

Talawanda School District

Local Professional Development Committee
Procedures and Guidelines for
Licensure Renewal Process



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Mission

The Talawanda School District ensures success for all students through provisions of a quality program and instruction, engaging all stakeholders, and ensuring fiscal sustainability.

Projected Outcomes to Local Professional Development Plans:

To have a common understanding of what it means to grow professionally.

To recommend various staff development offerings which lead to increased collegial conversations among staff.

To create a comprehensive and quality network of professionals whose interest is increasing student achievement.

To appreciate individual reflection as a process to evaluate personal and professional development.

To have certified staff understand the relationship between their job responsibilities and their own professional development.

To recognize that every person can learn and that people learn in different ways.

Structure of the Talawanda Professional Development Committee

Committee Members:

The Talawanda Professional Development Committee (TPDC) shall be made up of the following members: two teacher representatives from the High School, two teacher representatives from the Middle School, and one teacher representative from each elementary school. The building representatives must have three years of teaching experience and be nominated and elected by the Association, four administrators appointed by the Superintendent, and a representative of the Board of Education. The majority of the committee must be teachers.

Term of Service:

Committee members shall serve a four-year term. The Teacher Association within each building must select and approve the building LPDC representative. An individual may serve more than two terms as long as the building Association agrees.

LPDC Officers:

The committee shall elect a chair and recording secretary. The chair shall call and conduct meetings, communicate information to committee members, represent the LPDC at meetings of stakeholders, and ensure that vacancies on the LPDC are filled. The recording secretary shall maintain minutes, send the minutes to the LPDC members prior to each meeting, record billing hours and send them to the Treasurer for reimbursement.

TPDC Meetings:

Meetings shall be scheduled quarterly. Additional meetings may be scheduled as required. All meetings will be published on the district website.

Minutes:

Minutes shall be kept at each meeting and distributed to the committee members.

Guidelines for Certified Employees:

All certified staff members who are working under a current teaching contract, are eligible to work through the TSD LPDC. Other employees may work directly with ODE on licensure needs.

Guidelines for Keeping Documentation:

Once an IPDP has been approved for certified staff members, all plans / LPDC district documents will be kept for five years.

Responsibility of Committee:

The Local Professional Development Committees is responsible for reviewing and approving Individual Professional Development Plans (IPDP), coursework and other professional development activities that educators propose to complete for the purpose of license renewal. To carry out this responsibility, the LPDC will:

Be informed:

- Know the district goals, particularly as identified on the district Comprehensive Continuous Improvement Plan (CCIP);
- Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal;
- Ensure that educators' coursework and other professional development activities meet the standards for license renewal;
- Register the LPDC with the Ohio Department of Education annually;
- Submit LPDC signature verification to the Ohio Department of Education annually.

Educate and Assist all Members:

- Orient new members to the licensure standards and operating principles, timelines and processes;
- Stay up to date on quality professional development principles and practices.

Establish and Abide by Operating Procedures:

- Develop the format for an IPDP for use by educators;
- Establish clear criteria by which the LPDC will review educators' IPDPs;

- Establish the operating procedures and timelines for submission and review of an IPDP, coursework and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEU's);
- Establish a local process and timelines for educators to appeal the decision of the LPDC.
- Establish a policy for reciprocity between LPDCs to provide verification of IPDP approval and accepted professional development activities for educators leaving the LPDC and to honor such verification provided by LPDCs of educators entering the IPDP (refer to verification form);
- Evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.

Responsibility of Educator:

Be informed:

- Meet licensure renewal requirements in a timely manner, including the submittal of the licensure renewal applications. **(Please Note: As soon as a 5-year license is renewed, the educator should begin writing a new IPDP and tracking professional activities. Credit will be given to professional activities occurring after issue date of new license);**
- Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration;
- Choose coursework and other professional development activities that reflect the principles of quality professional development and meets your approved IPDP goals;
- Know district goals, particularly as identified in the district CCIP.

Abide by LPDC Operating Procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs, coursework and other professional development activities;
- Submit the IPDP for LPDC approval upon receipt of a new or renewed license;
- Obtain LPDC approval of the IPDP before engaging in professional development for licensure renewal; professional development that is done either before or outside of the scope of an approved IPDP will not be accepted for licensure renewal;

- Access LPDC forms and guidelines through district and the Ohio Department of Education's website / LPDC link;
- Submit to Bureau Criminal Identification and Investigation / Federal Bureau Investigation fingerprinting per the Ohio Department of Education's requirement.

Maintain Accurate Records:

- Keep record of all licensure and LPDC transactions;
- Keep record of all LPDC review and approval of IPDPs;
- Maintain copies of all coursework and professional development activities;
- Maintain documentation of projects (portfolios, journals, etc.)

