

**Local Professional Development
Committee (L.P.D.C.)
Handbook**

for

**Fairfield County Educational
Service Center**

Revised: September 7, 2022

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MISSION OF THE FAIRFIELD COUNTY EDUCATIONAL SERVICE GOVERNING BOARD

The Fairfield County Educational Service Center exists for the sole purpose of providing educational leadership and supportive services to meet the individual and collective needs of the staff, students, and boards of education of the Amanda-Clearcreek, Berne Union, Bloom-Carroll, Fairfield Union, Liberty Union-Thurston, Pickerington, and Walnut Township Local School Districts. As appropriate for the maintenance of these supportive services, the Fairfield County ESC shall extend requested services to other school districts within the region on a cooperative/contractual basis. The Fairfield County ESC is an integral part of the educational service network providing both needed services and a vital linkage with the Ohio Department of Education.

The Fairfield County ESC will fulfill administrative responsibilities as required by the Ohio Revised Code and will provide administrative support services to local school districts in order to monitor and to facilitate district compliance with the standards of the Ohio State Board of Education. These include, but are not limited to, the promotion of efficient and cost effective educational programs and services, staff development, business management, community relations and public information, fiscal planning, and implementation of services as required by the Revised Code, the Fairfield County ESC, or as requested by the Ohio Department of Education in a manner responsive to current and future social and economic trends.

The Fairfield County ESC shall strive to assist local school districts in their efforts to provide excellent and exemplary programs for the students of the Fairfield County community.

Adopted: 6-27-13

DATES OF THE LPDC MEETINGS

All meetings for the 2022-2023 school year will be held virtually through email communications between the Committee Chairperson and LPDC Committee Members.

IPDP's and Activities submitted in KIOSK will be reviewed monthly.

2022-2023 LPDC Committee

Name	Position/LPDC Role	Email
Caitlin Hughes	Gifted Coordinator LPDC Chairperson	chughes@fairfiledesc.org
Sheri McClurg	Director Student Services LPDC Chairperson Designee	smcclurg@fairfieldesc.org
Brian Verde	Principal, FAST Forward Success Center	bverde@fairfieldesc.org
Christi Eyerman	Special Education Supervisor LPDC Committee Member	ceyerman@fairfieldesc.org
Melissa Fischer	Success Center – Teacher LPDC Committee Member	mfischer@fairfieldesc.org
Sarah Truitt	Preschool Itinerant Teacher LPDC Committee Member	struitt@fairfieldesc.org
Matt Hammond	Special Education Teacher LPDC Committee Member	mhammond@fairfieldesc.org
Anne LaDuke	APE Teacher LPDC Committee Member	aladuke@fairfieldesc.org

Duties of the LPDC Chairperson

1. Contact candidates to serve on the committee.
2. Preside over LPDC meetings.
3. Meet with employees to assist in developing and writing IPDP goals and objectives when needed.
4. Communicates procedures and policy changes to the superintendent and the governing board.

Duties of LPDC Members

1. Read, evaluate and approve Individual Professional Development Plans (IPDP), college course work and CEU's.
2. Work as a team member to mentor and assist employees in making professional growth decisions.
3. Identify candidates to serve on LPDC committee.

Duties of the Secretary to the LPDC Committee

1. Log and trace LPDC/certification information.
2. Notify newspaper monthly of LPDC meeting times and location.
3. Maintains all LPDC records for Fairfield County Educational Service Center employees.
4. Maintains agendas and approved minutes of all meetings.
5. Notifies committee members of meeting times and location.
6. Maintains attendance records of committee members and submits copy to the treasurer's office.
7. Maintains a spreadsheet of the following information:
 - a. Name
 - b. Certificate(s)/License(s) held
 - c. Issue date
 - d. Validation of license
 - e. Approval date/IPDP
8. Sends letter stating need for new IPDP with new license.

