school year

and re-evaluated for capacity each year after. The application fee will be $35 per educator.

**Ross-Pike County Local Professional Development Committee**

**Steps for Renewing Your License**

**Step 1:** Complete your Individual Professional Development Plan. (Page 17, 18, and top of 19) Submit to the Ross-Pike County Local Professional Development Committee, Ross County Educational Service Center, 475 Western Avenue, Suite E, Chillicothe, OH 45601.

**Step 2:** Once your Individual Professional Development Plan has been approved, begin completing activities that are relevant to your identified goal areas of your plan. Be sure to document the time and other necessary verification of completion. Please note that some activities may need Local Professional Development Committee pre-approval to ensure that the activity will be granted credit.

**Step 3:** Maintain a file/portfolio of your documentation. The Local Professional Development Committee will not maintain central records of your information other than a copy of your approved Individual Professional Development Plan. Certificates of participation/completion and grade transcripts are the preferred forms of documentation.

**Step 4:** Sometime between January 1 and May 1 of the year your certificate/license is due to expire, submit appropriate documentation of 18 CEUs of activities to the Local Professional Development Committee for final approval. Submit your paperwork (hours and completed/ previously approved IPDP. Don’t forget that you can submit a new IPDP at this time.) to any LPDC committee member no later than the submission dates listed below.

**Step 5:** Wait for the arrival of your new license from the State Department of Education

**Step 6:** Submit a copy of your new license to the Ross-Pike LPDC.

**Submission Dates for IPDP’s, Pre-approved Activities & Documentation for Renewal**

The Local Professional Development Committee will meet six times per year to review Individual Professional Development Plans, pre-approved activities, and grant final approval of documents for renewal. Educators can expect to receive notification of approval or rejection of submitted documents within thirty days. Documents submitted after the listed submission dates may not be acted upon until the next LPDC meeting date.

|  |  |
| --- | --- |
| **Submission Dates** | **Notification Dates** |
| January 1 | February 1 |
| March 1 | April 1 |
| May 1 | June 1 |
| September 1 | October 1 |
| November 1 | December 1 |

**Professional License Renewal**

1. The professional license is valid for five years and may be renewed by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed:
2. Six semester hours of coursework related to classroom teaching and/or the area of licensure; or
3. Eighteen continuing education units (one hundred and eighty contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district.
4. Each public school district and chartered nonpublic school shall appoint a local professional development committee to oversee and review professional development plans for coursework, continuing education units, or other equivalent activities. The local professional development committee shall be comprised of teachers, administrators and other educational personnel, and a majority of the members of the local professional development committee shall be practicing classroom teachers. School districts shall have the option of collaborating with other districts or educational service centers in establishing and completing the work of the local professional development committee. Chartered nonpublic schools in establishing and completing the work of the local professional development committee.
5. Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, the school, and the school district.
6. Each school district shall establish a local appeal process for educators who wish to appeal the decision of the local professional development committee.
7. Coursework or continuing education units or other equivalent activities may be combined.
8. The second renewal of the professional vocational license initially issued on the basis of a high school diploma shall require the completion of an associate degree or the equivalent in the area of specialization or a baccalaureate degree in classroom teaching and/or the area of specialization.
9. Requirements for maintenance of the professional license for individuals currently employed in a school or school district shall be specified in paragraph (1) of this rule.
10. Maintenance of the professional or associate license for individuals not currently employed in a school district shall require completion of six semester hours of coursework relevant to classroom teaching and/or an area of licensure since the issuance of the license to be renewed.
11. If a teacher has a professional or associate license that has lapsed, he/she should seek guidance from the Ohio Department of Education regarding renewal requirements.
12. ~~A professional or associate license that has lapsed for up to five years due to not meeting the professional development requirements may be reinstated upon completion of nine semester hours of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed.~~
13. ~~A professional or associate license that has lapsed for more than five years due to not meeting the professional development requirement may be reinstated upon completion of twelve semester hours of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed, and upon, recommendation of the dean or head of Teacher Education at an institution approved to prepare teachers.~~
14. The school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapist assistant, and physical therapy assistant licenses may be maintained upon evidence of a currently valid license issued by the respective Ohio Licensure Board.
15. The school treasurer will follow the Professional Development Program in Appendix B.

**Responsibilities of the Educator**

Educators who are working under professional (5 year) licenses are responsible for meeting the requirements for renewal/conversion of those licenses. Educators who are scheduled to transition their certificates to a license or renew their license after January 1, 1999, must work with their Local Professional Development Committees to complete the renewal process.

Local Professional Development Committees will develop procedures for reviewing professional development. However, each educator will have the opportunity and responsibility to (1) develop and implement his or her Individual Professional Development Plan. (2) document his or her professional development and maintain a record of such work, and (3) follow renewal procedures and timelines. Such an opportunity allows the individual educator to take a responsibility for his or her own growth by creating a plan and engaging in relevant professional development.

