



**NORTHERN LOCAL SCHOOLS
LPDC**

**PROFESSIONAL
DEVELOPMENT
GUIDELINES**

Revised: August 2022

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LPDC Contact Info

Contact Info: To contact the LPDC, please:

E-mail the committee at northernlpdc@gmail.com.

Attend an LPDC meeting. All meetings are open to members.

Contact any one of the LPDC members for general information. For specific questions, use e-mail or address the committee during a meeting.

LPDC Teacher Members (to be updated as needed)

Cheryl White, Chairperson
Glenford and Somerset Elementaries

Nicci Fisher, Teacher Member alternate
Thornville Elementary

Kari Langanke, Secretary
Sheridan Middle School

Becky Foltz, Teacher Member alternate
Sheridan Middle School

Krista Trent, NLEA President
Thornville Elementary

Shay Fodor, Teacher Member alternate
Thornville Elementary

Adam Huffman, Teacher Member
Sheridan High School

Administrators on a rotation basis.

LPDC Meetings

Meeting times, dates, and locations are kept updated on the LPDC webpage.

Educator Professional Responsibilities

You are responsible for:

- maintaining your license for employment;
- knowing when your license expires;
- using your account with the LPDC Online Form Management System to manage your IPDP and professional development activities;
- having an approved IPDP on file at all times;
- engaging in quality professional development from credible sources that enhances your role in the district;
- verifying accreditation of colleges/universities;
- obtaining pre-approval for coursework and activities related to your plan; (Think ahead, not back. Retroactive approval will not be granted.)
- adhering to information provided on the Equivalent Activities Options chart and this guide;
- submitting original documentation to the LPDC and maintaining your own records;
- renewing your license through the Ohio Department of Education website;
- adhering to the LPDC timeline described in the “Steps to License Renewal” in this guide;
- seeking guidance from the LPDC in a timely manner.

LPDC Responsibilities

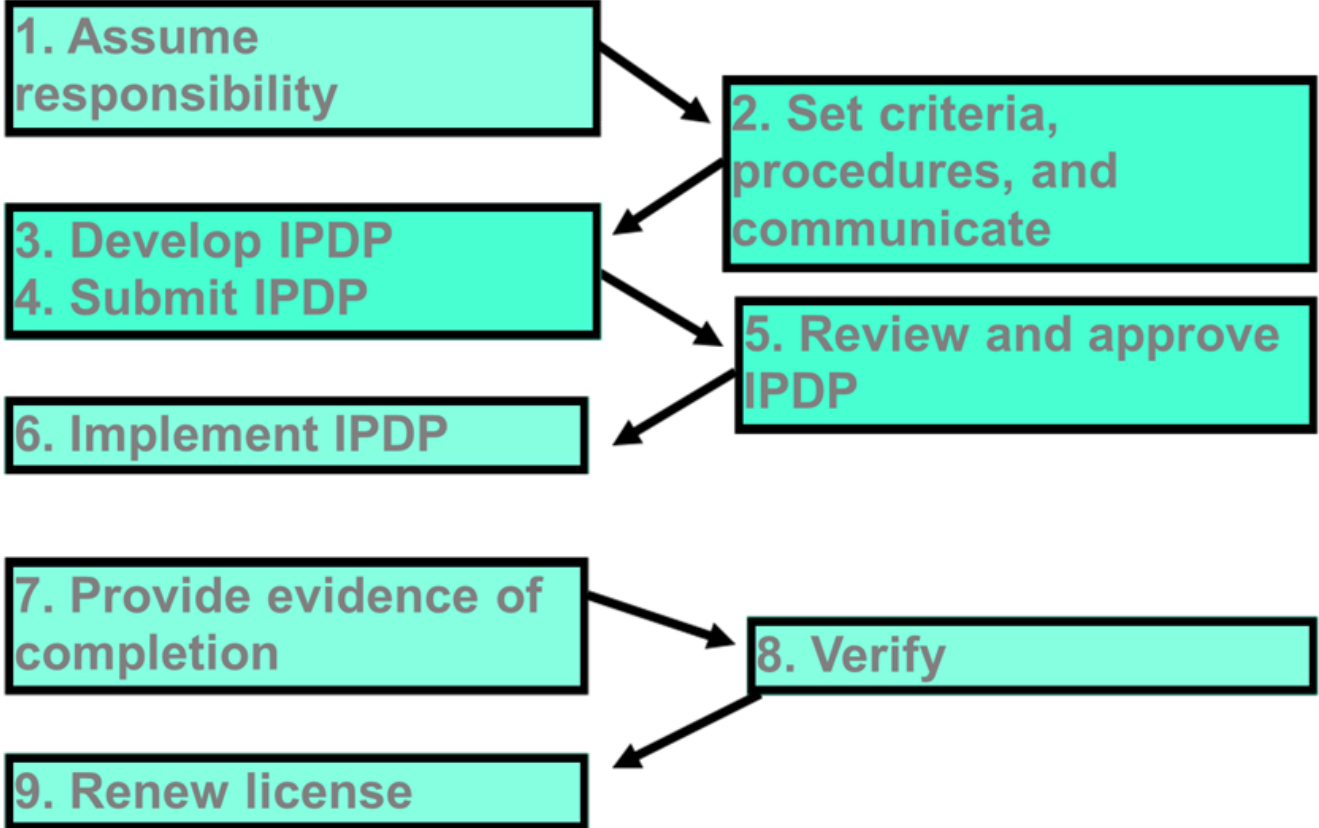
The Local Professional Development Committee is responsible for:

- setting criteria for high quality professional development;
- reviewing and approving Individual Professional Development Plans (IPDPs);
- reviewing and approving professional development activities that educators propose to complete for the purpose of license renewal;
- maintaining confidentiality;
- providing assistance with the online system;
- maintaining records;
- communicating with educators;
- abiding by operating procedures;
- holding regularly scheduled meetings.

Roles of the Educator and the LPDC Chart

Educator

LPDC



Using the LPDC Online Form Management System

Educators will use the LPDC Online Form Management System to submit Individual Professional Development Plans (IPDP) and professional development activities for approval by the LPDC.

The system can be found under “Staff Links” from the Northern Local Schools homepage.

Use your school email address to access the system. A temporary password will be provided to you. **DO NOT ATTEMPT TO CREATE A NEW ACCOUNT.**

Getting Started

We have created an account for each certified staff member in the district using a generic password for all staff members. Please check with a LPDC member if you do not know the generic password (it is not printed here for security reasons). Once you have successfully logged in, you will be able to change your password to something more secure. To log in, you will use your email address (your *FULL* email address, e.g. “no-yourname@seovec.org”) and your chosen password to access your account.



A screenshot of the 'User Login' form. It features a red header with the text 'User Login'. Below the header, there are two input fields: 'Email: (your full email address)' and 'Password:'. A 'Login Now' button with a key icon is positioned below the password field. Underneath the login button, there are two links: 'New User Registration' with a right-pointing arrow and 'Forgot Your Password?' with a left-pointing arrow and a warning icon.

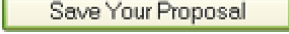
Completing a Form

On the My LPDC Forms page, you have the ability to fill out your LPDC forms such as your IPDP, or approval for professional development activities. Simply choose the type of form you wish to fill out from the list provided.

A screenshot of a menu titled 'Complete a New Form'. It includes an icon of a document and pencil. Below the icon, there is a list of three items: 'IPDP', 'IPDP Waiver (for those who hold Permanent Certificates only)', and 'Approval of Professional Development Activity'.

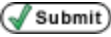
On the forms themselves, you will find a few links containing information that may help you when filling out those forms. The information will pop up in a new window, so it will not interfere with your writing process.

needs of the educator, the students, the school, and our district. areas listed in the  [Professional Development Standards](#).  [Hints on writing goals](#)

When you finish filling out your form, click the Save button  at the bottom of the form to save your work.

Note: At this point, you have only SAVED your form; it has not yet been SUBMITTED to the LPDC committee for review!

Submitting a Form

The My LPDC Forms page keeps track of all of the forms that you have saved and allows you to make changes to your saved forms or submit them to the committee. When you are ready to send your form in to the committee, simply click the **Submit** button  for that form. All of these controls are under the **Status** heading.

About Form Status

Unsubmitted This form has been saved, but has not yet been submitted to the LPDC. You may submit it by clicking Submit, or click Edit to make further changes.

Pending This saved form has been sent to the LPDC, and is awaiting their approval. You may not make any changes to it, but you may View it.

Approved This form has been submitted to and approved by the committee.

Pre-Approved This Professional Development form has been submitted to and approved by the committee, but you will not receive credit until you have submitted verification that this activity has been completed (e.g. transcript, certificate of attendance, activity log, etc...)

