

# **PAULDING EXEMPTED VILLAGE SCHOOL**

## **PROFESSIONAL DEVELOPMENT PLAN**

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The materials in this booklet were prepared by a committee of Paulding County educators representing the professional organizations and administrators of the schools in Paulding County.

The committee is grateful for the help received from the Lakota, Mercer County, and Van Wert County teams, who participated in the Local Professional Development Committee model-development process, using grants from the Ohio Department of Education. We are grateful to the West Central RPDC, who sponsored a series of informational and workshop meetings to assist us with completing our task, and to Paul Clark, Paulding County Superintendent, who provided staff and equipment to facilitate the development process.

Members of the preparation committee included:

Ava Burkheimer, Chris Feichter, Kevin Gehres, Ron Grabianowski, Patti Kammeyer, Marsha Oberlin (Recording Secretary), Pat Ross, Marie Tow; Bruce Mohley; Natalie Arend, Teresa Burkhard, Shelly Duck, Sue Helle (Chair), Jennifer Manz, Bill Shugars, Sarah Burden, Mary Clark, Tim Closson, Mary Ann Falk, Kerry Gudakunst, Barbara Pemberton (Facilitator), and Jan Smith.

May 1998

The following LPDC representatives met on August 26, 1998, for the purpose of amending this document to bring it in line with the Ohio Department of Education's publication: *A Resource Guide: for Establishing Local Professional Development Committees*:

Chris Feichter, Kevin Gehres, and Ron Grabianowski (for Marsha Oberlin) of Antwerp Local Schools; Natalie Arend, Teresa Burkhard, Michele Duck, Sue Helle, and Bill Shugars, of Paulding Exempted Village Schools; Sarah Burden, Mary Clark, and Alan Lautzenheiser of Wayne Trace Local Schools; and Barbara Pemberton of the Paulding Educational Service Center.

September 1998

After deciding to withdraw from the county consortium LPDC in the fall of 2000, the following members met to make revisions and amendments to the existing documents so they would best suit the needs of the newly created Paulding Exempted Village Schools LPDC: Natalie Arend, Teresa Burkard, Sue Helle, Judy Mumma, Karen Schlatter, and Cathy Wunderle.

March 2001

# Paulding Exempted Village Schools L.P.D.C.

## General Guidelines About Your Individual Professional Development Plan (IPDP)

### 1. What is an Individual Professional Development Plan?

An Individual Professional Development Plan (IPDP) is a proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal or converting from a certificate to a license.

### 2. Who must have an IPDP?

An IPDP must be completed by every educator prior to renewing a license or when converting a certificate to a license. If you will retire before a license is required, you will not need to file a IPDP with the Local Professional Development Committee.

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

An LPDC is a group of PEVS educators who will review and approve each educator's IPDP. Final approval of the LPDC is required prior to issuance of your professional educator license.

### 4. Who serves on the LPDC?

The LPDC will consist of 2 teachers from Paulding Elem., 2 teachers from Oakwood Elem., 2 teachers from Paulding M.S., 2 teachers from Paulding H.S., and 2 administrators.

### 5. Who serves on the Executive Board?

The Executive Board will consist of the LPDC chairman and 2 administrators.

### 6. What are the duties of the Executive Board?

1. The Executive Board is responsible for all communications and business operations among LPDC's, with the ODE, with the community, and with school districts and staff, about the business of the LPDC's.
2. The Executive Board reviews administrative PDPs.
3. The Executive Board facilitates the Appeals Process.

### 7. When can you convert to a license?

Existing certificates can be converted to licenses beginning with certificates that expire in June 1998. If you choose to convert to a license at this time, you must meet the new license renewal requirements of 180 clock hours over the life of the certificate you are converting. If you choose not to convert to a license at this time you may renew your certificate one more time after 1998 using the old requirements. When the renewed certificate expires, you must meet the new license renewal requirements in order to receive your license.

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

In order to renew a license or to convert a certificate to a license, the requirement is the completion of any one, or a combination of the following:

1. Six (6) semester hours of course work
2. Eighteen (18) Continuing Education Units (CEU's)
3. One-hundred eighty (180) clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license or certificate you are renewing or converting. The activities must be consistent with your school district or building improvement plan, goal, or mission statement and relate to your current work assignment, as stated in you IPDP.

**9. Can you accumulate semester hours, CEU's, and clock hours?**

Yes. However, we ask all PEVS 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, semester hours and clock hours should be converted to CEU's.