As educators transfer to the new teaching license, they will become subject to the *1988 Teacher Education and Licensure Standards.* Under the new licensure standards, educators must:

* **Develop an Individual Professional Development Plan.**
* **Base the IPDP on the Educator, Principal, or HQPD Standards for the State of Ohio, the needs of the district, the school, the educator, and the students.**
* **Submit the IPDP to any LPDC committee member no later than the submission dates (pg 8) for the approval prior to commencing of the plan’s activities.**
* **Maintain their own records and document that the activities within the IPDP have been completed.**

**Receiving Credit for Renewal**

1. The LPDC will only accept official transcripts when granting college credit. An official transcript is one that has a raised seal of the institution.
2. **Official transcripts** will be accepted from all Ohio institutions approved for teacher Education and associate certification institutions by the Ohio Department of Education (ODE). A 2003 listing of ODE approved institutions is provided in Appendix B of this booklet.
3. **Official transcripts** will also be accepted from any institution certified by the National Council for Accreditation of Teacher Education (NCATE). A list of NCATE approved colleges and, both inside and outside of Ohio, can be found on the web at http;://www.ncate.org.
4. It is highly recommended that prior approval be secured from the LPDC if you are considering taking courses or workshops from an institution that does not appear on the ODE or NCATE lists or on the Approved Providers List (Appendix A).
5. **Once you have received your license, you must have an approved IPDP (Individual Professional Development Plan) on file in order to have your work count toward credit for conversion to license or licensure renewal. Work completed prior to the approval of your IPDP will not be acknowledged by the LPDC.**

**Conversion Chart**

**Semester Hours Quarter Hours C.E.U.**

1/3 ………………………………………. ½ ………………………………………. 1

2/3 ………………………………………. 1 ………………………………………. 2

1 ………………………………………. 1.5 ………………………………………. 3

1 1/3 ………………………………………. 2 ………………………………………. 4

1 2/3 ………………………………………. 2.5 ………………………………………. 5

2 ………………………………………. 3 ………………………………………. 6

2 1/3 ………………………………………. 3.5 ………………………………………. 7

2 2/3 ………………………………………. 4 ………………………………………. 8

3 ………………………………………. 1.5 ………………………………………. 9

3 1/3 ………………………………………. 5 ………………………………………. 10

3 2/3 ………………………………………. 5.5 ………………………………………. 11

4 ………………………………………. 6 ………………………………………. 12

4 1/3 ………………………………………. 6.5 ………………………………………. 13

4 2/3 ………………………………………. 7 ………………………………………. 14

5 ………………………………………. 7.5 ………………………………………. 15

5 1/3 ………………………………………. 8 ………………………………………. 16

5 2/3 ………………………………………. 8.5 ………………………………………. 17

6 ………………………………………. 9 ………………………………………. 18

7 ………………………………………. 10.5 ………………………………………. 21

8 ………………………………………. 12 ………………………………………. 24

9 ………………………………………. 13.5 ………………………………………. 27

10 ………………………………………. 15 ………………………………………. 30

11 ………………………………………. 16.5 ………………………………………. 33

12 ………………………………………. 18 ………………………………………. 36

13 ………………………………………. 19.5

14 ………………………………………. 21

15 ………………………………………. 22.5

16 ………………………………………. 24

17 ………………………………………. 25.5

18 ………………………………………. 27

19 ………………………………………. 28.5

20 ………………………………………. 30

21 ………………………………………. 31.5

22 ………………………………………. 33

23 ………………………………………. 34.5

24 ………………………………………. 36

25 ………………………………………. 37.5

26 ………………………………………. 39

27 ………………………………………. 40.5

28 ………………………………………. 42

29 ………………………………………. 43.5

30 ………………………………………. 45

**Ross-Pike County ESD**

**Local Professional Development Committee**

**Appeals Process**

If an educator disagrees with the decision of the Local Professional Development Committee (LPDC), the educator may initiate the following appeals process.

1. **Reconsideration.** The educator shall submit a written request for appeal to the LPDC chairperson within thirty (30) calendar days of the LPDC’s return of the Individual Professional Development Plan (IPDP) or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.

In addition to the written request, an appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than three days before that regularly scheduled LPDC meeting.

Written notification of the LPDC’s reconsideration decision shall be provided to the educator within fifteen (15) calendar days. If the LPDC appeal decision is unacceptable to the educator, the educator may request a third party review.

1. **Third Party Review.** The third party review will be conducted by a three-person mediation team chosen as follows: one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the appeals mediation team must be Ohio Department of Education certified/licensed employees of the Ross-Pike County Educational Service District.

The educator shall submit a written request for a third party review within thirty (30) calendar days following the LPDC’s receipt of the written request for third party review.

Written notification of the mediation team’s appeal decision shall be provided within fifteen (15) calendar days. The decision of the mediation team shall complete the appeals process.