Not Approved This form was submitted to the LPDC but was NOT approved. Clicking the Edit button will allow you to view the reasons *why* this form was not approved, and allow you to make changes to it, if you wish to resubmit it.

Status
Pending View Delete
Unsubmitted Submit Edit Delete
Approved View Modify Delete
Rejected Edit Delete

Tracking Contact Hours

Contact Hours Awarded
3
13
0
3

The My LPDC Forms page also keeps a running count of all the Contact Hours that you have earned through activities you have submitted *through this site*. It may or may not be an accurate representation of how many credits you have actually earned. This number is provided just to help you keep track of what you have earned to date, but DOES NOT include any forms that you turned in on paper. **All of the numbers in this column have been converted into Contact Hours, therefore a 3 semester hour graduate class will be listed as 90 Contact Hours.** For your reference, a chart describing how many Contact Hours a given activity may be worth is located on the LPDC homepage.

Automatic Feedback

Whenever one of your forms has been reviewed by the committee, you will receive instant feedback via email to notify you whether your form has been accepted or rejected. If your form was rejected, then you can log into the system to view comments from the LPDC committee describing why it was not approved.

For More Help

If you have any further questions about one of your submissions, or about any of the LPDC requirements, please contact:

The LPDC at northernlpdc@gmail.com or attend any of the regular LPDC meetings.

If you are having any questions about the online system itself, or have technical difficulties using the site, please contact:

Tom Jansen
Summit County ESC
(330) 945-5600 x511283
tomj@cybersummit.org

Activity Types in the LPDC Online System

Use this brief description to help you determine which “Activity Type” to use when entering your professional development activities into the LPDC Online Form Management System for pre-approval. **Refer to the Equivalent Activities Options Chart for additional information.**

The most common types of professional development:

College Course - Must be from an accredited university or college. Check for accreditation through the ODE website. Documentation must be in the form of an official paper transcript. Electronic transcripts are not accepted.

Conference - This is a program or conference that you physically attend. Documentation will be in the form of a Certificate of Attendance with dates and signature.

District-Sponsored Professional Development - This is for all professional development activities for which you have been awarded a Certificate of Attendance from Northern Local Schools or Northern Local Curriculum Staff. Use the District-Sponsored Professional Development Cover Sheet to submit several certificates at one time.

Mentoring - RESA, Administrative Internship, Student Teacher, or Field Placement Student. Choose the appropriate type. For Field Placement Student, choose Student Teacher.

Self-Directed Educational Development - This category includes webinars, online courses that are not taken for college credit, professional reading, research, and educational travel and must enhance the individual’s work in the profession or contribute to specialization. Pre-approval required for all activities. This type of activity is limited to ten contact hours per renewal cycle. Certificates or Activity Log will be required documentation.

Less common types of activities include:

Curriculum Development - Must be service on a formal committee organized by local, state, national or international education agency or organization.

Grant Writing - Must obtain pre-approval and present your proposal in person to the LPDC.

Multiple - Approved by Previous Employer - Use only with guidance from the LPDC.

National Board of Professional Teaching Standards Certification - Preapproval and a meeting with the LPDC required.

Other - This should only be used if there is no other type that fits your activity. **Prior approval must be obtained before engaging in this type of activity.**

Peer Coaching - Must be authorized by supervisor.

Professional Committee - Service on a formal committee organized by local, state, national, or international education agency or organization.

Professional Presentation - Applies to the first time you give a professional presentation.

Professional Publication - Publication of original work.

Teaching a college course/adult vocational or technical course - Credit is awarded the first time teaching the course only.

Teaching portfolio - Completed portfolio must be presented in person to the committee.

Steps to License Renewal
Northern Local LPDC

At any time, contact the LPDC via email at northernlpdc@gmail.com with questions.

Step 1: License is issued - Within 30 days of a license being issued, the license holder must create an Individual Professional Development Plan (IPDP) and submit the completed plan online to the Local Professional Development Committee (LPDC) for approval. **An educator MUST have a current, approved IPDP on file with the LPDC before earning credits/contact hours/CEUs that qualify for license renewal.** Following LPDC review, the educator will receive an email that will either notify the educator that the IPDP has been approved or is not approved. The educator should then revise and resubmit the IPDP.