**10. How do you convert your clock hours and semester hours to CEU's?**

For details, refer to the Group Activity Guidelines under the column CEU value. Generally, one clock hour of activity equals 0.1 CEU. One semester hour of college credit equals 3.0 CEU's.

**11. When must your Professional Development Plan be completed?**

Your IPDP must be completed and approved by the LPDC prior to the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The time line for completion of IPDP activities is the same as the duration of your certificate or license.

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

Many activities need pre-approval prior to the commencing of the activity.

**13. How many Professional Development Plans must you have?**

Educators need only one Individual Professional Development Plan. Many educators hold multiple certificates; however, each educator will have just one PDP. Ultimately, each educator will have just one license.

## **Paulding Ex. Village School Local Professional Development Committee**

Steps for renewing your license and steps for converting your certificate.

- Step 1: Complete your professional development plan proposal. Submit it to the LPDC.
- Step 2: Once your professional development plan proposal has been approved, begin to complete activities that are relevant to the identified goal areas on your plan. Be sure to document the time and other necessary verification of completion. **Please note that most activities need pre-approval from your LPDC to insure the activity will earn credit.**
- Step 3: Maintain a file or portfolio of your documentation. The LPDC will not maintain central records of your information other than a copy of your pre-approved IPDP.
- Step 4: Following January 1<sup>st</sup> of the year your certificate or license is due to expire, submit your completed portfolio documenting 180 clock hours of activities to the LPDC for final approval.
- Step 5: Wait for the arrival of your new license from the ODE.

### **Submission Dates**

The LPDC will meet the fourth Monday of each month, to review Professional Development Plans, pre-approve activities, or grant final approval of portfolios. Educators can expect to receive notification of approval or rejection of submitted documents within one week of meeting date.

### **LPDC Memberships and Responsibilities**

The PEVS LPDC will consist of 10 members. There will be 2 representatives from each of the 4 buildings (Paulding Elementary, Oakwood Elementary, Paulding Middle School, and Paulding High School) and 2 administrators. These teacher representatives will be elected by the PEA members and shall serve 2-year terms. They may choose to run again at the end of their term, but must be re-elected to this committee.

The LPDC shall have the following responsibilities:

- To approve re-licensing plans for educators
- To serve as advisors to educators in their duties

### **Appeals Procedure**

Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

- Step 1: The educator shall first discuss the concern with a member of the LPDC
- Step 2: If, after Step 1, the educator wishes to appeal, the educator shall submit a written request for an appeal meeting, to the LPDC, within fifteen (15) school days of the date of the receipt of the unapproved documentation that is the subject of the appeal.
- Step 3: Within fifteen (15) school days of receipt of the written request for an appeal meeting, the LPDC shall schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of its scheduling. The LPDC shall notify the appealing educator in writing of the time, date, and place of the meeting.
- Step 4: Should the situation remain unresolved, the educator has the right to request a decision from the Ohio State Department of Education.

The Appeals Committee shall consist of the following: one member appointed by the LPDC, one member appointed by the appealing educator, and one member mutually agreed upon by both the LPDC and the appealing educator. The appealing educator shall be notified in writing of the decision within seven (7) days of the meeting, and the disposition decisions shall be by majority vote.

***Paulding Exempted Village Schools LPDC***  
**Purpose and Areas for Professional Development**

The Paulding Exempted Village Schools LPDC has, for the purpose of assessing educator's applications for re-certification or re-licensing, adopted the following areas for professional development, which encompass goals developed by both the National Board of Professional Teaching Standards, and Educational Testing Service's Pathwise system. We do this in order to do our part in carrying out Ohio's Mission to "ensure all students reach high levels of academic achievement, a primary key to their success as individuals, workers, and citizens."

**Content Area and Teaching Methods:**

Teachers know the subjects they teach and how to teach those subjects to their students.

**Teaching Style related to Student Learning:**

Teachers are committed to all students and their learning.

**Classroom Management and Assessment:**

Teachers are responsible for managing and monitoring student learning.

**Teacher Professionalism and Reflective Practice:**

Teachers are active members of their learning communities.

Teachers think systematically about their practice and learn from experience.

Descriptions of various opportunities for professional growth have been developed. These opportunities are listed in the document "**Group Activity Guidelines**".

**Our LPDC Philosophy and Mission:**

<p>We dedicate ourselves to working together in harmony to strengthen and coordinate the preparation, licensure, and professional development of educators, in order to assure that all students attain high levels of academic achievement.</p>
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**The following information may be helpful when writing your plan.**

Professional Development Plan goals should be stated in terms of **learning not performance**.