**Ross-Pike County Local Professional Development Committee**

**Explanation of Forms**

|  |  |  |  |
| --- | --- | --- | --- |
| **Form Name** | **Required By** | **Its Use** | **When to Submit** |
| Individual Professional Development Plan (IPDP)  Page 15-17 | * LPDC-Must be approved by LPDC prior to beginning the work outlined in your plan in order to receive credit toward conversation or renewal of license.
 | * For initial plan proposal.
* To revise your Individual Professional Development Plan.
 | * Before beginning your activities.
* Once you begin your last renewal of your certificate.
* When your job assignment changes.
 |
| Activity Pre-Approval Verification Form Page 24 | * LPDC-if you are completing activities from Group 3 or 4.
 | * To request pre-approval for Group 3 and 4 activities.
* To record hours for Group 3 and 4 activities.
 | * Before beginning the activity when applying for pre-approval of a Group 3 or 4 activity.
* When applying for a license.
 |
| Activity Log Page 23 | * LPDC-if you are completing activities from Group 3 or 4.
 | * To keep a record of accumulated hours and activities.
 | * When submitting final Requirement Check sheet.
 |
| Approval Verification Form for Educators Leaving a LPDC Page 24 | * LPDC
 | * For educators leaving one LPDC and beginning to work in a new organization with a new LPDC
* To document what you accomplished prior to leaving your previous LPDC.
 | * Have it completed upon leaving your former employer.
* Submit it to your new LPDC upon beginning work.
 |
| LPDC Verification Form Page 25 | * Must be signed off by LPDC.
 | * For verification of coursework & CEU’s to ODE
 | * With application for new license or renewal of a license.
 |

Ross-Pike County ESD

Individual Professional Development Plan/Goal Sheet

|  |  |
| --- | --- |
| Name: | Submission Date: |
| Building/Assignment: |
| Type of Certificate/License: |
| Area of Licensure: |
| Effective Date of new license: Expiration Date of new license: |
| Plan Type (select one):* Initial Proposal
* Revised Proposal
* Amended Proposal
 |
| IPDP Effective Date: *From: to* |
| Renewal Cycle (select one):* Transitioning from Certificate to License
* 1st Renewal of 5-Year License
* 2nd Renewal of 5-Year License
* 3rd + Renewal of 5-Year License
 |
| Goals: List 3 goals for your professional development learning. Within each goal, include 3 distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for and application of learning. Indicate which Ohio Educator, Principal, or HQPD Standard(s) each goal reflects. (See sample goal below.) |
| *Sample Goal:* *I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.**Educator Standards:**Teacher Standard #1: Teachers understand student learning and development and respect the diversity of the students they teach.**Teacher Standard #5: Teachers create learning environments that promote high levels of learning and achievements for all students.* |
| Goal 1Educator/Professional Standard |
| Goal 2Educator/Professional Standard |

|  |
| --- |
| Goal 3Educator/Professional Standard |

|  |
| --- |
| Please provide details of the work you plan to complete, such as requirements from Group 1, 2, 3, or 4. |

DO NOT MARK BELOW THIS LINE, FOR LPDC USE ONLY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Revise/Resubmit

Revision Advice:

|  |
| --- |
|  |

-OR-

* Approved as written.

Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Individual Professional Development Plan Review**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS# or LIC # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Assignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Current Cert/Lic. Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below this line to be completed by the LPDC

1. Professional Development Plan is relevant to the educational needs of students, the educator, and the organization.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. Rationale for the IPDP is clear and appropriate.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. IPDP goals are relevant, realistic, and attainable.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. Course work is relevant to the educator’s area of certification or licensure.

 \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. Professional development activities reflect high quality.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. A timeline for the completion of professional development activities has been provided.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

1. The IPDP reflects a sincere commitment to professional growth and the improvement of teaching.

\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Revisions Needed

------------------------------------------------------------------------------------------------------------------------------------------

Individual Professional Development Plan \_\_\_\_\_Approved \_\_\_\_\_Revisions Needed

Reasons for not being approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Signature of LPDC Chairperson Date

Ross-Pike County Local Professional Development Committee

Possible Professional Development Plan Goals

1. Demonstrate understanding and use of educational theory and/or philosophy.
2. Become familiar with community resources in order to use them in the classroom.
3. Develop strategies to improve the learning environment for all students.
4. Become familiar and increase technology in the classroom.
5. Expand ways of working with special need students.
6. Acquire knowledge and appreciation of various cultures and the ability to establish rapport with a diverse population of students and parents.
7. Meet the needs of a diverse population.
8. Gain knowledge of where and how to get needed information and how to educate students to seek and ~~evaluation~~ evaluate information.
9. Increase understanding of age appropriate and developmental characteristics of students.
10. Acquire ability to recognize and respond to individual differences in students.
11. Learn how to implement a variety of teaching methods that result in high student achievement.
12. Develop strategies to manage groups of people.
13. Obtain skills ~~or~~ of working with parents, colleagues, support staff and supervisors.
14. Learn and apply ways of developing positive self concepts in students.
15. Develop new instructional techniques.
16. Implement ways to promote positive student behavior.
17. Develop interdisciplinary curriculum units.
18. Learn and apply new ways of evaluating student performance as tied to instruction.
19. Devise new ways of understanding cultural diversity among students, faculty, and the community.
20. Implement classroom inclusion techniques.
21. Explore various ways to develop critical thinking skills with students.
22. Increase knowledge base in areas related to your professional responsibility.
23. Keep up-to-date with district, state and federal educational policies and/or laws.
24. Develop original, documented and evaluated district, school or classroom based research.
25. Develop awareness of what students will need to know in the future and helping students to anticipate the future.
26. Seek and utilize feedback from students to reflect on teaching and incorporate into teaching strategies.
27. Enhance and develop skills in your particular content area.
28. Learn and apply new administrative and managerial skills.
29. Other: Please enter description under Section II of Professional Development Plan Proposal.