Step 2: During the years of the approved IPDP - Engage in pre-approved, credit-earning professional development activities that are related to your IPDP. College credit must be earned at an accredited university or institution. All activities other than Northern Local professional development must be submitted online for prior approval by the LPDC. See the Equivalent Activities Options Chart for a list of possible professional development options and maximum hours per renewal cycle. Certificates from Northern Local professional development may be entered into the online system periodically or all together when preparing for license renewal. Use the District-Sponsored Professional Development Cover Sheet for Northern Local certificates. Submit Northern Local certificates within 10 days of entering them into the system.

Step 3: One year prior to license expiration - Ensure that credit-earning professional development amounting to 6 semester hours (equivalent to 180 contact hours, 18 CEUs, or a combination of these - see conversion chart) has been completed by February 1 of the year the license expires. Communicate your progress to the LPDC in person or via email.

Step 4: By March 1 of license expiration year - ALL original documentation must be submitted to the LPDC by bringing it to an LPDC meeting, giving it to a committee member, or sending it to the LPDC. Keep a copy of all documents. Transcripts must be original, official, paper transcripts, not photocopies or e-transcripts. All documentation (transcripts, certificates, etc.) must be received by the LPDC by March 1.

Step 5: Complete Background Check - Check with the district office to have a background check completed, if necessary. Fee applies.

Step 6: Between January 1- May 1 of license expiration year - Apply through the SAFE account (link from the Ohio Department of Education website) to have the license renewed. This is when the fee will be paid. The license renewal will be approved by the LPDC upon verification of all documentation. The educator will receive an email when the process is complete and the license is issued. Assistance will be offered at LPDC meetings between January and April to complete this process.

Step 7: When the new license is issued - Upon renewal of the 5-year license, an educator's IPDP also expires. The renewal process repeats, and the educator must then create a new IPDP within 30 days. **An educator MUST have a current, approved IPDP on file with the LPDC before earning credits/contact hours/CEUs that qualify for license renewal.**

Guidelines for Writing Your IPDP

Writing your IPDP Goals:

You must include at least three goals in your IPDP and no more than five. Goals need to reflect teaching standards and professional self-growth. Keep goals simple and focused.

Key Points to writing a successful IPDP:

1. Your goals should focus on improving one of four areas: student learning, teaching skills, meeting building goals, or meeting district goals.
2. Goals should have 3 parts: verb that relates to learning, area of focus, rationale. See the next page for examples.
3. The IPDP must demonstrate a focused, sustained effort and align to Ohio Standards for your profession. See the links on the LPDC Website.
4. Submit your plan online. You may also submit pre-approvals at this time, but those will not be acted upon until you have an approved IPDP.
5. Goals such as “to earn a master’s degree” will not be approved.

Your Rights When a Plan Needs Revision:

1. You may make multiple revisions to your plan.
2. You may seek advice from the LPDC members.
3. After two submissions and denials, you can proceed with the LPDC Appeals Process.

Next Steps:

1. Once your IPDP is complete and approved, you can submit pre-approval forms for activities online.
2. You must keep track of all completed activities and submit verification to the LPDC and keep a copy for your files.
3. If you have an approved plan on file, and you leave Northern Local Schools, your plan will be given reciprocity. Submit the required paperwork from your new district to the Northern LPDC. We will complete it for you to give to your new LPDC.
4. If you are new to Northern Local Schools, complete the Verification Form for Educators from your prior LPDC.
5. When your license is up for renewal, you will need to ensure that your file is complete and you have the needed hours to complete your license application. With the continual changes in the state licensure process, you should remain in contact with the LPDC and review information on the LPDC and ODE websites.
6. Remain in contact with the LPDC.

Tips for writing IPDP Goals

A learning goal should contain a verb that relates to learning:

- I will explore...
- I will research...
- I will learn about...
- I will study...
- I will become familiar with...

Learning goals should cite an area of knowledge:

- I will explore alternative assessment
- I will learn about the use of service learning in social studies
- I will study problem-based learning
- I will become familiar with the Internet as a research tool

Learning goals should cite a rationale:

- I will explore alternative assessment to help improve math achievement.
- I will learn about the use of service learning to share knowledge with colleagues.
- I will study problem-based learning to deepen understanding in science.
- I will become familiar with Internet research to help improve language arts instruction.

Possible Goals for Your IPDP

The focus of all IPDPs should be the educator's learning goals.

Select one from each column to convey our learning goal. This is not an exhaustive list.

