

**Lancaster City Schools Local Professional Development Committee
Final Requirement Checklist**

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

Name _____ Date Submitted _____

Home Address _____ City, State, Zip _____

License/Certificate Number Renewing _____ Area _____ Expiration Date _____

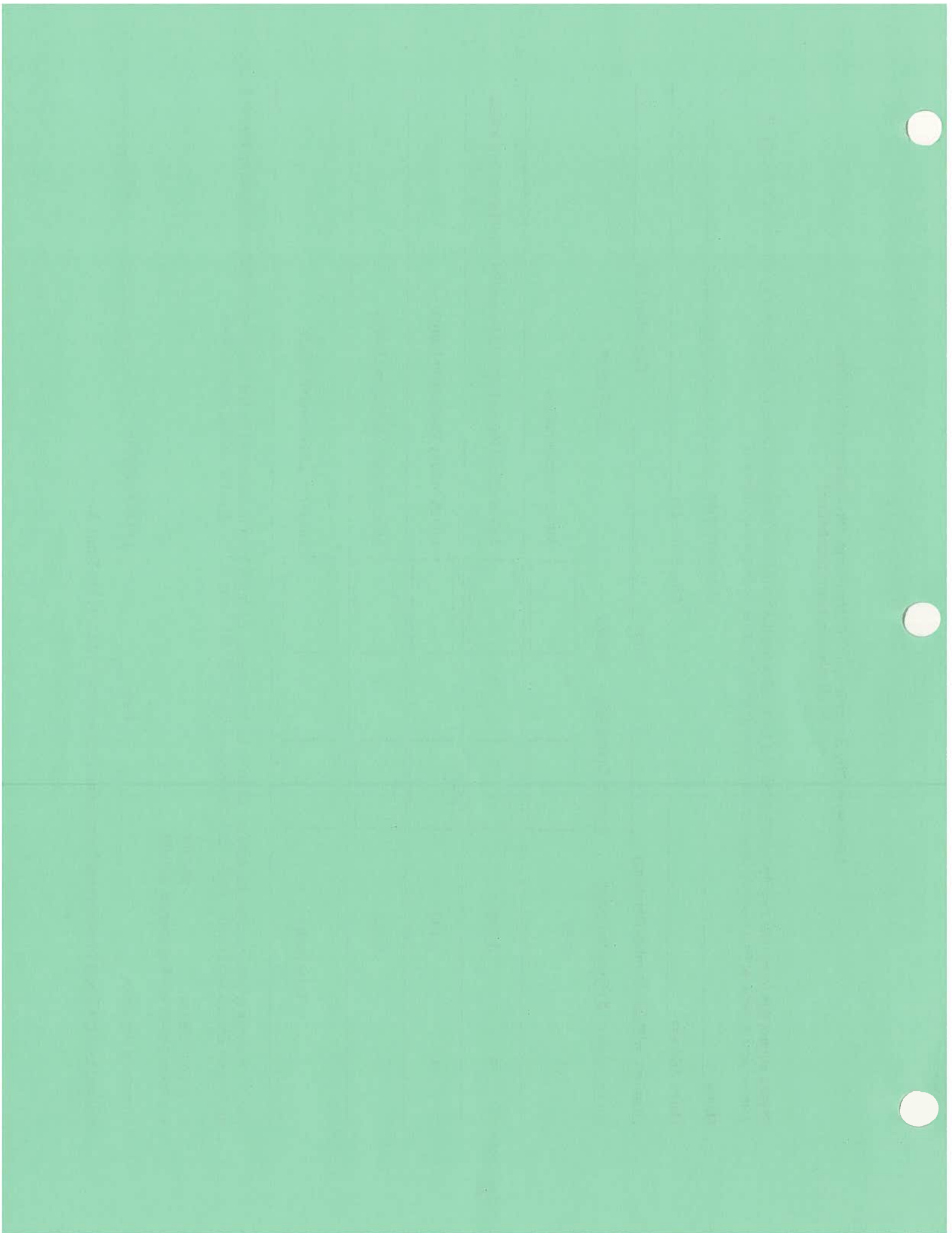
<u>Group Activity</u>	<u># Hours Permitted</u>	<u># Hours Completed</u>	<u>CEU's</u>	<u>Verification</u>
1	0-50	<input type="text"/>	= <input type="text"/>	Attach documentation
2	0-180	<input type="text"/>	= <input type="text"/>	Attach official transcripts, CEU's, and/or attendance certificates
3	0-130	<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 CEU's

Fee: A check or money order payable to "Ohio T. E. C." covering the application fee specified for the license requested must accompany each application (do not send cash). Note: Checks returned for insufficient funds will result in the voiding of the license.