Suitable verbs to use in writing your goals would be:

discover	develop strategies	understand
study	seek	grasp
research	explore	gather
investigate	inquire	interpret

When writing your plan, 2-3 general goals are all you need. Do not get too specific. One may be related to the needs of the teacher. Others should relate to the students, school, and district (CIP) needs.

College course work must help to meet the goals you have set for yourself. If you are unable to meet each of the goals specified in your plan, then you will need to submit a revision and either remove or reword that goal.

It is very important to submit your plan early in your license cycle. If you are going to use any of our local in-services for CEU credit, you must have an approved plan before these in-services occur. The LPDC can not count any activities that were completed **BEFORE** the date the plan was approved.

The activities you choose must be reflective of you goals, your area of licensure, and/or your classroom teaching assignment.

Other equivalent activities (section 3 & 4) you must submit a proposal before beginning:

- goal alignment
- what you plan on doing
- time frame
- others with whom you will be working
- documentation procedures
- how many CEU's you feel it should be worth
- 

After you have completed the activity, you should submit

1. all documentation
2. reflections
  - Did the activity help you reach your goal?
  - What was most rewarding?
  - What insights were gained?
  - What would you change?
  - Any follow-up? If so, what?

Use words such as insight and impact rather than "what did I learn" or "how is my behavior changed".

# EDUCATOR LICENSURE

[Click here for >> information from ODE for Teacher Licensure](#)

**Paulding Exempted Village Schools LPDC  
Professional Development Plan Proposal**

**Section I:**

Educator's Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check one: Initial Proposal \_\_\_\_\_ Employing District \_\_\_\_\_  
 Revised Proposal \_\_\_\_\_ Building \_\_\_\_\_  
 Assignment \_\_\_\_\_

**Section II:**

Current certificates by  
certificate number:

	Provisional	Professional	Area	Issue Date	Expiration Date

**Section III:**

On the back of this page, list your professional development goals. Also list your school district and building goals, and in paragraph form, explain briefly how your personal professional goals relate to your school district and school building goals.

Proposed Plan Completion Date (must be prior to certificate expiration date): \_\_\_\_\_

Educator's signature \_\_\_\_\_ Date: \_\_\_\_\_

LPDC Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Your Professional Development goals:</b></p>	<p><b>Your school district or building's goals:</b></p> <p>____Within five years, the students of Paulding Exempted Village Schools will meet or exceed the state performance standards.</p> <p>____Within three years, all staff members will attend comprehensive development programs that will address specific educational skills and promote projects that will help staff recognize the emotional, social, and educational needs of their students.</p>
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**Narrative explaining how your professional goals and your district or building goals are related, including a short statement about what kinds of activities you plan to engage in to accomplish your goals:**

## Paulding Exempted Village Schools LPDC Group Activity Comparison

<b>Group</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	Local Requirements	College courses or workshops	Local or Countywide committee work	Independent Activities
<b>Maximum Hours Permitted</b>	0-60	0-180	0-130	0-130
<b>Description</b>	Activities approved for local inservice requirements	College coursework; or workshops where CEUs or certificates of attendance are issued	Building, district, or county level committee; or other educational work that enhances professional collegiality	Independent projects with the purpose of increasing an individual's educational skills
<b>Activity Preapproval</b>	Not required	Not required	<b>Required</b>	<b>Required</b>
<b>Documentation</b>	Signature of LPDC	CEU, transcript, or certificate of attendance	Activity Verification Form	Activity Verification Form

**NOTES:** All activities must relate to your Professional Development Plan goal areas. Further information about activities available under "Group Activity Guidelines". Educators are encouraged to use a variety of activities in meeting their 180 clock hours. Substitute teachers may choose from Group 2, 3, and 4 activities only.