State an intention to engage in learning "I will...."(Use an action verb.)	Describe an area related to practice that will be the focus of the learning. (In what area of improvement?)	For the purpose of (rationale) in order to
<ul style="list-style-type: none"> . acquire . analyze . apply research . be able to . become familiar with . become knowledgeable . become proficient in . become skillful at . build relationships . contribute to . demonstrate . develop/design . enhance my understanding of . examine . expand . explore . gain a (greater) understanding of . gain skills in . implement . incorporate . interpret . investigate . learn about . learn how to . modify curriculum . obtain skills in . study . take part in . use 	<ul style="list-style-type: none"> . multiple strategies . testing students on standards . interdisciplinary curriculum units . ways to develop students' thinking skills . ways of working with students with special needs . knowledge of cultures of student populations . recognizing differences in students . meet needs of diverse populations . strategies to improve learning environment . strategies to manage groups of students . ways of developing positive self- concepts . uses of technology in the classroom . develop new instructional techniques . implementation of classroom inclusion techniques . develop effective communication . develop effective questioning techniques . engage students in learning . professional ethics . educational theories . age appropriateness and developmental characteristics of students . with state and federal policies . district or classroom based research . new administrative/managerial skills . new ways to evaluate student performance . interpret student test data 	<ul style="list-style-type: none"> . share knowledge with colleagues . deepen understanding in <subject area> . improve classroom discipline . update policies and procedures . modify curriculum . implement/apply/ demonstrate in the classroom . contribute to the teaching profession . incorporate into lesson plans . improve student learning . contribute to school and district

Sample goal:

I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.

Professional Development Activities/Equivalent Activities

One of the tasks of the LPDC is to determine what professional development activities will be accepted for renewal of certificates or licenses. Such activities will be based on your needs, the needs of the students, the school, and the school district.

Equivalent Activities should be:

- relevant to an educator's learning goals;
- aligned with the Ohio Educator Standards for Professional Development;
- intentional and planned;
- carried out in a systematic way;
- able to be documented.

College credit represents the traditional form of professional development. The "Equivalent Activities Options" chart in this guide and online provides descriptions, requirements, and credit limits for other professional development that may align with your plan to help you reach the requirements for license renewal. Carefully consider your IPDP goals and obtain pre-approval from the LPDC for Equivalent Activities.

Equivalent Activities Options Chart

Option	Maximum Credit per Renewal Cycle	Contact Hours Value	Required Documentation/ Verification	Criteria
College coursework	Unlimited	1 sem. hour = 30 Contact Hours 1 quarter hr = 20 Contact Hours	Official paper transcripts from an accredited college or post-secondary educational institution	<p>Must be taken through an accredited college or other approved post secondary educational institution.</p> <p>Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course.</p> <p>Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students.</p>
Attend (in person, not online or virtually) a professional conference, workshop, institute, academy or inservice	Unlimited	1 clock hour = 1 contact hour = 0.1 CEU	Certificate of Attendance	<p>Certificate of Attendance for activity must include attendee's name, workshop objective, date and number of contact hours, and signature of official from sponsoring organization.</p> <p>Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.</p> <p>Must enhance educator's work in the profession or contribute to educator's specialization.</p> <p>This applies only to conferences or workshops attended in person, not online or virtually.</p>

Grant writing	Maximum 30 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Activity documentation log and copy of grant application	Contact hours not dependent on awarding of grant. Documented clock hours in planning and preparation. Information about the grant you will be writing, how will it be implemented in the district's educational program. Must be signed by immediate supervisor.
Self-directed educational development (professional reading, research, educational travel, webinar, video, video conference, or other online activity not taken for college credit)	Maximum 50 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Activity documentation log or certificate if offered	Must enhance individual's work in the profession or contribute to teacher's area of specialization.
Presenting a professional presentation	Maximum 60 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Activity documentation log, copies of agenda, handouts, or any evaluation instrument used	Applies to first presentation for each license cycle. Provide a copy of the agenda, handouts and evaluation instrument that will be used, if there is one.
Curriculum development committee	Maximum 30 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Activity documentation log and documented clock hours of committee work signed by supervisor or committee chairperson	Must be service on formal committee organized by local, state, national or international education agency or organization.