Reciprocity:

In addition to facilitating the license renewal process, the LPDC comprises local collegial efforts to support and maintain a quality teaching force throughout Ohio. In the spirit of collegiality so that educators are not penalized by the system when changing employers, it is recommended that the LPDC honor the work completed in another district.

When an educator leaves employment in a district, the former LPDC should provide verification of the approval of the educator's IPDP and any coursework and professional development activities completed by the educator and accepted by the LPDC. It is suggested that the LPDC encourage an exiting educator to share a professional portfolio and discuss the transfer of his or her ongoing IPDP with interviewers when seeking employment in another school district.

When an educator takes employment in a new district, the LPDC is expected to accept the coursework and other professional development activities approved by the LPDC in the district of former employment. After employment and before engaging in any additional coursework or other professional development activities, the newly hired educator is expected to submit an IPDP in accordance with the procedures, criteria and timelines of the LPDC of the new school district.

Appeals Process:

Every educator served by the LPDC must be provided with an opportunity to appeal the process by which the LPDC made a decision regarding (a) the approval of his / her IPDP or (b) the acceptance of coursework or other professional development activities completed in relation to an IPDP. The requirement for an appeal process is found in the OHIO REVISED CODE as well as in Ohio's Teacher Education and Licensure Standards.

Although the mandate requiring an appeal process is clear, the determination of how this process should be constructed and implemented at the local level is left up to each LPDC.

The LPDC basics (accurate IPDP goals, activities, timelines honored, etc.) should be addressed. There are two stages to the appeal process:

1. **Reconsideration:** If an educator disagrees with the LPDC decision, the educator should schedule an appeal with the LPDC Chair and they will be given the opportunity to meet with the LPDC to discuss the IPDP and present his / her case at the following LPDC meeting. The discussion should afford the educator and the LPDC the opportunity to understand each other's perspective in quest of a mutually acceptable resolution. In the circumstance where the educator and LPDC agree on a resolution, that should be documented / recorded. If, however, the two parties do not reach a mutually - acceptable resolution, then the educator may take the appeal to the second stage.
2. **Third – Party Review:** For the circumstance in which the reconsideration process does not yield a mutually – acceptable resolution, the LPDC should provide for a third-party review and decision upon the next scheduled

LPDC meeting. The panel would review the LPDC decision and either uphold or overturn it on evidence of fidelity to the LPDCs procedures (criteria, timeline, etc.). A panel will consist of one licensed educator selected by LPDC, one licensed educator selected by appealing educator, and one licensed educator agreed upon by both LPDC and the appealing educator.

Individual Professional Development Plan / Questions and Answers

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

An IPDP is an action plan for professional growth developed by each staff member who is seeking to renew his or her license. It reflects district, school building, personal, and professional goals and has its ultimate goal, to increase student learning.

All individuals need to maintain an IPDP unless an educator is working under a permanent certificate or a two-year license.

When a license is renewed, a new IPDP is required.

2. As a new teacher, what options do I have for license / IPDP?

Staff members may choose to remain on a 2 year provisional (updating the license every 2 years with 3 semester hours of coursework).

OR

Staff members may turn the 2-year license into a 5-year professional. This license must be renewed every 5 years and the educator must have a master's degree by the second renewal.

Staff members working on an IPDP may choose among the following options:

- college coursework
- equivalent professional activities (Please Note: **Documentation of such activities must include how the educators gained knowledge and skill and how students increased achievement. A portfolio of performance is adequate.**)

3. Is there an IPDP form that I must use?

Once a professional plan is designed, it is to be **documented on the district IPDP form** found on the district website / LPDC link (www.talawanda.net/lpdc/). **The plan must be submitted to the LPDC for approval prior to any professional development / activity points being approved.** The educator will be notified of approval or rejection of the plan.

4. What do I do if my IPDP is rejected by the LPDC?

If this should happen, please refer to appeals process or submit more details and supportive materials

5. Where do I find the district's goals and my building's goals?

There is a copy of the district's Continuous Improvement Plan on the district website or in each building's office. Contact your principal.

6. How do I create an IPDP?

Establish what you want to learn during this development period. Set your own professional goals. Explore all avenues.