Local Professional Development Committee

Plan of Operation

I. Purpose

The Fairfield County Educational Service Center (ESC) Local Professional Development Committee (LPDC), operating under the requirements of SB 230 and policies established by the Fairfield County ESC Governing Board, must review all license renewal applications for all licensed employees. This includes reviewing semester/quarter hours, continuing education units (CEU), and “other approved activities” that are submitted for credit toward license renewal. The LPDC bases recommendations for license renewal on a teacher’s Individual Professional Development Plan’s (IPDP) compliance with the guidelines of the law and the Fairfield County ESC Standards for Professional Development.

II. Committee Composition and Selection

The committee will consist of eight members: **four teachers and four administrators**. For each action taken, only five members will vote. In the case of an action on a teacher’s request, the voting members will be three teachers and two administrators and, for action on an administrator’s request, the voting members will be three administrators and two teachers. When a committee member’s license is being reviewed, that committee member will not participate as a voting member.

When a vacancy occurs, the committee will appoint a replacement.

III. Chairperson Selection

The committee will select a chairperson by September 1 of each calendar year.

IV. Definition

The committee will review and approve an IPDP and professional development activities for all Fairfield County ESC licensed employees. A meeting schedule shall be developed and published no later than September 30 of each year. The number, locations, and times of meetings shall be determined by the committee after reviewing the number of educators who will be participating in the LPDC process for that school year. The committee will adhere to all aspects of Ohio’s Sunshine Law. A meeting agenda will be prepared one week prior to the meeting for distribution to committee members, newspapers, and for bulletin board posting.

V. Rules for Conducting LPDC Meetings

A record of each meeting's proceedings will be maintained and stored by the Fairfield County ESC. Access to such records will be subject to current policies and agreements regarding personnel records.

The chairperson will preside over each meeting insuring that the following is completed:

- Review of newly submitted Individual Professional Development Plans, using the Committee Review Form as the focus of discussion
- Review of completed IPDP's for license renewal
- Review of IPDP revisions
- Review of proposals for CEU credits

The chairperson's signature will validate the LPDC decisions reflected on a completed Committee Review Form or other response form.

VI. Teacher Transfer

LPDC's 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 recommended when an educator takes employment in a new district, the former district provides verification of the IPDP approved, including course work and continuing education completed and accepted. The educator will be asked to share their professional plan and discuss the transfer of their ongoing IPDP when seeking employment.

Our LPDC will review the plan and accept their completed work and will reserve the option to require the educator to alter their plan as to better meet our school district's improvement plans.

The membership of the Fairfield County ESC LPDC will agree to conduct all LPDC business so as to:

- Impartially and consistently apply the Standards & Guidelines
- Maintain confidentiality
- Communicate as a group or through the chairperson
- Maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDP's and applying the Standards & Guidelines.

VII. Rules for Non-ESC Employee Participation in the Fairfield County ESC

- a. A request must be made, in writing, to the LPDC chairperson. The request must include the following:
 - a. Full Legal Name as it appears on your ODE-issued license
 - b. Ohio Educator State ID
 - c. Copy of Approval Verification Form for Educators Leaving an Ohio LPDC
 - i. If the requesting party does not have the verification form, this must be noted in the request.
 - d. Copy of IPDP approved by prior LPDC
 - i. If the requesting party does not have a prior approved IPDP from another organization, then must be noted in the request.
 - e. Copy of all ODE-Issued Licenses that will be supported by the LPDC
 - f. Contact Information
 - i. Names
 - ii. Mailing Address, City, State, Zip Code
 - iii. Home Phone Number
 - iv. Cell Phone Number
 - v. Email Address (where all LPDC Communication will be sent)
- b. Upon review of the items in section a by the full LPDC, the committee will determine at it's next regularly scheduled meeting whether the LPDC can effectively support the non-ESC licensed personnel.
- c. Notification will be sent to the requested by the LPDC chairperson after review of materials by the full LPDC indicating the decision.
 - a. If accepted:
 - i. The LPDC chairperson will send credentials in an acceptance letter to log into the PDEExpress Professional Development system (where IPDP's are created and approved) to the applicant with the date of acceptance.
 - ii. The date of acceptance will be contained in the letter (date of the LPDC meeting in which the requested was accepted. CEU's cannot be submitted for any activities occurring prior to this acceptance date unless it is on a Verification of CEU's from a prior approving LPDC.
 - iii. The LPDC chairperson will send the LPDC handbook with required forms to submit for LPDC approval.
 - b. If not accepted:
 - i. The LPDC chairperson will send a non-acceptance letter to the requested indicating the reason(s) for non-acceptance.
- d. The Fairfield County ESC will only accept prior CEU's on a verification form from a prior LPDC. Any graduate coursework, workshops/conferences or any other activity the requester completed prior to entering the LPDC will not be accepted.
- e. It is the responsibility of the non-ESC licensed person to ensure compliance with all LPDC policies and procedures and to renew their license at the appropriate time. The Fairfield County ESC and Fairfield County ESC LPDC are not responsible to ensure that a non-employee participating in the LPDC maintains licensure. This is the sole responsibility of the license holder.