- 5 Year license - \$50.00
- Adding to an existing license- \$10.00

Educator's Signature _____ Date _____ LPDC Signature _____ Date _____

Submit to: LCS Local Professional Development Committee, ESC, ATTN: Anne Arledge



Lancaster City Schools Professional Development Committee
Sample Group Activity Guidelines

Group	Activity	Max. CEUs	CEU Value	Verification	Criteria
1	Local Requirements	5 CEUs per license cycle	1 clock hr = 0.1 CEU	Administrator's Signature	Must meet local district in service expectations and be related to IPDP goals
2	College Courses	No Limit	1 semester hr = 3 CEUs 1 quarter hr = 2 CEUs	Transcript	Must be related to IPDP goals
2	Workshops	No Limit	1 clock hr = 0.1 CEU	CEU Certificate or Certificate of Attendance	Only time spent in IPDP goal related activities
3	Mentoring	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program
3	Curriculum Development	No Limit	1 clock hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Professional Committee	No Limit	1 clock hr = 0.1 CEU	Activity Verification Form	Service on local, county, state or national formal committee
3	Grant Writing	6 CEUs per license cycle	1 clock hr = 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	No Limit	6 CEUs for a book 3 CEUs for an article	Activity Verification Form and a copy of the publication	Must contribute to the education profession and be commercially published
4*	Peer Observation/School Visitations	1 CEU per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Not part of mentoring program
4	National Board of Professional Teaching Standards	13 CEUs per license cycle	13 CEUs for completion 6 CEUs for participation without completion	National Board Certificate, or Activity Verification Form for participation only	Must be related to IPDP goals
4	Professional Vocational Board Certification	6 CEUs per license cycle	1 clock hr - 0.1 CEU	Certificate of Completion	Time in course work/clinics for test preparation purposes only
4	Cooperating Teacher for a Student Teacher	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Activity Verification Form	

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Sample Group Activity Guidelines

Group	Activity	Max. CEUs	CEU Value	Verification	Criteria
4	Cooperating Teacher for a Practicum Teacher or Field Experience Student	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	
4	Teaching a College Course/W/S	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Activity Verification Form	
4*	Professional Presentations	6.0 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Applies to the presentations of a topic each license cycle
4*	Educational Project	No Limit	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.
4*	Self-Directed Educational Development	3 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	May include professional reading, research, educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization
4*	Externship	6 CEUs per license cycle	1 clock hr = 0.1 CEU	Activity Verification Form	Must enhance individual's work in the profession or contribute to educator's specialization

NOTE*** - 18 CEUs/180 clock hours are required for license renewal/initial issuance.
- Preapproval is necessary for all Group 4 activities with *.

Lancaster City Schools 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 inservice requirements	College coursework or workshops where CEUs 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 an individual's educational skills.
Preapproval of Activities	Not required	Not required	Not required	Necessary with *
Documentation	Certificate of Attendance	CEU, Transcript or Certificate of Attendance	Activity Verification Form	Activity Verification Form
Sample Activities	Any activities that are used to meet your local district inservice requirement.	District-wide, building level, countywide, and out of county workshops. College courses	Mentoring, Advisory Teams, Curriculum Committees, Grant Writing.	Peer Observation, Research, Externships, Presentations, Teaching a College Course, National Board Certification, Educational Projects, Travel, Readings, Publication, Cooperating Teacher.
Within Group Activity Maximums	Subject to local district inservice expectations.	No Limitations	Some Limitations. See Group Activity Guidelines.	Some Limitations. See Group Activity Guidelines

NOTE: - All activities must relate to your 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.

Lancaster City Schools Professional Development Committee
 Explanation of Forms

FORM NAME	ITS USE	WHEN TO SUBMIT
Professional Development Plan Proposal (Blue)	<ul style="list-style-type: none"> - For initial plan proposal - To revise your Professional Development Plan 	<ul style="list-style-type: none"> - Before beginning your activities - Once you begin your last renewal of your certificate - When your job assignment changes
Activity Verification Form (White)	<ul style="list-style-type: none"> - To record hours for Group 3 and 4 activities - To request preapproval for Group 4 activities 	<ul style="list-style-type: none"> - When applying for a license - Before beginning the activity when applying for preapproval of a Group 4 activity
Final Requirement Checklist (Green)	<ul style="list-style-type: none"> - To request renewal of a license - To request conversion of a certificate to a license 	<ul style="list-style-type: none"> - After January 1 of the year the certificate or license is to expire - Upon completion of all activity requirements
Activity Log (Yellow)	<ul style="list-style-type: none"> - To keep a record of accumulated hours and activities 	<ul style="list-style-type: none"> - When submitting Final Requirement Checklist