**Paulding Exempted Village Schools LPDC  
Group Activity Guidelines**

<b>Group</b>	<b>Activity</b>	<b>Max. CEUs</b>	<b>CEU Value</b>	<b>Verification</b>	<b>Criteria</b>
1	Local requirements	6.0 CEUs per license cycle	1 clock hr = .1 CEU	LPDC signature	Meets district inservice expectations; is related to PDP goals
2	College	No limit	1 sem hr = 3 CEUs 1 qt hr = 2 CEUs	Official transcript from accred. college or approved post sec. institution	Related to PDP goals Must be taken for credit; grade of C or better; P in pass/fail course
2	Workshops	No limit	1 clock hr = .1 CEU	CEU certificate or certificate of attend.	Only time spent in PDP goal-related activities will be credited
3	Mentoring	6 CEU's per license cycle	1 clock hr = .1 CEU	Activity verification form	Mentor of teacher or administrator in Entry Year program
3	Curriculum Development	9 CEU's per license cycle	1 clock hr = .1 CEU	Activity Verification form	Service on local, county, state, or national formal committee
3	Professional Committee	9 CEU's per license cycle	1 clock hr = .1 CEU	Activity Verification form	Service on local, county, state, or national formal committee
3	Grant Writing	6 CEUs per license cycle	1 clock hr = .1 CEU	Activity Verification form and copy of grant narrative	Not dependent on award of grant. Planning and preparation time only, not for managing grant activities
3	Teaching Portfolio	1 CEU per license cycle	1.0 CEU	Activity Verification form and portfolio	Must satisfy LPDC standards, and be completed during the license cycle
4	Publication	No limit	6 CEUs for book 3 CEUs for article	Activity Verification form and a copy of the publication	Must contribute to the education profession, and be commercially or academically publishe

4	Peer Observation	1 CEU per license cycle	1 clock hr= .1 CEU	Activity Verification form and supervisor's signature	Independent of mentoring program; must include statement of authorization from a supervisor; plus scripting, and summary of pre and post conference meetings
4	National Board of Professional Teaching Standards	13 CEUs per license cycle	13 CEUs for completion 6 CEUs for participation only	National Board Certificate or Activity Verification form for participation only	Related to PDP goals. Must be verified before candidate's license expiration date
4	Professional Vocational Board Cert.	6 CEUs per license	1 clock hr= .1 CEU	Certificate of completion	Time in coursework or clinics for test preparation only
4	Coop. teacher for a Practicum Teacher	3 CEUs per license	1 clock hr= .1 CEU	Activity Verification form	Signature, and summary of assistance, written by practicum teacher
4	Teaching college or adult voca. or tech course	6 CEUs per license cycle	1.5 CEU per sem. 1.0 CEU per qtr	Activity Verification form	Course syllabus and assignments
4	Professional presentation at local, state or nat. conference	1 CEU per license cycle	1 clock hr= .1 CEU	Activity Verification form	Applies only to the first presentation of a topic each license cycle
4	Educ. Project & field trips for students	6 CEU per license	1 clock hr= .1 CEU	Activity Verification form	Must apply ed. skills to dev. of a project. Hours to plan & prepare <u>only</u> .
4	Self-directed Educational Development Specialization	3 CEUs per license cycle	1 clock hr= .1 CEU	Activity Verification form and prior approval	May include profess. reading, research, ed. travel. Enhance profession or contrib. to it
4	Externship or related work experience	6 CEUs per license	1 clock hr= .1 CEU	Activity Verification form and prior	Enhance profession or contrib. to specialization

NOTE: 18 CEUs = 180 clock hours are required for license renewal or initial license issuance. **Pre-approval is required** for all group 4 activities.





- 3. a. How will this course/conference/ activity benefit your students/
  
- b. How will you assess the effectiveness or impact of this course/conference/activity on your students?
  
- 4. How will this course/conference/ activity benefit you professionally?

Complete #5 and #6 ONLY if you are proposing a self-designed activity

- 5. Who will be involved in completing this activity?
  
- 6. Estimate the time involved in planning, implementing, and assessing the activity (be specific).



\_\_\_\_\_ This Individual Professional Development Plan Activity has been approved as submitted.

\_\_\_\_\_ This Individual Professional Development Plan has merit but has not been approved as submitted. Please note the highlighted sections and comments. Revise and resubmit this proposal. Your LPDC representative will be happy to help you with the revision.

\_\_\_\_\_  
Signature of LPDC Chairperson

\_\_\_\_\_  
Date

*Paulding Exempted Village Schools*  
**Professional Development Activity Verification**

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

Please indicate the type of activity and follow the directions below:

\_\_\_\_\_ **College Coursework:** Attach a copy of your transcript to this form.