Professional committees	Maximum 30 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Documented clock hours of committee work signed by supervisor or committee chairperson	Must be service on formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.
National Board of Professional Teaching Standards Certification	Maximum 180 contact hours per license cycle	Final contact hour credit to be determined by LPDC	Valid copy of certificate or activity documentation log for candidate not completing certificate	Must be in the subject area assigned. National Board Certificate must be completed (or) participation as candidate must be verified by the expiration date of the Ohio certificate/license. Log must accompany certification document.
Mentoring - RESA	Maximum 60 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Mentoring forms from RESA coordinator,	Provide documentation form including times, dates, and signatures for activities. Must be signed by immediate supervisor.
Mentoring - Cooperating Teacher for Student Teacher or Administrative Internship	Maximum 60 contact hours per license cycle	Full year = 30 contact hours Half year = 15 contact hours	Documentation from university or college	Provide a copy of university document regarding placement with you for your student teacher or administrative intern. List university, name of person and location of assignment, indicate if this was for a full semester or less, starting and stopping dates, and number of hours spent with student teacher/intern. Must be signed by immediate supervisor or authorized university representative.

<p>Cooperating teacher for Short Term Field Placement/Observation</p> <p>89 Placement Hours and Below</p>	<p>Maximum 15 contact hours per license renewal cycle</p>	<p>5 contact hours= 80-89 hours with student</p> <p>4 contact hours= 70-79 hours with student</p> <p>3 contact hours= 50-69 hours with student</p> <p>2 contact hours= 30-49 hours with student</p> <p>1 contact hour= less than 30 hours with student</p>	<p>Certificate or letter from university or college</p>	<p>Provide a copy of university document regarding placement with you for your student teacher or administrative intern.</p> <p>List university, name of person and location of assignment, indicate if this was for a full semester or less, starting and stopping dates, and number of hours spent with student teacher/intern.</p> <p>Must be signed by immediate supervisor or authorized university representative.</p>
<p>Cooperating teacher for Extended Field Placement/Observation</p> <p>90 or more placement hours</p>	<p>Maximum 30 contact hours per renewal cycle, including short term and extended field placement contact hours</p>	<p>10 contact hours per Extended Field Placement or Observation, 90 hours and/or more</p>	<p>Certificate or letter from university or college</p>	<p>Provide a copy of university document regarding placement with you for your student teacher or administrative intern.</p> <p>List university, name of person and location of assignment, indicate if this was for a full semester or less, starting and stopping dates, and number of hours spent with student teacher/intern.</p> <p>Must be signed by immediate supervisor or authorized university representative.</p>
<p>Teaching a college course/ adult vocational or technical course</p>	<p>60 contact hours per license cycle</p>	<p>30 contact hours per semester course</p>	<p>Activity documentation log</p> <p>-AND-</p> <p>course syllabus</p>	<p>Credit awarded for the first time teaching the course each license cycle.</p>

Publication of original work	Maximum 180 contact hours per license cycle	Up to 180 contact hours for a published book. Up to 60 contact hours for an article published in a professional journal or magazine.	Copy of publication or documentation -AND- activity documentation log	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
Teaching portfolio	Maximum 10 contact hours per year of licensing cycle for a maximum of 50 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Completed portfolio -AND- activity documentation log	Must complete the following sequence: 1. Establish professional goals as they relate to any one of the Professional development standards. 2. Develop an action plan that includes activities/strategies, timeline, and resources needed to accomplish the goals. 3. Collect and select artifacts and evidences to support fulfillment of goals. 4. Select and meet with a "critical friend" and the LPDC to reflect on progress and receive feedback. 5. Consider revisions to goals and/or action plans and make necessary changes. 6. Present conclusions of this process at time of license renewal. 7. If applicable, begin cycle again for next licensure period. Must be pre-approved by LPDC.
Peer Coaching	Maximum of 10 contact hours per license cycle	1 clock hour = 1 contact hour = 0.1 CEU	Activity documentation log signed by supervisor.	Must include a statement of authorization from a supervisor, summarization of conferences, and documentation of dates, times, and topics discussed.

Credit Conversion Chart

Credits Required for Renewing Ohio Credentials

To renew your teaching credentials in the state of Ohio, you must earn 6 semester hours, 18 CEUs, 180 contact hours, or a combination of these after the ISSUE DATE of your expiring certificate/ license and after the APPROVAL DATE of your IPDP.

Semester Hour(s)		CEU(s)		Credit Hours
6	=	18	=	180
5	=	15	=	150
4	=	12	=	120
3	=	9	=	90
2	=	6	=	60
1	=	3	=	30
		1	=	10

Semester hours must be earned through an accredited university or institution. Official transcripts are required documentation. Check the Ohio Department of Education website for the link to verify accreditation of a university or institution. Prior approval must be obtained for all professional development activities. Contact hours awarded from Northern Local Schools are pre-approved.