**Ross-Pike County Local Professional Development Committee**

**Group Activity Comparison**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group** | **1** | **2** | **3** | **4** |
| **Type** | Local Requirements | College Courses/Workshops | Local/Countywide Committee Work | Independent Activities/Projects |
| **Maximum Hours Permitted** | 0-50 | 0-180 | 0-130 | 0-130 |
| **Description** | Activities that receive approval for local district in-service requirements. | College coursework or workshops where CEU’s or certificates of attendance are issued. | Building, district or county level committee or other education work that enhances professional collegiality. | Independent projects developed with the purpose of enhancing or increasing on individual’s educational skills |
| **Pre-approval of Activities** | Not required | Not required | Required | Required |
| **Documentation** | Signature of School Administrator. Certificate of Participation | CEU, Transcript or Certificate of Participation | Activity Verification Form | Activity Verification Form |
| **Sample Activities** | Any activities that are used to meet your local district in-service requirement. | District-wide, building level, countywide, and out of county workshops. College courses. | Mentoring, Advisory Teams, Curriculum Committees, Grant Writing | Peer Observation, Research, Externship, Presentations, Teaching a College Course, National Board Certification, Educational Projects, Travel, Readings, Publication, Cooperating Teacher |
| **Within Group Activity Maximums** | Subject to local district in-service expectations | No Limitations | Some Limitations. See Group Activity Guidelines. | Some Limitations. See Group Activity Guidelines |

**Note: All activities must relate to your Individual Professional Development Plan goal areas.**

 **Further information about activities is available under Group Activity Guidelines.**

 **Educators are encouraged to use a variety of activities in meeting their 180 clock hour requirements.**

**Ross-Pike County Local Professional Development Committee**

**Group Activity Guidelines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group** | **Activity** | **Max. CEU’s** | **CEU Value** | **Verification** | **Criteria** |
| **1** | Local requirements | 5 CEU’s per license cycle | 1 clock hour = CEU | Signature of Certificate of Participation | Must meet local district in-service expectations and be related to IPDP Goals |
| **2** | College courses | No Limit | 1 semester hr = 3 CEU’s1 quarter hr = 2 CEU’s | Transcript | Must be related to IPDP Goals |
| **2** | Workshops | No Limit | 1 clock hour – 0.1 CEU | CEU Certificate or Certificate of Participation | Only time spent in IPDP Goal related activities |
| **3** | Mentoring | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Mentor of Teacher or administrator in Resident Educator Program |
| **3**  | Curriculum Development | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Service on local, county, state or national formal committee. |
| **3** | Professional Committee | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Service on local, county, state or national formal committee. |
| **3** | Grant Writing | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Not dependent on award of grant. Planning and preparation only, not for management of grant. |
| **3** | Teaching Portfolio | 1 CEU per license cycle | 1 CEU | Activity Verification Form and Portfolio | Must satisfy license renewal standards |
| **4** | Publication | 6 CEU’s per license cycle | 6 CEU’s for a book3 CEU’s for an article | Activity Verification Form & copy of the publication | Must contribute to the education profession and be commercially published. |
| **4** | Peer Observation | 1 CEU per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Not part of Resident Educator Program |
| **4** | National Board of Professional Teaching Standards | 13 CEU’s per license cycle | 13 CEU’s Maximum | National Board Certificate or Activity Verification Form for Participation only | Must be related to IPDP Goals. |
| **4** | Professional Vocational Board Certification | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Certificate of Completion | Time in coursework/clinics for test preparation purposes only. |

* + **18 CEU’s/180 clock hours are required for license renewal/initial issuance.**
	+ **Pre-approval is required for all Group 3 and 4 activities.**

**Ross-Pike County Local Professional Development Committee**

**Group Activity Guidelines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group** | **Activity** | **Max. CEU’s** | **CEU Value** | **Verification** | **Criteria** |
| **4** | Cooperating Teacher for a Student Teacher | 6 CEU’s per license cycle | 1.5 CEU’s per semester1.0 CEU per quarter | Activity Verification Form |  |
| **4** | Cooperating Teacher for a Practicum Teacher | 3 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form |  |
| **4** | Teaching a College Course | 6 CEU’s per license cycle | 3 CEU’s for semester2 CEU’s per quarter | Activity Verification Form | Applies to the first presentation of a college course each license cycle |
| **4** | Professional Presentation | 3.0 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Applies to the first presentation of a college course or professional conference each license cycle |
| **4** | Educational Project | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only. |
| **4** | Self-Directed Educational Development | 3 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | May include professional reading, research, and educational travel. Must enhance individual’s work in the profession or contribute to educator’s area of specialization. |
| **4** | Externship | 6 CEU’s per license cycle | 1 clock hour = 0.1 CEU | Activity Verification Form | Must enhance individual’s work in the profession or contribute to educator’s specialization. |