Renewal for Licensure

The Professional or Associate License Renewal Law (SB 230; ORC 3301-24-08), effective September 1998, changed the credential renewal process for all Ohio teachers. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. The law establishes a local licensure board and expands the definition of acceptable credits toward license renewal, making it possible to receive credit for professional development activities that are designed and conducted within the working, collegial environment of the school district.

NOTE: Permanent certificates will remain valid.

Educators wishing to renew a 5 yr. license must:

- Complete an Individual Professional Development Plan (IPDP) and obtain approval for the plan from the LPDC
- Work with the LPDC for approval of Continuing Education Units and equivalent activities
- Submit the renewal application to the Fairfield County Educational Service Center with the LPDC's signature

When renewing a license, every educator will submit an IPDP to the committee. This written plan should be designed to improve instructional practices that are aligned with district, building, student, and educator goals. Written plans will be required in order to fulfill licensure. This plan will allow each educator the opportunity and responsibility to (1) develop and implement his or her professional development plan, (2) document his or her professional development and maintain a record of such work, and (3) follow renewal procedures and time lines. Such an opportunity allows the individual educator to take responsibility for his or her own growth by creating a plan and engaging in relevant professional development.

Renewing a 5 Yr. Professional License

6 semester/9 quarter/18 CEU's or combination approved by LPDC.

The LPDC is not responsible for an individual's failure to follow the procedure.

Professional Development Standards

The following statements are to be interpreted in reference to the area of license for which you are seeking renewal.

I. Definition

Professional learning is a purposeful activity that increases capacity to meet the needs of student learning.

Professional development shall be required for continued licensure for all educators. It shall be guided by the learning needs of all students and the axiom that all students can learn. It shall include current theory on the learning needs of educators and shall incorporate a planned progression for improvement on a continuing basis. (ORC 3301-24-06)

II. The Guiding Principles of Professional Development

- Supports teacher, school and district initiatives
- Supports site-based initiatives and includes all staff and parents
- Is based on continuous improvement and experimentation
- Is accessible and inclusive
- Results in improved student achievement
- Is grounded in knowledge of teaching
- Offers intellectual, social and emotional engagement

III. Models of Professional Development

A. Individually-Guided Professional Development

- An educator pursues activities he or she believes will promote learning
- The learner sets goals and designs the learning activities
- Self-directed development empowers teachers to address their own problems, creating a sense of professionalism
 - Professional Conferences/Workshops/Inservice Credit
 - Professional organization committee work
 - Teaching Portfolio
 - Publication of Original Work
 - National Board Certification
 - Grant Writing
 - Related Work Experience or Externship
 - Videotaping for Self-Evaluation

B. Observation/Assessment

- Colleagues act as another set of “eyes and ears” and provide feedback on professional activities
- A powerful way to impact classroom behavior
 - Peer Coaching
 - Visitation
 - Cooperative Teaching
 - Mentoring