Online Application with ODE

- Visit <https://education.ohio.gov/>.
- Sign into your [SAFE account](#), found at the top menu.
- Click on ODE.CORE.
- On the UPDATE My Information page, update your contact information including email address.
- Return to the CORE dashboard using the drop-down menu at top right. Then select RENEW My Credentials.
- At the drop-down menu marked Action, select Renew, Advance or Transition.
- Complete the remaining steps of the application. You may need to choose our district and our LPDC from drop down menus. You do not need to upload any documents.
- You can save your application and return to it from the My Applications section if you want to complete the process at a different time.
- Click on **Apply**.

If you wish to apply for more than one credential, repeat the steps above for each credential.

After you submit your application, it will be reviewed. You will receive an email acknowledgment of your submission. While you are waiting for your application to be processed, you may login and click on the STATUS button on the CORE dashboard for information about your application. You also will receive an email when your application request is approved or denied.

If you need additional help or if you find that the process has changed, visit the Ohio Department of Education website for additional instructions or contact an LPDC member.

Northern Local Schools
Local Professional Development Committee
Bylaws

Article I. Name, Scope, and Authority

The Association and the Board hereby agree to establish the Northern Local Schools Local Professional Development Committee (LPDC) consistent with the ORC 3319.22 as amended by SB 230 and regulations adopted thereunder. This committee shall be district-wide in scope and shall be the only committee of its type authorized to operate in the district.

Article II. Purpose

The LPDC shall oversee and review professional development plans for coursework, continuing education units, or other equivalent activities completed by educators within the district for the renewal of licenses.

The Committee shall:

- A. Establish criteria for professional development standards.
- B. Promote alignment of professional growth with individual, student, building, and district needs and goals.
- C. Emphasize increased student learning and achievement as a professional development priority.
- D. Set standards, procedures, guidelines, criteria, and approval for Individual Professional Development Plans (IPDP).
- E. Maintain a list of Equivalent Activities Options for professional development.
- F. Grants approval for professional development activities.
- G. Determine if coursework and other continuing education activities meet the requirements for renewal of licenses.
- H. Makes a final recommendation for approval or disapproval of license renewal.

Article III: Structure

Section 1.

The LPDC shall consist of teacher and administrator members as follows:

NLEA President,

Five (5) NLEA members, one from each building,

Three (3) alternate NLEA members,

Two (2) building administrators (on a rotation basis).

All members must have been employed by the district for at least 3 years.

Section 2.

LPDC members shall be compensated according to the negotiated agreement between NLEA and the Board.

Section 3.

Committee vacancies for teacher representatives shall be filled by building vote or by appointment from the NLEA president.

Administrative vacancies shall be filled by the superintendent.

Committee members may resign by notifying the chair in writing or verbally.

A member may be removed by the committee for just cause by simple majority vote of committee members.

ARTICLE IV: Roles and Terms of Office

The Northern Local Schools Local Professional Development Committee shall consist of the following roles and corresponding terms of office.

CHAIR or CO-CHAIRS The chair(s) shall be elected by a majority vote of the committee. The chair(s) shall be elected for a three (3) year term, from July 1 through June 30.

SECRETARY The secretary shall be elected by a majority vote of the committee. The secretary shall be elected for a three (3) year term, from July 1 through June 30.

MEMBER The term of service for a member of the committee shall be for a 3 year term, for unlimited number of terms, from July 1 through June 30.

ARTICLE V: Duties

Section 1.

The Chair(s) shall:

- preside at all NLSD LPDC meetings;
- establish a meeting calendar, call all meetings, and set agendas;
- ensure adherence to LPDC and IPDP procedures, processes, and guidelines;
- serve as the appeals process contact and liaison;
- serve as one of the LPDC reviewers of IPDPs used for license renewal;
- review professional development activities and approve or disapprove in accordance with committee guidelines;
- correspond with members and district staff;
- serve as e-signer for license renewals as required by the Ohio Department of Education.

Section 2.

The Secretary shall:

- keep minutes of the LPDC Meetings;
- correspond with members and district staff;
- keep LPDC membership records up-to-date;
- serve as one of the LPDC reviewers of IPDPs used for license renewal;
- review professional development activities and approve or disapprove in accordance with committee guidelines;
- keep an up-to-date list of district employees under the LPDC;
- complete duties as a Member of the Committee.

Section 3.