* + **18 CEU’s/180 clock hours are required for license renewal/initial issuance.**
	+ **Pre-approval is required for all Group 3 and 4 activities.**

Ross-Pike County Local Professional Development Committee

Activity Pre-Approval/Verification Form – Group 3 and 4 Activities

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check (√) One: Group 3 Group 4

Beginning Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Estimated Ending Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Estimated # of Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Complete box for pre-approval of Group 3 or 4 activities. Write a brief synopsis of the activity you plan to complete. Describe the impact this activity will have on your professional development and how it helps to meet your professional development goals.

LPDC Pre-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Description of Activities** |
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|  |  |  |
|  |  |  |
|  |  |  |
| Total Hours |  |  |

(Complete new form for each activity.)

**Ross-Pike County Local Professional Development Committee**

**Activity Log**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Group Activity # (from pg ??)** | **Contact Hours** | **CEUs (0.1 x contact hrs)** | **Running Total CEU’s** |
| **Any date** | **Curriculum Develop. Committee** | **3** | **18** | **1.8** | **1.8** |
| **Any date** | **Autism Workshop** | **2** | **6** | **0.6** | **2.4** |
| \*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| **Date** | **Activity** | **Group Activity # (from pg ??)** | **Contact Hours** | **CEUs (0.1 x contact hrs)** | **Running Total CEU’s** |
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| **Grand Total** |  |  |

**Approval Verification Form**

**For Educators Leaving a LPDC**

This verifies that the attached Individual Professional Development Plan was approved, and that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

 (Name of Educator) (Social Security Number)

Has completed the following credits toward completion of the plan since the date below:

\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

 (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ college/university semester hours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ college/university quarter hours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LPDC approved professional development activities

 (CEU’s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

 (authorized signature) (date)

Print name of Authorized Signer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of LPDC, if different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LPDC address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LPDC contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LPDC telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*RENEWAL/CONVERSION VERIFICATION FORM*

(to be completed and included with proof of completion of earned CEUs when submitted to LPDC)

IDENTIFYING INFORMATION

|  |
| --- |
| Name: |
| Home Address: | Work Site: |
| Home Phone Number: | Work Phone Number: |

LICENSURE INFORMATION

|  |
| --- |
| Title of Licensure to be Renewed/Converted: |
| License Number: |
| Date Issued: | Date of Expiration: |
| Date of this License IPDP Approval: |

List your total earned since the above IPDP approval date and total at the bottom:

Group 1 Activities

 Total Clock Hours \_\_\_\_\_\_\_\_\_\_ x 0.1 = \_\_\_\_\_\_\_\_\_\_ CEUs

Group 2 Activities

 College Quarter Hours Earned \_\_\_\_\_\_\_\_\_\_ x 2 = \_\_\_\_\_\_\_\_\_\_ CEUs

 College Semester Hours Earned \_\_\_\_\_\_\_\_\_\_ x 3 = \_\_\_\_\_\_\_\_\_\_ CEUs

 Other Group 2 Clock Hours \_\_\_\_\_\_\_\_\_\_ x 0.1 = \_\_\_\_\_\_\_\_\_\_ CEUs

Group 3 Activities

 Total Clock Hours \_\_\_\_\_\_\_\_\_\_ x 0.1 = \_\_\_\_\_\_\_\_\_\_ CEUs

Group 4 Activities

 Total Clock Hours \_\_\_\_\_\_\_\_\_\_ x 0.1 = \_\_\_\_\_\_\_\_\_\_ CEUs

 \_\_\_\_\_\_\_\_\_\_

 TOTAL CEUs

\*Be sure to attach documentation of earning these TOTAL CEUs (official transcripts, certificates of attendance/participation with clock hours listed, Pre-Approval Verification forms for Group 3 or 4 activities.

APPENDIX A

Ross-Pike ESD LPDC

Approved Professional Development Providers List

The Ross-Pike County ESD LPDC has created the following list of "Approved Providers" of professional development, which indicates a recognition by the LPDC that these institutions and organizations support the continuing professional development of educators, consider the delivery of quality professional development as part of their mission, and continually seek to be responsive to the individual needs of educators. This list is not inclusive – educators should seek professional development from providers who are committed to their needs and who have the expertise and skills to train and educate. Educators must also seek professional development which facilitates the achievement of professional development goals as outlined in their approved Individual Professional Development Plan. **All Ross-Pike ESD educators are encouraged to discuss with their LPDC and gain pre-approval prior to certificate/license renewal for any providers who do not appear on this list.** Additions can be made to this list by the LPDC on a regular basis.