Professional development points may be granted if they support the IPDP, which will be based on the Ohio Department of Education's Teacher Education and Licensure Standards (Administrative Code Chapter 3303-24). **PD points may not be granted for what is part of normal job expectations.** Points may be granted for any

coursework or equivalent activities that directly relate the approved IPDP. Balanced professional growth is dependent upon a **variety of experiences** including the following:

a. *College / University Coursework:*

- Coursework for semester / quarter hours must fulfill an approved IPDP.
- Coursework taken from colleges and institutions listed in the Higher Education Directory are accepted through the Ohio Department of Education.
- Verification of Completion is Required (Transcripts)

b. *Equivalent Activities:*

- Activities must support IPDP
- Must provide appropriate documentation (portfolio, journals, etc.)

c. *Combination of the Above*

7. When is a form a required?

Section A is **required**, unless the activity is district sponsored/hosted, prior to participation in any professional activity you want to use as professional development points. In the event that you have a Form A requiring an approval during the school year break, you can go to the Board of Education Office to obtain approval from the Superintendent or Assistant Superintendent. The Board of Education Offices are open year round.

8. When do I submit a Form B?

Section B is required after each activity has taken place for credit, along with appropriate documentation, **no later than one year after the activity has taken place with an IPDP on file**. Note: Form A/B must accompany approved IPDP.

9. When is the licensure renewal due to the district LPDC?

All licensure renewal paperwork is due no later than the June LPDC meeting. The Superintendent or designee must approve any exceptions.

10. Who keeps the paperwork for licensure renewal?

It is the individual's responsibility to keep all forms. The original IPDP is kept at the Board of Education Office.

11. What if your work assignment changes? If there is a significant change in your work assignment, it is your responsibility to revise and resubmit your Professional Development Plan, showing that it aligns to your new work assignment.

Transition to Licensure

1. The Ohio Department of Education's Website Address: <https://ode.state.oh.us>
2. **The educator must complete six semester hours of coursework related to classroom teaching and / or the area of licensure; or 18 continuing education units (CEU's) (180 contact hours) or other equivalent activities related to classroom teaching.**
3. District Website Address: www.talawanda.net/lpdc/

LPDC Authorization

What

- Transitions of 4 year and 8 year certificates to the 5-year professional license.
- Renewals of 5-year professional licenses and 5 year associate licenses.

Who an LPDC must work with

- Educators employed full - time in the school or district the LPDC represents.
- Educators employed under contract for part - time employment in the school district the LPDC represents.

Who an LPDC may work with

- Educators with standard teaching certificates or licenses who substitute teaches on a regular basis in the school of district the LPDC represents.

Who an LPDC does not work with

- Persons who are not currently employed by the school of district the LPDC represents.
- Persons renewing or transitioning based on a current school board license (audiologist, social worker, speech-language pathologist, nurse, occupational therapist, physical therapist, occupational therapy assistant, physical therapy assistant)
- Persons renewing 2-year provisional licenses or temporary licenses, adding to teaching fields, or applying for initial licensure.

Licensure Requirements

1. Completion of a master's degree or 30 semester hours of credit, in classroom teaching and / or the area of licensure, with a minimum of six semester hours, 18 CEU's or equivalent activities completed during the second renewal cycle shall pertain to an individual who is admitted to a licensure program **after** July 1, 1998 **or** is admitted to a certification/licensure program prior to July 1, 1998, but does not complete the program until **after** July 1, 2002

Note: The requirement of a master's degree or 30 semester hours of credit shall pertain to any individual who is admitted to a licensure program at an approved college or university after JULY 1, 1998, and to any individual who is admitted to a licensure program prior to JANUARY 1, 1998, and who completed said program after JULY 1, 2002.

This DOES NOT APPLY to anyone who holds certification prior to 9/2/02. Persons certified under prior standards maintain their subject areas and grade levels under the five-year professional license.

2. To transition to the license, a person must complete 6 semester hours (9 quarter hours) of college coursework or 18 CEUs (approved by the Local Professional Development Committee in the district.) There is no reduction of coursework for experience.
3. The teaching areas will not change once you transition to a license.
4. Everyone, except when renewing a 2-year provisional license or holding a permanent certificate, **must** go through the LPDC. Submit applications, check and supporting documents for license to your LDPC building representatives.
5. If having more than one certificate at a time when transitioning into a license, all certificates can be combined into one license for an additional cost. (Refer to ODE current rate.)
6. If you have transitioned a certificate to a five-year license and you are going to transition additional certificates before your initial license has expired, the issue date of the new license will go back to the issue date of the first license.

Note: A co-chair of the LPDC Committee will submit a copy of the District LPDC licensure requirement update for each staff member per building on December 1 and March 1 of each school year.

Licensure Processing Timeline / Five-Year Plan: Renewing a License

Year 1 (First effective year of the license)

Submit 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 (form a/b) for approval by LPDC. The LPDC accepts form a/b's within one year of the activity.

Year 5

Submit a copy of the IPDP, documented / approved activity (form a/b) with licensure application and check to ODE by June LPDC meeting.