C. Involvement in Development/Improvement Process

- The educator is involved in assessing current practices and determining a problem of which the solution will improve outcomes
- Involvement in this process leads to new skills, attitudes, and behaviors
- Develop or adapt curriculum, text adoption, any school improvement process
 - Committee Work
 - Curriculum Development/Program Development
 - School Improvement Initiatives

D. Training

- Includes exploration of theory, demonstrations of practice, supervised trial of new skills, and coaching within the workplace
- Outcomes should include changes in attitudes and transfer of training
 - College course work
 - Professional Conferences/Workshops/Inservice Credit
 - Professional Presentations
 - Teaching a College/Adult Education Course

E. Inquiry

- Educators formulate questions about their own practice and pursue objective answers to those questions
- Involves problem identification, data collection from research literature and the classroom, data analysis, changes in practice, and collection of additional data to determine the effects of the changes
 - Study Groups
 - Educational Projects
 - Self-Directed Educational Development (Professional Reading, Action Research, Educational Travel)

IV. Criteria

- A. The IPDP must have at least one objective related to student learning.
- B. The scope of the plan must be directly relevant to subject area content, instructional practices, and or learners.
- C. The IPDP objectives must align with district staff development goals.
- D. The IPDP methods and products must exhibit intellectual quality.
 - Uses an expanded knowledge base
 - Seeks current theory relevant to the objective
- E. The IPDP must demonstrate a focused, sustained effort.
 - What will I do differently as a result of this professional development activity?
Be specific in describing what adjustments, improvements, new activities will be undertaken to better accomplish teacher and student objectives.
- F. The IPDP must include a proposed criteria for assessing the success of the plan's objectives.

V. Educational Objectives

(In what ways will my students be different as a result of this professional development activity in terms of their behavior?)

Examples

- Develop in the student an understanding and appreciation of the democratic principles
- Develop in the student sound character, self-respect, and self-discipline.
- Develop in the student pride in accomplishments; a feeling of self-worth.
- Develop in the student skills which will enable the student to contribute to our American way of life and to the work of the world.
- Develop in the student survival skills, inquiry skills, and critical thinking skills that will enable the individual to function in society.
- Develop in the student values and skills which relate to family and community living.
- Develop in the student an awareness of career choices, including higher education and vocational training.
- Develop in the student a respect for people of the world, regardless of race, sex, creed, age ethnic background, or personal handicap.
- Develop in the student awareness of principles of health and safety.
- Develop in the student a desire to learn throughout one's life.

VI. Components considered by the LPDC in evaluating an IPDP

A. Identify Goals

- How can data be used to develop IPDP goals?
- Do the goals have a focus (e.g. improved practice, improved student achievement)?
- Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or strategic initiatives?
- Do the goals relate to the licensure area(s) being renewed?
- Do the goals reflect current research regarding quality professional development and educator practice?
- Do the goals reflect new learning and increased personal responsibility?
- Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?
- Do the goals reflect a balance between personal and professional goals?

B. Determine Strategies

- Does the school district offer a professional development program/process that can meet some or all of the goals?
- Are there other professional development providers such as Educational Service Centers, Regional Profession Development Centers, Special Education Regional Resource Centers, professional association, colleges and universities, etc., which offer programs that align with the IPDP goals?
- Are there other activities that are not requirements of the position held, which lead to professional growth such as internships or externships, action research, study groups, professional service, research and/or publications?
- What ongoing support is available?

C. Accountability

- Is the professional development experience meaningful?
- Can I measure progress toward the achievement of my goals?
- How will I know when my goals have been achieved?
- How will I document my progress using evidence beyond certificates of attendance such as the development of portfolios, documentation or presentations, a reflective journal, copies of committee work, critiques of conferences and workshops, samples of student work, videotapes, logs, copies of articles, and other documents?
- Can I effectively communicate my plan to the LPDC?

GLOSSARY

Approved Institution is 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 is the process by which an educator can have the decisions of the LPDC reviewed.

CEU – A continuing Educational Unit is ten contact hours in a professional development program approved by the Local Professional Development Committee.