* Any State of Ohio or National professional organizations that pertain to specific educational disciplines and/or administration or finance
* Any accredited Ohio school district including Career Technology Centers (CTC)
* American Association of School Administrators (AASA)
* Association for Supervision and Curriculum Development (ASCD)
* Battelle for Kids
* National Association of School Business Officials (and affiliates)
* Auditor of the State of Ohio
* Bureau of Education and Research
* Buckeye Association of School Administrators (BASA)
* Central Ohio ESC Consortium
* Council for Exceptional Children (and affiliates)
* Government Finance Officer's Association
* Great Seal Network
* Any Ohio Hospital's Education Programs (Including Children's Hospital)
* INFOHIO
* Instructional Technology services of Central Ohio (ITSCO)
* K & C Educational Associates
* Law Advisory Group
* Any Ohio Mental Health Department
* National Association of School Psychologists (and affiliates)
* National Education Association (NEA) (and affiliates)
* National Staff Development Council
* North Central Association of Colleges and Schools (NCA) (and any university accredited through any ODE-recognized accrediting organization – please see ODE website)
* North Central Regional Educational Laboratory (NCREL) and related organizations
* OCALI - Ohio Center for Autism and Low Incidence
* Ohio Association of Elementary School Administrators OAESA and related organizations
* Ohio Association of School Business Officials (OASBO) and related organizations
* Ohio Board of Regents and
	+ -Ohio Approved Certification/Licensure Colleges and Universities and
	+ -Ohio Approved Programs from other states (see list at www.ode.state.oh.us)
* Ohio Department of Education (ODE) and ODE sponsored/endorsed programs
* Ohio Department of Health and any Ohio County Health Department
* Ohio Department of Job and Family Services and affiliates
* Any Ohio Educational Service Center/District or SST
* Ohio Educational Service Center Association (OESCA)
* Ohio Educational Library Media Association (OELMA)
* Ohio Federation of Teachers (OFT)
* Ohio School Boards Association (OSBA)
* Ohio SchoolNet Office
* Ohio State Board of Education
* Other State Departments of Education
* Ohio Trail School
* Ross County Litter Control
* Safe Schools Coalition
* School Study Council of Ohio (SSCO)
* South Central Ohio Computer Association (SCOCA) and any Regional A-sites in Ohio
* Staff Development Council of Ohio
* Treasurer of the State of Ohio
* United States Armed Services
* United States Department of Education

APPENDIX B

ROSS PIKE COUNTY EDUCATIONAL SERVICE DISTRICT

TREASURER’S LICENSURE RENEWAL

And

PROFESSIONAL DEVELOPMENT PROGRAM

Statement of Purpose:

The purpose of this program is to aide the Local Professional Development Committee (hereafter called LPDC) and the School Treasurer in defining the most time efficient and cost effective means for professional development and license renewal under Senate Bill 230. Although the LPDC serves all licensed employees including teachers, administrators and staff, this document defines the coursework, and other equivalent professional development activities that pertain solely to Treasurers in order to meet the license renewal requirements. Further, the guidelines as outlined below are intended to be a supplement to the licensure renewal plan adopted by the LPDC. This Professional Development Plan for the School Treasurer shall be incorporated into and become part of the written plan development by the District’s LPDC.

The Process:

The Treasurer seeking approval of their licensure renewal plan shall follow all processes established by the LPCD including the submission of an “individual professional development plan (hereafter called IPDP)” and all other required written documentation.

A Treasurer must not perform duties or be paid by the Board of Education without an issued valid Treasurer’s license, a timeline for completion of IPDP activities will be set for September 1st of the last year that the license is in force and September 30 for the LPDC to review the renewal application. This timeline will help insure that a Treasurer’s license will be issued prior to December 31.

Definition of Eligible Coursework and CEU’s

A. Eligible Providers

1. Accredited State and private 4 year colleges and accredited junior and community 2 year colleges.

 2. Anyone of the current LPDC “approved providers” list

 3. Any Ohio Data Acquisition Sites

 4. Internal Revenue Service

 5. State Teachers Retirement System

 6. School Employees Retirement System

 7. National School Board Association

 8. National Association of School Business Officials

9. Other training experiences in the following areas: worker’s compensation, state unemployment, federal taxes, state taxes, local taxes, Health Insurance Portal to Portal Act (HIPPA), C.O.B.R.A, Family Medical Leave Act (FMLA), Fair Labor Standard Act (FLSA), labor negotiations, board work sessions held for the purpose of management development, board sponsored training, software training conducted by trained professionals, training held by our insurance third party administrators or consultants, investment workshops and training, observations and consultations with other school treasurers.

B. Required Elements – for CEU’s to be approved as qualified training, a few key elements must be met or provided as listed below –

1. Provide a statement of purpose of meeting or workshop. For college credit course description and official college transcript must be provided.

2. Provide a written certificate of attendance, signature of facilitator, instructor or sponsor of the session, agenda, curriculum outline, or statement of what was learned and how it relates to your job.