Submission Deadlines for Certificates/Licenses / Expiring June 30

All certificates and licenses expire June 30.

For educators employed in the schools of Ohio who are transitioning a certificate to a 5 year license, or renewing a 5 year license:

- All requirements (coursework, CEU's, etc.) must be completed by August 1 of the year of expiration, or the 6-semester hour requirement will increase to 9 semester hours.
- Applications with the LPDC signature verifying that all requirements were met by September 1 must be submitted to the Office of Certification/Licensure no later than December 31 (however, educators may not teach with expired credentials).
- Applications should not be submitted until the LPDC has verified all coursework (via official transcript), CEU's, etc.
- Applications submitted without the LPDC signature will be returned to the applicant/district.
- Applications submitted after December 31 will require the equivalent of 9 semester hours of coursework to renew or transition.
- Applications submitted prior to December 31 that did not complete the 6 semester hours or equivalent prior to September 1 will be returned, and 9 semester hours will be required.

Continuing Education Unit

Training Option	IPDP Points	Maximum Per License Cycle	Criteria	Verification
College / University Course for credit Seminar for credit	1 semester hour = 30 points 1 quarter hour = 20 points	Unlimited	Coursework Must be in content area directly related to the job assignment.	Official Transcript
Professional Development Presenter: <ul style="list-style-type: none"> • teaching a course • teaching a seminar 	1 clock hour = 1 LPDC point	60 IPDP Points	Must be new presentation and not part of job assignment. The same presentation may only be submitted twice in each license /	Course announcement and course syllabus; presentation materials
District Sponsored Training	1 clock hour = 1 LPDC point	120 Points	May include only the time spent in training.	Certificate / Signature of Facilitator
Professional Conference	1 clock hour /0.1 CEU	120 Points	May include only the time spent in training.	Certificate / Signature of Facilitator

Individual Guided Option	IPDP Points	Maximum Per License Cycle	Criteria	Verification
* Publication of original work in the form of a book, journal article, software, research, curriculum unit	Variable, depending on the product.	60 points	Production of a tangible product that enhances teaching and student learning. Proposal must be pre-approved.	Copy of book, article, software package, report, or curriculum unit and documentation of clock hours for planning and preparation.
* Educational project that applies educational skills and knowledge towards the development of a final product.	Variable, depending upon the product.	30 point max per project 60 point max per license	Proposal must be pre-approved.	Copy of the final product or report of the project and documentation of clock hours for planning and preparation.
* Grant writing	Variable, depending upon the project.	30 point max per project 60 point max per license	A copy of the grant proposal must be pre-approved by LPDC. Grant need not be awarded to receive credit.	Copy of the grant proposal and documentation of clock hours for planning, preparation and documentation of clock hours for planning/ preparation.
* National Board Certified	Completion and verification in area of assignment during licensure cycle.	180 points	Must be in the subject area of the individual's assignment. Certification must be completed.	Valid copy of the National Certificate
* Master Teacher	Completion and verification of application process	60 points	Certification must be completed.	Copy of application and verification of approval from Master

Observation / Assignment Option	IPDP Points	Maximum Per License Cycle	Criteria	Verification
<ul style="list-style-type: none"> New Teacher Mentoring Program 	Full year is worth 30 Points	60 points- both participants are eligible	Formal district / school mentoring program.	Must include a statement of authorization from an administrator, summaries of conferences, and documented contact hours.
* Cooperating Teacher	Each 8 weeks = 15 points	30 points	Formal college program	Copy of student teacher evaluation.
* Supervisor of Cooperating / Student Teacher	One point per week	16 point Max 8 points per 8 weeks Once per cycle of license.	Formal college program	Copy of student teacher evaluation and supervisor form.
* Field Experience – Supervisor of university intern (two week assignment)	4 points	16 points	Formal college program	Copy of university certificate and student intern evaluation.

Involvement In Improvement Development Process	IPDP Points	Maximum Per License Cycle	Criteria	Verification
Curriculum development	Variable, depending upon product.	60 points	Must be service on a formal committee organized by an educational agency or organization.	Copy of final document and signature of supervisor.
Professional Committee <ul style="list-style-type: none"> • Curriculum Council • SAP • LPDC • MU Liaison • Health Coordinating Council 	1 clock hour = 1 point	60 points	Must be service on a formal committee organized by an educational agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.	Documentation of hours served verified by the Chair of the Committee.

Forms

The following forms are available for use:

- IPDP
- Form A / B
- Revision to IPDP Goals
- Goal Identification
- Reflective Journal Description
- Appeal Request
- Approval Verification Form (Reciprocity) For Educators Leaving LPDC
- Professional Development Activity Log