Consortium is two or more school districts or educational agencies joined together to establish an LPDC and share responsibilities for the LPDC work.

Contact Hours are the direct clock hours spent engaged in a professional development activity.

Chartered Nonpublic School is a nonpublic school which operates under applicable State Board of Education rules and is chartered by the State Board of Education.

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

Equivalent Activities are professional development activities that go beyond traditional workshops and course work to job-related activities.

IPDP – An Individual Professional Development Plan is an individual educator's plan that defines, directs and links an educator's professional development to the needs of the educator, the student, the school, and the school district.

Issuing Agency – For purposed of licensure, the Ohio Department of Education serves on behalf of the State Board of Education as the agency responsible for issuing licenses.

LPDC – Local Professional Development Committees are committees established by local school districts and nonpublic schools to oversee and review of professional development plans, course work, continuing educational units, and equivalent activities for the purpose of renewal of licenses.

License is a document issued by the State Board of Education to an individual who is deemed to be qualified under the Licensure Standards to teach or practice in the Ohio Schools.

Permanent Certificate is good for the rest of an educator's career and does not require further work for certification nor conversion to license.

Professional Development Portfolio is a collection/documentation of an individual's professional development activities.

Professional Development is an on-going, job related process to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

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

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Activity Guidelines

Through the development of Individual Professional Development Plans (IPDPs), educators will have far greater flexibility in selecting the types of professional development activities that are meaningful to them. The following are some examples of activities that could be incorporated into an IDPD and could be approved by the Local Professional Development Committee (LPDC). This list is not exclusive and if you would like to submit an activity that is not listed here, you **MUST** submit a Pre-Approval Form to the LPDC before completing the activity.

Activity	Max. CECs	CEU Value	Verification	Criteria
College Courses	No Limit	1 sem. hr. = 3 CEU's	Transcript	Must be related to IPDP objectives
Workshops	No Limit	1 clock hr. = 0.1 CEU	CEU Certification or Certificate of Attendance	Must be related to IPDP objectives
Mentoring	6 CEUs per license cycle	1 clock hr. = 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program
Curriculum Development	No Limit	1 clock hr. = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
Professional Committee	No Limit	1 clock hr. = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
Grant Writing	6 CEUs per license cycle	1 clock hr. = 0.1 CEU	Activity Verification Form	Not dependent on award or grant. Planning and preparation only, not for management of.
Publication	No Limit	6 – 18 CEUs for a book 1 – 5 CEUs for an article	Activity Verification Form and a copy of the publication	Must contribute to the education profession and be commercially published.
Observations or Shadowing	1 CEU per license cycle	1 clock hr. = 0.1 CEU	Activity Verification Form	Not part of mentoring and must be related to IPDP objectives.

Activity	Max. CECs	CEU Value	Verification	Criteria
National Board of Professional Teaching Standards	13 CEUs per license cycle	13 CEUs for completion 1 – 6 CEUs for participation without acceptance	National Board Certificate or Activity Verification Form for participation	Must be related to IPDP objectives.
Cooperating Teacher for a Student Teacher	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Activity Verification Form	Must be related to IPDP objectives.
Cooperating Teacher for a Field Exp. Student Teacher	3 CEUs per license cycle	1 clock hr. = 0.1 CEU	Activity Verification Form	Related to IPDP objectives
Educational Project	9 CEUs (max per project unless pre-approved by LPDC) No limit on Educational Projects.	1 clock hr. = 0.1 CEU	Activity Verification Form	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
Self-Directed Educational Development	3 CEUs per license cycle	1 clock hr. = 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 expertise. <u>MUST HAVE PRE-APPROVAL</u>
Teaching a College Course	12 CEUs per license cycle – per course	9 CEUs per new class 3 CEUs after – per course	Activity Verification Form	Related to IPDP objectives.
Professional Presentation	1.0 CEU per license cycle	1 clock hr. = 0.1 CEU	Activity Verification Form	Applies to the first presentation of a topic each license cycle.