3. Meeting or workshop must run a minimum of 2 hours in length.

APPENDIX C

GLOSSARY

Administrator An individual working under the following certificate or license: Principal License, Administrative Specialist License, Superintendent License, Principal Certificate, Educational Administrative Specialist Certificate, Assistant Superintendent Certificate, Superintendent Certificate.

Approved Institution A college or university which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

Appeal Process The process by which an educator can have the decision of a LPDC reviewed.

CEU Continuing Education Credit is ten (10) professional development contact hours approved by a Local Professional Development Committee.

Certificate A document issued by the State Board of Education to an individual which is deemed to be qualified, under the 1987 *Teacher Education and Certification Standards,* to teach or practice in Ohio schools.

Consortium Two or more school districts or educational agencies joined together to establish a LPDC and share responsibilities for the LPDC work.

Contact Hours The direct clock hours engaged in a professional development activity.

Educator An individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio schools.

Equivalent Activity Professional development activities that go beyond traditional workshops and course work to job-related activities.

IPDP An individual plan that defines and directs an educator’s professional development and which links the professional development to the needs of the district, the school, the students, and the educator.

Issuing Agency For purpose of certification and licensure, the Ohio Department of Education serves on behalf of the State Board of Education as the agency responsible for issuing licenses and certificates.

LPDC Committees established by local school districts and nonpublic-chartered schools to oversee and review professional development plans, course work, continuing education units, and equivalent activities for the purpose of renewal of certificates and licenses.

License A document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1998 *Teacher Education and License Standards,* to teach or practice in Ohio schools.

Permanent Certificate A certificate that is good for the tenure of an educator’s career and does not require further work for certification or conversion to a license.

Professional Development Portfolio A collection/documentation of an individual’s professional development activities.

Professional Development An ongoing, job-related proves to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

Reciprocity A policy which acknowledges and accepts credentials awarded by another authority.

APPENDIX D

Local Professional Development Committee

The Charge: Senate Bill 230

The State Board of Education initiated a new era of professional development with the 1996 adoption of Ohio’s *Teacher Education and Licensure Standards.* These standards, effective January 1, 1998, are based on the belief that educators must continue to learn, grow, and develop throughout their careers.

Along with the adoption of the *Teacher Education and Licensure Standards,* 1996 also brought the General Assembly passage of Senate Bill 230, authorizing the establishment of Local professional Development Committees (LPDCs). The purpose of the committee is to review the course work and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of certificates or licenses have been met.

Based on the Local professional Development Committee’s review, the Ohio department of Education will continue to issue teaching certificates and licenses, and the certificates and licenses will be valid across the state.

The foundation of the new standards is a professional continuum spanning recruitment through retirement. At each phase, accountability for performance and continued growth is emphasized.

Addendum: House Bill 438

Under House Bill 438, any Educational Service Center Local Professional Development Committee that agrees to work an individual not employed as an educator or not currently employed by an entity that operates a local professional development committee, will determine whether the coursework, continuing education units or other equivalent activities meet the requirements. Each participating Educational Service Center determines fees involved with this process.

The Ross-Pike Educational Service Center Local Professional Development Committee has established a fee of $35 per individual beginning June 1, 2019.

APPENDIX E

**By-Laws Governing the Ross-Pike County**

**Local Professional Development Committee**

WHEREAS, the Governing Board of the Ross-Pike County Educational Service District has approved a resolution establishing the Ross-Pike County Local Professional Development Committee pursuant to Ohio Revised Code 167; and

WHEREAS, Revised Code 167.04 requires and the resolution provides that the RPCLPDC shall adopt Bylaws designating the officers of the RPCLPDC and the method of selection thereof as designated by Senate Bill 230 and O.R.C. 3301-24-08, creating an Executive Board to act for the RPCLPDC providing for the appointment of fiscal officer and providing for the concept of the RPCLPDC’s business; and

WHEREAS, the representatives of members have met for the purpose of adopting these Bylaws in accordance with Ohio Revised Code 167.04,

NOW THEREFORE, the following provisions shall constitute the Bylaws of the Ross-Pike County Local Professional Development Committee:

Section 1. Ross-Pike County Local Professional Development Committee Membership

The RPCLPDC shall be made up of individuals who are interested in educator training and professional development as it pertains to license renewal for professional educators, and who represent a wide range of positions in the Ross-Pike County school districts and are employed by the Ross-Pike Educational Service District. They will meet at least four (4) times a year, including the Annual Meeting each May. The RPCLPDC Committee may provide for reimbursement of its members from the Ross-Pike County Professional Development Fund for reasonable expenses incurred in connection with the RPCLPDC.

Section 2. Composition of the Ross-Pike County Local Professional Development Committee \*Committee Members are responsible for obtaining their own alternate (teacher for teacher; supervisor for supervisor)

The Ross-Pike County Local Professional Development Committee shall be comprised of seven (7) members as designated by Senate Bill 230 and O.R.C. 3301-24-08 as follows:

1. Four (4) teachers. Teachers will be volunteers representing all teachers employed by the Ross-Pike County Educational Service District. Teacher representatives will be from preschool, elementary, and secondary levels.

