

Canfield Local Schools

Professional Development Checklist (2 pages)

** Forms are available to be printed from our LPDC webpage. Go to "Our District", then "About Our District", then "Staff Resources" on the CLS website.

** An IPDP (Individual Professional Development Plan) must be on file, and updated with each 5 year renewal cycle.

** Send all paperwork to LPDC at the Board Office

** Please adhere to all deadlines, and be sure to **sign and date** all paperwork

College Coursework for Salary Advancement

All paperwork must be submitted to the LPDC on or before Sept 1st. to be credited for the following year's salary advancement.

***Notify our treasurer, Pattie Prince, if you will be moving over a column on the salary schedule (please refer to the contract for salary schedule).

_____ **Confirmation Form**

_____ **Pre-Approval Form** for Professional Development. **This form must have been already submitted for pre-approval, then resent after course is complete.** (Coursework must be: Graduate Level and from an Accredited University or Approved Provider)

_____ **Official Transcript, or copy of Official Transcript**

College Coursework for Tuition Reimbursement

Reimbursement will be made three times per year:

-Fall semester documents - Due January 15, payable January 31

-Spring semester documents - Due June 15, payable June 30

-Summer semester documents - Due September 15, payable September 30

*Reimbursements will only be paid for courses **completed** during that semester.*

_____ **Confirmation Form**

_____ **Pre-Approval Form** for Professional Development (Coursework must be: Graduate Level and from an Accredited University or Approved Provider) **This form must have been already submitted for pre-approval, then resent after course is complete.**

_____ **Tuition Reimbursement Pre and Post Approval Form** **This form must have been already submitted for pre-approval, then resent after course is complete.**

_____ **Official Transcript, or copy of Official Transcript**

_____ **Verification of payment of tuition** - must state name and proof that payment went to tuition

_____ An **ONLINE REQUISITION** must be submitted to Pattie Prince **prior to the above due dates.**

Inservice Training Stipend

*\$25 per hour to be paid for inservices/ workshops that are pre-approved by the LPDC. Maximum of 15 hours paid per school year (September 1- August 31). To be paid twice yearly in December and June. Must be **pre-approved.***

_____ **Confirmation Form**

_____ **Pre-Approval Form** for Professional Development **This form must have been already submitted for pre-approval, then resent with the Confirmation Form after course is complete.**

_____ **Transcripts, certificate, or other evidence of course completion (including hours earned)**

Renewal Hours

License renewal is typically required by ODE every 5 years. An IPDP (Individual Professional Development Plan) must be on file, and updated with each 5 year renewal cycle.

_____ **Confirmation Form**

_____ **Transcript, certificate, or other evidence of course completion
(including hours earned)**

_____ **Pre-Approval form**, unless offered by MCEC or Canfield Local Schools
This form must have been already submitted for pre-approval, then resent with the Confirmation Form after course is complete.