Conversion Chart

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>C.E.U.</u>
1/3	1/2	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	4.5	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	

APPENDIX

**FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

EMPLOYEE PROFILE

Please complete one form for each license held. Please print legibly or type information.

Name _____ Date _____

Current Position _____

Building _____

Work Phone _____

Home Address _____

City _____ State _____ Zip _____

Work Email Address _____

Check the highest educational degree held: ☐ Bachelor ☐ Master ☐ Doctorate

License Area _____

Issue Date _____ Expiration Date _____

Please complete the following in regards to the above license:

☐ I will renew this license and complete an Individual Professional Development Plan (IPDP).

☐ I will provide official verification forms from previous LPDC.

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Submit 2 copies. Please print legibly or type all information. To renew a license, educators must complete the equivalent of 6 semester hours.

Name _____ Date of Submission _____

1. A. License _____

Issue Date _____ Expiration Date _____

B. License _____

Issue Date _____ Expiration Date _____

2. Identify a minimum of three specific objectives for your Individual Professional Development Plan (IPDP) that align with student, educator, building and district goals.

Example: I will learn about learning to design learning opportunities for students.
(action) (program) (student achievement)

A. _____

B. _____

C. _____

3. Briefly describe activities planned to carry out the above stated objectives. Include proposed times/dates of completion.

Example:

<u>Description</u>	<u>Time Line</u>
Do a literature search and read selected research articles about cooperative learning.	July 1, 2013 – June 30, 2018

<u>Description</u>	<u>Time Line</u>
--------------------	------------------

A. _____

B. _____

C. _____

4. Employee Confirmation: This document represents: ☐ Initial ☐ Revised

I certify that the information in the IPDP is accurate.

(Signature)

(Date)

Committee Review Form (To Be Completed by the LPDC)

[illegible]

23

IPDP returned to employee on _____.

Please: _____ rewrite and resubmit IPDP to LPDC for approval.

_____ Make an appointment with LPDC to discuss your IPDP

Reviewed by the following LPDC Members:

(LPDC Chairperson)

Date

Copies to remain with LPDC and in Professional Development file.

Review of resubmitted IPDP:

(LPDC Chairperson)

Date

PREAPPROVAL OF WORKSHOP / CONFERENCE

☐ Original ☐ Revision

PREAPPROVAL OF UNIVERSITY / COLLEGE COURSE WORK

EVALUATION OF UNIVERSITY / COLLEGE COURSE WORK

**FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

ACTIVITY VERIFICATION LOG

Submit two copies of this form. Please type or print legibly.

DATE	HOURS	ACTIVITY

**FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

ACTIVITY VERIFICATION FORM

PART 1: To be completed by candidate. Submit two copies of this form. Please type or print legibly.

Candidate's Name: _____

Activity: _____

Below, briefly describe the activity being verified. Explain the activity and **why** it is noteworthy.

Requested amount of contact hours: _____ (Complete Activity Verification Log)

PART 2: To be completed by person verifying.

Is the candidate's description of their activities accurate? _____ YES _____ NO

How do you know of these activities?

Signature: _____ Date: _____

Name (please print): _____

Title or Position: _____

Phone Number: _____ Email: _____

Address: _____

Appeals Process

Reasons for Appeal

1. Rejection of the IPDP
 - Incomplete plan
 - Plan lacks relevance to current assignment
 - Goals unrelated to the individual, assignment, and district
 - Outcomes for each goal lacks clarity
 - Insufficient activities and corresponding time line
 - Lack of appropriate evaluation procedure

PROCESS TO BE USED IN APPEAL

Level I Appeal

1. Complete LPDC Appeal Form
2. Meet with the LPDC
3. Receive written response from the LPDC
4. Accept (appeal process ends) or reject (Level I appeal begins) LPDC decision

Level II Appeal

1. Committee make-up
 - a. Certified/licensed educator chosen by employee
 - b. Certified/licensed educator chosen by ESC
 - c. Certified/licensed educator chosen by the administration
2. Committee hears appeal and renders decision
3. Accept (appeal process ends) or reject

FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER

Appeal Form

(to be initiated by staff member)

Name: _____ Building: _____

I formally request an appeal to the Local Professional Development Committee based on the following:

____ 1. Rejection of the IPDP

____ Incomplete Plan

____ Plan lacks relevance to current assignment

____ Goals unrelated to the individual, assignment, and district

____ Outcomes or each goal lacks clarity

____ Insufficient activities and corresponding time line

____ Lack of appropriate evaluation procedures

____ 2. Recommendation of non-renewal of license

~~~~~

For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal Form received on \_\_\_\_\_ by \_\_\_\_\_.

The appeal hearing will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). The location of the hearing is \_\_\_\_\_.

### **PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION**

Confirmation of Meeting is to be made within three business days by phoning \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_.

### **LPDC USE:**

Notification of Appeal Hearing send on: \_\_\_\_\_

Confirmation of Employee's Intent to attend Appeal Hearing on: \_\_\_\_\_

Comments: \_\_\_\_\_

**FAIRFIELD COUNTY EDUCATIONAL SERVICE CENTER  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

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***APPROVAL VERIFICATION FORM FOR EDUCATORS LEAVING FCESC LPDC***

Name of Educator \_\_\_\_\_

This verifies that the attached Individual Development Plan was approved \_\_\_\_\_  
(Date)

has completed the following credits:

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

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

\_\_\_\_\_ LPDC approved CEU's

\_\_\_\_\_  
(Authorized Signature) (Date)

Print Name of Authorized Signer: \_\_\_\_\_

Name of LPDC: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

# PERSONAL PROFESSIONAL DEVELOPMENT LOG

Name \_\_\_\_\_ Building \_\_\_\_\_

| Date Submitted | Activity/Course  | Hours | Date Approved | Date of Completion |
|----------------|------------------|-------|---------------|--------------------|
|                | Employee Profile | N/A   |               |                    |
|                | IPDP             | N/A   |               |                    |
|                |                  |       |               |                    |
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## **FAIRFIELD COUNTY ESC – PREAPPROVED GOALS**

1. Develop units which promote student growth.
2. Enhance professional knowledge.
3. Increase teaching area knowledge.
4. Learn how to apply technologies as content tools.
5. Integrate my discipline within the school.
6. Add additional licensure area to my credentials.
7. Expand knowledge of state/national policies.
8. Learn more about the community my school serves.
9. Understand and use educational theory/philosophy.
10. Apply ways to improve race relations in school.
11. Seek advanced degree to enhance growth.
12. Learn to apply assessment data to instruction.
13. Apply effective technology as assessment tool.
14. Learn to construct effective evaluation instruments.
15. Expand the number and types of assessment tools.
16. Learn to interpret scores to improve teaching.
17. Learn how to teach test taking skills.
18. Learn about state and diagnostic assessments.
19. Adapt instruction to meet needs of students.
20. Apply technology as teaching and learning tools.
21. Integrate thinking skills in instruction.
22. Learn to assist students to teach themselves.
23. Learn how to improve student reading skills.
24. Learn how to teach across many disciplines.
25. Learn how to teach problem solving skills.
26. Learn teaching methods that increase achievement.
27. Assist students to be sensitive to the needs of others.
28. Learn to adapt instruction to all skill levels.
29. Learn to apply technology as intervention tools.
30. Understand social/emotional needs of students.
31. Increase planning/organizational skills.
32. Learn to apply resources for school improvement.
33. Apply technologies as effective management tools.
34. Learn how to collect data for planning.
35. Create conditions for productive performance.
36. Increase involvement in parent conferences.
37. Enhance speaking skills.
38. Enhance writing skills.
39. Improve non-verbal communication skills.
40. Apply technologies effectively in communication.
41. Learn how to coach others to achieve and succeed.
42. Learn to coordinate/direct efforts of others.
43. Learn how to encourage the involvement of others.
44. Learn how to motivate self and others.
45. Learn to facilitate groups to accomplish goals.