1. Three (3) administrators. Administrators will be volunteers representing all licensed employees of the Ross-Pike County Educational Service District who do not provide services directly to children.
2. Additional volunteers representing teachers and administrators will be considered alternates whose duties will include:
3. attending RPCLPDC meetings in the place of a regular member who cannot attend or whose plan is being reviewed at that particular meeting

 b) filling any unexpired terms of regular members

 c) serving as a regular member upon the expiration of terms of RCLPDC members

Section 3. Length of Terms

The RPCLPDC members shall serve initially for terms of three (3) or two (2) years, with the length of each term determined by drawing lots at the conclusion of May balloting. Three (3) members will serve terms of three (3) years in length, the remaining four (4) members will serve two-year terms. Terms will begin on September 1 of each calendar year. ~~Each member can serve no more than 2 consecutive terms~~. After the initial members, all terms of service will be 2 years in length.

Section 4. Officers

The election of officers shall be conducted each year at the ~~May~~ September meeting. Nominations shall be taken from the floor. Candidates receiving the highest numbers of votes shall be declared elected to a term of office beginning on July 1 of the ensuing year. The officers to be elected by vote of the membership are Chair, External Secretary, and Internal Secretary. These officers shall serve one-year terms for each office and will serve on the Executive Board. The duties of the officers shall be:

1. Chair
	1. Shall preside at all meetings of the RPCLPDC
	2. Shall call meetings which are deemed necessary for the carrying out of policies and business of the RPCLPDC
	3. Shall chair the Executive Board
	4. Shall represent the RPCLPDC as the liaison to the Ohio Department of Education
	5. Shall file all members’ paperwork
2. External Secretary
	1. Shall act as corresponding secretary to the members for official actions of the RPCLPDC
	2. ~~Shall file all members’ paperwork~~
	3. Shall serve an extra two-year term if elected External Secretary in year two of a service term
	4. ~~Shall serve as the Chair the following year~~
	5. Shall serve on the Executive Board
	6. Shall preside in the absence of the Chair
	7. Shall succeed to the office of Chair should that office be vacated
3. Internal Secretary
	1. Shall function as the Recording Secretary for all official proceedings of the RPCLPDC
	2. Shall assist the Chair with all communications to the RPCLPDC Committee
	3. Shall serve on the Executive Board
	4. Shall preside in the absence of the Chair and External Secretary

Section 5. Resolutions

A majority of all the members, including any vacant positions, shall constitute a quorum to transact business. Each member, including the Chair, shall have one vote. The affirmative vote of a majority of all members present and voting shall be required for the enactment of every resolution. All resolutions shall be effective immediately upon enactment.

Section 6. Meetings

Regular Business Meetings of the RPCLPDC will be held throughout the year. An annual calendar of meeting dates, times, and locations shall be distributed to the Ross-Pike County Educational Service District employees in September of each year, or on an ad hoc basis as new events are scheduled. The May meeting of each year shall serve as a general membership meeting. As such, any professional educator covered under this agreement may attend this, or any other regular business meeting of the RPCLPDC.

Professional Development for the purpose of providing training and information about the RPCLPDC shall be provided, on an as-needed basis, as determined by the Executive Board.

Special or Additional Meetings of the RPCLPDC may be called by the Chair as deemed necessary.

Section 7. RPCLPDC Executive Board

The RPCLPDC Executive Board serves as an information and resource body. After adoption of the Bylaws, the Executive Board shall conduct on-going plans and activities of the RPCLPDC pursuant to the approval of the entire RPCLPDC. The Executive Board shall be composed of four RPCLPDC regular members including the chairperson, external secretary, and internal secretary.

1. Duties:
	1. The Executive Board shall have primary responsibility for the day-to-day operations of the RPCLPDC.
	2. The Executive Board shall provide leadership, and shall conduct the RPCLPDC’s necessary business between scheduled meetings of the membership. It shall recommend short-range and long range goals for the RPCLPDC.
	3. The Executive Board shall authorize any expenditures within the approved budget, and shall forward approval of such expenditures to the fiscal agent for payment.
	4. The Executive Board shall appoint standing committees as deemed necessary.
2. Vacancies:
	1. All vacancies on the Executive Board shall be filled from the regular membership of the RPCLPDC. The newly-appointed member shall serve until the expiration of the original Member’s term.
3. Meetings:
	1. The Executive Board shall meet as needed at the discretion of the Chair.

Section 8: Fiscal Agent

The Treasurer of the Ross-Pike County Educational Service District shall be the fiscal agent for any funds or property belonging to the RPCLPDC. Beginning July 1, 2001, RPCLPDC members and alternates will be compensated per meeting attended at a rate determined by the Ross-Pike Governing Board.

Section 9: Maintenance of Records and Reports

All records and reports, including fiscal information, by-laws, minutes of meetings, official forms, etc. shall be kept on file at the Ross County Educational Service Center and shall be public information. Individual professional employee files shall be maintained in accordance with Ross-Pike ESD policy #8320 and will be considered subsidiary records.

 \* The employee shall have access to his/her file upon request.