\_\_\_\_\_ **Approved Workshop/Seminar/ Conference**  
(non-local provider)

Attach one or more of the following—

- a. CEU form from the provider
- b. Certificate of completion from the provider
- c. Presenter/Facilitator signature on program agenda
- d. Signature of administrator or supervisor

\_\_\_\_\_ **Approved Local Activities:**

Attach one or more of the following:

- a. CEU form
- b. Signature of administrator or supervisor
- c. Final product, or copy (if applicable)
- d. Verification of staff presentation (if applicable)

**Submit this form to your LPDC representative at the completion of your activity and to receive credit for your Professional Development.**

Title of Course of Professional Development Activity \_\_\_\_\_

Choose One: # of CEU's earned \_\_\_\_\_  
                  # of Sem. Hrs earned \_\_\_\_\_  
                  # of Qtr. Hrs. earned \_\_\_\_\_

My signature indicates that the above information is correct:

\_\_\_\_\_  
Educator's signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Your Verification is accepted as submitted.

\_\_\_\_\_ Your Verification Form has not been approved. Please revise and resubmit. Your LPDC representative will be happy to help you with revisions.

\_\_\_\_\_  
Signature of LPDC Chairperson or Designee

\_\_\_\_\_  
Date

*Paulding Exempted Village Schools*

**Form to Request an Appeal Meeting**

Educator's Name: \_\_\_\_\_

Date of Plan Submission: \_\_\_\_\_ Date educator notified of Plan rejection: \_\_\_\_\_

Reason(s) given by LPDC for plan rejection:

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Representative of LPDC consulted: \_\_\_\_\_ Date of consultation: \_\_\_\_\_

Date this appeal personally delivered to LPDC: \_\_\_\_\_ Date of Appeal meeting: \_\_\_\_\_

Appeals Hearing Committee:

Rep. appointed by LPDC: \_\_\_\_\_

Rep. chosen by the educator: \_\_\_\_\_

Rep. chosen jointly by LPDC and the educator: \_\_\_\_\_

Disposition of the appeal: \_\_\_\_\_ LPDC decision upheld; educator must rewrite plan

\_\_\_\_\_ Educator upheld and plan, as written, is approved

Signature of the educator, accepting the disposition: \_\_\_\_\_

Signature of the educator, rejecting the disposition: \_\_\_\_\_

Signatures of Appeals Hearing Committee Members: \_\_\_\_\_

\_\_\_\_\_

Reciprocity Form

**Approval Verification Form for Educators Leaving PEVS LPDC**

Reciprocity: LPDCs are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure that an educator is not penalized by the system. In the spirit of collegiality, it is suggested that when an educator takes employment in a new district, the former district should provide verification of the individual's Professional Development Plan, including course work and continuing education completed and accepted. The educator may wish to maintain and share an ongoing professional portfolio and discuss the transfer of his or her ongoing PDP when seeking employment. School districts are encouraged to honor previously completed work.

This verifies that the attached Individual Professional Development Plan was approved

on \_\_\_\_\_(date) and that \_\_\_\_\_(name)

has completed \_\_\_\_\_(number) college/ university semester hours, and \_\_\_\_\_(number)

local Continuing Education Units toward completion of the plan.

\_\_\_\_\_ (date)

\_\_\_\_\_ (print, authorized signature)

\_\_\_\_\_ (authorized signature)

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

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

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

LPDC phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Paulding Exempted Village Schools LPDC  
Activity Log**

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

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Date	Activity	Group	CEUs	Total CEUs

**Paulding Exempted Village Schools LPDC  
Activity Verification Form – Group 3 and 4 Activities**

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

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

Date:	Clock Hours:	Description of Activities:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Clock Hours: \_\_\_\_\_

Complete a form for each separate activity. Attach pre-approval forms.

## Paulding Exempted Village Schools LPDC Final Requirement Checksheet

Please submit this form, with required documentation, following the completion of all requirements for license renewal. Include a copy of your original Professional Development Plan for which these activities were proposed.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

License/ Certificate number Renewing: \_\_\_\_\_ Area: \_\_\_\_\_

<u>Group Activity</u>	<u># Hours Permitted</u>	<u># Hours Completed</u>	<u>CEUs</u>	<u>Verification</u>
1	0-60	<input type="text"/>	= <input type="text"/>	LPDC signature _____ Date: _____
2	0-180	<input type="text"/>	= <input type="text"/>	Attach transcripts, CEUs, and/or attendance certificates
3	0-130	<input type="text"/>	= <input type="text"/>	Attach activity verification forms
4	0-130	<input type="text"/>	= <input type="text"/>	Attach Activity Verification Forms
	Total Hours =	<input type="text"/>	= <input type="text"/>	Must total 180 hours/ 18 CEUs

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LPDC Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_