Members shall:

- elect an acting chair in the absence of a chair;
- serve as reviewers of Individual Professional Development Plans;
- review professional development activities and approve or disapprove in accordance with committee guidelines;
- provide general information for staff.

ARTICLE VI: Operational Procedures

The LPDC will meet regularly when school is in session. The dates, times, and locations of meetings will be listed on the LPDC webpage.

The Chair(s) has(have) the right to cancel a meeting if no actions are needed or a quorum of members (includes Chair) are not present, or to call an emergency meeting when necessary. A quorum shall be 3 members.

The LPDC will review IPDPs that are submitted online for approval. Approval of an IPDP will be determined by at least 2 members.

Whenever an administrator's plan is under consideration the LPDC shall, at the request of the administrator, reduce the number of teacher members and cause the majority of the LPDC to consist of administrative members.

If an IPDP is not approved, the educator will be given suggestions/comments in the email generated by the LPDC system. The revised plan should be submitted within 14 days.

Review and approve professional development activities according to the Equivalent Activities Options chart.

ARTICLE VII: Appeals Process

Reconsideration. If an educator disagrees with the LPDC decision, the educator will be given the opportunity to appeal the LPDC decision in person at a regularly scheduled meeting. The educator can discuss the IPDP and his/her case in relation to the LPDC operational procedures. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC. LPDC Appeal Form, Level 1 - Reconsideration must be submitted to the LPDC chairperson within 14 calendar days of receiving denial of an IPDP AND within 7 days of the next regularly scheduled meeting. Meeting minutes will reflect the outcome of the reconsideration process.

Third Party Review. If the appeal is denied in Reconsideration, the applicant may request in writing via LPDC Appeal Form, Level 2- Third-Party Review, a binding decision rendered by a three-person review panel chosen as follows:

- One licensed educator selected by the LPDC;
- One licensed educator selected by the educator;
- One licensed educator agreed upon by the above two.

These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it on evidence of fidelity to the LPDC procedures. This review is to be judged based on procedure only. (Did the educator comply with the LPDC criteria, procedures, and timelines? Did the LPDC abide by its operational procedures?) An appeal can't be granted that allows the panel to overrule the LPDC unless procedure has been violated.

ARTICLE IX: Reciprocity

Upon employment in Northern Local Schools, the newly hired educator will submit an IPDP online for approval. The IPDP must be approved before any credit for professional development can be earned. Hours of professional development already accumulated in the district of prior employment shall be honored if approved by that district's LPDC and proper documentation is provided from that LPDC.

It is the educator's responsibility when being hired by the district or leaving the district to request from the LPDC the Approval Verification Form for Educators When Leaving an LPDC.

ARTICLE X: Amending the Bylaws

The LPDC shall annually review the bylaws and LPDC Guidelines. Members will be notified of the review at least 10 days in advance of the meeting. A simple majority of members present and voting shall be required to make amendments to the bylaws.

LPDC Appeal Process

Level 1: Reconsideration

Appeal Request Form 1
Northern Local Schools
Local Professional Development Committee (LPDC)

This form and documentation must be submitted to the Committee Chair within 14 calendar days of receiving notice of a denial and within 7 calendar days of the next LPDC meeting. If there is not 7 days before the next meeting, reconsideration may be postponed until the following meeting.

Reason for requesting Reconsideration: (To be completed by applicant). Attach copies of any and all documentation or correspondence regarding this appeal.

Applicant's Full Name: _____ Date of Submission: _____

Applicant's Signature: _____

Date received by committee chair: _____ Received by: _____

Date of appeal consideration: _____ Date of applicant notification: _____

FOR LPDC USE ONLY:

LPDC Appeal Process

Level 2: Third Party Review

Appeal Request Form 2
Northern Local Schools

Local Professional Development Committee (LPDC)

This review is to be judged based on procedure only. This decision is binding and completes the Appeal Process.

Reason for requesting Third Party Review:

Applicant's Full Name: _____ Date of Submission: _____

Applicant's Signature: _____

Date received by committee chair: _____ Received by: _____

Date of appeal consideration: _____ Date of applicant notification: _____

Decision: (To be completed by Third-Party Review Panel)

_____ **Signatures:** _____

Equivalent Professional Development Activity
Time Log

Name: _____

Equivalent Activity: _____

Use this form to record your activities related to the equivalent activity you are completing. Feel free to copy this form as needed.

Date	Time Spent	Purpose	Results	Resources Used